

**RYERSON UNIVERSITY**  
**SENATE MEETING AGENDA**  
**Tuesday, January 27, 2009**

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**5:30 p.m.** Dinner will be served in The Commons, Jorgenson Hall, Room POD-250.

**6:00 p.m.** Meeting in The Commons (POD-250).

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Pages 1-3  
Pages 4-9

**1. President's Report**

- 1.1 President's Update
- 1.2 Ryerson Achievement Report

**2. Report of the Secretary of Senate**

**3. The Good of the University**

- 3.1 Ombudsperson's report (attached)

**4. Minutes:**

Pages 10-14

- 4.1 Minutes of the December 2, 2008 Meeting

**5. Business Arising From the Minutes**

Pages 15-40

- 5.1 Report #W2009-1 of the Composition and Bylaws Committee
  - 5.1.1 **Motion:** *that Senate approve the amendment of its Bylaw as attached to this report, effective July 1, 2009.*

**6. Correspondence**

**7. Reports of Actions and Recommendations of Departmental and Divisional Councils** (*see attachment – pages 97-109*)

- 7.1 From Ted Rogers School of Management:  
Course changes in: Global Management Studies; Information Technology Management; Hospitality and Tourism Management; Retail Management

**8. Reports of Committees**

Pages 41-69

- 8.1 Report #W2009-1 of the Senate Appeals Committee
  - 8.1.1 **Notice of Motion** - to approve revisions to the Undergraduate Academic Considerations and Appeals Policy (policy #134)

Pages 70-83

- 8.2 Report #W2009-1 of the Ad hoc Committee to Review the GPA Policy
  - 8.2.1 **Motion:** *that Senate approve the amendment of Policy 46, Policy on Grading, Promotion and Academic Standing (GPA Policy), effective Fall 2009*

Pages 84-92                    8.3     Report #W2009-1 of the Ad hoc Committee to Review the Course Management Policy  
                                  8.3.1 **Notice of Motion** - to approve revisions to the Course Management policy (policy #145)

Pages 93-96                    8.4     Report #W2009-1 of the Academic Standards Committee  
                                  8.4.1 **Motion:** *That Senate approve the proposed revisions to accounting courses and the Accounting Minor with the recommendations and requests stated in the ASC Evaluation section.*

**9.     New Business**

**10.    Adjournment**

## **Ryerson University Senate**

### **President's Update for the meeting of: January 27, 2009**

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**Ted Rogers** – The Ryerson community mourned the passing on December 2<sup>nd</sup>, 2008 of our great friend and benefactor Ted Rogers, who inspired and advanced not only Ryerson programs in business and communication, but the university overall with his energy and spirit, support and family name. A memorial notice was placed in Toronto newspapers and on the university web site [see [http://www.ryerson.ca/news/news/General\\_Public/20081202\\_TedRogersOb.html](http://www.ryerson.ca/news/news/General_Public/20081202_TedRogersOb.html)], and the university is consulting with associates and colleagues to plan an annual event in his name.

**WUSC** – Thanks to the initiative of Ryerson students, and the generous response of the community, Ryerson joins more than 60 committees across Canada in establishing a chapter of the World University Services Canada (WUSC) Student Refugee Program on campus. The fundraising reception on November 26<sup>th</sup>, 2008 was addressed by Dr. Charles Conteh, Assistant Professor at Lakehead University, who spoke eloquently about his personal experience, having fled the civil war in Sierra Leone in 1997 and found a new life in Canada through the program. Ryerson will welcome the first sponsored student to campus in September 2009.

**Application Statistics Fall 2009** – Preliminary secondary school application statistics for Fall 2009 will be released by the Ontario Universities Application Centre (OUAC) on Wednesday, February 11<sup>th</sup>. Information and comment will be provided at the March 3<sup>rd</sup> Senate meeting.

**Welcome** – Winstone Zulu, one of Africa's best known HIV-AIDS and tuberculosis activists, has joined Ryerson's School of Journalism as a Visiting Fellow. Zulu will give guest lectures, and study with the Master of Journalism program. The fellowship is jointly sponsored by Ryerson University and the Stephen Lewis Foundation.

**Ryerson Angel Network** – Canada's first university-led angel investor network, the Ryerson Angel Network (RAN), was announced on November 19<sup>th</sup>, 2008. Building on Ryerson leadership in entrepreneurial-focused programs and research, the RAN will be administered through the new Ryerson Entrepreneur Institute (REI) and work in collaboration with the National Angel Capital Organization (NACO) to provide funding, training, and best practice investment strategies to students and alumni starting up or expanding new businesses, as well as non-profit organizations and community programs.

**Economic Update** – The Town Hall on the economy was very well attended, and is available at <http://www.ryerson.ca/about/president/economicupdate/index.html>. In summary, the Town Hall presentation recognized the relative strength of the Ryerson financial position in four areas: operating budget, endowments, pension plan and capital, while recognizing the need

for prudence and attention to external developments. At the same time, the university is committed to working together to continue to provide a quality experience for our undergraduate and graduate students, and sustaining the momentum that gives shape to our aspirations and progress.

**Master Plan** – Ryerson has received excellent press coverage in the new year on the link between our academic goals and our city-building agenda. In the *Toronto Star* on January 9<sup>th</sup>, Christopher Hume wrote that while ‘*Pedestrianism is the new urbanism... Toronto awaits its first pedestrian-only neighbourhood.*’ Among the candidates he proposes, Hume notes that ‘*Gould between Yonge and Church streets is the main entrance to Ryerson University*’ and ‘*closing Gould is an idea whose time has most emphatically come.*’ On January 11<sup>th</sup> in the *Toronto Sun*, Rob Granatstein wrote: ‘*Ryerson is about to put its newly influential footprint squarely on Toronto itself -- both on Yonge Street, and beyond.*’

**RU Ryerson?** – I am delighted to be sponsoring the ‘RU Ryerson?’ video contest inviting students to create a 3-minute film showcasing what Ryerson means to them. Our students are enthusiastically taking the initiative to promote the Ryerson reputation for spirit, talent and distinctive experiences. More information is available at <http://www.ruryerson.ca/index.cfm>.

### **Government Relations:**

**Ministry of Economic Development and Trade** – On November 18<sup>th</sup>, 2008 Dean Ken Jones and I met with The Hon. Michael Bryant, Minister of Economic Development and Trade to discuss opportunities for Ryerson land development.

**Ministry of Research and Innovation** – On January 6<sup>th</sup>, a meeting of university presidents with the Deputy Minister and Minister of Research and Innovation focused on the development of our collaborative digital media initiative.

**President’s Congratulations** – I am proud to acknowledge Ryerson achievements sent to me since the last update, and continue to encourage everyone to let me know about accomplishments by members of our community. More details of achievements, research, awards and distinctions, and life at the university are also available at ‘News and Events’ on the Ryerson web site.

- ❖ October 25, 2008: The Campus Planning & Facilities landscaping team won the 2008 Professional Grounds Management Society (PGMS) Green Star Honour Award in competition with six other colleges and universities from across the United States.
- ❖ November 2008: Prof. George Kapelos, Department of Architectural Science was named to the College of Fellows of the Royal Architectural Institute of Canada (RAIC).
- ❖ November 1, 2008: Prof. Norman T. White (Image Arts) was named 2008 laureate of the international *d.velop digital art award* as ‘one of the most influential pioneers of digital art’ whose experimentation has ‘enriched discourse on the art and science of new media.’
- ❖ November 2, 2008: The ‘Hungry Camera’ team of 1st year Image Arts students (Stephen Dunn, Larissa Walkiw, Alex Fox, Kyle Sanderson, Laura Asselin, Rodrigo Barriuso, Scott Matthews) won The Toronto 48 Hour Film Project for *The Hall*. The film, which also won the audience choice award, will compete at the Miami International Film Festival in March.

- ❖ November 5-8, 2008: Professors Sandra Tullio-Pow and Sue Barnwell, School of Fashion, won the Best Paper Award in Design and Aesthetics at the Annual Conference of the International Textiles and Apparel Association (ITAA) for their paper entitled *I Can't Find a Thing to Wear: Investigating the Clothing Needs of Female Breast Cancer Survivors with Lymphedema*, co-authored with Dr. Joyce Nyhof-Young, Princess Margaret Hospital, and Katherine Poon, a medical student at the University of Toronto.
- ❖ November 21, 2008: Restiani Andriati, Digital Media Projects Office, was celebrated as the recipient of the 2008 OPSEU Staff Star Award.
- ❖ November 26, 2008: Naila Abbasova and Salome Greenberg won the second annual Window Wonderland competition, an event partnering the Ted Rogers School of Retail Management and the Downtown Yonge BIA.
- ❖ November 28, 2008: Saron Ghebressellasse (RTA '08) is one of three young Canadians awarded the 2008 Ruth Hancock Foundation Scholarships for strength of character, leadership, a willingness to help others, and an interest in pursuing a broadcasting career.
- ❖ November 28, 2008: Tyler Forkes, Executive Director, Alumni Relations, received the CCAE-O (Canadian Council for Advancement of Education-Ontario) Outstanding Volunteer Award for championing the organization and the professional development of its members.
- ❖ December 6, 2008: Cassandra Padmore (1<sup>st</sup> Yr Journalism) is the recipient of the 2008-09 Arts and Culture Jamaica (ACJAM) Scholarship designed to support talented students pursuing tertiary studies and encourage intercultural communication through the arts.
- ❖ December 8, 2008: The 4<sup>th</sup> year student film *Captain Coulier (Space Explorer)* directed by Lyndon Casey, and produced by David Fradkin and James Gallagher (all Image Arts '08) will screen at the 2009 Sundance Film Festival in the International Dramatic Shorts category.
- ❖ December 12, 2008: Adrian Ma, Masters Journalism student, was awarded a Hong Kong Student Fellowship by the Canadian Association of Journalists (CAJ) and the Hong Kong Economic and Trade Office of the Hong Kong Special Administrative Region Government in Canada (HKETO); the award covers a week-long visit to Hong Kong.
- ❖ December 16, 2008: *Princess Margaret Blvd* by Kazik Radwanski (Image Arts '08) was included by the Toronto International Film Festival Group (TIFF) in its list of Canada's Top Ten short films of 2008.
- ❖ December 17, 2008: The City of Toronto 2008 Bicycle Friendly Business Awards announced that Ryerson is the winner in two categories: Best Bicycle Parking and Best Large Business.
- ❖ January 2-4, 2009: The Ted Rogers School of Management team placed 1st in the academic category at the national MBA Games for the second year in a row, and won 2<sup>nd</sup> place for spirit.
- ❖ January 10, 2009: Ryerson women's hockey coach Stephanie White guided Canada's national women's under-18 team to a silver medal at the 2009 IIHF World Championship in Germany; White was named head coach of Team Canada in July 2008.

# **RYERSON ACHIEVEMENT REPORT**

*A sampling of achievements and appearances in the media by members of the Ryerson Community for the January 2009 meeting of Senate.*

## **Events**

Ryerson University launched Canada's first university-led angel investor network, **the Ryerson Angel Network**, to finance and mentor innovative student- and alumni-initiated companies. Established in collaboration with the [National Angel Capital Organization](#), is administered through the newly formed [Ryerson Entrepreneur Institute](#) (REI). The announcement was covered in the *Ottawa Citizen*, *The Varsity*, *The Ryersonian*, *Canoe Live*, *academica.ca*, *canadianbusiness.com*, *financialpost.com*, *entrepreneurialguide.com*, and *globeandmail.com*.

A who's-who of legal academics, policy-makers, public interest legal organizations and members of the bench and bar attended **Innovation in Legal Education: Ideas for the 21st Century**, a one-day symposium held at the University. *Lawyers Weekly* quoted **Julia Hanigsberg**, General Counsel and Secretary of the Board of Governors and Dean (Interim) of the G. Raymond Chang School of Continuing Education.

Justice Harry LaForme was a speaker in the Faculty of Arts Ethics at Ryerson Speaker Series. His lecture titled "Reconciliation & Restorative Justice: The Indian Residential Schools Settlement Agreement" was reported on by the Canadian Press, *Globe and Mail*, *Toronto Star*, *Cape Breton Post*, CBC Newsworld, CBC Radio and CBC.ca.

Approximately 800 **students, faculty and staff** attended the President's Holiday Celebration. Thirty boxes of food were donated to the Ryerson Community Food Room at the event.

## **MEDIA APPEARANCES**

The *Sunday Sun* published an interview with **President Sheldon Levy** on making Yonge Street a new media hub. CBC.ca published an exclusive interview with **President Levy**, discussing future building plans.

The *Toronto Sun* published a Saving Toronto opinion column by **President Levy** regarding the Downtown Yonge re-development.

**Ken Jones**, Dean, Ted Rogers School of Management, appeared on CFTO, CP24, BNN-TV and CTV National News, paying tribute to the late Ted Rogers. Tributes in the *Toronto Star*, *Globe and Mail*, *National Post*, *Ottawa Citizen*, the Canadian Press, Posted Toronto, 680 News, CBC Newsworld, Global, Radio-Canada, CHCH, CKVR and OMNI News all made mention of Mr. Rogers' generous support of Ryerson.

**Greg Elmer**, Radio and Television Arts, was quoted in a *Globe and Mail* article about politicians attempting to garner votes through online efforts.

**Daniel Doz**, Dean, Faculty of Communication & Design, discussed a new exhibit at the Stephen Bulger Gallery on “Y'a Pas Deux Matins” (CJBC-AM) and *Le Telejournal Ontario* (CBLFT-TV)

The *St. Catharines Standard* mentioned the Guinness World Record held by Ryerson for the world's largest plastic sword fight.

The *Edmonton Journal* and the *Gazette* quoted **Carolyn Meyer**, Professional Communication, on the topic of professional jargon.

*The John Oakley Show* (CFMJ-AM) spoke to CAW Saw Gindin Chair **Judy Rebick** in reaction to CUPE President Sid Ryan's announcement to boycott Israeli academics. The *Vancouver Courier* reported on an upcoming lecture by Ms. Rebick called “Building Power without Domination” and the *Woodstock Sentinel-Review* reported she would be speaking at this year's National Farmers Union convention. She was also quoted in a Canadian Press article on Finance Minister Jim Flaherty's comments on NAFTA and in the *Star Phoenix* about local food activism.

**Avner Levin**, Ted Rogers School of Business Management, appeared on CityTV's CityNews at Six discussing Internet security and on CTV Newsnet discussing identity theft and online fraud.

**Julia Hanigsberg**, Interim Dean, The G. Raymond Chang School of Continuing Education, spoke to CityTV's CityNews at Six about making your job recession-proof. *Metro Canada* also spoke to her and **Anne-Marie Brinsmead**, Associate Director of the Chang School, on the changing demographics of continuing education students. Ms Hanigsberg also spoke to *Metro* about the relationship between the economic decline and increase in continuing education enrolment.

*Metro* profiled **Natasha Wilson**, a student at the G. Raymond Chang School of Continuing Education, in an article that also quoted Interim Dean **Julia Hanigsberg**.

**Rob Wilson**, Ted Rogers School of Management, spoke to the Canadian Press, 680 News AM, the *Prince George Citizen* and CJMJ-FM regarding the impact of the Whistler avalanche tragedy on the region's image in the lead-up to the 2010 Winter Olympic Games.

A *Novæ Res Urbis* retrospective on the year 2008 highlighted the redesign of the School of Image Arts building and the acquisition of the Sam the Record Man property.

The *Guelph Mercury* quoted **Robert Ott**, Chair of School of Fashion, in an article on talk show host Oprah's recent weight gain.

**Anne-Marie Singh**, Criminal Justice and Criminology, spoke to YorkRegion.com in an article on York Police wanting to bolster its ranks.

**Myer Siemiatycki**, Politics and Public Administration, spoke to the *Globe and Mail* about the uncertain economic climate creating new challenges for Toronto Mayor David Miller. *Vaughan Today* quoted him in an article on Vaughan's municipal conflict. Dr. Siemiatycki and **Neil Thomlinson**, also Politics and Public Administration, spoke to Metroland regarding the call for Vaughan Mayor Linda Jackson to resign.

The *Toronto Star* quoted **Alice Chu**, Fashion, about the impact of environmental issues, the sophistication of interiors, and U.S. President-Elect Barack Obama's wife's wardrobe.

**Paul Knox**, Journalism, spoke to the *Prince George Citizen* about the appointment of political pundit Mike Duffy to the Canadian Senate. He also appeared on BNN-TV's *Headline*, discussing the future of the newspaper industry.

**Bryan Evans**, Politics and Public Administration, was quoted in the *Timmins Daily Press* regarding recent Senate appointments. He also spoke to the Belleville *Intelligencer* regarding John Tory's weakened hold on the Ontario Conservative Party following a 14-month delay to find a seat.

**April Lindgren**, Journalism, contributes a regular column called "Urban Compass" to *Metro*.

A *Metro* article mentioned the G. Raymond Chang School of Continuing Education's Professional Communications for Employment program.

The *National Post* and theStar.com article profiled Master's in Electrical Engineering alumna **Angie Wu** in articles about how graduates' fresh ideas and enthusiasm can help develop new products.

The *Globe and Mail* profiled **Daniel Mothersill**, President of the National Angel Capital Organization and a Distinguished Visiting Professor at Ryerson.

**Gabor Forgacs**, Ted Rogers School of Hospitality & Tourism Management, spoke to the Canadian Press, the *Times and Transcript*, *Metro* and the *Brockville Recorder and Times* regarding the decline of winter tourism.

The *John Oakley Show* spoke to **James Norrie**, Associate Dean, Administration, Ted Rogers School of Management, about fake university degrees.

Metroland reported that alumnus **Devon Ostrom** curated an exhibit called "Housepaint, Phase 2: Shelter," at the Royal Ontario Museum.

*The Torontoist* profiled Image Arts student **Eugen Sakhnenko** and his project "Light Clubs."

News@Concordia reported that Journalism student **Adrian Ma** won a Hong Kong Student Fellowship.

Alumna **Marnie Schiegel** published an editorial in the *Kingston Whig-Standard* on the topic of giving to those in need.

Disability Studies student **Helen Henderson** is a columnist with the *Toronto Star*.

The *Guelph Mercury* reported that Ryerson students received CIBC Access Awards.

**Jason Nolan**, Early Childhood Education, spoke to YorkRegion.com about communications and technology in an article about a proposed Crime Stoppers tips texting project.

*Watertown Daily News* profiled Professor Emeritus **Stuart McLean**, Journalism.

*Toronto Business Times* and *InsideToronto.com* reported on a partnership between the Royal Canadian Mounted Police of Ottawa and Ryerson to build commercial robots.

*The Buzz* (Seneca) spoke to **Tyler Forkes**, Executive Director of Alumni Affairs and **Heather Lane Vettere**, Vice-Provost for Students, about homecoming at Queen's University. The *Prince George Citizen* reported that Fashion students **Adelaide Kim** and **Ying-Ju Bianca Liu** were finalists in the 2009 Telio Design Competition.

*The Digital Journalist* published an article by **Dennis Brack** following his visit to Ryerson as a speaker in the Kodak Lecture Series. Mr. Brack also appeared on *Canada AM*.

*The National Post* published a book review by **Randy Boyagoda**, English.

The Government of Jamaica reported that **Cassandra Padmore**, a first-year student at Ryerson, won the Arts and Culture Jamaica Scholarship.

*Maclean's.ca* reported that **Suanne Kelman**, Journalism, was named one of three judges for TVO's Best Lecturer competition.

*AllAfrica.com* published an editorial by **Winstone Zulu**, a Visiting Fellow in the School of Journalism. *The Navigator* published an article about Mr. Zulu.

**Lucia Dell'Agnese**, School of Fashion, spoke to the *National Post* about the development of a special harness for **Alex Ferworn's**, Computer Science and Computer Engineering, Canine Augmentation Technology, a new dog-cam to aid search and rescue. Prof. Dell'Agnese and Dr. Ferworn both appeared on CTV's *Canada AM*, which also generated a story on *CTV.ca*. Prof. Dell'Agnese also appeared on CBC Radio's *Metro Morning*.

**Tariq Amin-Khan**, Politics and Public Administration, spoke to the Real News Network about the media coverage of Mumbai violence. Dr. Amin-Khan also discussed, on two other occasions, President-elect Barack Obama's vision for Pakistan, and fighting the Taliban.

*The Peterborough Examiner* reported on Ryerson's contributions to the expansion of the Peterborough Regional Health Centre.

*The Whitehorse Star* reported that the Community Adaptation and Vulnerability in Arctic Regions program placed Ryerson students in Dawson.

*InsideToronto.com* reported on a project by Ryerson student and artist **Carly Benkerdorf**, who collected pennies and wishes from the community.

**Elizabeth Evans**, Ted Rogers School of Retail Management, spoke to the *Globe and Mail* about retail deals and *ITWorld Canada* in an article on behind-the-scenes IT that ensures retail success.

*Hospital News* reported on Ryerson's Midwifery program.

**Ian Ingles**, Employment Services Coordinator with the Ryerson Career Centre, spoke to *Metro Canada* about job opportunities for recent graduates.

**Wayne Petrozzi**, Politics and Public Administration, appeared on OMNI News, South Asian Edition, discussing the Liberal/NDP coalition government.

*Metro Canada* reported on the contributions of Ryerson Journalism students to a new magazine, *VERVE*.

*Le Soleil* reported on **Perry Schneiderman**'s contributions to the play *Ténor recherché*. *Eye Weekly* quoted **Mark Gorgolewski**, Faculty of Engineering, Architecture & Science, on building a green city.

The *Globe and Mail* quoted Associate Dean, Academic **Wendy Cukier**, Ted Rogers School of Management, on the importance of diversity in the labour force. The *National Post* sought comment from Dr. Cukier for an article on social networking and online marketing.

The *Welland Tribune*, *Kingston Whig-Standard* and *myKawartha.com* reported that Professor Emeritus **Marvyn Novick** would be speaking at town hall meetings to discuss ways to reduce poverty. CKPR-FM, the *Belleville Intelligencer* and *Cornwall Standard-Freeholder* spoke with Dr. Novick about his strategy for reducing poverty.

*News Durham Region* mentioned Ryerson's role in the creation of CJRT 60 years ago.

The *Toronto Sun* quoted student **Candice Lennox** on the topic of the renovations at Union Station.

Metroland - Brampton Division reported that **Irene Gammel**, English, would be giving a talk about Lucy Maud Montgomery. She was also quoted in the *Globe and Mail* about the new book *Lucy Maud Montgomery: the Gift of Wings*.

CTV News at Noon spoke to **Monica Kosameros**, Marketing Manager at the Downtown Yonge/Dundas BIA, about Christmas window displays, in front of the Ryerson Bookstore.

A *Globe and Mail* article mentioned Ryerson research on minorities in politics.

*Actuphoto* reported on a new exhibit by Image Arts alumnus **Edward Burtynsky**.

The *Toronto Sun* reported that former CAW head Buzz Hargrove would become a Distinguished Visiting Professor at Ryerson.

A *Toronto Star* article mentioned the First Nations Technical Institute's partnership with Ryerson.

The *Toronto Star* reported on the recent Midwifery Students Forum at Ryerson.

**Jeffrey Dvorkin**, Professor of Distinction, School of Journalism, spoke to *Taiwan News* about the creation of news ombudsmen in Taiwan.

The *Toronto Sun* profiled former Toronto Mayor and Ryerson **Chancellor Emeritus David Crombie**.

*Today's Trucking* reported that Journalism student **Robyn Urback** won the Rolf Lockwood Scholarship for Excellence in Business award.

CBC Radio's *Here and Now* spoke to **Toby Whitfield**, Vice-President Finance & Services, RSU, about the Ryerson Food Bank program. The *Toronto Star* reported on the increased use of the Community Food Room by students.

Metroland – Mississauga Division profiled Business student **Daniel Patricio** and his volunteer work with Hospice of Peel.

The *Globe and Mail* and *Mediacaster* reported that Ryerson graduate **Afzal Huda** won the Innovative Storyteller Award by Corus Entertainment.

Maclean's.ca reported that the Ryerson Students' Union showed solidarity with CUPE 3903 and the York Federation of Students.

The *Calgary Herald* mentioned Ryerson's study on the issue of online privacy and how young Canadians deal with it.

The *Toronto Sun* spoke to **David Day**, Psychology, about the impact of school lockdowns on children.

The Canadian Press, *London Free Press*, *La Presse Canadienne*, the *North Bay Nugget* and *Simcoe Reformer* quoted **Martin Antony**, Psychology, on the topic of social anxiety and shyness. *Psych Central* published a feature article on his remarks on the nature of perfectionism at the 42<sup>nd</sup> annual conference of the Association for Behavioral and Cognitive Therapies.

The *Edmonton Sun* quoted Employment Counsellor **Aino Lokk**, Career Centre, on the topic of reference letters.

**Vera Straka**, Faculty of Engineering, Architecture & Science, spoke to *Daily Commercial News* about the optimal reuse of building materials and intelligent design.

The Canadian Press mentioned Ryerson's Magazine Publishing program in an article on blogging.

*Masthead Online* profiled Sarah Fulford, editor-in-chief of *Toronto Life* magazine, and her recent talk at Ryerson as part of the FCAD Dean's Lecture Series.

**Sandeep Agrawal**, Urban and Regional Planning, spoke to OMNI News, South Asian Edition on the topic of immigration.

The *Edmonton Journal* and OttawaCitizen.com quoted **David MacKenzie**, History, on the "war that haunts us still."

**Patrice Dutil**, Politics and Public Administration, appeared on *Le Telejournal Ontario* discussing the province's economy.

**John Miller**, Journalism, was quoted in a *Toronto Star* article about the use of a media blackout.

The *Pioneer* reported on a new training agreement between Ryerson and Quinte Health Care.

Canadian Dimension Blog spoke to **Bryan Evans, Grace-Edward Galabuzi and Judy Rebick**, Politics and Public Administration, about the future of left-wing parties following the Canadian federal election.

*Prepared by the Office of Public Affairs.*

**MINUTES OF SENATE MEETING**  
**TUESDAY, December 2, 2008**

**Members Present:**

**Ex-Officio:**

K. Alnwick  
S. Boctor  
C. Cassidy  
G. R. Chang  
M. Dewson  
D. Doz  
J. Hanigsberg  
U. George  
A. Kahan  
H. Lane Vetere  
M. Lefebvre  
S. Levy  
A. Shepard  
P. Stenton  
A. Venetsanopoulos

**Faculty:**

M. Anthony  
A. Bal  
D. Checkland  
Y. Derbal  
A. El-Rabbany  
S. Espin  
P. Goldman  
M. Haider  
R. Hudyma  
G. Kapelos  
J. Lassaline  
D. Lee  
A. Levin  
A. Lindgren  
J. Macalik  
D. Mason

**Students:**

M. Abadir  
M. Malik  
S. Martin  
H. D. Mwendwa  
R. Rose  
A. Sharif  
D. Sookram  
C. Sule  
K. Zeppieri

**Regrets:**

K. Chadha  
P. Corson  
L. Grayson  
K. Jones  
J. McIntosh  
R. Ravindran  
D. Tucker  
M. Yeates

**Absent:**

C. Gouldson  
T. Hassan  
R. Keeble  
Y. T. Leong  
M. Piacente  
K. Webb  
N. Williams  
P. Yoon

**Alumni:**

S. Dhebar  
A. Walker

1. **President's Report** – The President read a letter sent to Loretta Rogers expressing Ryerson's condolences on the passing of Ted Rogers this morning. The letter is appended to the minutes of this meeting. He gave a short summary of the substantial contributions Ted Rogers has made to Ryerson.

