

SCHOOL OF GRADUATE STUDIES

REPORT TO SENATE, OCTOBER 2, 2007

1. Review of Status of New Graduate Programs

New Programs Planned for 2008 or 2009

2. ***MA in Literatures of Modernity***

Motion:

To approve the submission of the proposal for an ***MA in Literatures of Modernity*** to the Ontario Council on Graduate Studies for Standard Appraisal.

3. ***MBSc/MASc in Building Science***

Motion:

To approve the submission of the proposal for an ***MBSc/MASc in Building Science*** to the Ontario Council on Graduate Studies for Standard Appraisal.

4. Policy and Procedures for Admissions and Studies (Masters and PhD Programs) (Policy #142)

Motion:

To approve the revised Policy and Procedures for Admissions and Studies (Masters and PhD Programs) (Policy #142)

5. Graduate Student Academic Appeals Policy (Policy #152)

Motion:

To approve the revised Graduate Student Academic Appeals Policy (Policy #152).

Submitted by:

Maurice Yeates, Dean
Chair, School of Graduate Studies

Status of New Programs in Graduate Review Process (programs planned for September, 2008 or 2009)								
Approval or Action by	Responsibility	MSc Applied Mathematics	PhD Policy Studies	MBSc/MASc Building Sc.	MA Lit of Mod	MPI Urban Development	MA Fashion	MT Primary Teaching
Ryerson Review								
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X	X	X	X		
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X	X	X	X		
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.	X	X	X	X	X		
Internal/External Consultant	An expert in the field from another university reviews the proposal. Sponsors re-draft if necessary.	Seco U of T	Carroll McMaster	Straube, Waterloo	Srerbnik, Calgary	Qadeer Queen's		
Provost	Discusses proposal with Dean, sponsor.	X		X	X			
P&P of SGS	Reviews draft OCGS brief in light of I/E report – recommends to Council SGS based on academic quality	X		X	X			
Council, SGS	Reviews proposal	X		X	X			
Senate	Reviews program proposal for academic quality and moves to proceed to OCGS	X		Oct 2	Oct 2			
Ontario Council on Graduate Studies Review								
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.	X Bona, Illinois Bland, Toronto						
External Consultants	2 or 3 selected, visit Ryerson for a two day period. Prepare reports for submission to OCGS, which sends reports to Ryerson.							
Ryerson	Responds to report(s)							
Appraisal Committee	Reviews report and response and presents recommendation to OCGS (All graduate Deans in Ontario)							
OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. OCGS meeting.							
Further Procedures								
Board of Governors	Program is presented to Board of Governors for approval of financial viability.							
Ministry	The Program is presented to the Ministry for approval							
Provost	Provost decides about implementation							

2. The School of Graduate Studies has reviewed the proposal for an ***MA in Literatures of Modernity*** listed below, and submits it to Senate for its approval for it to be sent to the Ontario Council on Graduate Studies for external review ('standard appraisal'). Vol. I of the brief ('The Program') is available for review in the office of the Secretary of Senate, and Volumes I & II ('The Program', and 'Curricula Vitae') are available for review in the office of the Dean of the School of Graduate Studies (EPH 439). Vol. I of the brief ('The Program') is also available for review at www.ryerson.ca/graduate/temp.
Username: gradstudies Password: 4ryerson

It is planned that the ***MA in Literatures of Modernity*** will be implemented in Fall 2008.

Motion

To approve the submission of the proposal for an ***MA in Literatures of Modernity*** to the Ontario Council on Graduate Studies for Standard Appraisal.

Note: Once a program is approved by OCGS, it is presented to the Board of Governors for approval.

The Provost has final authority to determine whether a program may proceed.

Ryerson University MA in LITERATURES OF MODERNITY

EXECUTIVE SUMMARY

"I regard the proposed program as excitingly ambitious, highly innovative, and particularly appropriate for Ryerson." –Dr. Patricia Srebrnik, English, U of Calgary

Ryerson's proposed MA in Literatures of Modernity studies the rich variety of literary forms and literary theories that pertain to and have helped shape different understandings of modernity. The salient features of modernity – subjectivity, urbanization, migration, new technologies, war – remain pressing issues for today's students. Housed in the English Department (Faculty of Arts), the proposed MA in Literatures of Modernity is a logical extension of Ryerson's existing undergraduate and graduate programs, and similarly coheres with the institution's infrastructure and mandate. The proposed graduate degree builds on the best of the traditional English Department models, while also accommodating innovative approaches, which make it distinct in comparison to other MA degrees in English offered at universities within Toronto as well as Ontario. In addition to allowing students the chance to study literature within the context of a focused thematic – modernity – the program aims to introduce an advanced professional skills component by providing students with the option of pursuing a practicum. Ryerson would thus play a pioneering role in the Canadian university system, being one of the first institutions to offer practica in literary studies at the graduate level.

Rationale: The graduate student enrollment trends in Ontario universities indicate a dramatic rise in and need for additional graduate student training. There is currently no stand-alone graduate program in the core Humanities at Ryerson University, and the

proposed MA in Literatures of Modernity represents an important new addition to the expanding horizon of graduate education at Ryerson University. Furthermore, the proposed MA degree will provide a critical graduate education alternative for the students in Ryerson's popular Bachelor of Arts and Contemporary Studies (BACS) degree, especially those who are registered in the English Option. This will be an important option for English and Humanities students in Toronto, Ontario, and Canada.

Ryerson's Mandate: With its focus on experiential learning, the MA in Literatures of Modernity echoes the spirit of Ryerson's educational mission – to foster intellectual, social, moral, cultural, spiritual, and physical development in the context of advancing applied knowledge in response to existing and emerging societal needs. With its emphasis on critical, and specifically literary, methodologies, our proposed program will focus on a separate domain not covered in any other program at Ryerson. At the same time, the MA in Literatures of Modernity will represent an important curricular complement to already existing programs, including Communication and Culture, Immigration and Settlement, and Public Policy and Administration, allowing for the possibility of cross-listing courses and opportunities for interdisciplinary exchange. In fact, the cross-listing of courses would help to expand the course offerings in Communication and Culture and other graduate programs, mobilizing a greater number of faculty members for supervision and rendering Ryerson an increasingly attractive university for students with penchants for interdisciplinary work.

Objectives: The MA in Literatures of Modernity aims to provide a high standard of literary education that is consonant with pressing contemporary theoretical and practical issues. The central aims and objectives of the proposed program are: 1) To provide students with an innovative program of study pertaining to literary forms of modernity in the context of considering both conventional and non-conventional literatures. 2) To provide a foundation for PhD studies in English and related fields. 3) To provide students with professional skills in literary studies that prepare them for a broad range of careers. 4) To provide students with an opportunity to undertake a Practicum related to their theoretical studies. 5) To provide program content and theoretical perspectives commensurate with Toronto's cosmopolitan and culturally diverse metropolis.

Curriculum: These objectives are achieved through an innovative curriculum that consists of required foundational and professional skills courses, electives, and either a practicum or an extended research project that will enable students to begin to analytically and creatively intersect literary studies and theories of modernity. In order to best accommodate students' diverse backgrounds and interests, the MA in Literatures of Modernity will offer them the choice of pursuing one of two degree fulfillment options: i) **the Major Research Paper option; OR ii) the Practicum option.**

MA Program (one-year program)

(1) *Required courses:*

- 1 Literatures of Modernity (Foundational Course [FC])
- 1 Professional Skills (Professional Skills Course [PC])
- 4 Elective Courses (Elective Course [EC])

(2) *Project requirement*

- Major Research Paper OR Practicum

Student Intake: There will be an annual intake of approximately 30 MA full-time students, beginning in the Fall 2008.

Faculty: Currently comprised of 18 professors (9 in Category 1 and 9 in category 3), the department's faculty has produced research commensurate with the quality and quantity of leading PhD program faculty (more than 60 books, many with leading academic presses and more than 110 refereed articles in circulation, many in tier-one international academic journals). The faculty's SRC focus has been forward-looking and cutting-edge in literary studies with particular emphasis on issues of modernity. Consequently, the proposed program theme also unifies the Department.

Funding: There has been a dramatic increase in 2005/6 in external grants by national granting agencies due to hiring and CRC funding (from an average 55K per annum to 350K per annum), ensuring the support of our graduate students.

Resources: Building on strengths of the existing library collection, including the areas of modern (especially British) literature, modernism, Canadian literature, and modern women's writings, the Ryerson Library (with a projected one-time influx of 60K and a modest increase in annual funding) is reasonably positioned to support the proposed MA in Literatures of Modernity without putting undue financial strain on the university.

In sum, the proposed program evolves from its unique position at Ryerson and in Toronto and presents an exciting curriculum delivered by a nationally and internationally competitive faculty in a program that stands to unify the Department under the umbrella of Literatures of Modernity.

3. The School of Graduate Studies has reviewed the proposal for an *MBSc/MASc in Building Science* listed below, and submits it to Senate for its approval for it to be sent to the Ontario Council on Graduate Studies for external review ('standard appraisal'). Vol. I of the brief ('The Program') is available for review in the office of the Secretary of Senate, and Volumes I & II ('The Program', and 'Curricula Vitae') are available for review in the office of the Dean of the School of Graduate Studies (EPH 439). Vol. I of the brief ('The Program') is also available for review at www.ryerson.ca/graduate/temp. Username: gradstudies Password: 4ryerson

It is planned that the *MBSc/MASc in Building Science* will be implemented in Fall 2008.

Motion

To approve the submission of the proposal for an *MBSc/MASc in Building Science* to the Ontario Council on Graduate Studies for Standard Appraisal.

Note: Once a program is approved by OCGS, it is presented to the Board of Governors for approval.

The Provost has final authority to determine whether a program may proceed.

Ryerson University
MBSC/MASc in BUILDING SCIENCE

EXECUTIVE SUMMARY

It is now generally accepted that there is an urgent need to reduce the impact of the built environment on the natural world. Sustainable building practices, based on strong building science principles are becoming increasingly recognized as important aspects of contemporary building design, and will continue to exert a growing influence on both new buildings and the renovation of existing buildings. New and existing buildings must address issues such as energy efficiency, resource use, waste reduction, and health and wellbeing. The new Master of Building Science program at Ryerson will teach students sound building science principles focusing on the concept of delivering sustainability in the built environment.

Building science is a growing area of expertise that is now generally accepted as crucial to the success of reducing the environmental impact of buildings by addressing the requirements of society for improved energy efficiency, indoor environmental quality, reduced greenhouse gas emissions, and heritage conservation. Currently there is no dedicated graduate program in building science in Ontario (and only 1 in Canada), yet industry demand for graduates with more advanced knowledge of building science is growing. This is due to many factors including: large number of building envelope failures across Canada in recent years; building energy use and the resulting greenhouse gas emissions (approximately 40% of total Canadian energy use is by buildings) ; rapidly depleting reserves of mineral resources; increasing adoption of green building assessment tools such as LEED, GreenGlobes and the Toronto Green Development Standard, (with nearly 500 LEED registered buildings by March 2007); construction and demolition waste which accounts for about 35% of the total waste stream in Canada; and the growing need for research into materials and technologies used in the preservation of heritage buildings and rehabilitation of existing buildings. Furthermore a recent report by the McGill Business Consulting Group about the future of architectural practice in Canada recommends that sustainable design & technology will be core to future architectural practice. In today's global economic climate, competitive advantage realized through efficient resource use and innovative technologies that reduce environmental impact are likely to generate increasing strategic benefits.

The proposed Master of Building Science is designed to provide high quality, professionally relevant, graduate education for students considering careers in the Architecture, Engineering and Construction (AEC) Industry. The program will be interdisciplinary and offer graduates from various building-industry related programs an opportunity to acquire knowledge and practice in the field of building science and its application to the sustainability of new and existing buildings. This knowledge is vital for the design, construction, commissioning, operation and maintenance of buildings and for minimizing the impact of the built environment on the natural world. The program will benefit from the traditional strengths of technology at Ryerson and, in particular, build on the basic knowledge of building science developed at undergraduate level and apply it to achieving more sustainable design solutions in detail. Students will have the opportunity to develop an in depth understanding of how materials and components in a building can interact as systems to meet environmental, technical and spatial demands.

The program reflects Ryerson's mandate for "*the provision of programs of study that provide a balance between theory and application and that prepare students for careers in professional and quasi-professional fields*"¹. The professional, career oriented nature of Ryerson education is ideally suited to a graduate program in building science that addresses the needs of the AEC industry as it struggles with addressing issues of sustainable design. The program also complements the new Master of Architecture program at Ryerson. Enhanced graduate education and research in the AEC sector will ensure our ability to attract and retain the best students and faculty and to ensure excellence in our professional programs.

The proposed program meets the requirements documented in Ryerson's Academic Plan (2003-2008) and it is aligned with Ryerson's strategic plan to develop as a "comprehensive university", one that has traditional strength in undergraduate programming and a spectrum of graduate programs. The interdisciplinary program aims to:

- To address the AEC industry's needs for experts with a strong methodological basis for assessing building performance and problem solving focused on sustainable design.
- To address the AEC industry's needs for professionals who can work in an integrated and interdisciplinary way with other specialist in a team.
- To address the needs of industry to provide building science experts who can provide a strong technology basis for sustainable design principles.
- To offer students the opportunity to meet the course requirements of the Ontario Building Envelope Council's Building Science Specialist in Ontario designation (BSSO).
- To maintain the Ryerson tradition of using a variety of teaching methods to integrate building science with architectural design objectives.
- To strengthen the Department's ability to conduct applied research.
- To develop links with other graduate programs (civil, mechanical and electrical engineering) at Ryerson University.

The program will offer two alternative routes to completion:

- A course based program of a minimum of 1 year of full time study or 2 to 5 years of part time study, including 5 core courses, 3 elective courses, and a research project or paper, leading to a degree of a Master of Building Science (M.B.Sc).
- A research based program of full time study of not less than 2 full years, including 3 core courses, 2 elective courses, and a Masters level thesis leading to a degree of Master of Applied Science (M.A.Sc) in Building Science.