The President thanked everyone who attended the Town Hall meeting on the budget last week, and Senators are encouraged to visit the website and email questions if they have them.

R. Rose asked about the update on the closing of Gould Street. The President replied that a formal request was put into the city and the response was a request for a series of reports mainly on traffic counts. Ryerson will comply with this request, but will advocate for the closing and hopes that the process will not be mired in bureaucracy. The President stated that people must be put ahead of vehicles.

The President and Vice President Research and Innovation, T. Venetsanopoulos presented the Sarwan Sahota Award to Liping Fang, Department of Mechanical and Industrial Engineering.

P. Stenton presented the Performance Indicators, November, 2008, distributed with the agenda. He highlighted a few changes from last year.

- Table A – the priorities have been updated to include the priorities for the new academic plan.
- Indicator 5A has had a change in definition
- Indicator 17 on graduate completion rates has been changed to make the date of completion to be more in line with that used at other universities.
- Another indicator has been added to 17 to show average time for graduate degree completion.

The apparent decline in scholarships and bursaries really indicates a change in timelines, so that some show up in a different year.

Y. Derbal asked about the indicators on Experiential Learning. He asked if there could be an indicator that shows the number of students involved overall. P. Stenton stated that he is working with the Experiential Learning Office on this, and that this data would require special surveys outside of the normal database.

It was clarified that indicators on employment rates are for undergraduate students only. Senators are invited to ask P. Stenton questions via email.

2. **Report of the Secretary of Senate** – The Secretary reported that nominations are open for Senate for 2009. They will remain open until January 16, 2009 to allow time for faculty and students to be nominated under the new Senate election rules regarding at-large and Faculty representatives.

3. **Good of the University** – A. Mitchell chaired. A. Kahan introduced P. Shanks as the new Director of Development.

R. Rose reported on the Day of Action in November. Ryerson students participated.

D. Mason announced that the December 6 memorial would be on December 5 in the Quad. He also announced that there was one outstanding item in the RFA negotiations on Faculty Course Surveys. There has been a tentative agreement on that issue, and that agreement will go to the membership for ratification.

4. **Minutes**

**MOTION: That Senate approve the minutes of the November 4, 2008 meeting.**  
D. Mason moved, H. Mwendwa seconded.

**Motion approved.**

5. **Business Arising from the Minutes** – There was none.

6. **Correspondence** – There was none.

7. **Reports of Actions and Recommendations of Departmental and Divisional Councils**

Pages 112-119 (course changes from GCM) are to be removed from the package of course change forms.

8. **Reports of Committees**

**8.1 Report of the Composition and By-Laws Committee** – D. Checkland reported on the changes to the Senate By-Law, which will be brought for a vote at the January meeting. He made a short presentation on the main areas and distributed a diagram of the reporting structure for standing committees. He reported that meeting procedures are outlined in the By-Law, and Bourinot's will become the guiding rules. The “Good of the University” has been eliminated from the agenda and replaced by Announcements and Members’ Business.

D. Mason stated that the By-Law is amazing overall. He commented that in section 9.3.9 *in camera* meetings cannot all be *in camera* as there needs to be a motion to go *in camera*. There should be an indication of what the motion to go *in camera* should include following the procedure outlined in the Board By-Law.

S. Dhebar commended the group on their work.

A. Levin stated that in 8.3, section on Department/School Councils are required of all Departments and Schools, not just those with programs. This will be clarified for the final By-Law submission.

R. Rose asked about making a motion from the floor if the deadline was missed. It was explained that if there are timeliness issues with a motion from the floor the Senate can vote on the motion. Otherwise the motion needs to be sent to the Senate by the agenda deadline.

Z. Murphy commented that the Library has copies of Bourinot's Rules. The Secretary also has copies that are available for Senators.

The President stated that Senate apparently has great confidence in the work of the Committee.

**8.2 Report of the Academic Standards Committee**

**8.2.1 MOTION: That Senate approve the Certificate in Sustainability for the G. Raymond Chang School of Continuing Education.**

J. Hanigsberg moved, D. Mason seconded.

**Motion approved.**

**8.2.2 MOTION: That Senate approve the proposed revisions to admission requirements for the Direct Entry Program in Early Childhood Education.**

M. Abadir moved, C. Stuart seconded.

**Motion approved.**

- 9. New Business** - There was none.
- 10. Adjournment** - The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Diane R. Schulman, PhD  
Secretary of Senate

Report of the Composition and Bylaws Committee  
#W2009-1  
January 27, 2009

The Composition and Bylaws Committee presented a notice of motion to the December 2, 2008 meeting of Senate with respect to amend the Senate Bylaw. After further consultation, the Committee presents the attached Senate Bylaw for approval.

**MOTION: That Senate approve the amendment of its Bylaw as attached to this report, effective July 1, 2009.**

Respectfully submitted,

Sheldon Levy, Chair for the Committee  
David Checkland, Murtaza Haider, George Kapelos, Ronald Keeble, Dana Lee,  
Mohamed Malik, Annick Mitchell, Diane Schulman (non voting), Natasha Williams

**SENATE**

**BYLAW**

**1. DEFINITION OF TERMS**

**2. COMPOSITION OF SENATE**

- 2.1 *Ex officio* Senators
- 2.2 Elected voting Senators
  - 2.2.1 Faculty Senators
  - 2.2.2 Student Senators
  - 2.2.3 Alumni Senators
- 2.3 Senate Associates
  - 2.3.1 Chang School Associates
  - 2.3.2 CUPE Associates
  - 2.3.3 Chair, Academic Standards Committee

**3. ELECTIONS**

- 3.1 Schedules, Guidelines, Procedures
- 3.2 Nominations
  - 3.2.1 Senate
  - 3.2.2 Committees
- 3.3 Timing of Elections
  - 3.3.1 Senate
  - 3.3.2 Committees
- 3.4 Election of Senators from Constituent Union Groups
- 3.5 Senate Vacancies
- 3.6 Committee Vacancies
- 3.7 Filling Vacancies between General Elections
- 3.8 Membership Lists

**4. TERM OF OFFICE**

- 4.1 Senate
- 4.2 Senate Committees

**5. OFFICERS OF SENATE**

- 5.1 Chair
- 5.2 Vice-Chair
- 5.3 Secretary
- 5.4 Chief Electoral Officer

**6. STANDING COMMITTEES OF SENATE**

- 6.1 Establishment, Composition, Terms of Reference, and Review
- 6.2 Standing Committees of General Responsibility
  - 6.2.1 Senate Priorities Committee (SPC)
  - 6.2.2 Academic Governance and Policy Committee (AGPC)
  - 6.2.3 Scholarly, Research and Creative Activity Committee (SRCAC)

- 6.3 Other Standing Committees
  - 6.3.1 Senate Appeals Committee (SAC)
  - 6.3.2 Academic Standards Committee (ASC)
  - 6.3.3 Animal Care Committee (ACC)
  - 6.3.4 Awards and Ceremonials Committee (AWCC)
  - 6.3.5 Learning and Teaching Committee (LTC)
  - 6.3.6 Research Ethics Board (REB)

## **7. AD HOC COMMITTEES**

- 7.1 General
- 7.2 Joint Committees with the Board of Governors

## **8. GOVERNANCE COUNCILS**

- 8.1 Council of the School of Graduate Studies
- 8.2 Council of the G. Raymond Chang School of Continuing Education
- 8.3 Department/School Councils
- 8.4 Liberal Studies Council

## **9. MEETINGS AND PROCEDURES**

- 9.1 Principles
- 9.2 Authority, Approval, and Codification
- 9.3 Meetings of Senate
  - 9.3.1 Notice of Meetings
  - 9.3.2 Regular Meetings
  - 9.3.3 Summer Authority
  - 9.3.4 Special Meetings
  - 9.3.5 Quorum at Start
  - 9.3.6 Calling of Quorum
  - 9.3.7 Meeting Duration
  - 9.3.8 Visitors
  - 9.3.9 Meeting *in camera*
- 9.4 Agenda
  - 9.4.1 Formulation/Circulation
  - 9.4.2 Order
  - 9.4.3 Consent Agenda
- 9.5 Documentation
  - 9.5.1 Distribution/Circulation
  - 9.5.2 Minutes
- 9.6 Debates and Votes
  - 9.6.1 Recognition
  - 9.6.2 Voting
  - 9.6.3 Abstentions
  - 9.6.4 Majorities
- 9.7 Conduct of Proceedings
  - 9.7.1 Quorum
  - 9.7.2 Speakers Address the Chair
  - 9.7.3 Decorum
  - 9.7.4 Order
  - 9.7.5 Appealing a Ruling of the Chair
  - 9.7.6 Senate Policies and Associated Procedures
  - 9.7.7 Motions and Rationales
  - 9.7.8 Types of Motion
  - 9.7.9 Notices of Motion
  - 9.7.10 Motion to Introduce Business for which Due Notice has not been given
  - 9.7.11 Determining that Motions are in Order

- 9.7.12 Motions that are Debatable
- 9.7.13 Debating a Motion
- 9.7.14 Dividing a Motion
- 9.7.15 Amendments
- 9.7.16 Scope of Amendments
- 9.7.17 Sub-Amendments
- 9.7.18 "Friendly" Amendments
- 9.7.19 Reading the Question
- 9.7.20 Resolving a Motion, Amendment, or Sub-Amendment
- 9.7.21 Procedural Motions
  - 9.7.21.4 to Refer
  - 9.7.21.5 to Put the Question
  - 9.7.21.6 to Introduce Business for which Due Notice has not been given
  - 9.7.21.7 to move into Committee of the Whole
  - 9.7.21.8 to Adjourn Debate
  - 9.7.21.9 to Adjourn the Meeting
  - 9.7.21.10 to Extend and Further Extend Meetings
- 9.7.22 Other Procedural Motions
- 9.7.23 Hortative Motions
- 9.7.24 Precedence of Motions
- 9.7.25 Points of Order, Information, and Privilege
- 9.7.26 Items for Information

9.8 Committee of the Whole

**APPENDIX A: STANDING COMMITTEES**

**APPENDIX B: GOVERNANCE COUNCILS**

## DEFINITION OF TERMS

- 1.1. **AGPC:** The Academic Governance and Policy Committee as defined by Article 6.2.2 of this Bylaw.
- 1.2. **Alumni:** The *Ryerson University Act* defines alumni as “persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnical Institute, Ryerson Polytechnic University, or Ryerson University and who are no longer registered as students.”
- 1.3. **Chang School:** The G. Raymond Chang School of Continuing Education.
- 1.4. **Committee Member:** Unless otherwise stated, members of a committee do not have to be members of Senate. Unless otherwise stated, faculty and students are as defined in the *Ryerson University Act*.
- 1.5. **ex officio:** Holds office by virtue of another office held. Fully participating (and voting) unless otherwise indicated.
- 1.6. **Faculty** (where capitalised): Academic unit consisting of teaching Departments/Schools and established by Senate and the Board of Governors.
- 1.7. **faculty** (where not capitalised): “Teaching faculty,” defined by the *Ryerson University Act* as the “full-time employees of the University whose principal duty is the performance of the teaching function or the research function of the University, including employees holding the offices of Dean, Chair or Assistant Chair of a department, or Academic Director.”
- 1.8. **Member, Graduate Studies:** Approved faculty member of the School of Graduate Studies.
- 1.9. **Session:** The Senate session shall extend from July 1 each year to June 30 of the following year.
- 1.10. **The Ryerson University Act:** Statute of the Province of Ontario establishing, and governing the operation of Ryerson University.
- 1.11. **SGS:** The School of Graduate Studies.
- 1.12. **SPC:** The Senate Priorities Committee as defined by Article 6.2.1 of this Bylaw.
- 1.13. **SRCAC:** The Scholarly, Research, and Creative Activity Committee as defined by Article 6.2.3 of this Bylaw.
- 1.14. **Students:** Defined by the *Ryerson University Act* as “persons registered in a program or course of study at the University that leads to a degree, diploma or certificate of the University.” Only such students are eligible to be members of Senate, serve on Senate committees and vote in student elections for these positions.
- 1.15. **Union:** Ryerson Faculty Association (RFA); Canadian Union of Public Employees, Local 3904 (CUPE); Ryerson Students’ Union (RSU); and Continuing Education Students’ Association of Ryerson (CESAR).
- 1.16. **University** (where capitalised): Ryerson University

## 2. COMPOSITION OF SENATE

### 2.1. *Ex officio* Senators

- 2.1.1. As per the *Ryerson University Act*:
  - 2.1.1.1. the Chancellor;
  - 2.1.1.2. the President (who shall be the Chair of the Senate);
  - 2.1.1.3. the Vice Presidents (including the Provost);
  - 2.1.1.4. the Deans;
  - 2.1.1.5. the Chief Librarian; and
  - 2.1.1.6. the Registrar
- 2.1.2. All Vice Provosts.

### 2.2. Elected Voting Senators

As per the *Ryerson University Act*, there shall be fifty-one (51) elected voting Senators. These shall be apportioned as follows.

**2.2.1. Faculty Senators**

**2.2.1.1. *At-Large faculty*:** There shall be faculty Senators elected at-large by and from all full-time faculty, as defined above, in such number as to ensure that the total number of elected faculty Senators equals thirty-three (33). Chairs/Directors may vote but may not nominate or serve. There may be no more than three at-large faculty Senators from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

**2.2.1.2. *Faculty*:** There shall be three (3) faculty members elected from each of the Faculties, by and from the full-time teaching faculty in each Faculty. Chairs/Directors may vote but may not nominate or serve.

**2.2.1.3. *Chang School faculty*:** There shall be two (2) faculty Senators from the Chang School who are full-time teaching faculty and who are teaching, or have taught, at least one course in the Chang School in the year preceding the election, or who serve on a Chang School committee, or the Chang School Council.

**2.2.1.4. *Chairs/Directors*:** There shall be one (1) Chair/Director, elected from each of the Faculties, by and from the Chairs/Directors in each Faculty.

**2.2.1.5. *Ryerson Faculty Association (RFA)*:** There shall be one (1) RFA Senator (who is eligible to serve on Senate as defined by the *Ryerson University Act*) specifically elected to the position using such procedures as are specified in the Bylaw(s) of the RFA.

**2.2.1.6. *Librarian*:** There shall be one (1) librarian Senator, elected by and from the University librarians, who is a member of the RFA, and who is eligible to serve on Senate as defined by the *Ryerson University Act*.

**2.2.1.7. *Canadian Union of Public Employees (CUPE) Local 3904*:** There shall be one (1) CUPE Senator (who is eligible to serve on Senate as defined by the *Ryerson University Act*) specifically elected to the position using such procedures as are specified in the Bylaw(s) of CUPE Local 3904.

**2.2.2. Student Senators**

**2.2.2.1. *At-Large Undergraduate Students*:** There shall be undergraduate student Senators, elected at-large by and from all undergraduate students enrolled in a full- or part-time program, in such number as to ensure that the total number of elected student Senators equals sixteen (16). No more than two at-large student Senators may be from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

**2.2.2.2. *Faculty Undergraduate Students*:** There shall be one (1) student Senator from each Faculty, elected by and from undergraduate students registered in a full- or part-time program within that Faculty.

**2.2.2.3. *Graduate Students*:** There shall be two (2) Senators elected by and from those students of the University enrolled in a graduate program.

**2.2.2.4. *Continuing Education Students*:** There shall be two (2) Senators elected by and from those students of the University enrolled in a Chang School course at the time of election, and who are eligible to serve on Senate as determined by the *Ryerson University Act*.

**2.2.2.5. *Ryerson Students' Union (RSU)*:** There shall be one (1) RSU Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the RSU, and who is eligible to serve on Senate as determined by the *Ryerson University Act*.

**2.2.2.6. *Continuing Education Students' Association of Ryerson (CESAR)*:** There shall be one (1) CESAR Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the CESAR, and who is eligible to serve on Senate as determined by the *Ryerson University Act*.

**2.2.3. Alumni Senators:** There shall be two (2) Ryerson alumni Senators elected by and from the members of the Ryerson University Alumni Association who have obtained at least one certificate, diploma or degree offered by the University, and who are no longer registered as students or eligible to serve in any other capacity.

- 2.3. **Senate Associates:** There shall be up to five (5) Senate Associates as follows who, while not eligible to vote at Senate, otherwise have full rights of participation in Senate meetings:
  - 2.3.1. **Chang School Representatives:** There shall be two (2) Chang School representatives elected by and from Chang School Directors and Associate Directors with academic responsibilities using such procedures as the Chang School shall determine.
  - 2.3.2. **Part-time, Sessional and Continuing Education Instructors (CUPE Local 3904 Units 1 and 2):** There shall be two (2) Part-time, Sessional and Continuing Education (CUPE Local 3904 Units 1 and 2) Instructors elected by and from that group, using such procedures as CUPE Local 3904 shall determine.
  - 2.3.3. **Chair of the Academic Standards Committee:** The Chair of the Academic Standards Committee, if not already an elected member of Senate, shall serve as a Senate Associate.

### 3. ELECTIONS

- 3.1. **Schedules, Guidelines and Procedures:** The Chief Electoral Officer of Senate shall annually publish the election schedule, guidelines and procedures.
- 3.2. **Nominations:**
  - 3.2.1. **Senate:** The Chief Electoral Officer shall call for nominations in accordance with published Election Procedures.
  - 3.2.2. **Committees:**
    - 3.2.2.1. **Membership:** Unless otherwise specified in the Committee's Terms of Reference or in this Bylaw, committee membership is not limited to members of Senate.
    - 3.2.2.2. **Annual Nominating Committee:** Early in each Session, the Academic Governance and Policy Committee (AGPC) shall strike an Annual Nominating Committee consisting of at least one(1) Dean, one (1) faculty Senator from each Faculty, two (2) student Senators and one (1) alumni Senator, and shall report the Committee's membership to the November meeting of Senate. The Committee shall prepare and present – to the AGPC, which shall report to the May meeting of Senate in each year – a list of nominees for positions on all Senate Standing Committees, for the following year, unless those positions are otherwise specified in this Bylaw.
    - 3.2.2.3. **Nominations from the Floor:** Nominations beyond those brought forward by the Annual Nominating Committee may be made from the floor of Senate provided the person nominated is eligible and consents to the nomination. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate.
- 3.3. **Timing of Elections:**
  - 3.3.1. **Senate:** Elections shall be held annually before March 1.
  - 3.3.2. **Committees:** If the number of nominations exceeds the number of members specified in this Bylaw or in the approved terms of reference for any committee, Senate shall, at the May meeting of Senate, elect the committee members from among the nominees, with all Senators eligible to vote. For positions where a specific body is specified in this By Law as the electors for that position, the Chief Electoral Officer shall conduct, or cause to be conducted, an election for those positions prior to the May meeting of Senate.
- 3.4. **Election of Senators from Constituent Union Groups:** Constituent Union groups (RFA, CUPE, RSU, and CESAR) shall each be responsible for the election of their representatives and shall inform the Secretary of the process of their election and the election results.
- 3.5. **Senate Vacancies:** Senate seats shall be declared vacant in the event of:
  - 3.5.1. **Resignation:** An elected Senator resigns; or
  - 3.5.2. **Change of Position:** An elected Senator is no longer a member of the constituency s/he was elected to represent; or

- 3.5.3. **Failure to attend Senate meetings:** An elected Senator fails to attend two (2) consecutive meetings without written notice to the Secretary, or three (3) in total during a Session.
- 3.6. **Committee Vacancies:** membership on a committee of Senate shall terminate in the event of:
  - 3.6.1. **Resignation:** An elected Senator resigns his/her committee membership; or
  - 3.6.2. **Change of Position:** An elected Senator representing a particular constituency on the committee is no longer a member of the constituency s/he was elected to represent; or
  - 3.6.3. **Failure to attend Committee meetings:** An elected Senator fails to attend two (2) consecutive committee meetings without written notice to the Chair of the committee, or three (3) meetings in total during a Session.
- 3.7. **Filling vacancies between general elections:**
  - 3.7.1. Senate vacancies will be filled provided there are at least two Senate meetings remaining in a Senator's term when the vacancy occurs.
  - 3.7.2. If a Senate vacancy occurs in the Chair/Director, Library or Union constituencies between general elections, the Chief Electoral Officer will ask the affected group to conduct a by-election.
  - 3.7.3. If a Senate vacancy occurs in any other constituency between general elections, the Chief Electoral Officer will call for nominations from the affected group. If more than one nomination is received from the affected group, the replacement member will be elected by Senate from among the nominees, with all Senators eligible to vote.
  - 3.7.4. The Chief Electoral Officer shall inform Senate of the results of all Senate elections, including an accounting of votes cast.
  - 3.7.5. If a vacancy occurs in any committee membership, the Chair of the affected committee shall forward the name of a nominee replacement member to the AGPC, which shall inform Senate. Senate shall approve or reject the candidate.
- 3.8. **Membership Lists:** The Secretary of Senate will provide a list of Senate and Committee members by the first meeting of a Session, and shall advise Senate of all changes to membership, and shall post a revised membership list on the Senate website whenever changes are made.

#### 4. TERM OF OFFICE

- 4.1. **Senate**
  - 4.1.1. Each successful candidate will commence service on July 1 of the year elected.
  - 4.1.2. *Ex officio* members and Union representatives hold their positions on Senate as long as they hold the office or Union position that entitles them to be a Senator.
  - 4.1.3. Faculty and Alumni representatives are elected for a two-year term and may be nominated for a second consecutive two-year term.
  - 4.1.4. Student representatives are elected for a one-year term, and may be nominated for a second consecutive one-year term.
  - 4.1.5. Chang School Senate Associates are elected for a two-year term and are not subject to term limits.
  - 4.1.6. CUPE Senate Associates are elected for a two-year term, and may be nominated for a second consecutive two-year term, but may serve no more than two (2) consecutive terms without an absence of one (1) year.
  - 4.1.7. Senators elected to fill a vacancy serve until the end of that Senate Session, but may then stand for election in the scheduled general elections. If elected, the term following the general elections shall be considered their first.
  - 4.1.8. After a second term, Senators may be re-nominated to the same position (e.g., a faculty Senator representing a certain Faculty) after an absence of one (1) year, but may be

nominated to a new position with no break in service. However in no case shall an elected Senator serve more than four (4) consecutive terms.

**4.2. Senate Committees**

- 4.2.1.** Each successful candidate will commence service on July 1 of the year elected.
- 4.2.2.** Chairs of Senate Committees who are not *ex officio* members of Senate are appointed for a two-year term and are not subject to term limits.
- 4.2.3.** Members of Senate committees who are required to be Senators may serve as long as they remain Senators.
- 4.2.4.** Members of Senate committees who are not required to be Senators may serve up to three (3) two-year terms.

**5. OFFICERS OF SENATE**

**5.1. Chair:** The President of the University shall be, *ex officio*, the Chair of Senate. The duties of the Chair shall be to:

- 5.1.1.** establish, in consultation with the Senate Priorities Committee and the Secretary, the agenda of all meetings of Senate;
- 5.1.2.** report to Senate on current issues of the University;
- 5.1.3.** conduct meetings of Senate;
- 5.1.4.** break a tie vote; and
- 5.1.5.** call the Vice-Chair, or another member if necessary, to the Chair when the President wishes to engage in debate, or for meetings that the Chair cannot attend.

**5.2. Vice-Chair:** The Vice-Chair shall be elected by and from elected Senators at the first meeting of each Session. The duties of the Vice-Chair shall be to

- 5.2.1.** act as Chair of Senate if called upon by, or in the absence or incapacity of, the Chair; and
- 5.2.2.** serve, if a faculty member, as Vice-Chair of the Senate Priorities Committee.

**5.3. Secretary:** The President of the University shall appoint a permanent Secretary of Senate, who shall serve, *ex officio*, as a non-voting member of all standing committees of Senate as well as of the Annual Nominating Committee. The office of the Secretary shall:

- 5.3.1.** collect information for, advise on, and establish, in consultation with the Senate Priorities Committee, the agenda of Senate meetings;
- 5.3.2.** organize and schedule Senate meetings, and distribute the Senate agenda, normally one (1) week in advance of regular meetings;
- 5.3.3.** take responsibility for the Senate website;
- 5.3.4.** act as a resource to the Chair at Senate meetings;
- 5.3.5.** prepare, and issue to all members, minutes of every meeting of Senate;
- 5.3.6.** conduct correspondence in the name of Senate;
- 5.3.7.** create, advise upon, draft, and prepare for submission to Senate academic policies as appropriate, assuring adherence to proper format and procedures;
- 5.3.8.** maintain all records and accounts of Senate and its committees, including a directory of the current policies of Senate;
- 5.3.9.** assist committees in research supporting their efforts and act as a resource;
- 5.3.10.** oversee and provide advice on Senate policies and procedures;
- 5.3.11.** record and maintain the records of the Academic Standards Committee;

- 5.3.12. oversee the Undergraduate Academic Consideration and Appeals Policy and the Student Code of Academic Conduct;
- 5.3.13. oversee the operations of the Senate Appeals Committee; and
- 5.3.14. carry out such other duties as may be required to ensure the proper functioning of Senate.

5.4. **Chief Electoral Officer:** The Secretary of Senate shall, unless Senate should otherwise direct, serve as Chief Electoral Officer. The duties of the Chief Electoral Officer shall be to:

- 5.4.1. Conduct elections pursuant to Article 3 of this Bylaw;
- 5.4.2. solicit nominations for Vice-Chair at least three (3) weeks prior to the first Senate meeting of the Session;
- 5.4.3. conduct an election, if necessary, for Vice-Chair at the first Senate meeting of the Session;
- 5.4.4. solicit nominations and conduct elections, as required, to fill vacancies pursuant to Article 3.7 of this Bylaw;
- 5.4.5. liaise with Deans to ensure that faculty and Chair/Director elections in each Faculty are conducted in accordance with Senate timelines and procedures;
- 5.4.6. liaise with unions to ensure that elections are conducted in accordance with Senate timelines and procedures;
- 5.4.7. assist the Annual Nominating Committee in the solicitation of nominees for Senate Committees; and
- 5.4.8. conduct elections pursuant to Article 3.7.5 of this Bylaw, if necessary, to fill Committee positions.