The program will be based in the Department of Architectural Science but will benefit from the expertise of faculty in other Faculty of Engineering, Architecture and Science (FEAS) departments. The Department of Architectural Science will offer the 5 core courses that are required and some electives. The reorganisation of the undergraduate program in the Department has made available faculty resources to deliver these new courses. Other electives will include existing graduate courses offered by FEAS and Environmental Applied Science & Management. This provides the benefit of making

¹ Ryerson, Office of the Vice President Academic, *Learning Together: An Academic Plan for Ryerson University 2003-2008*, May 27th, 2003.

better use of existing courses and offers potential for exchange of knowledge and experience between graduate programs.

The proposed core courses are:

- Advanced building science theory
- Advanced building envelope systems
- Advanced building services and renewable energy systems
- Sustainable and resource efficient design
- Energy efficient design seminar/studio

The Department of Architectural Science has identified up to 8 further elective courses that may be offered on a rotating basis and 7 existing graduate courses offered by other Departments at Ryerson are suitable as electives for this program.

The intention is to attract students from various related disciplines, including building science, architecture, mechanical engineering, civil engineering, and environmental science. Therefore the program is structured to be flexible and allow students of various backgrounds to be accepted. Applicants must meet normal requirements for admission to the Ryerson School of Graduate Studies and demonstrate a good foundation of building science knowledge. Students without a strong background in building science will be required to take qualifying courses (these will be existing undergraduate courses). It is anticipated that the program will accept its first students in September 2008 and will have a steady-state enrolment of 16 M.B.Sc students and up to 4 M.A.Sc students.

Altogether, seventeen core faculty have been identified to teach and supervise in the program. Eight core faculty are from the Department of Architectural Science with a specialization in building science. These faculty members have a good record of Scholarly, Research and Creative activity (SRC), with many published papers, reports, books and other documents. The Department is building a solid SRC base and the establishment of this new program will assist with this process. Nine faculty members are from other FEAS departments - Mechanical Engineering (3 faculty), Electrical and Computer Engineering (3 faculty), Civil Engineering (3 faculty) Departments. They have considerable experience in graduate student supervision and funded SRC activity. Over the next three years the Department of Architectural Science will seek to increase faculty resources by at least one new faculty member who has extensive research and teaching experience in the area of building science.

4. **Revised Policy and Procedures for Admissions and Studies (Masters and PhD Programs) (Policy #142)**

REVISION 1 - That the category of “Special Student” be added to the School of Graduate Studies Master’s and PhD Policy in section 2.4, as per the revision in Appendix A below.

Rationale:

We now have a Special Student fee established for the occasional non-program student who makes a request to take one or two courses at the graduate level. Normally these would be academically qualified

individuals in the workforce who would like to take the courses for professional reasons, but who do not wish to complete a graduate degree. Program Directors would like the option of considering these requests for a variety of reasons, including professional courtesy and industry affiliations.

Those students who do not meet Graduate admissions standards would not be eligible to take courses as a Graduate Special Student. They would be encouraged to explore other professional development opportunities.

REVISION 2 - That the category of “Canadian Visiting Graduate Student” be added to the School of Graduate Studies Master’s and PhD Policy, as per Appendix A below, and that the fee for a Canadian Visiting Graduate Student should be the same per course as the fee for an Ontario Visiting Graduate Student.

REVISION 3 - That the policy regarding the selection of the members for the Master’s thesis examining committee be changed such that the selection is made by the Program Director.

Current wording: “The Program Director shall forward his/her recommendation regarding the composition of the Master’s Thesis Examining Committee to the Dean for approval and appointment.”

New wording: “The Program Director shall select the members of the Master’s Thesis Examining Committee, and shall forward the names to the Dean of Graduate Studies for information.”

Appendix A

2.4 Non-Program Students

2.4.1 Ontario Visiting Graduate Students (OVGS)

The Ontario Visiting Graduate Student Plan allows a registered graduate student of an Ontario university (home university) to take graduate courses at another Ontario university (host university) while remaining registered at the home university. This plan allows students to bypass the usual application for admission procedure and relevant transfer of credit difficulties. Students register at, pay fees to, and continue to receive awards from their home university and are classified as A-visiting graduate students at the host university where they pay no fees.

The OVGS Program sets the administrative fee for each 1 term course at \$5002, which is paid by the Dean of the Host university to the Dean of the Home University.

The student completes a Visiting Graduate Student form which may be obtained from the Graduate Studies office of the home university. On this form the student must indicate the course(s) to be taken and the term when the course is offered at the host university. Admission is not complete until the form has been approved by the Graduate Program Director or Department Chair and the Dean of Graduate Studies or equivalent of both the home university and the host university.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. Normally, there must be no comparable course(s) offered at the home university. Such courses may not be extra or audit courses. The student is subject to any regulations of the home university with respect to the maximum number of courses which may be taken at another Ontario university. Normally, a student registered at Ryerson will be allowed to register for up to one full-year course or two half-year courses under this plan.

For Ryerson graduate students, time spent as a visiting graduate student is credited to the continuous registration requirement. The grade received in any course will be included in their official academic records.

If a student withdraws from the course at the host university, he or she must notify the home university by the deadline date for dropping courses stated in the host calendar. If the student does not do so, the course will be counted as a failure.

2.4.2 Canadian Visiting Graduate Students (CVGS)

The School of Graduate Studies at Ryerson will allow a registered at a Canadian University (outside of Ontario) take a graduate course at Ryerson while remaining registered at his/her home university. The student will pay the usual Ryerson Graduate Admissions application fee and a tuition fee amount equivalent to the fee set by the OVGS Program (\$500 per one-term course¹), and will be assessed and pay those fees through the Student Fees Department.

To apply, the student will complete a Canadian Visiting Graduate Student form which may be obtained from Ryerson's Graduate Studies website or the Graduate Admissions Office. On this form the student must indicate the course(s) to be taken and the term when the course is offered. The form must be approved by the Graduate Program Director of the home university and then at Ryerson.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. The student is subject to all administrative and academic requirements, and the significant dates that apply to graduate students at Ryerson.

2.4.3 Graduate Special Students

Students are designated “Graduate Special Student” if they register for one or two graduate courses, but have not been admitted to a graduate program in Canada. A Graduate Special Student must complete a “Special Student Application” form, which may be obtained from Ryerson’s Graduate Studies website or the Graduate Admissions Office. The form must be submitted to the Graduate Admissions Office along with the application fee and all post-secondary transcripts, and the applicant must meet the eligibility requirements for the School of Graduate Studies and the Program which offers the course(s) that the student is applying to take.

Special Students are eligible for evaluation in the courses taken, but courses taken as a Special Student may NOT be used subsequently for credit in a Ryerson Graduate Program. Graduate Special Students are limited to a maximum of two graduate courses.

Note: Access to courses is subject to approval of the Director of the program in which the course is offered. Approval may not be granted until after the commencement of the term, as space is an essential consideration. Individual faculty members may not grant access to courses.

RYERSON UNIVERSITY
POLICY OF SENATE

POLICY AND PROCEDURES FOR ADMISSIONS AND STUDIES (MASTER'S
AND PhD PROGRAMS)

Policy Number: 142

Approval Date: SGS Council: May 24, 2007

Replaces Policy: **#142 Policy and Procedures for Admissions and Studies (Masters and
PhD Programs)**

RYERSON UNIVERSITY
POLICY AND PROCEDURES FOR ADMISSIONS AND STUDIES (MASTER'S
AND PhD PROGRAMS)

1. General Admission Requirements

The following University requirements govern admission to all postgraduate programs at Ryerson. Where individual Programs have additional requirements, these will be contained in the Program brief and listed in the calendar descriptions of that Program.