## 6. STANDING COMMITTEES [see Appendix A]

### 6.1. Establishment, Composition, Terms of Reference and Review

- 6.1.1. Senate shall have three (3) standing committees with composition and terms of reference established by, and specified in, the Bylaw of Senate as follows:
  - 6.1.1.1. Senate Priorities Committee (SPC);
  - 6.1.1.2. Academic Governance and Policy Committee (AGPC); and
  - 6.1.1.3. Scholarly Research and Creative Activity Committee (SRCAC)
- 6.1.2. Senate shall establish terms of reference and composition of such other standing committees as it sees fit and shall, through the AGPC, periodically review the composition and terms of reference of such committees.
  - 6.1.2.1. The AGPC may make recommendations to Senate regarding the establishment or dissolution of standing committees.
  - 6.1.2.2. Any standing committee may recommend to Senate – via the AGPC or the SRCAC, as appropriate – changes to its terms of reference and composition.
  - 6.1.2.3. All standing committees shall, at their first meeting of each Session, name a Secretary who shall be responsible to maintain all records of the committee and to ensure that such records are filed with the Secretary of Senate on a regular basis.
  - 6.1.2.4. The current terms of reference, composition, and membership of all Standing Committees – as determined by Senate – shall be maintained by the Secretary of Senate who shall post them on the Senate website.

### 6.2. Standing Committees of General Responsibility

#### 6.2.1. Senate Priorities Committee (SPC)

##### 6.2.1.1. *Composition:*

- 6.2.1.1.1. the President, who shall serve as Chair;

- 6.2.1.1.2.** the Vice-Chair (who is the Vice-Chair of Senate if that office is held by a faculty member; or is elected by Senate from among elected faculty Senators if not);
- 6.2.1.1.3.** the Provost and Vice President Academic;
- 6.2.1.1.4.** the Vice Provost, University Planning;
- 6.2.1.1.5.** one (1) Dean elected by and from the Deans;
- 6.2.1.1.6.** one (1) member elected by and from the Vice Provosts, Deans and Chief Librarian;
- 6.2.1.1.7.** four (4) members elected by and from the faculty Senators (including the Librarian Senator);
- 6.2.1.1.8.** one (1) undergraduate student Senator elected by and from all student Senators; and
- 6.2.1.1.9.** one (1) graduate student Senator elected by and from all student Senators.

**6.2.1.2. *Terms of Reference:***

- 6.2.1.2.1.** to take responsibility to formulate, in consultation with the Secretary, the agenda for each Senate meeting, together with supporting documentation;
- 6.2.1.2.2.** to select, for at least two (2) Senate meetings per year, topics of importance and interest to the Ryerson community, and relevant to the responsibilities of Senate:
  - 6.2.1.2.2.1.** Such topics shall be open for discussion in Committee of the Whole for an extended period, not normally to exceed one hour;
  - 6.2.1.2.2.2.** the SPC shall notify Senate in advance of such topics and arrange for their presentation;
- 6.2.1.2.3.** to bring to the attention of Senate, and to consult with Senior administration regarding, emergent issues facing the University and, when appropriate, to recommend to Senate the referral of such issues to a Standing Committee, or to recommend to Senate the creation of an *ad hoc* Committee to address such an issue, or to recommend some other course of action;
- 6.2.1.2.4.** to review the state of the University's overall finances and priorities with respect to their impact on academic programs and activities, and to present to Senate at least annually a report on these matters, identifying, where appropriate, priority areas where some action or change is thought desirable, and to consult with and advise the Provost during the annual budget development process with respect to academic priorities in light of the Academic Plan;
- 6.2.1.2.5.** to represent Senate in meetings, to be established on a regular basis that is mutually agreeable, with the Board of Governors (or a designated committee thereof) to discuss matters of mutual concern; to report back to Senate on the nature of, and any outcomes from, such meetings;
- 6.2.1.2.6.** to explore the implications and sustainability of the creation of new Faculties and/or Departments/Schools, and to advise Senate accordingly; and
- 6.2.1.2.7.** to act on behalf of Senate, if needed, during the summer months, and to report to Senate at the first meeting of the following Session any actions taken on its behalf.

**6.2.2. Academic Governance and Policy Committee (AGPC)**

**6.2.2.1. *Composition:***

There shall be *ex officio* members, and members selected in accordance with the provisions of Articles 3.2.2. and 3.3.2, as follows:

- 6.2.2.1.1.** the Provost and Vice President Academic, who shall serve as Chair;
- 6.2.2.1.2.** the Vice Provost, Students, who shall serve as Vice-Chair;
- 6.2.2.1.3.** the Registrar;
- 6.2.2.1.4.** one (1) Dean;
- 6.2.2.1.5.** one (1) faculty Senator per Faculty, no more than one of whom may be a Chair/Director;
- 6.2.2.1.6.** one (1) Participating Associate from the Chang School;
- 6.2.2.1.7.** one (1) Senator who is a Chair/Director;
- 6.2.2.1.8.** two (2) undergraduate student Senators; and
- 6.2.2.1.9.** one (1) graduate student Senator.

**6.2.2.2. *Terms of Reference:***

- 6.2.2.2.1.** to propose, oversee, and periodically review Senate bylaws, policies and University procedures regarding any matter within the purview of Senate, except those matters for which responsibility is specifically assigned, in this Bylaw, to the SRCAC;
- 6.2.2.2.2.** to recommend to Senate the establishment of Policy Review Committees, each mandated by Senate to undertake a periodic review or special review of an existing policy or policy area; to ensure that such Review Committees draw substantially on appropriate experience and expertise in the policy area (i.e., from those who serve, or who have recently served on an existing Senate Standing Committee); and to ensure that appropriate co-ordination with other existing policies occurs by, when necessary, having a Policy Review Committee report to the AGPC rather than directly to Senate;
- 6.2.2.2.3.** to propose new Senate policy in areas when and where the absence of policy is demonstrably necessary or prudent, and to propose, when advisable, the formation of a special task force or sub-committee to draft such policies;
- 6.2.2.2.4.** to request reports from other University committees, sub-committees or departments whose business has an academic policy dimension, or a substantial effect on the academic mandate or performance of the University; and
- 6.2.2.2.5.** to bring forward to Senate a list of nominees to constitute and Annual Nominating Committee in accordance with Article 3.2.2.2 of this Bylaw.

**6.2.3. Scholarly Research and Creative Activity Committee (SRCAC)**

**6.2.3.1. *Composition:***

There shall be *ex officio* members, and members selected in accordance with the provisions of Articles 3.2.2. and 3.3.2, as follows:

- 6.2.3.1.1.** the Vice President Research and Innovation (VPRI), who shall serve as Chair;
- 6.2.3.1.2.** one (1) faculty member from each Faculty, at least two (2) of whom are Senators, one (1) of whom shall serve as Vice-Chair;
- 6.2.3.1.3.** the Dean of Graduate Studies or designate;
- 6.2.3.1.4.** one (1) Dean;

- 6.2.3.1.5. the Chair, Research Ethics Board or a designated faculty member of the REB;
- 6.2.3.1.6. the Chair, Animal Care Committee or designate;
- 6.2.3.1.7. one (1) Associate Dean or designate from each Faculty;
- 6.2.3.1.8. one (1) Librarian, not necessarily a Senator;
- 6.2.3.1.9. one (1) graduate student, not necessarily a Senator;
- 6.2.3.1.10. one (1) undergraduate student Senator; and
- 6.2.3.1.11. such non-voting Associates as the Committee may, from time to time, designate.

**6.2.3.2. *Terms of Reference:***

- 6.2.3.2.1. to examine and report annually to Senate regarding the state of SRC activity at Ryerson and upon issues regarding SRC activity that are likely to arise;
- 6.2.3.2.2. to establish a sub-committee, consisting of the VPRI and the Associate Deans or designates from each Faculty, which shall:
  - 6.2.3.2.2.1. develop its own terms of reference to be approved by the SRCAC; and
  - 6.2.3.2.2.2. advise the VPRI and the SRCAC on the funding of SRC activity generally, and specifically with regard to procedures affecting SRC activity, and the internal allocation of funds intended to enhance SRC activity;
- 6.2.3.2.3. to advise Senate on existing and emerging trends in research funding, and on government policies and priorities relevant to SRC activity at Ryerson;
- 6.2.3.2.4. to review, and report to Senate on, the extent to which SRC activity informs, and is integrated into, the undergraduate and graduate curriculum;
- 6.2.3.2.5. to provide input regarding SRC activity into the academic and strategic planning process;
- 6.2.3.2.6. to recommend to Senate, when necessary, the establishment of policies to promote, support and regulate SRC activity involving Ryerson, and to review any such existing policies; and
- 6.2.3.2.7. to initiate periodic review of the terms of reference and policies governing the Research Ethics Board and the Animal Care Committee by establishing a Review Committee (drawing substantially on faculty members with expertise in these areas) and bringing proposed changes in such policies forward to Senate for approval.

**6.3. Standing Committees of Specific Responsibility**

**6.3.1. Senate Appeals Committee (SAC):**

- 6.3.1.1. **General Purpose:** Hears appeals of decisions on matters related to the policies on Graduate and Undergraduate Academic Consideration and Appeals, the Student Code of Academic Conduct and the Student Code of Non-Academic Conduct.
- 6.3.1.2. **Reporting:** The SAC reports directly to Senate regarding its regular business. It directs to the AGPC recommendations regarding policy changes or changes to its terms of reference or composition.

**6.3.2. Academic Standards Committee (ASC):**

- 6.3.2.1. **General Purpose:** Provides advice to Senate with respect to the quality of both operating and proposed undergraduate programs (degree, diploma, certificate, and special-purpose programs), including undertaking periodic program reviews,

assessment of new undergraduate program proposals, review and formulation of policies governing undergraduate curriculum structure, and regarding such other matters as referred to it by Senate or the Provost and Vice President Academic.

6.3.2.2. **Reporting:** The ASC reports directly to Senate regarding recommendations about undergraduate programs (e.g., new programs, program reviews, program changes). It directs to the AGPC recommendations regarding policy changes or changes to its terms of reference and composition.

6.3.3. **Animal Care Committee (ACC):**

6.3.3.1. **General Purpose:** Monitors all research and teaching protocols involving animals; and is responsible for ensuring that Canadian Council on Animal Care (CCAC) and University policies and guidelines involving research with animals are adhered to.

6.3.3.2. **Reporting:** The ACC reports directly to Senate regarding its regular business. It directs to the SRCAC recommendations regarding policy changes or changes to its terms of reference or composition.

6.3.4. **Awards and Ceremonials Committee (AWCC):**

6.3.4.1. **General Purpose:** Approves, on behalf of Senate, the award of graduate and undergraduate degrees and certificates, Honorary Doctorate degrees and various medals and awards for excellence. Recommends to Senate (via the SPC, which includes both the President and the Provost) policies and procedures respecting the awarding of, as well as the ceremonies associated with, the awarding of degrees, certificates, medals, and other marks of academic achievement.

6.3.4.2. **Reporting:** The AWCC reports directly to Senate regarding its regular business. It directs to the SPC recommendations regarding policy changes or changes to its terms of reference or composition.

6.3.5. **Learning and Teaching Committee (LTC):**

6.3.5.1. **General Purpose:** Identifies, prioritises and acts upon issues from across the University related to the promotion of an effective and comprehensive educational environment. The Committee may initiate activities that address specific issues or develop and make academic policy recommendations to Senate where appropriate.

6.3.5.2. **Reporting:** The LTC reports directly to Senate regarding its regular business. It directs to the AGPC recommendations regarding policy changes or changes to its terms of reference or composition.

6.3.6. **Research Ethics Board (REB):**

6.3.6.1. **General Purpose:** Reviews and evaluates all proposed or ongoing research involving human subjects that is conducted within or under the auspices of Ryerson University by faculty, staff, or students of the University so as to protect research subjects and ensure that research is conducted in an ethical manner. No research involving human subjects shall be undertaken without the prior approval of the REB.

6.3.6.2. **Reporting:** The REB reports directly to Senate regarding its regular business. It directs to the SRCAC recommendations regarding policy changes or changes to its terms of reference or composition.

## 7. AD HOC COMMITTEES

### 7.1. General:

7.1.1. **Formation and Life:** An *ad hoc* committee may be formed for a limited term by a Senate resolution. Members need not be members of Senate. Unless reconstituted by Senate, the committee is dissolved upon presentation of its report. The motion to establish an *ad hoc* committee must include the Terms of Reference of the committee, and may include:

7.1.1.1. the proposed number of members on the committee;  
7.1.1.2. details of proposed distribution of members, if any;

- 7.1.1.3. names of proposed members of the committee, if any; and
- 7.1.1.4. the committee report date.

**7.1.2. Nominations:**

- 7.1.2.1. Nominations for members of the committee may be accepted from the floor and voted upon. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate; or
- 7.1.2.2. The Chair may appoint the committee; or
- 7.1.2.3. The Chair may announce that the members of the committee will be announced at a later date.

**7.1.3. Chair:**

- 7.1.3.1. a Chair shall be elected, normally from those members who are also members of Senate, at the first meeting of an *ad hoc* committee; or
- 7.1.3.2. The Committee Chair may be specified in the motion to establish the committee; or
- 7.1.3.3. The Chair may appoint a Committee Chair.

**7.2. Joint Committees with the Board of Governors:** Joint Committees with the Board of Governors may be formed with mutual consent. Such committees shall be formed by a motion in each body, according to the rules of each body.

## **8. GOVERNANCE COUNCILS [See Appendix B]**

**8.1. Council of the School of Graduate Studies**

- 8.1.1. **General Purpose:** The Council of School of Graduate Studies (SGS) will act on behalf of graduate education and programs at Ryerson and SGS. Among other duties, it shall review and make recommendations to Senate regarding proposals for new and existing graduate programs and degree designations, facilitate the review and evaluation of proposed programs, and develop and recommend to Senate policies relevant to the operation of graduate programs.
- 8.1.2. **Operation:** The SGS Council shall operate under Bylaw(s) approved by Senate. Such Bylaw(s) shall govern such matters as: i) the composition, terms of office, and method of appointment of Council members; ii) the composition, terms of reference for, and method of appointment of members of any standing committees of Council.
- 8.1.3. **Reporting:** The Council of the SGS reports directly to Senate regarding its operations. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

**8.2. Council of the G. Raymond Chang School of Continuing Education:**

- 8.2.1. **General Purpose:** The Council of the G. Raymond Chang School of Continuing Education serves as the academic policy coordinating group for the School, working collaboratively with Department/School Councils. It recommends to Senate academic policy for continuing education programs and courses, as well as approval of all degree-credit and non-degree credit programs and courses offered by the School; it undertakes to review periodically all degree-credit and non-degree-credit programs and courses offered by the School; and it recommends appropriate changes to relevant academic departments.
- 8.2.2. **Operation:** The Council shall operate under Bylaw(s) approved by Senate, which shall include: terms of reference for, and composition of, Council; method of appointment and election of Council members; any standing sub-committees, their terms of reference, composition, and specification of scheduled meetings.
- 8.2.3. **Reporting:** The Council of the Chang School reports directly to Senate regarding its operations. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

### **8.3. Department/School Councils:**

- 8.3.1.** **General Purpose:** Each Department/School shall establish a Department/School Council in accordance with Senate policy to develop and recommend policy relevant to the Department/School that is in accord with the general policies of Senate and the University.
- 8.3.2.** **Operation:** Department/School Councils shall develop Bylaw(s) for approval by Senate upon recommendation of the AGPC.
- 8.3.3.** **Reporting:** A Department/School Council may report directly to Senate regarding those of its operations that affect more than its own Department/School, and regarding matters of general interest. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

### **8.4. Liberal Studies Council:**

- 8.4.1.** **General Purpose:** In accordance with Senate policy, the Liberal Studies Council reviews and approves proposed Liberal Studies courses for their academic quality and conformity with existing policy governing Liberal Studies courses.
- 8.4.2.** **Operation:** The Liberal Studies Council shall operate under terms of reference and composition approved by Senate.
- 8.4.3.** **Reporting:** The Liberal Studies Council reports directly to Senate regarding its operations. It directs to the AGPC recommendations regarding policy changes and the implementation thereof, as well as recommendations concerning changes to the Council's composition or terms of reference.

## **9. MEETINGS & PROCEDURES**

- 9.1. Principles:** These principles inform the rules of Senate, and the interpretation and application of the rules shall be consistent with these principles.
  - 9.1.1.** Senate has a responsibility to conduct its business and carry forward its mandate of academic governance as described in the *Ryerson University Act*.
  - 9.1.2.** Senators shall be provided with due notice of matters to be decided at a meeting.
  - 9.1.3.** Senate meetings are open unless:
    - 9.1.3.1.** the criteria for an *in camera* meeting specified by the *Ryerson University Act* are met; and
    - 9.1.3.2.** Senate duly resolves to move into closed session pursuant to Article 9.3.9 of this Bylaw.
  - 9.1.4.** Senators have a duty to attend meetings of the Senate and to vote on resolutions which come before the Senate, and may not appoint a proxy if they are unable to attend. Senators have an obligation to act with civility and decorum.
  - 9.1.5.** Senators shall have the opportunity to debate issues under consideration before a decision is made.
  - 9.1.6.** All Senators have the same rights and obligations under Senate rules.
  - 9.1.7.** The Chair of all meetings of Senate and its committees shall enforce the rules in the spirit of these principles and, in so doing, will act fairly and impartially.

### **9.2. Authority, Approval and Codification of the Rules and Procedures**

- 9.2.1.** Changes (additions, deletions, alterations) to the rules of Senate shall be considered an amendment to the Senate Bylaw, of which they are a part.
- 9.2.2.** No rule governing the procedure of Senate or its Committees shall be suspended unless two-thirds of the members present and voting consent thereto.
- 9.2.3.** In issues not covered by these rules, the provisions of *Bourinot's Rules of Order* shall apply.

### 9.3. Meetings of Senate

#### 9.3.1. Notice of Meetings:

9.3.1.1. The accidental omission of notice to a member shall not invalidate a meeting which has otherwise been duly convened.

#### 9.3.1.2. *Regular Meetings:*

A schedule of dates of regular meetings and the deadlines for the submission of materials shall normally be published by the Secretary on the Senate website by the final meeting of the previous session. The Secretary shall distribute an agenda package to all Senators and Senate Associates at least one week in advance of any regular meeting.

#### 9.3.1.3. *Special Meetings:*

A special meeting requires at least seventy-two (72) hours notice.

9.3.2. **Regular Meetings:** At least seven (7) regular meetings of Senate shall be held between 01 October and 31 May according to the schedule published pursuant to Article 9.3.1.2 of this Bylaw, except where the Secretary, in consultation with the SPC, determines that circumstances warrant a change from the normal schedule.

9.3.3. **Summer Authority:** Between the May meeting of Senate and the first regular meeting of Senate in October, the SPC may act on behalf of Senate, if needed, but shall report to Senate, at the first meeting of the following Session, any actions taken on its behalf.

9.3.4. **Special Meetings:** A special meeting may be called by the Chair, the Provost, the SPC, or by any twenty (20) members writing a requisition to the Secretary. Any Senate meeting may pass a resolution calling a special meeting. Only such business as is specified in the notice of the meeting may be transacted at a special meeting.

9.3.5. **Quorum at Start:** A quorum of any meeting from September 1 to May 31 shall be one-half of the members. The quorum for a special meeting from June 1 to August 31 shall be twenty-five (25) members. If, after a lapse of thirty (30) minutes from the announced starting time, the Chair decides there is still not a quorum, the Secretary shall call the roll. If the members present do not constitute a quorum, the Senate shall adjourn until the next meeting.

9.3.6. **Calling Quorum:** If, during any meeting, the number of members present should drop below a quorum, business shall not be interrupted nor the passage or rejection of any motion questioned at subsequent meetings, unless a Senator requests, while the meeting is proceeding, that the presence of a quorum be verified. At such a call by any Senator, the Secretary shall call the roll.

9.3.7. **Meeting Duration:** No meeting of Senate shall be of more than four (4) hours duration, except by the affirmative vote of two-thirds of those present and voting to extend for a specific period of time pursuant to Article 9.7.21.9. All outstanding business shall be deferred until the next meeting unless a special meeting is called.

9.3.8. **Visitors:** Visitors may attend Senate meetings, and should be seated in the section reserved for observers. Such visitors may address Senate after being recognized by the Chair but may not vote on any matter.

#### 9.3.9. **Meeting *in camera*:**

9.3.9.1. A motion to conduct part of any meeting *in camera* requires the assent of a majority of Senators present and voting.

9.3.9.2. When Senate meets *in camera*, only Senators, Senate Associates, the Secretary, staff specifically assigned to Senate, and others at the discretion of the Chair may be present.

#### 9.4. Agenda

9.4.1. **Formation and Circulation:** Items for the consideration of Senate must normally be submitted to the Secretary by the deadline published on the Senate website (normally two weeks in advance of the meeting). The Secretary, in consultation with the SPC, will publish an agenda which shall be circulated with the meeting package.

9.4.2. **Order:** The SPC may alter the order of the agenda for a particular meeting in order to prioritise matters coming before Senate provided that the order of business appears on the notice of meeting. The items of business considered at a regular meeting of Senate will normally follow this order, however Senate, by a vote of two-thirds of Senators present and voting, may resolve to alter the published agenda:

- 9.4.2.1. Call to Order and Establishment of Quorum
- 9.4.2.2. Approval of Agenda
- 9.4.2.3. Announcements
- 9.4.2.4. Minutes of the Previous Meeting
- 9.4.2.5. Matters Arising from the Minutes
- 9.4.2.6. Correspondence
- 9.4.2.7. Reports
  - 9.4.2.7.1. Report of the President
  - 9.4.2.7.2. Report of the Secretary
  - 9.4.2.7.3. Committee Reports
- 9.4.2.8. Old Business
- 9.4.2.9. New Business as circulated
- 9.4.2.10. Members' Business
- 9.4.2.11. Adjournment

9.4.3. **Consent Agenda:** The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more Senators advises the Chair or Secretary of a request to debate it.

#### 9.5. Documentation

##### 9.5.1. **Distribution/Circulation**

- 9.5.1.1. Documentation related to agenda items will normally be included in the agenda package.
- 9.5.1.2. Documents approved for circulation by the SPC, the Chair, or the Secretary, but not part of the circulated agenda package, will be available at the Registration Table, the operation of which shall be the responsibility of the Secretary of Senate.
- 9.5.1.3. Senators may request that material not approved for circulation by the SPC, the Chair, or the Secretary be made available for the information of other Senators. Such material may be placed at an Information Table, the operation of which shall be the responsibility of the Secretary of Senate.

##### 9.5.2. **Minutes**

- 9.5.2.1. All formal actions and decisions by Senate and its standing committees shall be recorded in the minutes,<sup>1</sup> which shall be prepared and kept by the Secretary.
- 9.5.2.2. Audio recordings of Senate meetings may be made by the Secretary. Such recordings shall be used only to aid in the preparation of minutes and shall be

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<sup>1</sup> *Bourinot's Rules of Order*, 4<sup>th</sup> revised edition, provides: "The minutes should accurately record the actions taken and decisions made by the meeting in regard to the items of business it considered. They should not attempt to be a verbatim account of the meeting, but can include references to the major points made in the course of debate. Usually, speakers are not identified, but their names can be recorded if that information is directly relevant to the issue being debated. The minute-taker should aim for completeness, clarity, and succinctness" (p. 59).

maintained only until a motion approving the minutes is passed by Senate, at which time the recording will be erased.

- 9.5.2.3. Draft minutes of each Senate meeting shall be circulated to Senators, as part of the agenda package of the subsequent meeting.
- 9.5.2.4. Once approved by Senate, minutes of each Senate meeting shall be posted on the Senate website.

## 9.6. Debates and Votes

- 9.6.1. **Recognition:** A member or visitor who wishes to speak shall raise his or her hand, await recognition by the Chair and then address the Chair.
- 9.6.2. **Voting:**
  - 9.6.2.1. All Senators – and only Senators – may vote at Senate meetings.
  - 9.6.2.2. The Chair may vote only to break a tie.
  - 9.6.2.3. Votes must be cast in person
  - 9.6.2.4. When the Chair is satisfied that the debate on an item has covered the full range of issues, or when a motion to call the question has been approved, the Chair shall call the question.
  - 9.6.2.5. When a question has been called, no motion can be made and no other intervention is permitted until the tally is completed and the results announced.
  - 9.6.2.6. Questions shall be decided by a show of name placards or, where facilities exist, by electronic voting. The Chair shall determine the aggregate outcome and announce the outcome as “carried” or “defeated.”
  - 9.6.2.7. Any Senator may request that the numbers, or that his/her own vote, be recorded in the Minutes.
  - 9.6.2.8. Any Senator may make a motion that the issue on the floor be decided by ballot. The motion is not debatable and requires only a simple majority to be passed.
- 9.6.3. **Abstentions:** Senators may choose not to vote. Abstentions are not votes, are not recorded, and are not factored in the tallying of votes (although Senators who are present and who choose not to vote are counted as part of quorum).
- 9.6.4. **Majorities:** Questions shall be decided by a simple majority of those present and voting, except those specified in this Bylaw as requiring a two-thirds majority. Motions which shall require a two-thirds majority are:
  - 9.6.4.1. A motion to revise or augment the Agenda for the meeting;
  - 9.6.4.2. A motion to extend sitting beyond four (4) hours duration;
  - 9.6.4.3. Any matter a simple majority designates, in a decision taken without debate, as a major question; and
  - 9.6.4.4. A motion to amend the Senate Bylaw.

## 9.7. Conduct of Proceedings

- 9.7.1. **Quorum:** For Senate, see Articles 9.3.5 and 9.3.6. For all Committees and Councils of Senate, quorum shall be 50% of the total membership plus one.
- 9.7.2. **Speakers Address the Chair:**
  - 9.7.2.1. All matters coming before Senate are to be addressed to the Chair who will ensure that Senate’s business is conducted in an orderly manner consistent with the principles and procedures outlined in this document.
  - 9.7.2.2. Every member of Senate shall use a microphone, when provided, when addressing the Chair.
  - 9.7.2.3. No item of business is on the floor of Senate unless it has been recognized by the Chair.

**9.7.3.** **Decorum:** Decorum is to be observed at all Senate meetings. If a Senator or an observer does not respect the Chair's request to observe decorum, the Chair may require that the Senator(s) or observer(s) leave the meeting.

**9.7.4.** **Order:** If the Chair or any other Senator calls to order a member or visitor, the member or visitor shall yield the floor. At the discretion of the Chair, the member or visitor who has been called to order may be permitted to make an explanation. The Chair shall decide the point of order, subject to appeal to Senate whose decision shall be final and made without debate.

**9.7.5.** **Appealing a Ruling of the Chair:** Any ruling by the Chair may be appealed and that appeal must be seconded. The Vice-Chair (or in the absence of the Vice-Chair, the Secretary) shall conduct the appeal. The appellant may state succinctly the reason for the appeal, and the Chair may state succinctly the rationale for his/her ruling. With no further debate, a vote shall be taken on whether the Chair's ruling will be sustained. Senate's decision shall be by a simple majority of members present, and the vote shall be final. At the conclusion of a vote involving an appeal, the Chair shall resume the chair.

**9.7.6.** **Senate Policies and Associated Procedures (Definition and Authority):**

**9.7.6.1.** Policies are subject to the approval of Senate, and may not be enacted or amended without Senate's approval.

**9.7.6.2.** Procedures for the implementation of policies do not normally require Senate approval, but shall be reported to Senate for information when they are adopted or amended.

**9.7.7.** **Motions and Rationales:** Matters requiring decision are normally to be framed in the form of a motion accompanied by a rationale or report. However, when a matter seems to have received the assent of Senate, and is not seen to be a matter of such substance or consequence that a detailed motion is needed, the Chair may seek consensus and briefly state the matter upon which s/he perceives agreement. If no Senator dissents, the Chair's statement shall be taken to be a decision of Senate and the minutes shall duly so record.

**9.7.8.** **Types of Motions:** Motions are categorised as follows:

**9.7.8.1.** *Substantive* motions propose that Senate exercise its authority to achieve a specified substantive objective. Substantive motions shall normally be in writing with due notice to Senate as per Articles 9.7.9 of this Bylaw. Substantive motions may be referred to a committee for study and report.

**9.7.8.2.** *Procedural* motions (see Articles 9.7.21 and 9.7.22) relate only to process and not to substance (e.g. adjournment, referral, point of order, point of privilege, etc.).

**9.7.8.3.** *Hortative* motions (see Article 9.7.23) express Senate's opinion on matters lying outside its jurisdiction.

**9.7.9.** **Notices of Motion:** No notice is required for a procedural motion. All other motions and resolutions shall be preceded by a notice of motion which is given in writing at a previous meeting of Senate; or is submitted to the SPC for consideration at its regular meeting prior to the next meeting of Senate; or is submitted to the Secretary in time to be included in the agenda circulated before the next meeting. Otherwise motions and resolutions shall not be proceeded with, except as provided for in Article 9.7.10 of this Bylaw.

**9.7.10.** **Motion to Introduce Business for Which Due Notice Has Not Been Given:** A motion to consider matters for which due notice has not been given shall be considered under the agenda item of "Members' Business." If a Senator puts forward a motion for which due notice has not been provided, the matter should be treated as a notice of motion pursuant to Article 9.7.9 unless considerations of timeliness warrant, in the majority opinion of Senate, waiving the normal requirements of notice.

**9.7.11.** **Determining that Motions Are in Order:**

**9.7.11.1.** The Chair, with the advice of the SPC and the Secretary, is responsible for determining if motions submitted for Senate's consideration in advance of regular or special meetings by committees, Councils, Senators, and others are in order.

- 9.7.11.2. All motions circulated with the agenda are deemed to be in order.
- 9.7.11.3. All rulings that a motion is out of order will be reported to Senate by the Chair together with a rationale for the ruling. Any such ruling is subject to appeal.
- 9.7.11.4. Substantive and hortative motions for which notice has not been given must be delivered to the Chair in writing for a determination of whether the motion is in order.
- 9.7.11.5. No motion or other intervention is in order when a vote is in progress.
- 9.7.12. **Motions that are Debatable:** The following motions are debatable:
  - 9.7.12.1. substantive and hortative motions (as defined in Article 9.7.8);
  - 9.7.12.2. amendments to substantive and hortative motions and sub-amendments thereto;
  - 9.7.12.3. referral [debate is limited to the issues raised by referral (see Article 9.7.21.4 below)];
  - 9.7.12.4. changes to the order of the agenda;
  - 9.7.12.5. rescinding previous actions;
  - 9.7.12.6. limitations on the duration of a debate or on the length of time Senators may speak.
- 9.7.13. **Debating a Motion:** Senators may speak to any debatable motion but may speak no more than twice during the same meeting to the same motion or matter, for not more than ten (10) minutes in total. Exceptions are as follows:
  - 9.7.13.1. the mover of a motion is entitled to speak first and last;
  - 9.7.13.2. the mover, or an expert designated by the mover, may respond to questions as necessary or clarify material issues; and
  - 9.7.13.3. the time limit may be extended with the consent of a simple majority of Senators present and voting.
- 9.7.14. **Dividing a Motion:**
  - 9.7.14.1. If a motion raises more than one issue for decision, the Chair may, with the agreement of the mover and seconder, divide the motion in a manner which will help Senate deal effectively with the issues.
  - 9.7.14.2. A motion may also be divided by means of a procedural motion to do so.
  - 9.7.14.3. A motion to divide shall take precedence over the substantive or hortative motion under debate.
  - 9.7.14.4. There is no debate on a motion to divide.
- 9.7.15. **Amendments:**
  - 9.7.15.1. An amendment to a substantive or hortative motion may be moved without notice during debate on the main motion.
  - 9.7.15.2. Whenever feasible, the mover of an amendment should provide a written version of the amendment to the Chair.
  - 9.7.15.3. If a motion to amend is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the amendment until the amendment is resolved.
  - 9.7.15.4. Only one amendment to a motion may be on the floor at one time.
  - 9.7.15.5. Each amendment must be resolved before another amendment or the main motion may be considered.
- 9.7.16. **Scope of Amendments:** An amendment is designed to alter the main motion without substantially changing its intent and shall be strictly relevant to the business under consideration. The Chair shall rule out of order any amendment which would negate or substantially alter the main motion.
- 9.7.17. **Sub-Amendments:**
  - 9.7.17.1. A sub-amendment is intended to amend an amendment under consideration.

- 9.7.17.2. A sub-amendment can only be moved when an amendment is on the floor.
- 9.7.17.3. A sub-amendment is out of order if it has the effect of negating the amendment or altering the amendment to such an extent that it significantly frustrates the purpose of the amendment.
- 9.7.17.4. If a sub-amendment is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the sub-amendment until such time as the sub-amendment is resolved.
- 9.7.17.5. Only one sub-amendment may be on the floor at one time and must be resolved before another may be considered.
- 9.7.17.6. Sub-amendments must be resolved before the amendment can be resolved.

9.7.18. **“Friendly” Amendments:**

- 9.7.18.1. During the course of debate, the mover and seconder may receive suggestions from the floor about the wording of motions. If the mover and seconder of a motion agree that the intent of the motion would be clarified by a change of wording, they may, with the agreement of the Chair, alter the wording of the motion accordingly.
- 9.7.18.2. Any proposed change to the wording which significantly alters the intent of a motion is not a friendly amendment and may be ruled as such by the Chair.

9.7.19. **Reading the Question:** Any member may require the question under discussion to be read at any time during its debate. The Secretary shall also read the question immediately before a vote is taken.

9.7.20. **Resolving a Motion, Amendment, or Sub-Amendment:**

- 9.7.20.1. Motions, amendments, or sub-amendments which are moved, seconded, and recognized by the Chair to be on the floor of Senate for discussion must be brought to a vote unless debate is ended by an intervening and overriding procedural motion.
- 9.7.20.2. A motion may be withdrawn by the mover and seconder if no Senator objects. If there is an objection the question of withdrawal may be put to a vote.
- 9.7.20.3. The Chair may request that the mover and seconder withdraw a motion if it appears that further debate is not in the best interests of Senate.

9.7.21. **Procedural Motions:**

- 9.7.21.1. Most procedural motions are not debatable.
- 9.7.21.2. If a non-debatable motion has been moved, the Chair may invite the mover of the motion to explain in brief the reason for the motion.
- 9.7.21.3. Procedural motions require a mover and seconder, and take precedence over the substantive or hortative motions which are under discussion at the time they are moved.
- 9.7.21.4. *Motion to Refer* (Debatable in part):
  - 9.7.21.4.1. Although procedural in nature, a motion to refer has substantive elements that are debatable. In particular, a motion to refer must identify the person or body to whom the reference is made.
  - 9.7.21.4.2. A motion to refer is in order when a substantive or hortative motion is on the floor of Senate for discussion. A motion to refer is not in order when an amendment or sub-amendment is on the floor.
  - 9.7.21.4.3. When a motion to refer is on the floor, only issues relating to the nature of the proposed referral may be debated (for example, to whom the reference is made, why the reference is being made, when a report back should be expected, etc).
  - 9.7.21.4.4. If a motion to refer is defeated, no further motion to refer may be considered with respect to the specific substantive or hortative motion being considered unless, in the opinion of the Chair,

significant new information has been provided in the debate which would warrant the re-consideration of a referral.

**9.7.21.5. *Motion to Put the Question:***

- 9.7.21.5.1. A motion to put the question may be considered when a main motion, amendment, sub-amendment, or a debatable procedural motion is on the floor.
- 9.7.21.5.2. If a motion to put the question is resolved in the affirmative, the Chair invites the mover of the main motion to make concluding remarks and then puts the question to Senate.
- 9.7.21.5.3. If a motion to put the question is resolved in the negative, debate on the main motion resumes.
- 9.7.21.5.4. No further motion to put the question can be considered regarding the same motion unless, in the opinion of the Chair, the nature of the subsequent debate warrants the consideration of such motion.

**9.7.21.6. *Motion to Move into Committee of the Whole:*** A motion to move into Committee of the Whole is in order when any substantive or hortative motion, amendment, or sub-amendment is under consideration.

**9.7.21.7. *Motion to Adjourn Debate:*** A motion to adjourn debate is always in order. If a motion to adjourn debate is carried, Senate shall move immediately to the next item of business. The Chair, with the advice of the SPC shall determine when and how the debate will be resumed.

**9.7.21.8. *Motion to Adjourn the Meeting:*** A motion to adjourn the meeting is always in order. If a motion to adjourn the meeting is carried, the meeting ends immediately following the vote.

**9.7.21.9. *Motion to Extend and Further Extend the Meeting:*** A motion to extend a meeting is always in order. A motion to extend a meeting shall specify the new time by which the meeting will conclude. If a motion to extend a meeting is defeated, only one other such motion to extend may be considered subsequently.

**9.7.22. Other Procedural Motions:** The Chair may recognize other procedural motions (such as a motion to recess for a specified time) in circumstances where the implementation of such a motion would assist Senate in conducting its business effectively.

**9.7.23. Hortative Motions:** The Senate cannot properly make a decision on any matter that does not fall within the Powers of Senate as defined by the *Ryerson University Act*. Senate may, from time to time, consider motions of congratulation, thanks, or persuasion (i.e., urging a particular action by another decision-making body on a matter related to the educational policy of the University). Such motions are subject to the notice provisions of Articles 9.7.9 and 9.7.10 of this Bylaw, and do not take precedence over any substantive or procedural motion.

**9.7.24. Precedence of Motions:** The Chair shall give precedence to motions as follows (from highest precedence to lowest):

- 9.7.24.1. to adjourn the meeting;
- 9.7.24.2. to adjourn debate (or “table” a motion);
- 9.7.24.3. to put the question;
- 9.7.24.4. to move *in camera*;
- 9.7.24.5. to move into Committee of the Whole;
- 9.7.24.6. to permit a non-member of Senate to speak;
- 9.7.24.7. to refer;
- 9.7.24.8. to amend an amendment;
- 9.7.24.9. to amend.

**9.7.25. Points of Order, Information, and Privilege:**

**9.7.25.1. *Points of Order:***

- 9.7.25.1.1. Points of order are made when it is alleged that there has been a breach of the rules of Senate.
- 9.7.25.1.2. Senators have a right and responsibility to rise on a point of order if they believe that the proceedings of a meeting are not consistent with these rules.
- 9.7.25.1.3. A point of order should be made as soon as the alleged irregularity occurs and should not be dealt with if other matters have intervened.
- 9.7.25.1.4. The Chair shall rule on a point of order without debate.

**9.7.25.2. *Points of Information***

- 9.7.25.2.1. A point of information is a request directed to the Chair, or through the Chair to another officer or member, for information relevant to the business at hand but not related to any procedural matter.
- 9.7.25.2.2. Senators may not interrupt a speaker to raise a point of information, however the Chair may permit it to take precedence on the Speakers' List.

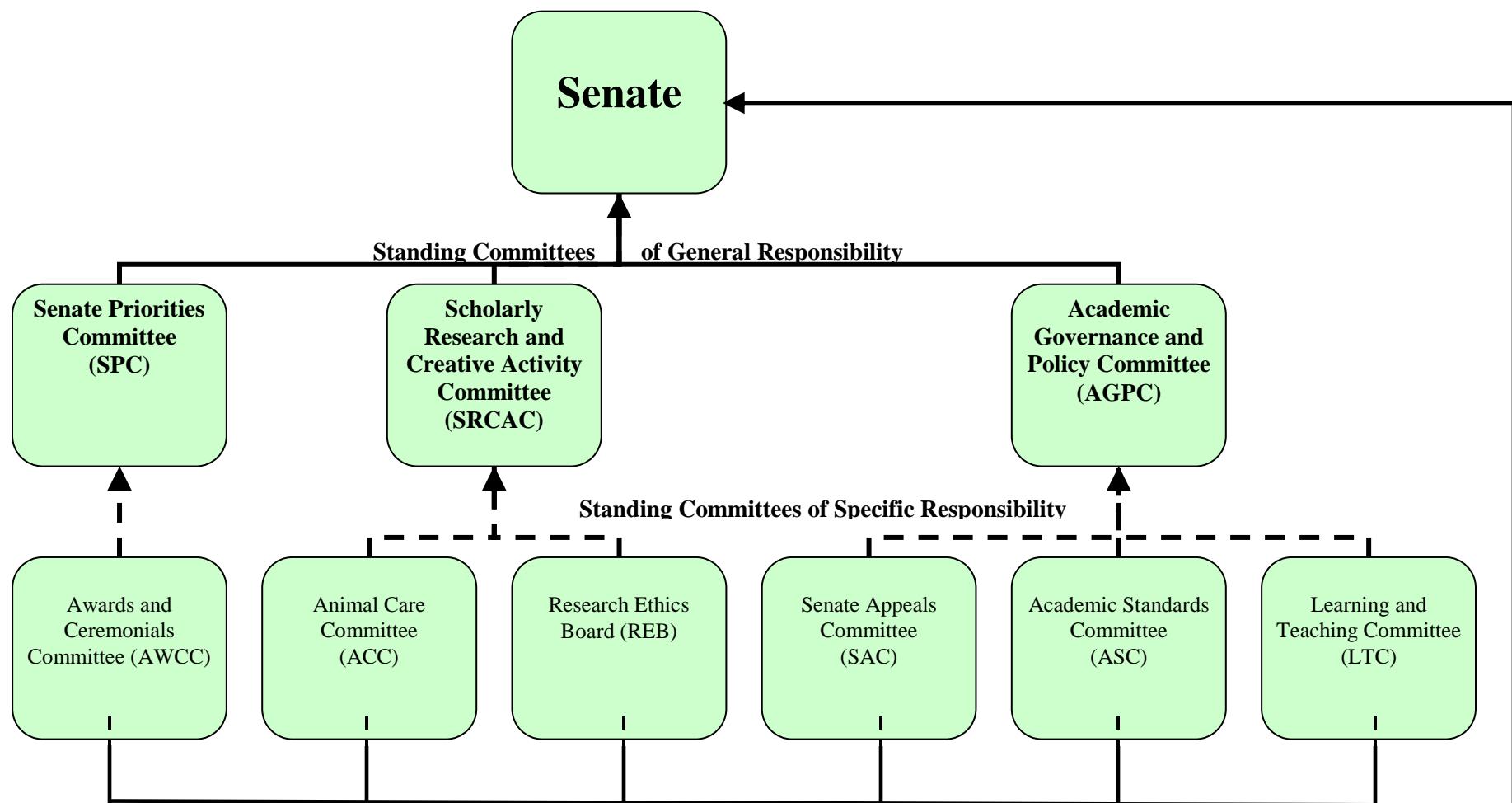
**9.7.25.3. *Points of Personal Privilege:***

- 9.7.25.3.1. Senators may raise a point of privilege based on the belief that the integrity of Senate or a Senator has been compromised.
- 9.7.25.3.2. If the Chair agrees that a privilege has been violated, the Chair's ruling may include remedies such as requesting an apology or the withdrawal of a remark, correction of a document, or other actions consistent with the principles of Senate membership.
- 9.7.25.3.3. The Chair shall rule without debate. However, the Chair may seek the advice of Senators, and may also consult with the SPC for disposition at a later time. In any event a ruling shall be made no later than the next regular meeting of Senate.

**9.7.26. Items for Information:** Information published in the agenda for a meeting of Senate, or any matter distributed via the Registration Table at a meeting of Senate, is deemed to have been received by Senate.

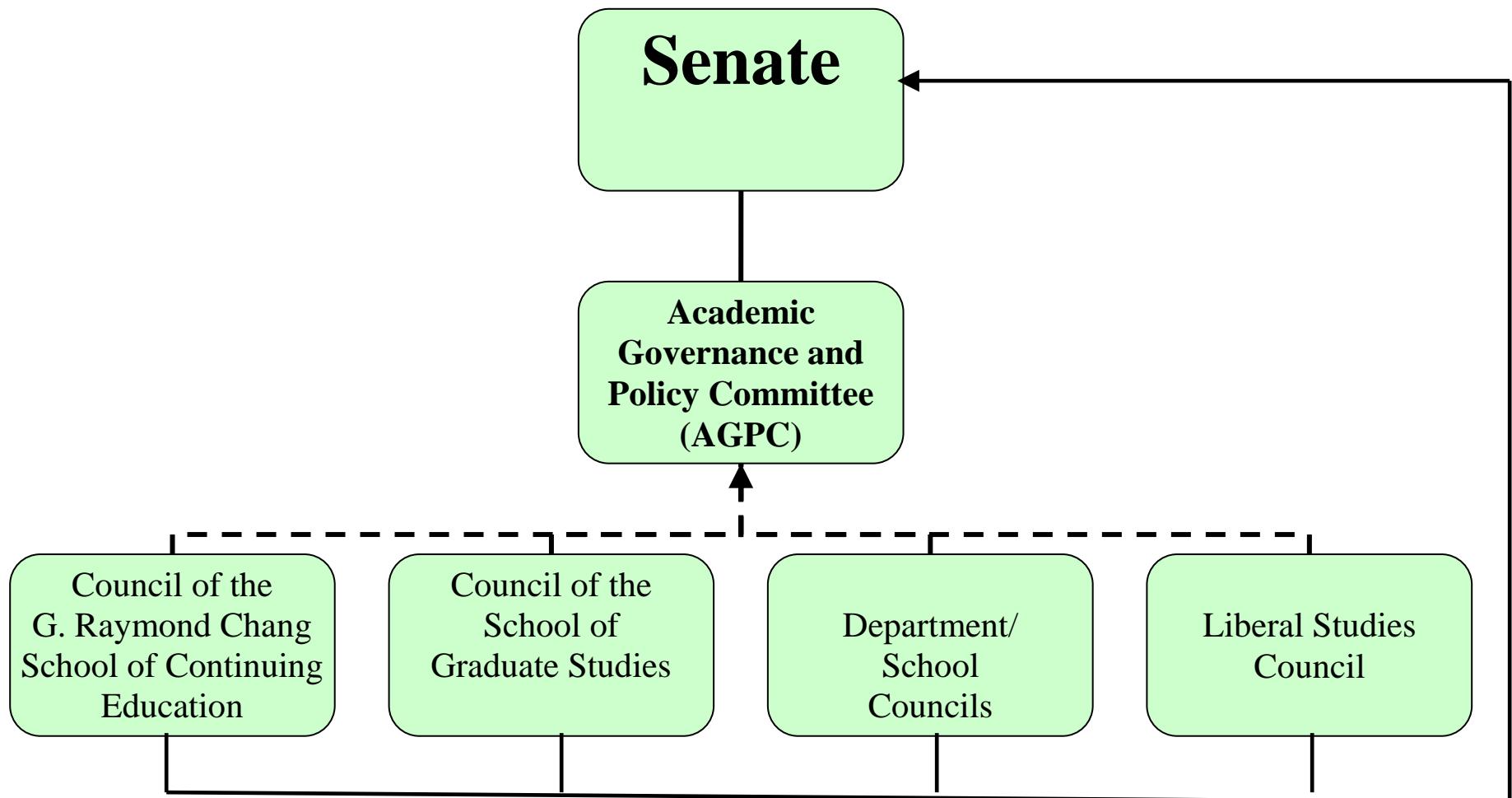
**9.8. Committee of the Whole:** From time to time Senate may – and shall normally at least twice each year pursuant to Article 6.2.1.2.2 – meet as the Committee of the Whole. The purpose of meeting as the Committee of the Whole is to facilitate discussion by relaxing some rules. Normal rules apply to proceedings in Committee of the Whole with the following exceptions:

- 9.8.1.** The Vice-Chair of Senate (or, in the absence of the Vice-Chair, an elected member of Senate elected by Senate) is the Chair of the Committee of the Whole.
- 9.8.2.** Limits of time and discussion of the Committee of the Whole can only be made at the time of the motion to establish.
- 9.8.3.** Senators are not limited in the numbers of times they may speak to a particular issue under consideration, however Senators who have not spoken will be given preference over those who have.
- 9.8.4.** The only motions allowed in the Committee of the Whole are motions to adopt, amend, or "rise and report." Motions do not require a seconder.
- 9.8.5.** The text of a resolution referred to the Committee cannot be altered by the Committee, but amendments can be presented to the Senate.
- 9.8.6.** Proceedings of the Committee of the Whole are concluded by a non-debatable motion "to rise and report." The presiding officer then reports to the Chair on the outcome of the proceedings.

**LEGEND:**

A **solid line** indicates a direct reporting relationship to Senate. Standing Committees of Specific Responsibility report their regular business directly to Senate.

A **dotted line** indicates that a standing committee of specific responsibility reports to a Standing Committee of General Responsibility regarding policy proposals and changes to terms of reference.



**LEGEND:**

A **solid line** indicates that Governance Councils report directly to Senate regarding their regular business.

A **dotted line** indicates that Governance Councils report to the AGPC regarding policy proposals and changes to terms of reference.

**Report of the Senate Appeals Committee**  
**#W2009-01**  
**January 27, 2009**

**Amendment of Policy 134: Undergraduate Academic Consideration and Appeals Policy**

The Committee reviewed the recommendations of an *ad hoc* Committee established to review the Academic Consideration and Appeals Policy. Members of the *ad hoc* Committee were: D. Bell (Academic Integrity Officer), L. Cooper (Senate Appeals Committee, Community Services), J. Dianda (Chair, Faculty of Arts Appeals Committee), P. Dutil (Senate Appeals Committee, Arts), S. Laskin (Chair, Senate Appeals Committee), J. McIntosh (Senate Appeals Committee, Student, CE), G. Mothersill (Associate Dean, Communication & Design), K. Neale (Student Issues and Advocacy Coordinator, RSU), R. Rose, (VP Education, RSU), D. Schulman (Director, Office of the Provost and Secretary of Senate), E. Shelton (Student Rights Coordinator, CESAR), J. Thom (Senate Appeals Committee, Graduate Student)

The current policy can be found at [www.ryerson.ca/senate/policies/pol134.pdf](http://www.ryerson.ca/senate/policies/pol134.pdf) .

The changes made to the policy are as follows:

1. The Policy has been reorganized so that there is a policy with a coordinated procedures section that gives more detail on the policy. The responsibility of each party in the consideration and appeals processes has been clearly indicated. This mirrors the format of the Student Code of Academic Conduct.
2. Similar policy and procedures have been condensed (e.g. recalculation and regrading). In general, the policy has been made more user friendly.
3. The Chair/Director role in the regrading of work has been clarified. The Chair/Director can deny a regrading only if the student does not submit rationale for that regrading that is based in the merit of the work.
4. Grounds for an appeal have been reordered so that the two most common – medical and compassionate - are first. It has also been made clear in the procedures that students must determine if they meet one or more of the grounds to file an appeal.
5. It has been clarified that students who appeal to subsequent levels must provide a letter indicating where the decision at the previous level was in error. Intent to dismiss an appeal may be based on there being no rationale provided.

The draft policy is presented for discussion and the policy will be brought for approval to the March 3, 2009 meeting of Senate. The procedures are presented for discussion, but do not require Senate approval.

Respectfully submitted,

S. Laskin, Chair, for the Committee

|                 |                   |                     |                      |              |
|-----------------|-------------------|---------------------|----------------------|--------------|
| Mitu Sengupta   | David Valliere    | Margareth Zanchetha | Jason McIntosh       | Piero Dodaro |
| Patrice Dutil   | Peter Pille       | Robert Rinkoff      | Kateryna Aksenchuk   |              |
| Martin Greig    | Avner Levin       | Darius Sookram      | Frank Whitestone     |              |
| Yew-Thong Leong | Andrew Furman     | Natasha Williams    | Osman Hamid          |              |
| Daria Sydor     | Lucia Dell'Agnese | Katie Zeppieri      | Christine Demtriades |              |
| Jean Bruce      | Sanjeev Bhole     | Shakera Martin      | Asif Sharif          |              |
| Linda Cooper    | Jeffrey Yokota    | Ken Chadha          | Susan Lamola         |              |
| Sue Edwards     | Derrick Heyd      | Paul Yoon           | Jessica Thom         |              |

**RYERSON UNIVERSITY**  
**POLICY OF SENATE**  
**UNDERGRADUATE ACADEMIC CONSIDERATION AND APPEALS**  
**DRAFT 1-15-09**

**Policy Number:** 134

**Approval Date:** March 3, 2009

**Previous Approval Dates:** April 1, 2003, January 25, 2005

**Responsible Office:** Provost and Vice President Academic

**Implementation Date:** Fall 2009

**Review Date:** Fall 2013, or sooner at the request of the Provost

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## **ACADEMIC CONSIDERATION AND APPEALS PROCEDURES INDEX**

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Ryerson University is committed to promoting academic success and to ensuring that students' academic records ultimately reflect their academic abilities and accomplishments. The University expects that academic judgments by its faculty will be fair, consistent and objective, and recognizes the need to grant academic consideration, where appropriate, in order to support students who face personal difficulties or events. Academic consideration is the general name given to a number of different alternate arrangements that may be made, dependent upon the circumstances and what is appropriate for both the students and the University, such as the extension of a deadline for an assignment, re-weighting of an exam or assignment because of missed work, the permission to continue on probationary status. It should be understood that students can only receive grades which reflect their knowledge of the course material.

This Policy<sup>1</sup> provides the process by which students may seek academic consideration. It is expected that requests for academic consideration will be made as soon as circumstances arise which will impact their academic performance. The policy also describes the grounds and process by which students may appeal when they believe the academic consideration provided is not appropriate or when they have been unable to resolve course-related issues with their instructors.<sup>2</sup> The University is responsible for dealing with student appeals fairly and must adhere to the timelines established in this policy.