Applicants who do not fully meet these requirements may apply for consideration as a Qualifying student.

Applicants for admission to a Masters Program: a) will have graduated from a four-year approved undergraduate university program or equivalent, b) will have a minimum of a B standing or equivalent over all courses in the final half of the program, and c) will have demonstrated a capacity to succeed in the Program applied for. For specific admission and Program requirements, prospective applicants should consult with the Program Director of the appropriate Graduate Program before applying.

Applicants for admission to a PhD Program: a) should hold an acceptable Master's degree with at least a B standing, or have completed one year of comparable work, and b) will have demonstrated a capacity to succeed in the Program applied for. For specific admission and Program requirements, prospective applicants should consult with the Program Director of the appropriate Graduate Program before applying.

2. Categories of Students

2.1 Master's Student

An applicant who has met the admission requirements of the University and the specific Program and who has been accepted by the School of Graduate Studies may be admitted to the School as a graduate student in a Master's Program. Normally, Master's Candidates will pursue studies as a full-time occupation.

Where an applicant has met the minimum requirements of the University but requires no more than two additional one-semester undergraduate courses or the equivalent to meet the admission requirements of the Program, the candidate may be admitted to the School as a graduate student in a Master's Program with specific conditions. The specific conditions will be defined in the offer of acceptance to the candidate, as will the number of semesters, normally no more than two and in many cases one, allowed for successfully fulfilling the requirements. Further specific conditions may be required by the individual Program, and in such a case, these further conditions will also be defined in the offer of acceptance to the candidate.

2.2 PhD Student

An applicant who has met the admission requirements of the University and the specific Program and who has been accepted by the School of Graduate Studies may be admitted to the School as a graduate student in a PhD Program. Normally, PhD Candidates will pursue full-time studies.

Under certain circumstances, a Master's Candidate can apply to transfer to a PhD Program, and vice-versa. Such transfer is subject to the approval of the graduate program director and the candidate's acceptance of any specific conditions. The specific conditions will be defined in the offer of acceptance to the candidate as will the number of terms allowed for successfully fulfilling the requirements.

2.3 Part-Time Student

Under certain circumstances, a student may apply to be admitted to the Program as a Part-Time Candidate. Normally a Part-Time Candidate will not register in more than two courses per term. A student may change status from Full-Time to Part-time or Part-Time to Full-Time subject to consultation with and the approval of the Program Director.

2.4 Non-Program Students

2.4.1 Ontario Visiting Graduate Students (OVGS)

The Ontario Visiting Graduate Student Plan allows a registered graduate student of an Ontario university (home university) to take graduate courses at another Ontario university (host university) while remaining registered at the home university. This plan allows students to bypass the usual application for admission procedure and relevant transfer of credit difficulties. Students register at, pay fees to, and continue to receive awards from their home university and are classified as Avisiting graduate students@ at the host university where they pay no fees.

The student completes a Visiting Graduate Student form which may be obtained from the Graduate Studies office of the home university. On this form the student must indicate the course(s) to be taken and the term when the course is offered at the host university. Admission is not complete until the form has been approved by the Graduate Program Director or Department Chair and the Dean of Graduate Studies or equivalent of both the home university and the host university.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. Normally, there must be no comparable course(s) offered at the home university. Such courses may not be Aextra@ or Aaudit@ courses. The student is subject to any regulations of the home university with respect to the maximum number of courses which may be taken at another Ontario university. Normally, a student registered at Ryerson will be allowed to register for up to one full-year course or two half-year courses under this plan.

For Ryerson graduate students, time spent as a visiting graduate student is credited to the continuous registration requirement. The grade received in any course will be included in their official academic records.

If a student withdraws from the course at the host university, he or she must notify the home university by the deadline date for dropping courses stated in the host calendar. If the student does not do so, the course will be counted as a failure.

2.4.2 Canadian Visiting Graduate Students (CVGS)

The School of Graduate Studies at Ryerson will allow a registered at a Canadian University (outside of Ontario) take a graduate course at Ryerson while remaining registered at his/her home university. The student will pay the usual Ryerson Graduate Admissions application fee and a tuition fee amount equivalent to the fee set by the OVGS Program (\$500 per one-term course¹), and will be assessed and pay those fees through the Student Fees Department.

To apply, the student will complete a Canadian Visiting Graduate Student form which may be obtained from Ryerson's Graduate Studies website or the Graduate Admissions Office. On this form the student must indicate the course(s) to be taken and the term when the course is offered. The form must be approved by the Graduate Program Director of the home university and then at Ryerson.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. The student is subject to all administrative and academic requirements, and the significant dates that apply to graduate students at Ryerson.

2.4.3 Graduate Special Students

Students are designated "Graduate Special Student" if they register for one or two graduate courses, but have not been admitted to a graduate program in Canada. A Graduate Special Student must complete a "Special Student Application" form, which may be obtained from Ryerson's Graduate Studies website or the Graduate Admissions Office. The form must be submitted to the Graduate Admissions Office along with the application fee and all post-secondary transcripts, and the applicant must meet the eligibility requirements for the School of Graduate Studies and the Program which offers the course(s) that the student is applying to take.

Special Students are eligible for evaluation in the courses taken, but courses taken as a Special Student may NOT be used subsequently for credit in a Ryerson Graduate Program. Graduate Special Students are limited to a maximum of two graduate courses.

Note: Access to courses is subject to approval of the Director of the program in which the course is offered. Approval may not be granted until after the commencement of the term, as space is an essential consideration. Individual faculty members may not grant access to courses.

2.5 Inactive Status

Normally students must maintain continuous registration until the completion of the degree program. However, in cases such as severe illness, maternity / paternity leave or extreme financial difficulty, a student may petition the Dean, Graduate Studies for one or two terms of Inactive Status. Students who have unsatisfactory or incomplete grades on their record are not eligible for Inactive Status.

Students on Inactive Status in a given term will not be entitled to use the services of the University or the Program during the term. However, students who are granted Inactive Status in a given term will not be required to pay fees during that term, nor will that term be included in the calculation of time to completion for the degree.

Students will not normally be granted more than two terms of Inactive Status during their graduate degree candidacy. Students who wish two or more terms of leave because they have other commitments such as a full-time job or travel plans should voluntarily withdraw from their studies. The student must discuss in advance what conditions, if any, need to be met upon their return.

2.6 Program Withdrawal

A student who for more than two consecutive terms is unable to participate in a program of study, or who finds it necessary to discontinue in the Program, should officially withdraw from the Program.

If a student who has withdrawn from the Program wishes to return to the Program, that student must reapply for admission through the normal procedures for the Program, and may be required, as a condition of re-acceptance, to complete additional course work or other requirements by the Program.

3. Admission Decisions and Procedures

Final authority for admissions decisions rests with the Dean of Graduate Studies. The Dean of Graduate Studies will normally approve recommendations made by the admission authority for each Graduate Program. Graduate Admissions for the School of Graduate Studies will provide the administrative support structure.

3.1 Application Package

The standard School of Graduate Studies application package will consist of an application form, two forms for academic references, and a notice that candidates must include with their applications two official transcripts of their complete academic records from all post-secondary institutions attended. Individual programs may require additional elements to be included in the application package sent to prospective candidates for admission to their Programs. These application packages will be kept by the Graduate Admissions Office.

3.2 Formal Procedure for Application

Candidates will formally apply to a Program through the Graduate Admissions Office, and will use forms from the application package supplied by the Graduate Admissions Office. The complete application package will be returned to the Graduate Admissions Office.

When an application is received and information verified, the Graduate Admissions Office will keep one transcript for their records and forward the application to the appropriate Graduate Program for action. The Program will review applications and recommend to the Dean of Graduate Studies that offers of admission be made to specific candidates. Once the Program and the Dean of Graduate Studies have made their decisions, the official offer of Admission to the candidate will be issued by the Graduate Admissions Office.

This section describes only the formal procedure for application. However, other communications between potential candidates and the Programs are both appropriate and expected. For example, prospective candidates may wish to request information from the Program before applying, and, in the process of reviewing applications, some Programs will wish to interview individual candidates personally.

Ryerson reserves the right to terminate the application process without notice.

3.3 Application Dates

Application for admission should be made as early as possible and offers of admission may be issued at any time. The date for guaranteed consideration for all Ryerson graduate programs is December 1 for students with foreign transcripts and January 15 for students with Canadian or American transcripts. All complete applications received by the Graduate Admissions Office by that date will receive consideration for places in the following academic year. Applications received after this date may not be considered if a program is full.

The date has been selected in order to allow sufficient time for interviews, selection tests, etc. to be arranged where required by the Program, and to ensure that applications (and amendments to applications where required by the individual Program) will be received in time for consideration by the Program selection committees.

3.4 English Language Proficiency

Applicants whose language of instruction during their undergraduate studies was other than English may be required to take the Ryerson Test of English Proficiency. Students who have already taken the TOEFL test with a minimum score of 550 or the MELAB test with a minimum score of 85 or the Cambridge IELTS with a minimum score of 7.0 may submit the results in place of this requirement. Some Programs, however, may have higher requirements, and the Program policy on English proficiency should be consulted.

3.5 Transfer of Credit

Where a candidate has completed appropriate graduate courses at an acceptable level at another academic institution, these courses may be recognized in partial fulfilment of Ryerson's degree requirements. Responsibility for assessing the appropriateness of such courses shall rest with the Director of the Program. Credit for such work shall not exceed fifty percent of the Program's degree course requirements.

4. Faculty Advisor

At the time of registration in a Program, a student will be assigned a Faculty Advisor who is a School of Graduate Studies member from the student's program. After consulting with the student, the Faculty Advisor will recommend an initial program of study and submit for approval by the Program Director, within the first four weeks of the program. The Program Director will forward a copy to the School of Graduate Studies. Thereafter, the Faculty Advisor will monitor the student's progress toward the completion of the program, and ensure that a Ryerson Graduate Student Progress Report is submitted to the Program Director at the end of each term.

5. Program of Study

5.1 Residency

Students in Graduate Programs will be required to maintain continuous registration in every semester of their Program until all requirements of their Program have been met, unless they have been granted Inactive Status.

A student must complete at least 50% of the Program's degree course requirements, and a thesis, major project, major research paper, or dissertation, where applicable, while registered as a graduate student at Ryerson.

5.2 Time Limits

Normally, graduate students will register for the first semester of their programs in the Fall semester, but where individual Programs accept a first

registration in the Winter or Spring semester, that semester can be the date of initial registration in the Program.

For students registered full-time in a Master's Program, three years is the maximum time from initial registration in the Program to completion of the Program.

For students registered part-time in a Master's Program, and who complete all degree requirements while registered part-time, five years is the maximum time from initial registration in the Program to completion of the Program.

Part-time Master's students should be aware that they may be required to pay additional academic fees in order to equal the total minimum fee paid by a full-time student in the same program. (The total minimum fee for a full-time student is based on the minimum time to completion for each program, as stated in the calendar.) This Balance of degree fee is assessed just prior to graduation, is based on the tuition fees only on the fees schedule in effect at the time of graduation.

For students who switch their status from Part-Time to Full-Time or from Full-Time to Part-Time, the effect on the time for completion requirement shall be a subject of the consultation with the Program Director, and an agreement in writing with a copy to the student shall be part of the form forwarded to the Registrar's Office registering the change in status.

For students registered either full-time or part-time in a PhD Program, the time for completion of the Program is limited to six years from their initial registration in the Program. Under extenuating circumstances, an extension of time limits may be granted by the Dean of Graduate Studies.

5.3 Academic Standings

At the end of each semester, a grade report will be produced for each student, indicating his/her academic standing.

CLEAR: Master's students must have at least a minimum passing grade of B- (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course.

PhD students must have at least a minimum passing grade of B (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course.

Students with a CLEAR standing may continue in their program of studies without restriction as to academic standing, although their registration in subsequent courses is subject to prior completion of any pre-requisite courses.

PROVISIONAL: A Master's student has a UNS (Unsatisfactory) grade for the Thesis, Major Project or Major Research Paper OR a grade of less than B- (or F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

A PhD student has a UNS grade for the Dissertation OR a grade of less than B (or F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

Students with PROVISIONAL standing may not continue their program of studies until a specific plan of studies to correct academic deficiencies has been authorized in writing by their Program Director and Supervisor, signed by the student, and recorded with the Office of the Registrar. As part of a provisional plan of study, the Program Director may require a student to repeat a failed or unsatisfactory course or substitute an alternative course within a maximum of one year.

Students who fail to have a provisional plan of study approved prior to the official last date to add a course may have their course registration(s) cancelled for that semester.

WITHDRAWN: The Master's student has unsatisfactory performance in more than one course (i.e. less than B-, UNS or F), OR has failed to meet the requirements of a provisional plan of study, OR has a final performance designation of F for the Thesis, Major Project, or Major Research Paper, OR has failed to complete the graduate studies program within its maximum time limit. (Note: An original Unsatisfactory performance in a course will continue to be a course with an Unsatisfactory performance for the purposes of this provision even when performance in the repeat or alternative course is Satisfactory.

The Doctoral student has unsatisfactory performance in more than one course (i.e. less than B, UNS or F), OR has failed to meet the requirements of a provisional plan of study, OR has a final performance designation of F for the Dissertation, OR has failed to complete the graduate studies program within its maximum time limit. (Note: An original Unsatisfactory performance in a course will continue to be a course with an Unsatisfactory performance for the purposes of this provision even when performance in the repeat or alternative course is Satisfactory.

A student who has been withdrawn from the Program is not eligible for readmission into the Program.

OPEN: An academic standing has not been assigned and the student may continue in the program.

5.4 Course Assessment (Excluding Thesis/Major Project/Dissertation)

Satisfactory performance in a Master's program requires completion of all courses taken for credit in the graduate program with a grade of at least B- in each course. Any grade below B- will be deemed Unsatisfactory.

Satisfactory performance in a PhD program requires completion of all courses taken for credit in the graduate program with a grade of at least B in each course. Any grade below B will be deemed Unsatisfactory.

(i) Grading System

LetterGrade	Conversion Range Percentage Scale to Letter Grades
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	0-69 (Master's Unsatisfactory Performance Level)
F	0-72 (PhD Unsatisfactory Performance Level)

Final academic performance in each course is recorded as one of the above letter grades or as one of the Aother@ designations defined below.