Students should refer to University publications (the Calendars, the Student Guide, and the Senate web site) for detailed information on the various types of academic consideration that may be requested; necessary documents such as appeal forms, medical certificates and forms for religious accommodation; and procedural instructions. Students are responsible for reviewing all pertinent information prior to the submission of a formal academic appeal. Incomplete appeals will not be accepted. Students are responsible for ensuring that a formal appeal is submitted by the deadline dates published in the calendar, and must adhere to the timelines established in this policy.

The Academic Appeals process reflects decision-making in an academic environment and, as such, cannot be equated to decision-making in the judicial system. The principles of natural justice and fairness will apply to all decisions made.

## **I. ACADEMIC CONSIDERATION**

### **IA. GENERAL REGULATIONS**

1. It is the student's responsibility to notify and consult with either the instructor, or the Chair/Director of the teaching or program department/school, depending on the situation, as soon as circumstances arise that are likely to affect academic performance.
2. It is the student's responsibility to attempt to resolve all course-related issues with the instructor as soon as they arise, and then, if necessary, with the Chair/Director of the teaching Department/School. Failure to do so may jeopardize the success of an appeal made at a later date.
3. It is the instructor's responsibility to respond in a timely fashion when students raise grading or course management issues.

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1 The "Graduate Student Academic Appeals Policy" applies for the School of Graduate Studies.

2 For the purposes of this document, "instructor" shall mean any person who is teaching a course at Ryerson.

4. It is the responsibility of the Department/School to ensure that Department/School handbooks have up-to-date contact information published outlining who in the school/department is responsible for academic consideration and appeals.
5. When issues are not resolved with an instructor, or when a student does not receive a timely response from an instructor, the Chair/Director should normally be contacted for an informal resolution, where possible.
6. It is the Chair/Director's responsibility to be accessible to discuss matters that cannot be resolved between the instructor and the student.
7. If academic concerns are not resolved informally with the instructor or the Chair/Director, students may file an appeal with their Department/School.
8. If the Chair/Director is the instructor for a course in which an accommodation or alternate arrangement is being requested and the matter cannot be resolved, he or she should request that the Dean appoint an appropriate replacement to act as Chair/Director in the process.
9. Students who do not receive their final grades because of outstanding debt to the University, risk missing the deadline for filing an appeal. Grades will not be officially released to students with outstanding debt.
10. Students who are appealing their Required to Withdraw or Permanently Withdrawn standing may continue in their program and shall be registered in courses on the basis of a probationary contract until the standing appeal is resolved. Students must pay all appropriate fees. If the appeal is denied and they remain Required to Withdraw or Permanently Withdrawn, they will be given a full refund of the fees charged for the program courses in which they enrolled that semester.
11. Appeals not filed by the published deadlines and incomplete appeals will normally not be accepted. In extenuating circumstances, students or university administrators may request that a Chair/Director, Dean, or the Secretary of Senate, depending upon the level, provide an extension.
12. It is the student's responsibility to maintain updated contact information with the University to ensure that all information related to grades, standings and appeals are properly received. Ryerson program students are required to maintain a Ryerson e-mail address. (See Policy 157: Establishment of Student E-Mail Accounts for Official University Communication).

## IB. ALTERNATE ARRANGEMENTS

**IB1. Accommodation for Missed Examination and/or Assignment: Religious Observance:** Students must have filed the necessary forms for accommodation of religious observance at the beginning of the term, or for final exams, as soon as the exam schedule is posted. (See Policy 150: **Accommodation of Student Religious Observance Obligations** and related form).

**IB2. Accommodation for Disability:** Students who wish to utilize Access Centre accommodations must present Access Centre documentation to the instructor prior to a graded assignment, test or exam, according to Access Centre Policies and Procedures, otherwise an appeal based on not receiving an accommodation may be dismissed. (See Section III and Policy 159: **Academic Accommodation of Students with Disabilities.**)

**IB3. Alternate Arrangements for Missed Examination and/or Assignment: Medical or Compassionate**

- a. Students shall inform instructors (via email whenever possible) in advance when they will be missing an exam, test or assignment deadline for medical or compassionate reasons. When circumstances do not permit this, the student must inform the instructor as soon as reasonably possible.
- b. Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, normal employment commitments will not constitute grounds for academic consideration. However, changes to normal employment commitments as a result of a more complex issue may be part of a request for academic consideration.
- c. Instructors will determine if documentation is required for an alternate arrangement based upon medical or compassionate grounds. In the case of illness, a Ryerson Medical Certificate, or a letter on letterhead from a physician with the student declaration portion of the Ryerson Medical Certificate attached, is required. Documentation is required within three (3) working days of the missed work. In extraordinary circumstances, exceptions to the 3 day requirement to provide documentation can be granted if the medical illness, including documented mental health issues, prevents a student from seeking medical attention or documenting their illness in a timely fashion.
- d. All faculty and staff are required to exercise discretion and adhere to the principles of confidentiality regarding any documentation received.
- e. Once an alternate arrangement is accepted, it is final unless subsequent events interfere with the fulfillment of that alternate arrangement, and the grade in the course may not be appealed based upon an allegation of the original arrangement being unfair.
- f. Students who are either not offered an alternate arrangement or who do not accept the alternate arrangement offered by an instructor, may consult with the Chair/Director. If the test or assignment for which an alternate arrangement has been made becomes a point of contention in the final course grade or violates the Course Management Policy or course outline, the student may appeal the final course grade at the end of the term, on the original medical or compassionate grounds
- g. Normally a student who misses a final exam will be given an incomplete (INC) and given a make-up exam as soon as possible within the three-month completion period.
- h. Unless an incomplete grade (INC) is applicable, the instructor cannot grant extensions beyond the final date for submission of grades as part of an academic consideration.

**IB4. Arrangements for Inability to Complete Term Work in More Than One Course:**

- a. Students who are unable to complete their term work in more than one course, due to circumstances that arise during the semester, should consult with the Chair/Director of their program Department/School as soon as possible. Failure to do so may jeopardize the ability to provide consideration and to launch a future appeal.
- b. When seeking alternate arrangements, students must submit supporting documentation to their program Chair/Director who should advise them as to what to do on a course-by-course basis as soon as possible. A copy of the suggested arrangement will be kept on record in the Department/School, and each instructor should be informed of the suggested arrangement. Students must contact each instructor to verify that the suggested arrangement is acceptable to the instructor
- c. Instructors should not require documentation to support the request for an alternate arrangement, as the Chair/Director has already made an assessment.
- d. While it is advisable for students to discuss dropping a course with the instructor, courses may be dropped at the time of the consultation with the Chair/Director. The Chair/Director must inform the involved faculty member that the student has dropped the course. The Registrar will review documentation and contact the Chair/Director should any clarification be required as to why a student should be granted a INC or course drop after the deadline. The Registrar has final approval of both retroactive course withdrawal without academic penalty and any possible financial arrangements that may result.

**IB5. Advance Consideration of Academic Standing:** If, during the semester, students experience medical or compassionate circumstances that may later affect their academic standing, it is the students' responsibility to bring the situation to the attention of the Chair/Director at the earliest possible time.

## **IC. GRADE REASSESSMENT**

### **IC1. Regrading of Work or Recalculation by Instructor**

- a. Students who believe that an assignment, test or exam, either in whole or part, has not been appropriately graded, or that there has been a miscalculation of a grade due to an omission, improper addition, etc., must contact the instructor to resolve the issue within ten (10) working days of the date when the graded work is returned to the class. Grades not questioned within this period will not be recalculated at a later date.
- b. Students may be required to submit a written request for regrading, stating why the work warrants a higher grade. The instructor must respond within five (5) working days. A reassessment may result in the grade remaining the same, being raised or being lowered. Students must receive feedback that addresses their rationale for requesting a regrading of the work.

- c. If there is a concern about work returned during the final week of classes, or a final paper or exam, there might not be an opportunity to review the grade with the instructor or to have the work remarked prior to the assignment of a final grade for the course. In that case, a meeting with the instructor should be scheduled as soon as possible.
- d. Students shall be given supervised access to any graded work that has not been returned or to their final exams, and be permitted to use that work for a reasonable length of time in order to prepare the required explanation for the re-grading request.
- e. It is recognized that there are assignments that do not lend themselves to independent re-evaluation, such as presentations or performances. Therefore, these may not be reassessed.

**IC2. Formal Regrading of Work by Someone Other than the Instructor**

- a. Students may request a formal regrading of their work if:
  - i. they do not accept an instructor's regrading of the work; or
  - ii. the instructor has not responded to the student; or
  - iii. the instructor has not regraded the work within five (5) working days or
  - iv. they do not feel they can discuss the matter with the instructor.
- b. To request formal regrading, students must submit reasons, in writing to the Chair/Director, as to why the original grade, and if applicable, the instructor's revised grade, was inappropriate, based on evidence from the course outline, course notes, textbooks, etc. Asserting that the work deserves more marks or that the student disagrees with the mark is not sufficient support for the reassessment. The Chair/Director may deny the request for a regrading if the rationale is not based upon the merit of the work.
- c. If the request for regrading is accepted, the Chair/Director will follow the procedures outlined in the Procedures appended to this policy, to have the work formally regraded.
- d. A regrading may result in the grade remaining the same, being raised or being lowered, and the reassessed grade becomes the official grade for that work. The revised grade cannot be subsequently appealed. If reassessment of the work was not done or has not been done in keeping with this policy, the ground of the appeal is Procedural Error

**ID. COURSE MANAGEMENT ISSUES:** Students who have concerns about how a course is taught or managed should first consult with the instructor as soon as the concern arises. However, if they feel that the matter cannot be discussed with the instructor or if the matter cannot be resolved, students should consult with the Chair/Director.

**II. ACADEMIC APPEALS - GRADE AND STANDING:** Academic Appeals are reserved for issues related to grades and academic standings that could not be resolved

informally with an instructor or a Chair/Director. Where appropriate, appeals may be filed at any time during the term.

**IIA. GROUNDS FOR APPEALS:** There are four grounds that may be considered for grade and academic standing appeals: Medical; Compassionate; Prejudice; and Procedural Error. In addition, Course Management may also be considered as grounds for grade (but not academic standing) appeals. With the exception of Procedural Error, no new grounds may be introduced at subsequent levels.

#### **IIA1. Medical**

- a.** An appeal may be filed on Medical grounds when an unforeseen medical condition occurs during the term that impacts a student's ability to meet academic obligations. It is expected that students who need an alternative arrangement for meeting academic obligations will submit appropriate documentation for work that is missed, and will make alternate arrangements for either a single course or for all courses in that term (see section IB on **Alternate Arrangements**). Alternate arrangements are based upon the severity of the circumstances and the amount of work missed.
- b.** Students must submit a fully completed **Ryerson Medical Certificate**, or a letter on letterhead containing all of the information required by the medical certificate and signed by an appropriate regulated health professional for the applicable period of time, with the signed affidavit portion of the Ryerson Medical Certificate appended. The documentation should explain the duration of the medical condition and the impact of the medical condition on the student's ability to perform during that period. Where circumstances do not permit this, the student must inform the instructor as soon as reasonably possible. The University may seek further verification of medical claims.
- c.** Students must submit applicable medical documents within three (3) working days of any test, exam or assignment due date to receive consideration for that work. In extraordinary circumstances, the 3 day requirement to provide documentation can be granted if the medical illness, including documented mental health issues, prevents a student from seeking medical attention or documenting their illness in a timely fashion.

#### **IIA2. Compassionate**

- a.** Appeals may be filed on Compassionate grounds when there are events or circumstances beyond the control of and often unforeseen by the student, which seriously impair that student's ability to meet academic obligations. Instructors should have been informed of these circumstances as soon as they affected a student's ability to complete his/her work so that alternate arrangements could be made. Failure to have done so may jeopardize the appeal. Alternate

arrangements are based upon the severity of the circumstances and the amount of work missed. Changes to normal employment commitments as a result of a more complex issue may be appealed on compassionate grounds.

- b.** Students must submit applicable documentation within three (3) working days of a test, exam or assignment deadline to receive consideration for that work. In extraordinary circumstances, exceptions to the 3 day requirement to provide documentation can be granted.

### **IIA3. Course Management**

- a.** Appeals may be filed on the ground of Course Management when students believe that a grade has been adversely affected because an instructor has deviated from the course management policies of the University or from the course outline, or has demonstrated personal bias or unfair treatment.
- b.** Students should have brought course management issues to the attention of the instructor and/or the Chair/Director when the concern arose. Failure to have done so may jeopardize the appeal.
- c.** Students must provide the course outline or policy reference when it is relevant to their appeal, detail where the deviation, or personal bias or unfair treatment occurred and explain how their academic performance was affected.

### **IIA4. Prejudice**

- a.** Claims of prejudice are limited to prohibited grounds as defined by the Ontario Human Rights Code (e.g. race, sex, sexual orientation, disability, etc.). Students who believe their grade has been adversely affected by another form of personal bias or unfair treatment should appeal under the ground of Course Management.
- b.** When filing an appeal on the grounds of prejudice, students must submit a copy to, and consult with, the Discrimination and Harassment Prevention Office. That Office will do an assessment and make a recommendation to the Chair/Director before the appeal will proceed. This may result in a delay in the appeals process.
- c.** If the Discrimination and Harassment Prevention Office determines that there is insufficient evidence to support a claim of prejudice on a prohibited ground and the student wishes to proceed on the basis of personal bias or unfair treatment, the appeal may be amended to be filed on the ground of Course Management.
- d.** If, during the course of any level of appeal, it is determined that there may have been prejudice on a prohibited ground, which was not investigated by the Discrimination and Harassment Prevention Office, it will be referred to that Office and the decision will be delayed until that Office has assessed the claim and made a recommendation.

## **IIA5. Procedural Error**

- a.** Appeals may be filed on the ground of Procedural Error when it is believed that there has been an error in the procedure followed in the application of either this policy or any applicable policy of the University that has impacted a student's grade or standing. Appeals granted on this ground will rectify the procedural error.
- b.** Where students claim that an academic regulation or policy was improperly applied or not followed, they must reference both the policy and the alleged error, and explain how this procedural error has affected their academic record. This may include such things as a failure to recalculate a grade or remark an exam, or when a response deadline has been missed.

## **IIB. STUDENT RESPONSIBILITIES**

### **IIB1 Burden of Proof**

- a. Grade Appeals:** In all grade appeals it is the student's responsibility to demonstrate that the final grade they have received in a course should be reviewed. Students will only receive grades which reflect their knowledge of the course material.
- b. Academic Standing Appeals:** In all academic standing appeals the responsibility is on students to demonstrate that their academic standing should be changed. Since Academic Standing is determined by students' academic performance, students must provide substantial reasons why their current standing is not appropriate. Students should normally have consulted with the Chair/Director as soon as the situation that affected their academic performance arose

### **IIB2. Filing an Appeal**

#### **a. Levels of Appeal**

- i. Department/School Level:** Students who wish to file either a grade or standing appeal based on one of the grounds in section IIC, must first appeal to their Department/School (or The Chang School for grade appeals in continuing education (CE) courses) by the deadline outlined in the Ryerson calendars,
  - a.** Grade appeals must be submitted to the Department/School in which the course is taught. Grade appeals for all CE courses are to be submitted to The Chang School, and the appropriate Program Director will coordinate the response with the appropriate Department/School.
  - b.** Standing appeals are submitted to the student's program Department/School.
- ii. Faculty Level:** Students who wish to appeal the decision of the Department/School must do so to the Dean within ten (10) working days of the date of the decision letter from the Department/School. Students must indicate in their letter where they disagree with the Department/School decision.

**iii. Senate Level:** Students who wish to appeal the decision of the Faculty must do so to the Senate within the (10) working days of the date of the decision letter from the Faculty. Students must indicate in their letter where they disagree with the Faculty decision.

**b. General Regulations**

- i. Students must use the appeals forms available on the Senate website, and must retain a copy for their records for submission at any subsequent appeal.
- ii. Incomplete or late appeals will normally not be accepted.
- iii. Appeals must be filed in person unless prior arrangements are made to submit it via fax, mail or email. If the appeal is incomplete, it is not accepted. If fax, mail or email submissions are accepted, original documents must be submitted in person by the student by a date to be determined based upon the circumstances..
- iv. INC grades must be appealed within ten (10) working days of the posting of the new grade. Students are responsible for periodically checking for the posting of their grades.
- v. If a student appeals only an academic standing, it will be assumed that the grade(s) upon which the academic standing was based have been accepted.
- vi. The program Department/School is not required to consider an appeal of an academic standing if the grade appeal was denied and it was the sole basis of the standing appeal or if the grade appeal was granted and the standing is automatically changed as a result.

**c. Advocates and Legal Counsel**

- i. Students may consult with an advocate at any time during the appeals process. An advocate may represent a student at any hearing that may occur at the Department/School, Faculty or Senate level. Advocates may speak on behalf of the student.
- ii. Legal Counsel are permitted to represent students or the University Respondent only at the Senate level of appeal.

**d. Ombudsperson:** Students may consult with the Ombudsperson regarding issues of fairness at any time during the appeals process.

**IIC. Decision Maker Responsibility**

**IIC1. Responding to Appeals**

- a. **Department/School:** Each Department/School must determine who shall respond to student appeals. The Chair/Director (or designate or committee) may consider appeals at the Department/School level. For continuing education courses the CE Program Director shall act as Chair/Director in appeals which concern procedural issues, and shall refer all other appeals to the appropriate academic coordinator.
- b. **Faculty:** Each Faculty must determine who shall respond to student appeals. The Dean (or designate or committee) may consider appeals at the Faculty level.
- c. **Continuing Education:** In cases involving continuing education courses that are

not housed in a specific Faculty, the Dean of The Chang School of Continuing Education (or designate or committee) shall consider the appeal.

- d. **Senate:** The Senate Appeals Committee shall form panels to hear appeals at the Senate level.

## **IIC2. General Regulations**

- a. No academic appeal may result in the granting of a numerical grade.
- b. If a student initiates more than one academic appeal, the decision maker at any level may determine if the appeals should be heard concurrently or sequentially. Grade appeals are considered before standing appeals.
- c. If an appeal of a charge of academic misconduct is related to a concurrent grade or academic standing appeal, the misconduct appeal will be heard first, and the decision, if relevant, forwarded to the appropriate department/school. As per the Student Code of Academic Conduct, a grade of “DEF” may be assigned while a misconduct charge is under investigation.
- d. The Registrar must approve any recommendation by the Chair/Director or Dean to grant a student a retroactive course withdrawal without academic penalty and any associated financial arrangements.
- e. All correspondence with students (setting of hearing dates, decision letters, etc.) will be done via Ryerson email. The only exception will be the distribution of the appeals package for Senate appeals. Students shall receive their packages either in person or via courier, normally within five (5) working days of the hearing.
- f. Appeals decisions are normally sent to students within five (5) working days of the receipt (or the hearing) of the appeal, unless the student is notified of extenuating circumstances which require an extension of that deadline.
- g. Current information on who is responsible for responding to appeals in each Department, School and Faculty must be provided to students in a Department/School handbook and to the Secretary of Senate. Members of any appeals committee shall have terms from July 1 to June 30 of the following year.
- h. All individuals who have responsibility for deciding appeals, including Chairs/Directors, Deans, or designates, and all Appeals Officers shall be required to attend training session(s) conducted by the Office of the Secretary of Senate prior to making any appeals decision.
- i. Anyone who chairs an appeals committee at any level may not serve on an appeals committee at any other level.

## **IIC3. Dismissal of Appeals:**

- a. **Department/School:** The Department/School may dismiss (not accept) an appeal only when the appeal is submitted past the deadline or is incomplete.
- b. **Faculty:** In some circumstances where the Dean or designate believes that the grounds have not been met, or that the student has not indicated where the error was in the previous decisions, the Dean or designate will give the student notice of intent to dismiss (not accept) the appeal. The student is given the opportunity to respond in writing to the intent to dismiss within five (5) working days of receipt of the notice. A panel of the Senate Appeals Committee will be convened to determine if the appeal should be heard or if the recommendation to dismiss the appeal should be upheld.
- c. **Senate:** In some circumstances where the Secretary of Senate believes that the grounds have not been met, or that the student has not indicated where the error was in the previous decisions, the Secretary will give the student notice of intent to dismiss (not accept) the appeal. The student is given the opportunity to respond in writing to the intent to dismiss within five (5) working days of receipt of the notice. A panel of the Senate Appeals Committee will be convened to determine if the appeal should be heard or if the recommendation to dismiss the appeal should be upheld.

**IIC4. Conflict of Interest:** No member of an Appeals Panel should have had any prior involvement with the case. A member of a Hearing Panel, a student or an instructor (appellant and respondent) must disclose any conflict of interest, if known, as soon as possible before the Hearing. If either party raises a conflict of interest regarding any Panel member(s) once the Hearing has begun, the Hearing Panel will judge the validity of the conflict and will decide on whether the Panel member may sit on the appeal. If the Panel member with the conflict is excused and there is no quorum, the Hearing may continue if agreed upon by all parties or will be adjourned and a new hearing scheduled with a new Panel member.

**IIC5. Standard of Proof:** In an academic appeal it is the student's responsibility to show that the original decision was incorrect. The standard of proof in all decisions shall be "a balance of probabilities". This means that, in order for students to be granted their appeals, they must show the Panel that it is more likely than not that the original decision was incorrect.

#### **IID. Senate Appeal Hearings**

- IID1. Senate Appeals Committee and Panels:** The Senate Appeals Committee is established by the Senate. The Secretary of Senate shall establish hearing panels consisting of at least three members of the Senate Appeals Committee, including at least one student.
- IID2. Notice of Hearing:** Both parties must be given ten (10) working days notice of an appeal hearing date and time. An appeal may be scheduled with less than ten (10) days notice with the written agreement of both parties. Documentation will be distributed to all parties, normally within five (5) working days of the hearing.

#### **IID3. Hearing Regulations**

**a. Representation/Support**

- i. Students may be represented by an advocate or legal counsel who may speak for the student and confer with the student as necessary.
- ii. Students may have a support person in the hearing, but this person may not participate in any way. Students may also bring witnesses, but these must be declared in advance on the appeal form.
- iii. The University may retain legal counsel who may speak for the respondent and confer with the respondent as necessary.

**b. Procedural Decisions by the Panel**

- i. The Panel Chair may adjourn the Hearing when it is required for a fair process.
- ii. If either the appellant or the respondent fails to attend the Hearing, and there are no extenuating circumstances, the Hearing may proceed in his or her absence. Hearings will not be postponed if a witness, advocate or counsel fails to appear.
- iii. A Hearing is open to the public except when the appellant, respondent or a Panel member requests that the hearing be closed. Members of the public may not participate in, or in any way disrupt, the hearing. Any member of the public, or the support person, may be removed from the hearing by the Panel.
- iv. All witnesses called by either side should be present at the start of the Hearing to be introduced, and then, unless the Panel decides otherwise, only while giving testimony. If the hearing remains open, witnesses may return after all witnesses have presented their testimony.
- v. If either party brings witnesses not listed in the appeal form or the Notice of Hearing, the Panel must decide if those witnesses are to be heard.
- vi. If new documentation is presented the panel must determine if that documentation is to be considered. If there is no objection from the other party, the documentation should be accepted. The hearing may be adjourned to allow the other party time to review the new documents. The Panel may determine that the documentation is not relevant and is not to be accepted.

**c. The Hearing** may not be audio or video recorded by anyone, and no minutes of the proceedings are taken. The decision letter is considered the official record of the proceedings.

**d. The Secretary of Senate or designate** may be present at the Hearing for the purpose of providing advice on procedural issues.

**e. All Senate hearings** will be conducted in a manner consistent with the *Statutory Powers Procedure Act (SPPA)*. A copy of the *SPPA* is available for review in the Senate Office.

**IID4. Decisions:** Decisions of the Senate Appeals Committee are final and may not be appealed.

**IID5. Record keeping**

- a. Statistics on the type, grounds and outcome of appeals must be reported to the Secretary of Senate at the end of each term.

- b.** The complete original copy of the appeal documents shall be retained and held in confidence by the Senate Office and the Registrar shall confidentially retain a copy of the decision letter. All other copies of the appeals documents are to be shredded.

## **ACADEMIC CONSIDERATION AND APPEALS PROCEDURES**

### **P-I. Academic Consideration**

#### **P-IA. General Regulations**

1. Students should normally notify and consult with their instructor when they require academic consideration for circumstances that arise during the semester that impact their ability to meet academic obligations. If the circumstance affects all of their course work, or if they believe that they cannot discuss the matter with their instructor, they should consult their Chair/Director or designate.
2. Students, instructors, Chairs/Directors or designates should make every effort to resolve issues related to student requests for academic consideration informally whenever possible.
  - a. Requests for academic consideration should be made via email where possible, but can be made in person or over the phone if necessary.
  - b. Instructors will respond to requests for academic consideration via email where possible, and in person or via phone if necessary.
  - c. If an instructor has not responded to a specific request for academic consideration within 5 business days a student should email the Chair/Director to discuss the situation.

### **P-IB. Alternate Arrangements**

#### **P-IB1. For a Conflict between a Religious Observance and an Examination, Test, or Assignment Due Date**

- a. To request an alternate arrangement for work that must be missed because of a conflict with a religious observance, students must fill out and submit the Student Request for Accommodation of Religious Observance form found at [www.ryerson.ca/senate/forms/relobservforminstr.pdf](http://www.ryerson.ca/senate/forms/relobservforminstr.pdf)
  - i. within the first 2 weeks of the beginning of the term for each test and assignment scheduled in a course; or
  - ii. for final exams, within five days of when the final exam schedule is posted.
- b. Students and instructors must negotiate and agree upon appropriate accommodations for religious observance.
- c. If students and instructors cannot agree on an appropriate accommodation for religious observance, then it is the responsibility of the student to contact the Chair/Director or designate to discuss the matter.