(ii) Other Course Performance

AEG: Where a student has achieved satisfactory performance in course work during scheduled classes but has not been able to write the final examination for acceptable reasons including documented illness, family emergency or other serious problem, the student may petition the Director of the Program for an Aegrotat standing in the course. The course will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation AAEG@ in lieu of a grade.

AUD: As a candidate for a graduate degree, a student may register to audit the equivalent of one two-semester course or two one-semester courses in any graduate or under-graduate program at Ryerson without additional fee. A graduate student who wishes to audit more than this number of courses will be assessed an additional fee per course.

Courses taken for audit will not count for credit toward the student's program, but will appear on the student's transcript with the designation AAUD@ in lieu of a grade.

To audit a course, a student must obtain the Faculty Advisor's written approval and the permission of the Instructor teaching the course, and then submit this with a registration form which indicates the course number and designation AAudit@. An auditor will neither write the final examination nor receive a grade for the course, but will be expected to participate actively in some portions of the course. The nature of participation will be defined in writing by the Instructor at the time permission to audit is given, and a student who does not participate to this extent may be officially withdrawn from the course. Registration is predicated upon space being available in the course.

CNC: Course not for credit in the current program; this description is recorded on the transcript as information supplementary to the grade earned in the course

CRT: Transfer Credit. A transfer credit may be achieved through an acceptable grade in a graduate course which has been completed at Ryerson or at another post-secondary institution and which is deemed equivalent to a course in the student's graduate Program. Equivalency is determined by the Program Director or faculty member who is responsible for teaching the specific course in the student's graduate Program. Such credit should be granted as a part of the admissions process. For a student already registered in the Program, this type of credit will normally require a prior Letter of Permission from the student's graduate Program Director.

Courses accepted as transfer credits will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation ACRT@ in lieu of a grade.

A student must complete at least 50% of the Program's degree course requirements, and a thesis or other major project where applicable, while registered as a graduate student at Ryerson.

FNA: Failure Non Attendance; a grade awarded by the Professor when the student is absent from a significant portion of the class meetings, including all course evaluations. It means Unsatisfactory Performance, and is equivalent to a grade of AF@.

GNR: grade not recorded; a grade has not been submitted for the entire class by the faculty member

INC: AINC@ means that most work completed is of Satisfactory performance, but that some work remains to be completed by a specified date not later than the end of the following academic term. Where this work is not

completed by that date and a final grade is not assigned by the Professor in the course, the INC grade will become an F grade.

INP: INP means that the course is in progress with Satisfactory performance, but that at least one more term of formal course registration and study is required for completion.

PSD: acceptable performance in a course graded only pass/fail, as predefined in the Calendar.

5.5 Thesis, Major Project, Major Research Paper or Dissertation Performance Assessment

The Thesis, Major Project, Major Research Paper and Dissertation are all deemed to be courses, and when completed, shall be assigned a grade or designated Pass/Fail.

The Master's student will be registered in the Thesis, Major Project, or Major Research Paper when he/she is ready to commence work on the Thesis, Major Project, or Major Research Paper. The Doctoral student will be registered in the dissertation upon registration in the program.

A student with satisfactory performance (as recorded on the Progress Report) will continue in these courses with "IP" (in progress) on the grade report in every term until completion. A student with unsatisfactory performance during a term will be assigned a grade of "UNS". A second unsatisfactory term during enrolment in any of these courses will result in a performance designation of "F" and the student will be withdrawn from the program.

Graded Course Performance Designations

Letter Grade	Conversion Range Percentage Scale to Letter Grades
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	0-69 (Master's Unsatisfactory Performance Level)
F	0-72 (PhD Unsatisfactory Performance Level)

Final academic performance in each course is recorded as one of the above letter grades or as one of the Aother@ designations defined below.

5.6 Master's Degree Specific

5.6.1 Master's - Oral and Written Examination Requirements

Products of major projects (i.e. academic theses, major creative projects) that are not components of individual courses in a Program may be subject to formal written and/or oral examination as required by the Program.

5.6.2 Master's - Thesis or Major Project Supervision

Where a thesis or major project is part of a student's program of study, the student's Faculty Advisor, after consultation with the student, will recommend to the Program Director the appointment of a Thesis/Project Supervisory Committee of two to four persons, composed of the Major Project/Thesis Supervisor and at least one other School of Graduate Studies faculty member from the student's program. Where appropriate, an additional School of Graduate Studies faculty member from outside the student's program, a faculty member from outside the School of Graduate Studies, or an expert professional in the field of the Thesis/Major Project may be recommended as a member of the Supervisory Committee, subject to approval by the Dean of Graduate Studies.

The Program Director shall forward to the Dean of Graduate Studies the recommendations for committee appointments not later than the second term of study (or the equivalent for part-time students). The Thesis/Project Supervisor will chair the Supervisory Committee.

The Thesis/Project Supervisor together with the Supervisory Committee shall:

- a) meet regularly with the student;
- b) review the student's project proposal and recommend its approval to the Program Director not less than three months prior to the expected date of program completion;
- c) review the student's progress on the thesis/project at least once a term, and report to the student and the Program Director on whether that progress is satisfactory; if progress is deemed unsatisfactory (i.e. a UNS designation is given), inform the student, the Program Director and the Dean of Graduate Studies in writing with detailed reasons for this judgement;
- d) evaluate a thesis/project's readiness to be examined, and make a recommendation to the Program Director regarding a date for the defence;
- e) ensure that a copy of the student's thesis or major project is sent to each member of the student's Examining Committee as far as possible in advance of a scheduled oral examination, but no less than three weeks prior to the date scheduled.

5.6.3 Master's – Major Research Paper or Project³ Examining Committees

Where an oral examination of the major research project (MRP) or research paper (RP) is part of the student's program of study, the student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of an Examining Committee. The Examining Committee will normally be composed of the student's supervisor(s)⁴; the Program Director or designate; and one faculty member from the student's program who is a member of SGS. The Program Director, or designate, shall serve as the non-voting Chair of the committee. The Dean may approve the appointment of an expert professional in the field of the research paper/project, or a Ryerson University faculty member who is not a member of the School of Graduate Studies, to serve as an additional member of the Examining Committee.

5.6.4 Master's – Thesis² Examining Committees

Where an oral examination of the thesis is part of the student's program of study, the student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of a Thesis Examining Committee. The Examining Committee will be composed of the student's supervisor; the Program Director or designate; one faculty member from the student's program who is a member of SGS; and one faculty member who is not involved in the student's research but who is a member of SGS and who may or may not be from within the program. The Program Director, or designate, shall serve as the non-voting Chair of the committee. The Dean may approve the appointment of an expert professional in the field of the thesis, or a Ryerson University faculty member who is not a member of the School of Graduate Studies, to serve as an additional member of the Examining Committee.

The Program Director shall forward his/her recommendation regarding the composition of the Master's Thesis Examining Committee to the Dean for approval and appointment. When the committee is appointed, the Supervisor will set the examination date.

5.7 PhD Degree Specific

5.7.1 PhD - Comprehensive Examinations

Individual graduate programs are expected to establish both a comprehensive examination of selected areas of competence and an approval process for the student's dissertation proposal. The comprehensive requirements must normally be successfully completed within two years, and no later than three years, from the date of program registration.

³ The Project in the Communication & Culture program shall be considered a thesis.

⁴ Where there are co-supervisors, one vote shall be shared by the two.

5.7.2 PhD - Dissertation Supervision

The student's Faculty Advisor, after consultation with the student, will recommend to the Program Director the appointment of a Dissertation Supervisory Committee of two to four persons, composed of the Supervisor (and co-Supervisor, if applicable) and at least one other School of Graduate Studies faculty member from the student's program. Where appropriate, a School of Graduate Studies faculty member from outside the student's program, a faculty member from outside the School of Graduate Studies, or an expert professional in the field of the dissertation may be recommended as a member of the Dissertation Supervisory Committee, subject to approval by the Dean of Graduate Studies.

The Program Director shall forward to the Dean of Graduate Studies the recommendations for committee appointments not later than the beginning of the third year of study (or the equivalent for part-time students). The Supervisor will chair the Supervisory Committee.

The Supervisor together with the Supervisory Committee shall:

- a) meet regularly with the student and assign an appropriate performance designation of INP or UNS at the end of each term;
- b) review the student's background preparedness, and set the date for the Comprehensive Examination. Upon successful completion of the Comprehensive Examination, the Supervisory Committee shall forward the recommendation to proceed with the research to the Program Director for approval. Upon unsuccessful completion of the comprehensive exam, detailed reasons for the decision will be supplied in writing by the Supervisor to the Dean of Graduate Studies, the Program Director and the student within two weeks;
- c) formally approve the dissertation proposal;
- d) if progress is deemed unsatisfactory, inform the student, the Program Director and the Dean of Graduate Studies in writing with specifics of the reasons for this judgement;
- e) evaluate the readiness of the dissertation to be examined, and make a recommendation to the Program Director regarding the formation of the Dissertation Examining Committee (as outlined in 5.19);
- f) ensure that a copy of the student's dissertation is sent to each member of the student's Examining Committee as far as possible in advance of a scheduled oral examination, but no less than four weeks prior to the date scheduled.

5.7.3 PhD - Dissertation Examining Committees

The student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of an Examining Committee. The Examining Committee will be composed of one member of the supervisory committee; two faculty members from the student's program who are members of SGS; one faculty member from outside of the program who is a member of the School of Graduate Studies; one member external to the University who is an expert in the field of the dissertation, experienced with PhD level graduate studies, and at arm's length from the dissertation; and the Dean of Graduate Studies or designate, who shall serve as the non-voting Chair of the committee. If appropriate, an additional member may be recommended who is an expert professional in the field of the dissertation, or a Ryerson University faculty member who is not a member of the School of Graduate Studies.

The Program Director shall forward his/her recommendation regarding the composition of the Dissertation Examining Committee to the Dean for approval and appointment. When the committee is appointed, the Supervisor will set the examination date.

General

5.8 Required Members of Examining Committees

	Master's		Doctoral
	MRP/Project	Thesis	Thesis
Supervisor	1	1	1
Program Director or designate	Chair	Chair	
SGS Faculty - Within Program	1	Either 1 or 2	2
SGS Faculty - Outside Program		1 if 1 above	1
Dean, SGS or designate			Chair
External Examiner			1

5.9 Master's and PhD - Conduct of the Oral Examination

- 1) External Examiner's Report (PhD only):
 - A copy of the report will be given to the external examiner six weeks from the date of the oral examination.
 - A response will be sent to the Program Director within four weeks from the receipt of the report
 - The external examiner's report shall be given to the supervisor and the student one week before the examination

2) Role of the Chair

- The Chair is responsible for the proper conduct of the examination.
- The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination.
- The Chair then presides over the deliberations of the Examining committee but is a non-voting member, except in the case of a tie.

3) Non-Attendance

- If the External Examiner is not in attendance, a delegate shall present the external examiner's questions to the candidate. The delegate cannot be another member of the committee, and cannot alter the written vote of the external examiner. The Chair must have a copy of the external examiner's report at least one week before the defense.
- Any member of the committee that cannot attend the defense must submit a written report to the Chair at least one week before the defense. The Chair will then appoint a delegate, who cannot be an existing member of the committee, to carry the absent member's report to the examination. No more than two members may be absent from the defense. The supervisor(s) must attend the defense. If any committee member is absent, and has not been replaced by a delegate, the examination may proceed only with the approval of the Dean of Graduate Studies or his/her delegate. A delegate has the status of an committee member, and their vote substitutes for that of the absent member.

4) Presentation

- The examination begins with an oral presentation of the thesis by the candidate using whatever aids are required to make an effective presentation. This presentation should be limited to no more than 20 minutes, with the focus being on the main contributions and conclusions of the work.

5) Questions (which follow the oral presentation)

- The Chair gives priority to questions from members of the committee. Usually the external examiner's questions are presented first followed by those of the committee, with those of the supervisor last.
- The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions deemed necessary.
- If found to be appropriate or relevant, the Chair may ask questions that have been previously submitted to the committee by non-committee members in attendance.

6) Deliberations

- Only the Examining Committee will be present during deliberations.
- If the external examiner is absent, the deliberations commence by having the Chair of the Committee read the external examiner's full report of the thesis.

- If the external examiner is present, there is no need for the examiner's full report to be read. It is left to the external examiner to refer to the written report.
- Acceptance of the thesis will be based on a vote by the committee.

7) Decisions

The decision of the examining committee shall be by vote and shall be based on the thesis and on the candidate's ability to defend it. The "Report of the Oral Examining Committee" should be completed and signed by the members of the committee, one copy should immediately be given to the student, and a copy should be delivered to the School of Graduate Studies as soon as possible. The following decisions are open to the examining committee:

Oral Examination:

- Satisfactory
- Unsatisfactory

Written Thesis:

- Accept
Any minor revisions ranging from typographical errors to specified insertions or deletions that do not radically modify the development/argument of the paper shall be clearly specified in writing and the student's Supervisor shall ensure that they are made. When the Supervisor confirms that the changes have been made, the examination requirement has been met.
- Major Revision
Detailed reasons for referring the paper for major revision ranging from re-writing a large part of a chapter to including additional work will be supplied in writing by the Chair of the examining committee to the Dean, the Program Director and the candidate within one week following the oral examination. The examining committee must give final approval to the major revisions by reconvening the examination or by consultation.
- Fail
Detailed reasons for the decision will be supplied in writing by the Chair of the examining committee to the Dean, the Program Director, and the candidate within one week following the oral examination.

8) Recommendation for Governor-General's Gold Medal for Academic Excellence

The Chair of the Examining Committee must determine whether the Committee wishes to recommend the candidate for a Medal for

Academic Excellence. The criteria for recommending the student for the award include:

- i) normally a minimum overall grade point average of at least 3.67 in course work;
- ii) the Examining Committee, or its equivalent in the case of research essays/research projects, considers the thesis to be of publishable quality;
- iii) practicum work (where applicable) is categorized as outstanding by the practicum supervisor.

The Chair must record a recommendation from the Committee that the thesis/project is of publishable quality. This nomination will be forwarded to the Scholarship and Awards Committee for the program.

5.10 Master's and PhD - Preparation, Submission and Deposit of Thesis or Dissertation

Those students who, as part of their degree programs, must submit a thesis or dissertation to an Examining Committee for assessment will be subject to the following guidelines.