#### **P-IB2. For Accommodation of a Disability**

- a. To receive accommodation for a disability students must first register with the Ryerson University Access Centre
- b. The Access Centre will assess the students' request, and where appropriate, provide students the appropriate documentation to present to each instructor outlining the nature of accommodations required for each course.
- c. Students must present Access Centre documentation prior to a graded assignment, test or exam. Documentation submitted after the work, test or exam will not be accepted.
- d. Detailed instructions on appropriate accommodations for students with disabilities and the related procedures are found in Policy 159: Academic Accommodations of Students with Disabilities [www.ryerson.ca/senate/policies/pol150.pdf](http://www.ryerson.ca/senate/policies/pol150.pdf)

### **P-IB3. For Missed Assignment, Test and/or Examination for Medical and Compassionate Reasons**

#### **a. Student Responsibility**

- i. Students must contact their instructor, via email in advance when they will be missing an examination and/or assignment or test for medical or compassionate reasons.
- ii. When circumstances do not permit advance notice, students must contact the instructor via email as soon as reasonably possible.
- iii. Students must submit appropriate documentation within three (3) working days of the missed assignment, test or exam. In extraordinary circumstances, exceptions to the 3 day requirement to provide documentation can be granted if the medical illness, including documented mental health issues, prevents a student from seeking medical attention or documenting their illness in a timely fashion.
  - a. **Medical documentation:** Students must submit a fully completed **Ryerson Medical Certificate**, or a letter on letterhead containing all of the information required by the medical certificate and signed by an appropriate regulated health professional for the applicable period of time. The signed affidavit portion of the Ryerson Medical Certificate must be attached. The documentation should explain the duration of the medical condition and the impact of the medical condition on the student's ability to perform during that period. Where circumstances do not permit this, the student must inform the instructor as soon as reasonably possible. The University may seek further verification of medical claims.
  - b. **Compassionate documentation:** While it is recognized that compassionate grounds may sometimes be hard to document, items such as relevant travel documents, death certificates or notices from a funeral home, letters from counsellors, therapists, or religious or community leaders would be appropriate documentation. It is advisable that students provide as much documentation as possible.
- iv. If students do not receive a response from the instructor with 5 business days concerning alternate arrangements for the missed work, they should consult with the Chair/Director via e-mail.
- v. Students who are not offered or do not accept alternate arrangements offered by the instructor may consult with the Chair/Director.
- vi. If consultation with the Chair/Director does not result in an acceptable alternate arrangement, students must document their concerns via email, stating why they do not accept the alternate arrangements. Students will be asked to abide by alternate arrangements to the extent possible once the Chair/Director has intervened, but can appeal the final course grade if the test or assignment for which the alternate arrangement was given becomes a point of contention for the final course grade. Once the documentation has been approved, if an arrangement cannot be made for a make-up for a missed final exam, the student can request an incomplete (INC) grade. A form must be filed by the instructor indicating the date by which the work must be completed, which must be within three months.

- vii. It is the students' responsibility to follow up with the instructor if they have not received a make-up final exam within the three month time frame after receiving an INC in a course.
- viii. If students encounter problems or issues scheduling a make-up final exam after receiving an INC it is their responsibility to contact the Chair/Director to help schedule the exam with the three month time frame.

**b. Instructor Responsibility**

- i. After receiving a request for an alternate arrangement, instructors will assess the merit of the request based on medical and compassionate grounds and respond to the student within five (5) working days.
- ii. If instructors require medical or compassionate documentation, it must be presented within three (3) working days of the missed work. In extraordinary circumstances, exceptions to the 3 day requirement to provide documentation can be granted if the medical illness, including documented mental health issues, prevents a student from seeking medical attention or documenting their illness in a timely fashion. If the instructor wishes to validate the document they must have the Chair/Director or designate call the appropriate office. It may only be confirmed that the documentation is valid. A physician cannot be asked about the nature of the student's medical condition.
- iii. Acceptable alternate arrangements may include setting a make-up test, transferring the weight of the missed work to the final examination (as per Course Management Policy ([www.ryerson.ca/senate/policies/pol145.pdf](http://www.ryerson.ca/senate/policies/pol145.pdf)), or extending a deadline. All considerations must be documented via email.
- iv. If a student requests an INC, once documentation has been validated for missed final examinations the instructor must fill out the appropriate form, retain a copy, submit a copy to the Registrar and provide a copy to the student.
- v. It is the responsibility of the instructor to schedule a make-up final exam for INC grades within three months of giving the INC.

**c. Chair/Director or Designate Responsibility**

- i. A Chair/Director or Designate may need to respond or intervene in cases where the instructor has not responded to the student's request, the student does not feel comfortable with approaching the instructor, or the student disagrees with the alternate arrangement and would like further consultation.
- ii. Once a consultation has been completed the Chair/Director may recommend alternate arrangements to the instructor.
- iii. The Chair/Director may be contacted by students who have difficulty completing incomplete (INC) grades in the three-month period. In these cases it is the responsibility of the Chair/Director to facilitate an appropriate resolution.

**P-IB4. For Inability to Complete Term Work in More Than One Course**

**a. Student Responsibility**

- i. It is students' responsibility to contact the Chair/Director of their program, normally via email, when circumstances arise during the semester that prevent them from completing their work in more than one course.
- ii. All considerations must be documented via email.

- iii. Once the student has consulted with the Chair/Director, the Chair/Director will contact each faculty member via email outlining the proposed alternate arrangements. It is then the responsibility of the student to get the approval of the alternate arrangements from each instructor.
- iv. If an instructor does not agree with the proposed alternate arrangements, it is the responsibility of the student to consult with the instructor and the Chair/Director to discuss alternatives.

**b. Instructor Responsibility**

- i. Instructors who receive suggested alternate arrangements from the Chair/Director regarding a student should contact the Chair/Director if they require further information on the matter or wish to discuss the recommended alternate arrangements.

**c. Chair/Director or Designate Responsibility**

- i. It is the responsibility of the Chair/Directors to request supporting documentation outlining the student's request for alternate arrangements in more than one term course.
- ii. The Chair/Director should advise students as to what to do on a course-by-course basis as soon as possible, and document the recommendations in writing via email.
- iii. Potential alternate arrangements may include offering the student the option of completing the work in some courses, dropping some courses, requesting extensions of deadlines or assigning grades of INC. A Chair/Director may also facilitate leaves of absence from the program if the circumstances prevent the student from continuing in the program.
- iv. It is the responsibility of the Chair/Director to send an email to each instructor outlining the proposed alternate arrangements for the student.
- v. Courses may be dropped by the Chair/Director, but the Chair/Director should inform the student that it is advisable to speak to the instructor before dropping any course.
- vi. The Chair/Director may recommend to the Registrar that a student be permitted to drop one or more courses after the drop deadline depending on the circumstances. It is the responsibility of the Chair/Director to contact the Registrar and provide appropriate documentation as to why this recommendation is being made. The reasons must be that the student was unable, for some documented medical or compassionate reason, to drop the course by the deadline.
- vii. The Chair/Director must ensure that copies of suggested alternate arrangements be kept on record in the Department/School.

**d. Registrar Responsibility**

The Registrar will review documentation and contact the Chair/Director should any clarification be required as to why a student should be granted a INC or course drop after the deadline. The Registrar has final approval of both retroactive course withdrawal without academic penalty and any possible financial arrangements that may result.

**P-IB5. Advance Request for Consideration of Academic Standing:** It is the students' responsibility to contact the Chair/Director or designate when circumstances arise that may later affect their academic standing on medical or compassionate grounds.

## **P-IC. Grade Reassessment**

### **P-IC1. Regrading or Recalculation by the Instructor**

#### **a. Student Responsibility**

- i. Students who believe that an assignment, test or exam, either in whole or part, has not been appropriately graded or that there has been a miscalculation must first review their concerns with their instructor, or Chair/Director if they feel the matter cannot be discussed with the instructor, within ten (10) working days after the graded work is returned to the class.
- ii. Students can request a reassessment of work either verbally or via email. Students are encouraged to follow up on verbal discussions with emails. Failure to properly document such discussions may jeopardize any future appeal.
- iii. If requested, students may be required to submit a written rationale to the instructor outlining where there has been an error in the grading of the work, with documentation from notes, the text, the course outline, etc. Requests that are not based on the merit of the work will not be considered.
- iv. If the instructor does not respond to the request for a regrade or recalculation, or if the student disagrees with the result, the student may file a request for a formal regrade with the Chair/Director. (See Section P-IC2.)

#### **b. Instructors Responsibility**

- i. It is the responsibility of the instructor to return graded work in a timely manner.
- ii. It is the responsibility of the instructor to respond to requests for regrading or recalculation of work within five (5) days of the student's request, assuming that the student has met the ten (10) day deadline for filing that request.
- iii. Instructors can request that students submit a written rationale for regrading the work including where the grading of the work has been in error, with documentation from notes, the text, the course outline, etc.
- iv. Instructors should inform students that the regrading of work may result in a grade which is higher, lower or the same as the original grade.

#### **c. Chair/Director or Designate Responsibility**

- i. It is the responsibility of the Chair/Director to assist in resolving disputes over grade reassessments when the student asks for assistance.

### **P-IC2. Formal Regrading of Work by Someone Other Than the Instructor**

#### **a. Student Responsibility**

- i. Students may submit reasons, in writing to the Chair/Director, as to why the original grade, and if applicable, the instructor's revised grade, was inappropriate, based on evidence from the course outline, course notes, textbooks, etc.
- ii. It is the student's responsibility to show why the work deserves more marks. That the student disagrees with the mark, or wishes to have a higher mark, is not sufficient support for the reassessment. The Chair/Director may deny the request for a regrading only if the rationale is not based upon the merit of the work.
- iii. Either the student or the instructor (whoever has the work) must provide the original graded assignment, test, or exam in question, to the Chair/Director.

- iv. A clean copy of the work, with all grading notations and all student identifiers deleted must be provided to the Chair/Director. If it is a paper or assignment, or a test that has been returned to the student, the student must supply the copy.
- v. If students request a partial regrading the Chair/Director will determine if a partial regrading is appropriate.

**b. Instructor Responsibility**

- i. It is the responsibility of the instructor to provide the Chair/Director the grading scheme utilized in evaluating the work.
- ii. Either the student or the instructor must provide the original graded assignment, test, or exam in question, to the Chair/Director.
- iii. A clean copy of the work, with all grading notations and all student identifiers deleted must be provided to the Chair/Director. If it is an exam that has not been returned to the student, the instructor must supply the copy.

**c. Chair/Director or Designate Responsibility**

- i. It is the responsibility of the Chair/Director to facilitate a process by which the work will be remarked by a qualified person other than the original instructor.
- ii. The Department/School may determine if it is more appropriate to remark the entire assignment or portions in addition to those specified by the student.
- iii. If a partial remarking was requested, the student must be notified in writing by the Chair/Director of the decision to remark other portions prior to the remarking, with an explanation of why the structure of the work warrants such a decision. In this case, the student may decide to rescind his or her request for regrading.
- iv. The regrader must receive the grading scheme and a clean copy of the work to be regraded with all identifiers removed.
- v. If remarking within the university is not possible, another mechanism for reassessment of the material should be arranged. This may include submission to an external assessor.
- vi. A regrading may result in the grade remaining the same, being raised or being lowered, and the reassessed grade becomes the official grade for that work. This grade may not subsequently be appealed, unless the student identifies a procedural error in the regrading process.

**P-ID. Course Management Issues**

**P-ID1.** It is students' responsibility to bring all Course Management issues to the attention of the instructor, or the Chair/Director if they feel the issue can not be discussed with the instructor, as soon as the issue arises.

**P-ID2.** It is the responsibility of the instructor to ensure that the Course Management Policy ([www.ryerson.ca/senate/policies/pol145.pdf](http://www.ryerson.ca/senate/policies/pol145.pdf)) is followed.

**P-II. Academic Appeals:**

**P-IIA. Grounds for appeal:** The grounds for a grade or standing appeal are medical, compassionate, course management, prejudice or procedural error as defined in the Policy section IIC. Before filing an appeal, a student must determine if one or more of the grounds apply.

**P-IIB. Department/School Level Appeals**

**P-IIB1. Student Responsibility**

- a. All appeals at the Department/School level must be filed by the deadline stated in the Ryerson Calendars using the forms (and instructions), available on the Senate ([www.ryerson.ca/senate](http://www.ryerson.ca/senate)) and Enrollment Services and Student Records websites, or from Departments/Schools. Unless other arrangements have been made in advance, appeals must be submitted in person. If fax, mail or email submissions are accepted, original documents must be submitted in person by the student by a date to be determined based upon the circumstances. If the submission is incomplete, it will not be accepted. All documents to be presented as evidence must be attached to the appeal.
- b. If students are appealing their final course grades, they must appeal to the Department/School in which the course was taught. If they are appealing their academic standing, they must appeal to their program Department/School. If they are appealing a grade in a continuing education class, they must submit their appeal to The Chang School information desk, which will forward the appeal to the appropriate Program Director.
- c. Students who have attempted to have work reassessed or grades recalculated and have not had the matter resolved prior to the appeal deadline, or who have not yet received a response from an instructor or a Chair/Director, and who wish to appeal, may submit a formal appeal by the deadline. This appeal may be withdrawn at a later date if the issue is resolved.
- d. Students who wish to appeal a final course grade must first consult with the instructor and/or Chair/Director. Students appealing an academic standing must first consult the Chair/Director. This consultation must occur as soon as possible after their grades and/or notice of academic standing are posted, allowing enough time to meet the deadline for the last date to appeal.
- e. Students may consult with a student advocate from RSU or CESAR for advice on their appeal.
- f. Students may consult with the Ombudsperson regarding issues of fairness at any time during the appeals process.
- g. If there is both a grade appeal and a standing appeal, students must inform their program Department/School of the grade appeal at the time the standing appeal is filed.
- h. Appeals of final grades submitted as a result of completing an INC grade must be filed within ten (10) working days of the posting of the new grade. Students are responsible for periodically checking for the posting of the grade. Appeals deadlines may be extended for grades not posted in a timely manner.
- i. Students must retain a copy of all appeals documents as it is not the responsibility of the Department/School to provide these documents should the student wish to file a further appeal.

**P-IIB2. Chair/Director Responsibility**

- a. Appeals must be submitted in person. However, if there are extenuating circumstances, the Chair/Director may agree to accept the appeal via fax, mail or email. If fax, mail or email submissions are accepted, original documents must be submitted in person by the student by a date to be determined based upon the circumstances. The Chair/Director may also agree to accept an appeal after the deadline if there are extenuating circumstances. The Chair/Director or designate will ensure that the appeal is complete before it is accepted.
- b. If a student has initiated more than one appeal, the Chair/Director or designate shall determine whether the various appeals should be considered concurrently or sequentially.
- c. If there is a grade appeal for a course not within the student's Department/ School, the program Department/School must receive the decision on the grade appeal before a standing appeal can be heard. If both appeals are to the same Department/School, the appeals may be considered at the same time.
- d. If a grade appeal is delayed because there is an unresolved reassessment or recalculation, the related standing appeal may also be delayed.
- e. If an appeal of a charge of academic misconduct is related to a concurrent grade or academic standing appeal, the misconduct appeal will be heard first, and the decision, if relevant, forwarded to the appropriate Department/School. As per the Student Code of Academic Conduct, a grade of "DEF" may be assigned while a misconduct charge is under investigation.
- f. The program Department/School is not required to consider an appeal of an academic standing if the grade appeal was denied and it was the sole basis of the standing appeal or if the grade appeal was granted and the standing is automatically changed as a result.
- g. The Department/School must respond to the student in writing within five (5) working days of the receipt of the appeal whether the appeal was granted or denied. (See P-IIA3.)
- h. If the Chair/Director is unable to respond to a student within the five (5) working days because s/he is unable to get necessary information, the student must be notified of when they are to expect a decision. This should be as soon as possible.
- i. **Decisions:**
  - i. The Chair/Director or designate may not award a numerical grade, or require any action contrary to a university policy or collective agreement.
  - ii. The Chair/Director or designate may
    - a. deny the appeal
    - b. grant the appeal
    - c. grant or deny the appeal in part subject to conditions. If the student does not accept the conditions attached, the appeal will be considered denied.
  - iii. The Registrar must approve any recommendation by the Chair/Director to either allow a student to take a course that has been failed more than three times (or fewer as per a Department/School standing variation), or to grant a student a retroactive course withdrawal.
  - iv. The Chair/Director must send the decision letter, following the format provided by the Senate Office, to the student via Ryerson email. A copy must be sent to the student's program department (if different), and the Associate Registrar, Enrolment Services. The decision will be deemed received on the date sent.

- v. Students are responsible for contacting the Department/School if they have not received a response in the specified period of time.

## **P-IIIC. Faculty Level Appeals**

### **P-IIIC1. Student Responsibility**

- a. Appeals must be filed within ten (10) working days of receipt of the decision at the Department/School level and must be complete. Forms and instructions found on the Senate and Registration and Records websites, or from the Dean's office, must be utilized.
- b. Students may consult with and be represented by an advocate such as a student advocate from RSU or CESAR.
- c. Students may consult with the Ombudsperson regarding issues of fairness.
- d. Except for Procedural Error, the grounds for an appeal must be the same as those claimed at the Department/School level.
- e. Grade Appeals are filed with the Faculty in which the course is taught and Standing Appeals are filed with the student's program Faculty. Grade appeals for continuing education courses must be filed with the Dean of the Faculty which has responsibility for that course. If the course is not tied to a specific Faculty, it is to be filed with the Dean of The Chang School.
- f. Unless other arrangements have been made in advance, appeals must be submitted in person. If fax, mail or email submissions are accepted, original documents must be submitted in person by the student by a date to be determined based upon the circumstances.
- g. All documents to be presented as evidence must be attached to the appeal. This includes all documentation from the previous level of appeal. It must also include a letter stating where the decision of the Chair/Director is disputed. If it does not, the Dean may dismiss the appeal (See procedures on Dismissal.)
- h. If the Faculty fails to respond to a student's appeal within five (5) working days and there has been no prior agreement between the student and the Dean or delegate to extend the time period, the student is permitted to proceed directly to the Senate Appeals Committee.
- i. If a student does not proceed within the timeline stipulated, the appeal will be considered terminated. Required to Withdraw/Permanently Withdrawn students will be removed from their courses once the time for the appeal has expired without an appeal being launched.
- j. Students must retain a copy of all appeals documents as it is not the responsibility of the Dean to provide these documents should the student wish to file a further appeal.

### **P-IIIC2 Dean Responsibility**

- a. Appeals not submitted within ten (10) working days of the date of the decision letter from the Chair/Director will normally not be accepted. The Dean, designate, or appeals committee will not accept incomplete appeals. Documentation must include all documents submitted to the Department/School and the decision letter. It must also include a letter from the student indicating where the decision of the Chair/Director is in error. If it does not, the Dean may dismiss the appeal.(See procedures on Dismissal)

- b. Unless other arrangements have been made in advance, appeals must be submitted in person. However, if there are extenuating circumstances, the Dean may agree to accept the appeal via fax, mail or email. If fax, mail or email submissions are accepted, original documents must be submitted in person by the student by a date to be determined based upon the circumstances. If the appeal is not complete is not accepted. The Dean may also agree to accept an appeal after the deadline if there are extenuating circumstances.
- c. In some situations appeals may be dismissed (not accepted) at this level (see Dismissal Procedures).
- d. The Dean must respond to the student in writing within five (5) working days of the receipt of the appeal. . If the Dean is unable to respond to a student within the (10) working days because s/he is unable to get necessary information, the student must be notified of when they are to expect a decision. This should be as soon as possible.
- e. **Decisions:**
  - i. The Dean or designate may not award a numerical grade, or require any action contrary to a university policy or collective agreement.
  - ii. The Dean or designate may
    - a. deny the appeal
    - b. grant the appeal
    - c. grant or deny the appeal in part subject to conditions. If the student does not accept the conditions attached, the appeal will be considered denied.
  - iii. The Registrar must approve any recommendation by the Dean to either allow a student to take a course that has been failed more than three times (or fewer as per a Department/School standing variation), or to grant a student a retroactive course withdrawal.
  - iv. The Dean must send the student a copy of the decision letter, following the format provided by the Senate Office, to the student via Ryerson email. A copy must be sent to the student's program department/school and teaching Department/School (if different), and the Associate Registrar, Enrolment Services. Te decision will be deemed received on the date sent.
  - v. Students are responsible for contacting the Dean's office if they have not received a response in the specified time period.

## **P-II.D. Appeals to the Senate Appeals Committee**

### **P-II.D1. Student Responsibility**

- a. Students must submit an appeal to the Secretary of Senate within ten (10) working days of receipt of the Faculty Level response. Forms and instructions for the filing of Appeals can be found at the Registration and Records or Senate websites, or are available from the office of the Secretary of Senate. Unless other arrangements have been made in advance, appeals must be submitted in person. However, if there are extenuating circumstances, the Secretary of Senate may agree to accept the appeal via fax, mail or email. If fax, mail or email submissions are accepted, original documents must be submitted in person by the student by a date to be determined based upon the circumstances. If the appeal is not complete is not accepted. The Secretary of Senate may also agree to accept an appeal after the deadline if there are extenuating circumstances.
- b. The student's appeal must include all of the documents submitted at all previous levels, all decision letters, all evidence, and a letter to the Senate Appeals Committee

that clearly outlines where the decision made by the Dean and Chair/Director are in dispute. Failure to provide this letter may result in the appeal being dismissed (see Section P-III.)

- c. The student may consult with an advocate from RSU or CESAR, who may represent them in the hearing. The student may also consult with a lawyer, who may represent them at the Senate level. Any advocate or legal counsel must be indicated on the appeal form.
- d. Students must indicate on the form if they are bringing any witnesses.
- e. Students must retain a copy of all appeals documents.
- f. Students must reply to all email inquiries as to their availability for a hearing, which will be scheduled as soon as possible. Students are normally given (10) working days notice of the hearing date, but the appeal may be heard sooner if both parties agree in writing.
- g. Students must be present at the hearing unless the student requests a paper review. Unless there are extenuating circumstances, the hearing will proceed even in the student's absence.

#### **P-IIID2. Chair/Director Responsibility**

- a. The Chair/Director serves as the respondent in the Hearing. In grade appeals, the Chair/Director is encouraged to bring the instructor for the course, and where not possible, all of the relevant materials. Often only the instructor is able to answer the Hearing Panel's questions.
- b. The Chair/Director (or other respondent) shall reply to the appeal in writing to the Secretary of Senate within five (5) working days of receipt, including any documents to be submitted as evidence. A copy of the relevant course outline(s) must be submitted for all grade appeals and where possible, student's grades in each component of the course. The Registrar must also receive a copy of the appeal.

#### **P-IIID3. Secretary of Senate Responsibility**

- a. The Secretary will review the appeal to determine if it is complete and is within the deadline.
- b. In some situations, the Secretary will give the student notice of dismissal (non-acceptance) of the appeal (see section III).
- c. The Secretary will immediately forward the appeal to the Chair/Director and determine in consultation with the Chair/Director, who shall be the respondent and, based on the nature of the issue, if others should be called as witness or correspondents.
- d. The Secretary will establish a Hearing Panel of the Senate Appeals Committee, consisting of at least two (2) faculty and one (1) student, and appoint a Hearing Panel Chair
- e. The Secretary will determine if the student's academic record is pertinent to the appeal, and if so, provide it in the complete appeals package.
- f. The Secretary will schedule a hearing based upon the availability of the student and the instructor or Chair/Director. Both parties must receive at least ten (10) working days notice of the date, time and place of the hearing. An appeal may be scheduled with less than ten (10) working days notice with the written agreement of both parties.

- g. The Secretary will forward all of the appeal submissions, including a Notice of Hearing, to: all members of the Hearing Panel; the Chair/Director and any instructors who will be attending the hearing; the Registrar; the student; and the student's advocate, if any. Students must receive appeals information related to their Hearing from the Secretary of Senate either in person by prior arrangement or by courier, normally five (5) working days in advance of the Hearing. It will be deemed that the information has been received on the date it was picked up or couriered.

#### **P-IIID4. Appeal Panel Decisions**

- a. The Hearing Panel may not award a numerical grade, or require any action contrary to another university policy or collective agreement.
- b. The Hearing Panel may
  - i. deny the appeal.
  - ii. grant the appeal
  - iii. grant or deny the appeal in part subject to conditions. If the student does not accept the conditions attached, the appeal will be considered as denied.
- c. The letter to the student, outlining the decision of the Hearing Panel clearly stating the basis on which the decision was reached, must be sent by the Panel Chair to the Secretary of Senate, who will send a copy to the student via Ryerson email within five (5) working days. The Secretary of Senate must send a copy of the decision to the Chair, the Dean and the Registrar.
- d. Decisions of the Appeals Committee of Senate are final and binding.
- e. Based upon matters arising at the Hearing, the Hearing Panel may make recommendations on procedural or policy matters to the Appeals Committee of Senate, the Secretary of Senate, a Department/School or Faculty Appeals Committee or Appeals Officer, a Dean or the Registrar's Office.

### **P-III. Dismissal of Appeals**

#### **P-III A. Circumstances for dismissal**

1. Submission past the deadline.
2. Incomplete submissions.
3. Failure to provide a letter, or insufficient rationale, outlining the reasons why the decision made at the Department/School level or Faculty was incorrect.
4. Missing an exam and/or assignment for religious observance. (See Policy section IB1.) If a student did not file appropriate forms at the beginning of the semester or as soon as the final exam schedule is posted, cannot appeal at a later date based on religious observance (See Policy 150: Accommodation of Student Religious Obligations [www.ryerson.ca/senate/policies/pol150.pdf](http://www.ryerson.ca/senate/policies/pol150.pdf))
5. Accommodation for Disability (Policy Section IB2)- A student who has been granted an accommodation from the Access Centre, but has not requested that accommodation from his or her instructor, may not claim the accommodation after-the-fact, or base an appeal on the grounds that the accommodation was not given. (See Policy 159: Academic Accommodation of Students with Disabilities [www.ryerson.ca/senate/policies/pol159.pdf](http://www.ryerson.ca/senate/policies/pol159.pdf))
6. Grade re-assessments are not grounds for an academic appeal. (See Policy section IC.) Students are required to review grade concerns with the instructor within ten (10) working days of when the graded work is returned to the class or by the appeal deadline if it is a final exam or paper. If the instructor does not agree to review the work or does not respond within five (5) working days, a student should consult the Chair/Director. The

only appeal permitted regarding quality of work is if the re-assessment of the work was not done or has not been done in keeping with the policy. The ground for this type of appeal is Procedural Error (Section IIB.5). There is no appeal of the new grade received - it may go up or down or remain the same.

7. **Medical (See Policy section IIC2)** – Documentation must be submitted within three days of a missed test or exam, or graded assignment deadline, or as soon as reasonably possible. It is expected that students will consult with a physician at the time of their illness. Appeals can be dismissed if the medical certificate is not submitted in a timely way, if it does not cover the period of time in question, or if there is no medical documentation submitted with an appeal based on medical grounds.
8. **Prejudice (See Policy section IIC4)** – If the Discrimination and Harassment Prevention Office has found that there has been no prejudice on a prohibited ground, continuation on the ground or Prejudice will be dismissed.

#### **P-IIIB. Dismissal at the Department/School level**

1. Only appeals which are not filed by the deadline date found in University calendars, or which are not complete or filed on the appropriate forms may be dismissed (not accepted) at the Department/School level.
2. If there are extenuating circumstances (medical/compassionate) that prevent a student from meeting the deadlines a student may request an extension from the Chair/Director. Supporting documentation may be required.
3. Students should be notified in writing within five (5) working days of the Dismissal of the appeal.
4. There is no further appeal unless it is based on Procedural Error

#### **P-IIIC. Dismissal at the Faculty Level**

1. If an appeal is dismissed (not accepted) at the Faculty level, the Dean or designate must give the student written notice of the intent to dismiss the appeal and the reasons for the dismissal.
2. Students have five (5) working days to provide a written response as to why the appeal should not be dismissed, addressing the reasons stated in the notice of intent to dismiss.
3. If the student responds, the Dean should forward all documents to Senate to be reviewed by a panel of the Senate Appeals Committee, which will decide if the appeal will be dismissed or proceed.
4. The Secretary of Senate will inform the Dean and the student of the decision in writing within five (5) working days.
5. There is no further appeal unless it is based on Procedural Error.

#### **P-IIID. Dismissal at the Senate Level**

1. If an appeal is dismissed (not accepted) at the Senate level, a student must be given a written notice of intent to dismiss the appeal and the reasons for the dismissal.
2. Students have five (5) working days to provide a written response as to why the appeal should not be dismissed, addressing the reasons stated in the notice of intent to dismiss.
3. If the student responds, the documentation will be reviewed by a panel of the Senate Appeals Committee, which will decide if the appeal will be dismissed or proceed.
4. The student will be informed in writing of the decision within five (5) working days.
5. If the Panel upholds the dismissal, there is no further appeal.

MEMO

To: Diane Schulman, Secretary of Senate

From: Keith Alnwick, Registrar

Date: January 12, 2009

Re: Amendment of Senate Policy 46  
Policy on Grading, Promotion and Academic Standing (GPA Policy)

On January 29, 2008, Senate approved amendments to the GPA Policy with respect to academic standings. These changes were implemented for Fall 2008. In implementing the policy it became clear that there was a differential understanding of the policy and that clarification was needed. The proposed amendments seek to do this.

The proposed changes below are to Section 2.4 - Academic Standing:

**2.4.1 Clear** - The following statement has been added to clarify when students will not be Clear despite a CGPA of 2.00:  
(except where the student has violated an approved Department/School standing variation or, while on probation, the student has violated the terms of their Probationary Contract)

**2.4.2 Probationary**  
• The consequences of failing to have a Probationary Contract are clarified.

**Current Policy:**

Students who fail to have such a Probationary Contract will have their course registrations and course intention requests cancelled for the term in question.

**Proposed Policy:**

Students who fail to have such a Probationary Contract by the last date to add courses for the semester will have their course registrations and course intention requests cancelled for the term in question and will be Required To Withdraw (RTW) from their program unless their program School or Department determines otherwise.

- Policy on continuing in a program after a Probationary semester has been amended to reflect actual practice.

**Current Policy:**

Students with a Probationary standing in the Winter or Spring/Summer terms will be eligible to continue their studies as long as they achieve a term grade point average (TGPA) of 2.0 or higher and provided they meet the terms of their Probationary Contract and do not violate approved

Department/School standing variations. Students with a Probationary standing in the Fall term will remain on Probation in the Winter term provided they meet the terms of their Probationary Contract and do not violate approved Department/School standing variations. Failure to meet the terms of the Probationary Contract as set out by the School or Department will result in the student being Required to Withdraw from their Ryerson program. Students who raise their CGPA to 2.00 or higher will be placed on Clear standing.

### **Proposed Policy**

Students with a Probationary standing at the start of any semester will be eligible to continue their studies in a subsequent semester as long as they achieve a term grade point average (TGPA) of 2.0 or higher and provided they meet the terms of their Probationary Contract and do not violate approved Department/School standing variations. Failure to meet the terms of the Probationary Contract as set out by the School or Department will result in the student being RTW from their Ryerson program.

#### **2.4.3 Required to Withdraw** - Policy has been amended to reflect the actual practice in requiring a student to withdraw (RTW standing).

### **Current Policy**

Students will be required to withdraw from their program for one of the following reasons:

- i. a CGPA of less than 1.00; or
- ii. BOTH a term GPA and CGPA below 2.00 while on probation; or
- iii. violation of any approved Department/School standing variation; or
- iv. violation of a Probationary Contract.

Except in the case where students violate their Probationary Contract or approved Department/School standing variations, students may only be Required to Withdraw from their program following the Winter or Spring/Summer semesters. Students who would otherwise be Required to Withdraw at the end of the Fall semester will be able to continue in their program for the subsequent Winter semester on Probation.

Students Required to Withdraw from their program following the Winter semester will not be eligible for reinstatement in their program until the Fall term of the following calendar year. However, with program permission and a Restricted Probationary Contract, a student may be allowed the opportunity to take courses in the immediately following Spring/Summer semester if such studies could result in a Clear standing by the end of the Spring/Summer semester. If the student fails to achieve a CGPA of 2.00 at the end of the Spring/Summer, s/he will be Required to Withdraw.

Students who are Required to Withdraw at the end of Spring/Summer semester will not be eligible for formal reinstatement in their program until the Fall term of the following calendar year.

Students who have been Required to Withdraw from a Ryerson program may not continue their program studies but may apply in writing for formal reinstatement back into their original program, or for admission to another program. No courses taken prior to reinstatement will be granted Ryerson credit. Applications for reinstatement will be considered by Faculty and/or Program admission committees based on criteria, assessments and/or procedures developed by the Faculty or program in consultation with the Registrar's Office. Past academic performance and space availability will normally be considerations. Students who are reinstated to their program will be reinstated on Probation, and will be required to have a Probationary Contract as outlined in section 2.4.2.

Normally, students Required to Withdraw from a Ryerson program will not be considered for transfer to any other Ryerson program until they would be eligible to return to their original program.

### **Proposed Policy**

**Required to Withdraw (RTW)** -- Students will be RTW from their program for any one of the following reasons:

- i. a CGPA of less than 1.00 (except students enrolled for their first semester);
- ii. a term GPA below 2.00 while on probation;
- iii. violation of any approved Department/School standing variation;
- iv. violation of a Probationary Contract (including unauthorized changes to the contract or failure to negotiate a Probationary Contract).

No student in their first semester at Ryerson will be RTW in December. Students with a GPA of less than 1.00 in their first semester will be advised about their prospects for success. Such students who continue in their program for the subsequent Winter semester will do so on Probation.

Students who are RTW from their program will not be eligible for reinstatement in their program for 12 months. However, in cases where a further semester of study could result in a Clear standing by the end of that semester, students may request the permission of their program School or Department to continue to take courses on probation in the immediately following semester (or a later semester with the permission of their program School or Department). If the student fails to achieve a CGPA of 2.00 at the end of that semester, s/he will be Required to Withdraw.

**Reinstatement and Program Application:** Students who have been RTW from a Ryerson program may not continue their program studies. Applications for reinstatement to the student's original program or for transfer to another program will be considered. In such cases a student may not return to studies until 12 months have elapsed following the RTW standing. No courses taken between when a student is RTW and reinstatement or transfer to another program will be granted Ryerson credit.

Applications for reinstatement will be considered by Faculty and/or Program admission committees based on criteria, assessments and/or procedures developed by the Faculty or program in consultation with the Registrar's Office. Past academic performance and space availability will normally be considerations. Students who are reinstated to their program will be reinstated on Probation, and will be required to have a Probationary Contract as outlined in section 2.4.2.

Some programs may reinstate students with a probationary contract which may significantly restrict course load and require successful completion of specific program courses. Programs may also specify grades which must be achieved. Successful completion will allow the student to continue on Probation (or Clear standing if a CGPA of 2.00 or higher is achieved). Students who are unsuccessful will be Permanently Withdrawn from their program. Normally a student may not receive more than one probationary contract of this sort.

**Section 2.2.2:** In addition, two small changes have been made to section 2.2.2:

- Definition of a grade of FNA (Failure, Non-Attendance). Currently it states that it is “awarded by a professor when the student has been absent from most course meetings **and/or** (bolding added) has submitted no work for grading”. The “and/or” has been corrected to “and”.
- The following has been added to reiterate policy stated in the Student Code of Academic Conduct: “An INC will be assigned to students who have not completed an Academic Integrity Tutorial for educational purposes as defined in Policy 60, the Student Code of Academic Conduct.”

**MOTION: That Senate approve the amendment of Policy 46, Policy on Grading, Promotion and Academic Standing (GPA Policy), effective Fall, 2009.**

Respectfully submitted,

Keith Alnwick, Registrar for the *ad hoc* committee

Philip Chan, Janet Hercz, Rachel Langford, Marcia Moshe, Gillian Mothersill, David Schlanger, Diane Schulman, Ken Scullion

**RYERSON UNIVERSITY**  
**POLICY OF SENATE**

**POLICY ON UNDERGRADUATE GRADING, PROMOTION, AND ACADEMIC  
STANDING (THE “GPA POLICY”)  
DRAFT 1-15-09**

|                                 |                                                             |
|---------------------------------|-------------------------------------------------------------|
| Policy Number:                  | 46                                                          |
| Original Approval Dates:        | November 6, 2001<br>February 3, 1987 (original policy date) |
| Revised :                       | January 13, 2004; April 5, 2005, January 29, 2008           |
| Current Approval Date:          | January 27, 2009                                            |
| Policy Review Date              | January 2011 or earlier as determined by the Provost        |
| Responsible Committee or Office | Registrar                                                   |
| Implementation Date:            | Fall, 2009                                                  |

## **1.0 POLICY OBJECTIVES**

The objectives of this policy are:

- to establish a consistent minimum standard for acceptable overall academic performance;
- to provide a consistent and fair system for determining students' eligibility to graduate; and
- to provide all students with a system of academic standing that is based on uniform definitions and categories for their academic progress from first enrolment to graduation.

## **2.0 POLICY ELEMENTS**

### **2.1 Graded Course Performance Designations**

#### **2.1.1 University**

|                | Description | Letter Grade | Grade Points | Percentage Range |
|----------------|-------------|--------------|--------------|------------------|
|                | A+          | 4.33         | 90-100       |                  |
| Excellent      | A           | 4.00         |              | 85-89            |
|                | A-          | 3.67         |              | 80-84            |
|                | B+          | 3.33         |              | 77-79            |
| Good           | B           | 3.00         |              | 73-76            |
|                | B-          | 2.67         |              | 70-72            |
|                | C+          | 2.33         |              | 67-69            |
| Satisfactory   | C           | 2.00         |              | 63-66            |
|                | C-          | 1.67         |              | 60-62            |
|                | D+          | 1.33         |              | 57-59            |
| Marginal       | D           | 1.00         |              | 53-56            |
|                | D-          | 0.67         |              | 50-52            |
| Unsatisfactory | F           | 0.00         |              | 0-49             |

## 2.1.2 Faculty of Engineering Architecture and Science

| Performance    |         |  | Letter Grade     |
|----------------|---------|--|------------------|
| Description    |         |  | Grade Points     |
|                |         |  | Percentage Range |
| Excellent      | A+ 4.33 |  | 90-100           |
|                | A 4.00  |  | 85-89            |
|                | A- 3.67 |  | 80-84            |
| Good           | B+ 3.33 |  | 75-79            |
|                | B 3.00  |  | 70-74            |
|                | B- 2.67 |  | 66-69            |
| Satisfactory   | C+ 2.33 |  | 63-65            |
|                | C 2.00  |  | 60-62            |
|                | C- 1.67 |  | 57-59            |
| Marginal       | D+ 1.33 |  | 54-56            |
|                | D 1.00  |  | 52-53            |
|                | D- 0.67 |  | 50-51            |
| Unsatisfactory | F 0.00  |  | 0-49             |

Final academic performance in each course is recorded as one of the above letter grades or as one of the "other" designations listed below. At the discretion of the teaching Department, performance on term work or specific assignments may be marked on a numeric scale. When a numeric scale is used, it will result in a percentile scale with ranges of conversion to letter grades as shown in the Calendar. If any other numeric scale is to be used, its ranges of conversion to letter grades shall be defined for the students at the start of the course.

## 2.2 Other Course Performance Designations

### 2.2.1 Non-graded designations acceptable for transfer credit purposes, but not included in any calculation of grade point averages:

PSD – (Passed) - acceptable performance in a course graded only pass or fail (as pre-defined in the course outline).

CHG – (Challenge) - transfer credit achieved through a successful challenge examination.

CRT – (Credit) - transfer credit achieved through an acceptable grade in an equivalent course (as determined by the Ryerson course teaching Department) completed at Ryerson or at another post-secondary institution. Such credit may be granted as a part of the admissions process. For students already enrolled in their program, this type of equivalence credit is normally granted only on the basis of a prior letter-of-permission from the course teaching Department.

## **2.2.2 Other course performance designations which may be assigned at the discretion of the teaching Department:**

INC – (Incomplete) - incomplete coursework or a missed final examination due to documented medical or compassionate grounds\*\*. An INC can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternate final examination may result in a passing grade. An INC will be assigned to students who have not completed a required Academic Integrity Tutorial for educational purposes as defined in Policy 60, the Student Code of Academic Conduct. The outstanding work or alternate examination must be completed by a specified date within 3 months of the submission of the INC. The INC will be replaced by an official course grade when the work is completed. If the work is not completed by the deadline the INC will become a grade of F. The designation INC is not included in calculating the grade point average nor is it counted as a transfer credit or failed course. An INC can be changed to an AEG (see below) by a Dean under exceptional circumstances.

\*\* Students must petition their instructor to receive an INC grade within 3 working days, or as soon as reasonably possible, of the missed final examination or final assignment deadline. Supporting documentation (e.g. Ryerson Medical Certificate) must be provided. Instructors awarding an INC grade must provide the student, within 7 working days, with a written statement of outstanding work to be completed and the date by which it must be completed (or the date of the alternate final examination). The instructor must also file a copy of this documentation with the Chair/Director of the Teaching Department/School.

AEG – (Aegrotat) - credit granted by a Dean, in consultation with the instructor, only under exceptional circumstances when there has been acceptable performance in a course and some coursework remains to be completed.

DEF – (Deferred) - an interim grade assigned during the investigation of academic misconduct (as described in the Student Code of Academic Conduct). The DEF grade will be replaced by an official course grade upon resolution of the matter.

F-S – (Failure – Supplementary) marginally failing performance that may be raised to a minimum pass through a redeemable failure, students with an F-S designation would have to apply to write such an examination which would be scheduled prior to the end of the second week of classes during the next academic term. The F-S grade will be converted only to a D- or to an F, depending on performance. (The original F-S will remain on the student's record.) Meanwhile, the F-S grade is treated as an interim failed grade and is calculated in the grade point average at zero grade points. The resulting grade point average is normally considered to be *provisional* until the end of the period during which the redeemable failure would be written. If an academic standing cannot change as a result of clearing an F-S grade, the provisional standing will automatically be converted to a formal standing.

FNA - (Failure, Non-Attendance) - awarded by an instructor when the student has been absent from most course meetings and has submitted no work for grading. This grade is assigned when a student abandons a course without completing a formal withdrawal prior

to the established deadline dates. This grade is counted as a failure in the calculation of grade point average.

FLD – (Failure in a Pass-Fail course) - Failure to meet the minimum acceptable standards for a course graded on a pass/fail basis. Failures in such courses will not be included in calculating the grade point average but will be counted as a failed course to determine academic standing for approved department/school standing variations and for graduation.

**2.2.3 Designations assigned by the Office of the Registrar that are not included in GPA calculations, nor in establishing academic standing, nor as academic program credit**

AUD – (Audit) - course attended as auditor only; no grade will be assigned.

CNC – (Course not for credit) - course not for credit in the current program, this designation is recorded on the transcript as information supplementary to the grade earned in the course.

GNR – (Grade Not Recorded) - grades have not been submitted for an entire class. The student should initiate an inquiry with the faculty member and/or teaching department within one month of receiving the GNR grade unless a grade revision is received.

INP – (In Progress) - indicates course work in progress with at least one more term of formal course registration and study is required for completion (e.g. extended absence requires repeating the course, or a final thesis is still in progress); the designation INP is not included in calculating the grade point average, nor as either a credit or a failed course.

**2.3 Grade Point Average (GPA)**

A cumulative grade point average (CGPA) is calculated as an indicator of overall academic performance and is used as a criterion for graduation requirements, for honours graduation and other academic distinctions, and for determining academic standing during study in a program:

- (a) for purposes only of calculating grade point averages, courses of single-term and multi-term duration will be given weights of 1.00 and 2.00 respectively, with provision for variation from this norm under exceptional circumstances;
- (b) the grade point average is calculated as the sum of the products of course weights and earned grade points, divided by the sum of the course weights, and rounded up to the next higher second decimal place;

- (c) the following course performance designations are NOT included in calculating the grade point average -- AEG, AUD, CHG, CRT, DEF, INC, INP, GNR, FLD and PSD;
- (d) Courses completed prior to formal program admission will not be included in the calculation of grade point averages. Such courses may qualify for transfer credits towards the program and receive CRT designations.
- (e) the designation F-S is counted as an interim failure and included in the grade point average at zero grade points until a final grade is assigned.
- (f) the designation FNA is included in the grade point average at zero grade points and counts as a failure when academic standings are assigned.
- (g) the grade earned for a repeated course is substituted for the previous grade in calculating subsequent grade point averages even if the later grade is lower, but both attempts are recorded on the transcript. No course can be repeated more than twice. If at least one of the course attempts results in a passing grade, the course will count towards graduation requirements irrespective of the sequence of grades earned.
- (h) an initial grade point average is not calculated until the student has received three or more course grades.
- (i) the cumulative grade point average is calculated at the end of each academic term for which additional course grades have been recorded on the student's transcript, and is calculated on all of the student's formal Ryerson course grades in the program in which the student is registered.

## **2.4 Academic Standings**

In undergraduate degree and diploma programs, each student's academic standing will be established from the student's formal course grades at the end of each academic term on the basis of the following categories and criteria for overall academic performance:

- 2.4.1 Clear** - a cumulative grade point average (CGPA) of at least 2.00 (except where the student has violated an approved Department/School standing variation or, while on probation, the student has violated the terms of their Probationary Contract) .

Students with Clear standing may continue their program studies with no restrictions except for the obligation to satisfy requisite requirements.

- 2.4.2 Probationary** - a cumulative grade point average (CGPA) of 1.00 to 1.99.

Students with Probationary standing may not continue their program studies until a Probationary Contract outlining a specific plan for studies and academic supports has been authorized by their program School or

Department, and signed by the student. Students who fail to have such a Probationary Contract by the last date to add courses for the semester will have their course registrations and course intention requests cancelled for the term in question and will be Required To Withdraw (RTW) from their program unless their program School or Department determines otherwise.

Students with a Probationary standing at the start of any semester will be eligible to continue their studies in a subsequent semester as long as they achieve a term grade point average (TGPA) of 2.0 or higher and provided they meet the terms of their Probationary Contract and do not violate approved Department/School standing variations. Failure to meet the terms of the Probationary Contract as set out by the School or Department will result in the student being RTW from their Ryerson program.

**2.4.3 Required to Withdraw (RTW)** -- Students will be RTW from their program for any one of the following reasons:

- i. a CGPA of less than 1.00 (except students enrolled for their first semester) ;
- ii. a term GPA below 2.00 while on probation ;
- iii. violation of any approved Department/School standing variation;
- iv. violation of a Probationary Contract (including unauthorized changes to the contract or failure to negotiate a Probationary Contract) .

No student in their first semester at Ryerson will be RTW in December. Students with a GPA of less than 1.00 in their first semester will be advised about their prospects for success. Such students who continue in their program for the subsequent Winter semester will do so on Probation.

Students who are RTW from their program will not be eligible for reinstatement in their program for 12 months. However, in cases where a further semester of study could result in a Clear standing by the end of that semester, students may request the permission of their program School or Department to continue to take courses on probation in the immediately following semester (or a later semester with the permission of their program School or Department . If the student fails to achieve a CGPA of 2.00 at the end of that semester, s/he will be Required to Withdraw.

**Reinstatement and Program Application:** Students who have been RTW from a Ryerson program may not continue their program studies. Applications for reinstatement to the student's original program or for transfer to another program will be considered. In such cases a student may not return to studies until 12 months have elapsed following the RTW standing. No courses taken between when a student is RTW and reinstatement or transfer to another program will be granted Ryerson credit.

Applications for reinstatement will be considered by Faculty and/or Program admission committees based on criteria, assessments and/or procedures developed by the Faculty or program in consultation with the Registrar's Office. Past academic performance and space availability will normally be considerations. Students who are reinstated to their program will be reinstated on Probation, and will be required to have a Probationary Contract as outlined in section 2.4.2.

Some programs may reinstate students with a probationary contract which may significantly restrict course load and require successful completion of specific program courses. Programs may also specify grades which must be achieved. Successful completion will allow the student to continue on Probation (or Clear standing if a CGPA of 2.00 or higher is achieved). Students who are unsuccessful will be Permanently Withdrawn from their program. Normally a student may not receive more than one probationary contract of this sort.

#### **2.4.4 Permanent Program Withdrawal:**

Students will be Permanently Withdrawn from their program for the following reasons:

- i. Any academic performance that would result in "Required to Withdraw" standing for a second time.
- ii. Failure of a course required by their program for a third time.
- iii. Failure to meet the terms of a probationary contract following return after an RTW standing.

Students who are Permanently Withdrawn from a program may not apply for reinstatement into that program. Students who are Permanently Withdrawn from a program may apply to a different program for the Fall semester of the following calendar year.

#### **2.4.5 Disciplinary Suspension**

Students who have been placed on Disciplinary Suspension (DS) for Student Code of Conduct violations will not be permitted to register in any course at the University during their period of Disciplinary Suspension. Students who have served their period of Disciplinary Suspension must contact their program department to make arrangements for reinstatement.

### **2.5 Graduation Requirements**

To be eligible for their program's graduation award as authorized by Senate, students must have met the following academic requirements:

- (a) successful completion of all courses in the program's curriculum with at least a minimum passing grade (or a non-graded transfer credit) in each course, and

- (b) achievement of a cumulative grade point average of 2.00 or higher in graded Ryerson courses; and
- (c) completion, as a Ryerson student registered in the program, of studies that normally include at least a final one half of the program's curriculum<sup>4</sup><sup>5</sup>;
  - (i) all applicable, credit-level Continuing Education courses may be used to meet Ryerson degree or diploma requirements.
  - (ii) students who have enrolled in (or graduated from) Ryerson degree or diploma programs may qualify for Continuing Education certificates only through the completion of additional (beyond the requirements of their degree or diploma) Continuing Education courses representing at least one-half of the requirements of the certificate in question; and
- (d) formal admission to, and registration in, the program for which the award is sought.
- (e) Completion of the program's curriculum within a time span from first enrolment to graduation that normally does not exceed the number of years calculated as follows:
  - (i) for full-time programs, the maximum number of years is the number of years scheduled for full-time study multiplied by 2. In the case of co-op programs requiring an additional year of program registration, one additional year shall be added to the normal time limitations;
  - (ii) for part-time Degree or Diploma programs, the maximum number of years is the number of required single-term courses (or equivalent) divided by 3; and
  - (iii) for part-time Certificate programs, the maximum number of years is the number of required single-term courses (or equivalent) divided by 2, plus one year.

Under extenuating circumstances, students may be granted permission by the Dean of the relevant Faculty or Division to extend these time limits. In order to graduate, a student will be required to meet the academic requirements in effect when the extension is granted or such alternative requirements as may be stipulated by the program School or Department in keeping with Ryerson's academic policies.

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<sup>4</sup>Senate may authorize variation from this requirement in the case of collaborative, joint, or articulated programs.

<sup>5</sup>In the case of degree completion programs offered through distance education, the requirement shall be interpreted to mean "one-half the courses required to complete the Ryerson degree". Students who have completed Ryerson courses prior to admission may apply as many as three one-semester courses towards program requirements.

- (f) Students pursuing a Continuing Education Certificate must complete 50 per cent of the required number of courses as a registered Continuing Education student enrolled in the certificate program. At least 50 per cent of the courses must be taken over and above the student's degree/diploma studies.

## **2.6 Honours Graduation**

Students graduating from an undergraduate degree or diploma program with an overall cumulative grade point average of 3.50 or higher will graduate "With Honours" and will have this academic distinction recorded on their transcript and graduation award.

## **3.0 OPERATIONAL POLICY ELEMENTS**

- (a) The specific criteria defined for grading, graduation requirements, honours graduation, academic standing, and course weights are intended to establish University-wide standards. However, amended or additional criteria may be authorized by Senate for a particular program or Faculty.
- (b) Only final course grades and F-S grades will be used as a basis for determining academic standing.
- (c) Academically equivalent courses (as determined by the course teaching Department) offered through any Ryerson academic organizational unit have the same academic status for purposes of graduation and academic standing as the courses designated and normally offered for a program's curriculum; this principle of academic equivalence does not preclude administrative limitations on students' registration in a particular course or course section if registration is desired in courses other than those intended for a particular program.
- (d) Restricted academic standing may result from either unsatisfactory academic performance or serious violation of the Codes of Conduct.
- (e) In the application of all academic policies, students have their established rights of academic appeal.

**Report of the *ad hoc* Committee to Review  
Policy 145: The Course Management Policy  
January 27, 2009**

The Course Management Policy (Policy 145, [www.ryerson.ca/senate/policies/pol145.pdf](http://www.ryerson.ca/senate/policies/pol145.pdf)) was reviewed by an *ad hoc* committee appointed by the Provost and Vice President Academic. The proposed revised policy is attached to this report.

There were minor changes to the organization and formatting of the policy, and some clarification in wording. In addition the following substantive changes were made:

1. Section 2.1 – It has been clarified that course outlines may be provided to students either electronically (which is already the case in many areas) or in hard copy.
2. Section 2.2.3 - A requirement to accommodate students who add a class late has been added.
3. Section 2.2.5 – The following has been added with respect to missed mid-term tests or assignments: “Only if it is not possible to schedule such a make-up may the weight of the missed work be placed on the final exam, or another single assessment.”
4. Section 2.2.6 – The following statement has been added: “If a student misses a scheduled make-up test or exam, the grade may be distributed over other course assessments even if that makes the grade on the final exam worth more than 70% of the final grade in the course.”
5. Section 2.2.7 – The following statement has been added: “Students who miss a final exam for a verifiable reason and who cannot be given a make-up exam prior to the submission of final course grades, must be given a grade of INC (as outlined in the *Grading Promotion and Academic Standing Policy*) and a make-up exam (normally within 2 weeks of the beginning of the next semester) that carries the same weight and measures the same knowledge, must be scheduled.”
6. Sections 2.2.9 and 2.2.10 – Requirements for the posting of grades have been clarified.
7. Section 2.4 – It has been clarified that exceptions to the period of prohibition from testing rules must be approved by the Chair/Director.
8. Section 2.4.2.5 - A statement has been added on presentations in last week of class.
9. Section 2.5.1.7 - Ownerships of course shells is clarified in case an emergency arises.
10. Section 3.1 - It has been stated that Student Handbooks must be online, with hard copies available if Departments/Schools wish to do so. This reflects both current practice in many Departments/Schools and what students need, particularly if they are taking a course not in their program they need to know that Department's/School's policies.
11. Section 3.2.8 - Reference to Student Code on Non-Academic Conduct is added.
12. Section 4.3.1.2 – The use of a plagiarism detection service when plagiarism is suspected is clarified.

The *ad hoc* Committee will be bringing a motion to Senate at the March 3, 2009 meeting to approve the amendment of the Course Management Policy.

Respectfully submitted,

Diane R. Schulman, Secretary of Senate, for the Committee  
P. Chan, S. Dolgoy, J. Hercz, K. Mckay, J. Norrie, R. Fraser, R. Halpern, M. Reed, R. Rose,  
J. Waddell

**RYERSON UNIVERSITY**  
**POLICY OF SENATE DRAFT 1-15-09**

**UNDERGRADUATE COURSE MANAGEMENT POLICY**

Policy Number: 145

Approval Date: March 3, 2009

Previous Approval Date: March 30, 2004

Policy Review Date Winter, 2014 or earlier at the request of Senate or the Provost Vice President, Academic

Responsible Committee or Office Provost and Vice President Academic

**1 PREAMBLE**

In a university setting, learning is a shared enterprise in which faculty and students come together in an environment influenced by their disciplines, academic programs, the University, broader intellectual traditions, and the values and priorities of the community at large. An academic course represents a discrete learning endeavour in which an intensive sharing of knowledge, expertise, experience, and perspective may occur.

The central purpose of this course management policy is to provide a framework of common understanding for students, faculty and staff concerning the structures, processes, objectives, and requirements that pertain to Ryerson undergraduate courses. Course outlines are required by the University and it is the obligation of all faculty members to prepare outlines for their courses that adhere to this policy. It is the responsibility of Chairs and Directors to ensure that course outlines are produced and meet policy requirements.

The Policy recognizes the importance of diversity in learning and teaching styles and modes of course delivery while (a) defining the types of information that both students and faculty need in order to optimize the learning value of any given course, and (b) making clear to students and faculty alike the principles and procedures that have been adopted by the University that bear upon the operation of academic courses. In a more general sense, this policy seeks to reflect the fundamentals of course management.

## **2 UNIVERSITY-WIDE POLICY ELEMENTS**

### **2.1 Provision of Course Outlines**

- 2.1.1 Students will be provided with a course outline, either electronically on the University's Course Management System or in hard copy, by or at the first meeting of every course that includes, as a minimum, information on the items specified in Section 4.0. The information in this outline should be discussed at the first class. Outlines may be supplemented by more detailed topical or project information that is provided periodically through a course. In Distance Education courses, the course outline should be available electronically prior to the start of the course.
- 2.1.2 Course outlines must be submitted to the Department/School in the formal requested, and revised course outlines must be submitted when changes are made during the semester.

### **2.2 Assessment and Feedback on Student Performance in a Course**

Timely and constructive feedback in response to student work is an essential element in the learning process. Constructive feedback refers to any type of instructor response that serves to inform, guide, encourage, and/or instruct the student in respect to relevant course work or related aspects of her/his learning endeavour. Students should also be able to assess their progress as early as possible.

- 2.2.1 Each course must have at least two, independent assessments per semester in the evaluation scheme. Where appropriate, these should be of different types.
- 2.2.2 Students who add a class after there has been an assessment must be given the opportunity to make up that assessment.
- 2.2.3 It is important that all student term work be graded and returned with reasonable promptness. In the case of tests for which the faculty member will retain the question paper, students should receive feedback on the content of the test, in addition to a numerical grade.
- 2.2.4 Where an assignment or test requires students to build directly on the proficiencies developed through an earlier assignment/test, they should have the benefit of feedback on the earlier work before the subsequent due date.
- 2.2.5 To enable students to assess their progress in a course, some graded work will be returned to the student prior to the final deadline for dropping courses without academic penalty. Course outlines will provide an indication of approximately when the first graded project(s) will be returned to students. In cases where a course does not lend itself to early feedback, this should be clearly noted on the course outline.
- 2.2.6 Should a student miss a mid-term test or equivalent (e.g. studio or presentation), with appropriate documentation, a make-up will be scheduled as soon as possible in the same semester. Make-ups should measure the same knowledge as the original assessment but need not be of an identical format. Only if it is not possible to schedule such a make-up may the weight of the missed work be placed on the final exam, or another single assessment. This may not cause that exam or assessment to be worth more than 70% of the student's final grade.

- 2.2.7 Students who miss a final exam for a verifiable reason and who cannot be given a make-up exam prior to the submission of final course grades, must be given a grade of INC (as outlined in the *Grading Promotion and Academic Standing Policy*) and a make-up exam (normally within 2 weeks of the beginning of the next semester) that carries the same weight and measures the same knowledge, must be scheduled.
- 2.2.8 Final exams are not returned, but are retained for a period of one year after the end of the semester. Departments and Schools must develop procedures to ensure that the disposal of examination papers respects the privacy of the students' work.
- 2.2.9 While it is preferable to post grades electronically on the Course Management System, grades on assignments, tests and exams, including final exams which are posted in hard copy must be posted by numerically sorted student identification number after at least the first two digits have been removed. Instructors must inform students in all course management documentation of the method to be used in the posting of grades. Students who wish not to have their grades posted must inform the instructor in writing prior to the due date of the first assignment..
- 2.2.10 All grades, including final exam grades, should be posted. However, students will receive their official final grade in the course only from the Registrar. Final official course grades may not be posted or disclosed anywhere by an instructor.
- 2.2.11 It is the responsibility of the Department or School to develop systems or determine procedures for the confidential return of graded course work. It is the instructor's responsibility to ensure that these procedures are followed.

### **2.3 Changes to an Announced Evaluation Scheme**

- 2.3.1 During the semester, it is sometimes necessary or desirable for a faculty member to revise the plan of student evaluation contained in the course outline. When this is the case, the faculty member will:
  - 2.3.1.1 discuss the changes with the class;
  - 2.3.1.2 make such revisions as early as possible in the course;
  - 2.3.1.3 confirm the changes both orally and in writing (i.e., handout or posting to course web site); and
  - 2.3.1.4 forward a copy of the revised outline to the Department/School.
- 2.3.2 When a change involves only the extension of a deadline, a minimum of one week's notice is normally required. In the case of other changes (e.g., in the number, mix, and/or weighting of methods of evaluation) students will be given as much notice as possible in order to reasonably adjust their course work plans.
- 2.3.3 Once students have begun work on a particular component of the evaluation scheme, changes will be made to that component only under extraordinary circumstances. When such changes must be made, students will, if at all possible, be given the opportunity to complete the evaluation(s) as initially set out and with the same course weight, if they so wish.
- 2.3.4 When changes are made to the plan of student evaluation or to the nature of a particular assignment/test to accommodate the needs of an individual student or of a group within the class, the nature of the accommodation will be outlined in writing, normally by email, with a copy retained by the student(s) and the faculty member(s).

2.3.5 In the case of emergencies such as faculty illness, the chair/director of the teaching department (or a designated course co-ordinator) is responsible for restructuring the evaluation scheme, if required, in such a way as to maintain course integrity while not creating undue disadvantage for students. Normal periods of notification may be waived in such circumstances.

## **2.4 Period of Prohibition from Testing**

2.4.1 In the Fall and Winter semesters, the last week of classes and the subsequent Saturday and Sunday before the examination period are to be free of all tests, examinations or major assignments or assessments. The same principle applies to Continuing Education courses and to courses taught in the spring/summer term.

2.4.2 Exceptions/Clarifications: If the structure of a course requires a justifiable exception to the above principle, or to the following rules, the Chair/Director must approve that exception (see section 5.0).

2.4.2.1 This provision does not apply to courses taught intensively, at a distance, or otherwise outside the usual scheduled hours per week mode.

2.4.2.2 Take home examinations may be handed out during the last week of class, but cannot be due until the end of the first week of examinations.

2.4.2.3 It is recognized that in certain types of courses it may not be possible to avoid tests or other in class assessments in the last week of classes without creating undue problems in other areas of course management. Where absolutely necessary, a single assessment may be exempted from the above restrictions where it meets ALL the following criteria:

2.4.2.3.1 it is a logical continuation of a regular, ongoing series of term assessments (e.g., weekly or bi-weekly field placement, lab or studio assignments);

2.4.2.3.2 it is held in the normal class/lab/field placement time slot

2.4.2.3.3 it is worth no more than 15% of the final course grade.

2.4.2.4 A final assignment given in lieu of a final exam, which cannot itself be made due prior to the last week of class, may be due during the final exam period.

2.4.2.5 If an assignment involves a presentation component, and it is necessary for this presentation to be made in the last week of the semester, any written component of that assignment must be due the week prior to the last week of class and the presentation cannot itself be worth more than 15% of the final course grade.

## **2.5 Record Keeping**

2.5.1 Faculty members are required to:

2.5.1.1 submit copies of all course outlines, and any revisions, in the requested format, to their Department/School and/or Continuing Education at the beginning of each term;

2.5.1.2 only assess the work of officially registered students (i.e., the work of non-registered students is not to be assessed);

2.5.1.3 maintain a grade calculation sheet for each class they teach;

- 2.5.1.4 forward a copy of all grade calculation sheets to the Department/School or Continuing Education at the end of the term, to be retained for at least one year;
- 2.5.1.5 retain all final examinations for a period of one year after the end of the term); and
- 2.5.1.6 forward all final exams to the Department/School or Continuing Education (or make them otherwise accessible) if they are not returning the following term, or if they will be away for an extended period of time.
- 2.5.1.7 Course shells on the Course Management System belong to the course, and may be accessed by the Chair/Director in case of emergency and/or the need to reassign the course to another instructor.

### **3 DEPARTMENTAL/SCHOOL/ CONTINUING EDUCATION POLICIES AND HANDBOOKS**

**3.1 Department/School Handbooks** - All Departments and Schools, including the Chang School, must develop an online Student Handbook which must contain the policies and items outlined in section 3.2. Departments/Schools with programs must include information specific to the program. The handbook may also be made available in hard copy. In lieu of repeating general Department/School information in each course outline, instructors may refer to the Student Handbook.

- 3.1.1** Policies and Guidelines established by Departmental/ School Councils must be distributed to faculty
- 3.1.2** For Continuing Education courses, the policies and guidelines of the teaching Department/School apply. For CE courses which do not have a home teaching department, CE is to develop policies and guidelines.
- 3.1.3** Departments/Schools must ensure that the information in course outlines is in keeping with University and Department/School policies.

### **3.2 Department/School Policies and Guidelines**

- 3.2.1 Group Work**- The Department/School should establish policies regarding:
  - 3.2.1.1** the total amount of group work to be allowed in their courses;
  - 3.2.1.2** procedures to ensure that students are afforded sufficient individual assessment (Group work for which a student does not receive an individual assessment should not constitute more than 30% of a course grade.);
  - 3.2.1.3** Fair, appropriate and timely procedures for students who encounter difficulty with their working group.
- 3.2.2 Academic Integrity** – It should be determined what information should be included in program/Department/School student handbooks and websites, and what common elements are to be included in course outlines concerning academic integrity and the Student Code of Academic Conduct. In courses taken by students outside the Department/School, it is recommended that pertinent polices be stated on the course outline, or reference made to a Department/School website (Senate Policy 60).

- 3.2.3 Course Variation** - The amount and types of variation that are appropriate among different sections of the same course should be determined. Course descriptions and overall objectives must be consistent and there should be comparable assignment structures and grading schemes in all sections of the same course.
- 3.2.4 Attendance** – It should be determined what policies, if any, are appropriate regarding the use of class attendance as a basis for grades. If attendance grades are permitted, criteria must be established and included in the course outline.
- 3.2.5 Class Participation** – It should be determined what policies, if any, are appropriate regarding the use of class participation as a basis for grades. If participation grades are permitted, criteria must be established and included in the course outline.
- 3.2.6 Accommodation of Students with Disabilities** - Departments and Schools are required to accommodate students with disabilities. A statement should be made regarding the accommodation of these students, including use of the Access Centre in their handbook and may opt to require such a statement on each course outline. (Senate Policy 159.)
- 3.2.7 Student Email policy** – Departments/Schools may wish to bring student's attention to the Ryerson policy regarding the requirement that their Ryerson email address be used and maintained as their official communication with the University. (Senate Policy 157.)
- 3.2.8 Non-Academic Conduct** – A reference to the Student Code of Non-Academic Conduct with regard to student behaviour. (Senate Policy 61)
- 3.2.9 Other** – It should be determined what other areas relevant to the school/department should be included in the course outline, ensuring that these are in conformity with overall University policy.

## **4 COURSE OUTLINES – REQUIRED INFORMATION**

### **4.1 Basic information**

- 4.1.1** Name and number of course; semester and year, prerequisites, and exclusions, if any.
- 4.1.2** Faculty member's name; office location and scheduled student consultation hours; office telephone number; e-mail address; faculty/course web site(s) if available. (If any of these factors are unknown when the course outline is prepared, the information will be provided in writing at the beginning of the course. Student consultation hours may be posted or disseminated by other means.) Continuing Education students must be provided with an appropriate e-mail address for the course.
- 4.1.3** Method of posting grades and, if necessary according to sections 2.2, a statement of the process by which an individual student may request that his/her grades not be posted.
- 4.1.4** Any instructions or limitations on student use of email for faculty contact, as well as any preference for means of student contact.

### **4.2 Course description**

- 4.2.1** Calendar Course Description
- 4.2.2** A synopsis that informs students of
  - 4.2.2.1** the course's academic focus and scope;
  - 4.2.2.2** course objectives and/or intended learning outcomes; and
  - 4.2.2.3** topics with their tentative sequence and schedule.
- 4.2.3** Texts, reading lists, and other course materials or equipment;
- 4.2.4** A description of the teaching method(s) that will be used (e.g., lecture, laboratory, studio, cases, problem-based learning, seminar, field work, in-class debates, oral presentations, un-graded journals, or combinations of these)
- 4.2.5** A schedule of any field trips or required activities outside of class time.

**4.3 Other Course Issues** - In addition to any general statement required by Department/School policy, each outline must include a statement on specific academic issues related to the course. These may include, but are not limited to:

- 4.3.1** An indication of any requirement for the submission of work to an electronic plagiarism detection service.
  - 4.3.1.1** Instructors who choose to use an electronic plagiarism detection service that retains a copy of the submitted work in its database must include either:
    - 4.3.1.1.1** the following statement: "Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements.;" or
    - 4.3.1.1.2** the details of alternate arrangements including the deadlines for consultation with the instructor concerning the use of these arrangements.
  - 4.3.1.2** Even when an instructor has not indicated that a plagiarism detection service will be used, or when a student has opted out of the plagiarism detection service, if instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor is permitted to submit that work to any plagiarism detection service.
- 4.3.2** Specific details on any Information Technology requirements for courses utilizing IT in course work, assignments or exams.
- 4.3.3** Specific requirements for field placements, if appropriate.
- 4.3.4** Policies on the appropriate use of cellphones, laptop computers and other electronic devices in the classroom.
- 4.3.5** The requirement for medical documentation/notification for missed work, or other issues as set out in the *Undergraduate Academic Consideration and Appeals Policy*.

**4.4 Variations within a Course:** In cases where there are multiple sections of the same course with consequent variations in course delivery methods, grading and/or methods of evaluation, etc., students will be provided with at least a brief section/instructor-specific description in addition to the generic course outline. (See section 3.1.3)

## **4.5 Departmental/University Policies and Course Practices**

- 4.5.1** Information must be given on all Department/School policies which have been identified in section 3.0. Where relevant information is available through departmental handbooks and/or websites, course outlines will provide direction to these.
- 4.5.2** Students should be reminded that they are required to adhere to all relevant University policies, such as the Student Code of Academic Conduct.
- 4.5.3** For courses involving research with human subjects/participants, the guidelines of the Research Ethics Board concerning Undergraduate Students as Researchers must be clearly referenced.

#### **4.6 Evaluation**

- 4.6.1** A list and tentative schedule of all assignments, tests, exams, and other work to be graded, and general descriptions of these. (More specific information on each assessment will be provided by the course instructor as early in the course as possible.)
- 4.6.2** The weighting of each assignment, test, and/or other unit of evaluation.
- 4.6.3** The inclusion of snap tests or other unscheduled evaluations as part of the grading scheme, if applicable.
- 4.6.4** An indication of approximately when the first test results/term work will be returned to students.

### **5 DEVIATION FROM COURSE MANAGEMENT POLICY**

Academic courses are highly varied in format, delivery, objectives, and structure. No course management policy can anticipate all possible circumstances and configurations. In cases where a course must vary from approved course management policy, this may be authorized by the relevant Chair/Director. Students will be informed in writing of such variances at the beginning of the course or, if they arise during the course, at the earliest possible opportunity.

## REPORT OF ACADEMIC STANDARDS COMMITTEE

### Report #W2009-1; January 2009

In this report, Academic Standards Committee (ASC) brings to Senate its recommendation on a proposal by Ted Rogers School of Management (TRSM). The proposal aims to **restructure accounting courses offered by TRSM**.

Further documentation on the items addressed in this and all other ASC reports is available for review through the Secretary of Senate.

### ***Accounting Courses***

Currently, all students registered in Bachelor of Commerce (BComm) programs administered by TRSM (Business Management, Hospitality and Tourism Management, Information Technology Management and Retail Management) take two compulsory accounting courses: *ACC 100 Introductory Financial Accounting* and *ACC 406 Introductory Management Accounting*<sup>6</sup>. For some students, ACC 100 and ACC 406 will likely be the only accounting courses they will take throughout their studies, while others will major in Accounting or Finance. The fact that ACC 100 and ACC 406 must serve two distinct cohorts of students presents pedagogical challenges in these courses. ACC 100 and ACC 406 are currently two of the most challenging courses in the BComm programs and retention rates in both courses are consistently low.

In response, TRSM is proposing to offer differentiated core accounting courses for BComm students depending on their program/Major. The core accounting courses for Accounting/Finance Majors will focus on preparing financial and management accounting reports while providing a strong foundation for accounting specialists who will likely pursue a professional accounting designation (Chartered Accountant, Certified Management Accountant or Certified General Accountant). The core accounting courses for all other BComm students will focus on the use of financial and management accounting reports to support effective management decisions. In particular, the proposal includes the following elements:

1. **Differentiated accounting courses:** Students registered in the Accounting and Finance Majors will take *ACC 110 Financial Accounting* and *ACC 410 Management Accounting* in their first year. These new courses will be delivered as foundation courses for accounting specialists. Students who are undecided about which Major they will pursue and would like to keep their options open will be advised to take ACC 110 and ACC 410. All other students will continue taking ACC 100 and ACC 406, which will be delivered at a level appropriate for users of financial and management accounting data. The target implementation date for these changes will be Fall 2009.
2. **Accounting bridging course:** TRSM will introduce a new course *ACC 199 Accounting Bridging Course*. Successful completion ACC 199 together with the satisfaction of other

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<sup>6</sup> Students in the Hospitality and Tourism Management program take ACC 100 and *HTA 402 Management Accounting for Hospitality and Tourism Management*.

performance criteria (see the revised performance requirements for entry to the Accounting Major as stated below) will allow students who have taken ACC 100 and ACC 406 to enroll in Accounting or Finance Majors. ACC 199 will be offered for the first time in Spring/Summer 2010. In subsequent academic years, ACC 199 will also be offered in the Fall and possibly Winter semesters, subject to student demand.

3. **Revised prerequisite structure for upper-level accounting courses:** The intermediate accounting course ACC 414 is directly or indirectly a prerequisite to all upper-level accounting courses. Under the proposed revisions, ACC 410 or ACC 199 or “permission of the Department”<sup>7</sup> will be the prerequisites for ACC 414. As students who are not Accounting or Finance majors will complete ACC 100 and ACC 406, those who intend to take upper-level accounting courses must also take ACC 199 in order to gain access to ACC 414. Therefore, all programs whose curricula include upper-level accounting courses will have to amend their professionally-related elective tables by adding the new course ACC 199. The target implementation date for these changes will be the 2010/2011 academic year.
4. **Revised performance requirements for entry to the Accounting Major:** Currently students wishing to major in Accounting must meet minimal performance requirements in foundation courses ACC 100 and ACC 406. In view of proposed changes to accounting courses, the performance requirements statement will be revised as follows:

*Students planning to enter the Accounting Major must obtain a grade of at least 2.67 (B-) in ACC 110, ACC 410 (or ACC 100, ACC 406 and ACC 199); and a cumulative grade point average of at least 2.67 (B-) in the following courses: ACC 110, ACC 410, (or ACC 100, ACC 406 and ACC 199) MGT 200, QMS 102 and QMS 202.*

5. **Accounting Minor:** The proposal also includes a revised curriculum structure for the Accounting Minor, which reflects the new accounting foundation courses and the modified prerequisite structure. The revised Accounting Minor will continue to require the completion of a 6 course curriculum structured as follows:

**Required courses:**

ACC 100\*    ACC 406\*    ACC 199\*    ACC 414    ACC 514

**Select 1 course from:**

|         |         |                    |         |         |
|---------|---------|--------------------|---------|---------|
| ACC 507 | ACC 522 | ACC 605            | ACC 621 | ACC 803 |
| ACC 607 | ACC 801 | LAW 603 or LAW 529 |         |         |

\* Students who have completed ACC 110 and ACC 410 in place of ACC 100 and ACC 406 must substitute an elective course for ACC 199.

The target implementation date for the revised Accounting Minor will be the 2010/2011 academic year.

## **ASC Evaluation**

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<sup>7</sup> “Permission of the Department” condition allows the Department of Accounting to assess if students who want to take ACC 414 have the necessary preparedness to succeed in the course. When the transition from uniform to differentiated accounting courses is complete, the Department and TRSM may consider dropping this condition.

ASC supports the academic rationale for the adoption of differentiated accounting foundation courses. The revised foundation courses ACC 100 and ACC 406 will emphasize the use of accounting reports and data. Such an approach may be more appropriate for students who are not Accounting/Finance majors and will likely improve retention rates in both courses. Similarly, the new courses ACC 110 and ACC 410 for Accounting/Finance majors will aim to deliver a strong foundation in accounting principles thus ensuring students' success in their chosen fields of study and professional careers.

If approved, implementation of differentiated accounting courses will start in Fall 2009. ASC would like to emphasize the importance of academic advising for new and current students with regard to their accounting course selection. Timely and accurate advising may alleviate some of the problems that are likely to be encountered during the transition period. ***ASC strongly recommends that TRSM allocates the necessary resources to guide students effectively through the proposed changes in accounting courses.***

The proposed changes to accounting foundation courses will have major ramifications for students. Incoming BComm students who will start their first year of studies in Fall 2009 will be informed of the new curriculum structure with differentiated accounting courses. Based on this information incoming students will register in those accounting courses, i.e., ACC 100/ACC 406 or ACC 110/ACC 410, that will allow them to follow their chosen academic path. TRSM should consider a proactive approach at the beginning of the Fall 2009 semester which will (i) repeatedly deliver course selection information, and (ii) implement a mechanism to assess students' preparedness and career objectives. These initiatives<sup>8</sup> can establish a strong academic advising structure for directing incoming students to appropriate accounting courses and maximize the likelihood of their academic success.

The proposed changes will also impact other programs whose curricula include accounting courses. Effective Fall 2010 these programs must introduce ACC 199 and/or the new foundation courses ACC 110 and ACC 410 into their respective curricula. In addition, the Department of Accounting must collaborate with other departments whose curricula include ACC 100 and ACC 406 such that the revisions to be introduced to these accounting foundation courses will continue to meet any applicable certification/accreditation criteria.

The issues identified above are highly interdependent. TRSM must thoroughly study these issues, develop appropriate solutions and formulate an effective implementation plan. Therefore, ***ASC requests that TRSM in collaboration with the Office of the Registrar prepare and submit an implementation plan to the Provost and Vice President Academic no later than May 15, 2009.*** This plan should delineate how TRSM will:

- Provide information on differentiated accounting courses to all incoming BComm students for Fall 2009;
- Develop and implement a mechanism to assess students' academic and career objectives as well as their preparedness for accounting courses;
- Provide academic advising to new and current students to direct them to accounting courses that are compatible with their academic and career objectives;

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<sup>8</sup> While these initiatives are of particular importance for Fall 2009, TRSM should consider implementing them on a more permanent basis as they will provide critical academic advising to new students during their initial semester at Ryerson.

- Advise other academic program to amend their curricula such that they can continue offering programs with accounting courses that meet their respective program and accreditation criteria; and
- Revise the curricula of TRSM part-time programs and relevant certificate programs to ensure that they are compatible with the new accounting course structure.

## **Recommendation**

Having satisfied itself of the merit of this proposal, ASC recommends:

*That Senate approve the proposed revisions to accounting courses and the Accounting Minor with the recommendations and requests stated in the ASC Evaluation section.*

Respectfully submitted by

Alan Shepard,  
for the 2008/2009 Academic Standards Committee

K. Alnwick (Registrar; ex-officio)  
D. Androussos (Electrical & Computer Eng.)  
A. Ball (Image Arts)  
J. Dianda (Philosophy)  
E. Evans (Retail Management)  
D. Glynn (Continuing Education)  
D. Granfield (Library)  
P. Hadian (Student, Sociology)  
G. Hunt (Business Management)

R. Keeble (Urban & Regional Planning)  
L. McCarthy (Chemistry and Biology)  
D. Schulman (Secretary of Senate; ex-officio)  
G. Allen (Journalism)  
R. Stagg (History)  
J. Thorp (Student, Politics and Governance)  
J. Waddell (Nursing)  
M. Zeytinoglu (Electrical & Computer Eng.)

**Course Management Policy**  
**ADENDUM**  
**January 27, 2009**

**Amendments and errata (bolded items are new or corrected):**

- 2.1.2** Course outlines must be submitted to the Department/School in the format requested.....
- 2.2.1** Each course must have at least two, independent assessments per semester in the evaluation scheme. Where appropriate, these should be of different types. **An individual assessment may not be worth more than 70% of a student's final grade. (Note: Repeat of statement from 2.2.6)**
- 2.2.9** **All grades, Grades on all individual assessments**, including final exam grades, **should shall** be posted. However, **as there may be other considerations in the determination of final grades**, students will receive their official final grade in the course only from the Registrar. Final official course grades may not be posted or disclosed anywhere by an instructor.

**4.3 Other Course Issues** - In addition to any general statement required by Department/School policy, each outline must include a statement on specific academic issues related to the course. These may include, but are not limited to:

- 4.3.1** An indication of any requirement for the submission of work to an electronic plagiarism detection service **and/or a statement indicating the provision in section 4.3.1.2.**
  - 4.3.1.1** Instructors who choose to use an electronic plagiarism detection service that retains a copy of the submitted work in its database must include either:
    - 4.3.1.1.1** the following statement: "Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements."; or
    - 4.3.1.1.2** the details of alternate arrangements including the deadlines for consultation with the instructor concerning the use of these arrangements.
  - 4.3.1.2** Even when an instructor has not indicated that a plagiarism detection service will be used, or when a student has opted out of the plagiarism detection service, if instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor is permitted to submit that work **in a non-identifying way** to any plagiarism detection service.