For the purposes of examination, the candidate will, in consultation with the Supervisor, prepare and submit sufficient copies to comply with the provisions of section 5.14 and 5.15 for the Master's Degree and 5.19 for the PhD Degree, above. All copies of the document or equivalent shall be returned at the request of the student upon conclusion of the oral examination.

Following the successful examination and completion of all corrections or revisions, the candidate will prepare at least two copies or equivalent of the approved Master's thesis and at least three copies or equivalent of the approved dissertation for submission. The candidate will submit to the School of Graduate Studies these copies of the approved thesis or dissertation, along with verification in writing by the candidate's Supervisor and the Program Director, that all required corrections or revisions have been made. The School of Graduate Studies will supply information regarding binding. These copies will be disposed as follows:

Program - one hard copy (double-sided)

Ryerson Library – one hard copy (double-sided)

(Optional for Master's and Required for PhD) National Library of Canada - One hard copy (single-sided) or an electronic copy (pdf).

If, at the time of final submission, the candidate wishes to protect any rights to publication or to obtain a patent that may arise from the candidate's research, or to delay circulation of the document for any other legitimate academic reason, the candidate may apply in writing to the Dean of Graduate Studies to

withhold the thesis or dissertation from circulation or copying for a period of no more than twelve months from the date of successful final examination.

As a condition of engaging in a graduate program of the University, the author of a thesis or dissertation grants certain licenses and waivers with respect to the circulation and copying of the thesis or dissertation. These licenses and waivers take effect upon the submission of the copies listed above, except in the case defined in the previous paragraph, where they will take effect following the period of withholding. They are as follows:

- i) the University Library will be permitted to allow consultation of the major project, thesis or dissertation as part of the Library collection and the making of single copies for another library or similar institution or for an individual for private study and research; and
- ii) the National Library of Canada will be permitted to undertake microfilming of the thesis or dissertation, and the lending or selling of copies of the film, as agreed to by the candidate in submitting National Library Form NL-91.

5. **Revised Graduate Student Academic Appeals Policy (Policy #152)**

Rationale:

This revised Graduate Studies Appeals Policy is modeled after the 2005 Revised Undergraduate Appeals Policy. It is clearer and more concise than the former version. In particular, the distinction between an informal academic consideration and a more formal appeal makes the process more understandable for students, faculty and programs.

In some instances, the Graduate version simply changes the undergraduate terminology. For example, Department/Chair is replaced with Program Director, and references to “Faculty level” appeals are replaced with “SGS Appeals We also added instructions for the SGS Appeals Committee (section IIE2) that are similar to the instructions for the Senate Appeals Committee.

Essentially, all of the elements of the previous GSAP are contained in the new format, with the following changes:

- Academic consideration is better defined and includes grade reassessment (re-grading of work or calculation error) at the program level, which was formerly considered only at the formal appeal level. The outcome is essentially the same, in that if an independent review is deemed to be warranted, the Program Director will select an appropriate person to do so. If the Program Director decides it is not warranted, this can be appealed at the next level (SGS Appeals Committee) under procedural error.
- As in the original, the student is responsible for discussing issues with the appropriate person(s): instructor, supervisor, program director. In some

cases, the phrase “the student would normally” has been replaced with “the student is responsible for”.

- Responses to appeals has been expanded to include “granted with conditions”
- A section on Dismissal of Appeals has been added, which is similar to the section which is new to the 2005 Undergraduate Appeals Policy
- In some cases, the timing of responses to requests for information was not defined in the previous Policy, and so this has been added, and mirrors the time allowed in the Undergraduate Policy. In the sections where the timing was defined in the previous Policy, it remains unchanged.

RYERSON UNIVERSITY
POLICY OF SENATE

GRADUATE STUDENT ACADEMIC APPEALS POLICY
Policy Number: 152

Approval Date: SGS Council: May 24, 2007

Replaces Policy: **#152 Graduate Student Academic Appeals Policy**

RYERSON UNIVERSITY
GRADUATE STUDENT ACADEMIC APPEALS POLICY

I. ACADEMIC CONSIDERATION

IA. GENERAL REGULATIONS

IB. ALTERNATE ARRANGEMENTS

**IB1. Accommodation for Missed Examination and/or Assignment:
Religious Observance**

IB2. Accommodation for Disability

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

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

IB5. Advance Consideration of Academic Standing

IC. GRADE REASSESSMENT

IC1. Regrading of Work

IC2. Calculation Error

ID. COURSE MANAGEMENT ISSUES

II. ACADEMIC APPEALS

IIA. APPEALS DURING THE TERM

II B. GROUNDS FOR COURSE GRADE APPEALS

IIB1. Prejudice

IIB2. Medical

IIB3. Compassionate

IIB4. Course Management

IIB5. Procedural Error

IIC. APPEAL OF ACADEMIC STANDING

IID. ACADEMIC APPEALS REGULATIONS

IIE ACADEMIC APPEALS

IIE.1. Program Level Appeals

IIE2. School of Graduate Studies Level Appeals

IIE3. Appeals to the Senate Appeals Committee

III. DISMISSAL OF APPEALS

IIIA. Circumstances for dismissal

IIIB. Dismissal at the Program Level

IIIC. Dismissal at the School of Graduate Studies Level

IIID. Dismissal at the Senate Level

RYERSON UNIVERSITY GRADUATE ACADEMIC CONSIDERATION AND APPEALS

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-scheduling or re-weighting of an exam or assignment because of missed work, the assignment of an INC or the permission to continue on provisional standing. It should be understood that students can only receive grades which reflect their knowledge of the course material.

This Policy⁵ 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. 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 informally resolve course-related issues with their instructor⁶. 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 (on the School of Graduate Studies website and the Senate website) 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.

All issues regarding academic standing should be referred to the Program Director⁷ of the student's program. (See section IIB on Grounds for Appeal of Academic Standing.) 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.

⁵ The "Undergraduate Student Academic Appeals Policy" applies for undergraduate students.

⁶ For the purpose of this document, "instructor shall mean any person who is teaching a graduate course or supervising a graduate student at Ryerson University

⁷ For the purpose of this document, Program Director shall include the designate of any Graduate Program Director

I. ACADEMIC CONSIDERATION

IA. GENERAL REGULATIONS

1. It is the student's responsibility to notify and consult with either their instructor or Program Director, 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 Program Director. Failure to do so may jeopardize the success of an appeal made at a later date.
3. When issues are not resolved with an instructor, or when a student does not receive a timely response from an instructor, the Program Director must be contacted for assistance if the student wishes to pursue the matter further before launching a formal appeal.
4. An appeal may be filed only if the issue cannot be resolved appropriately with the instructor or Program Director (see section IIB on **Grounds for Course Grade Appeal**)
5. It is the instructor's responsibility to respond when students raise grading or course management issues.
6. If the Program Director is the instructor for a course in which an accommodation or alternate arrangement is being requested and the matter cannot be resolved, the student should request that the Dean appoint an appropriate replacement to act as Program Director in the process.
7. It is the Program Director's responsibility to be accessible to discuss matters that cannot be resolved between the instructor and the student.
8. 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.
9. Students who are appealing their withdrawn standing may continue in their program and shall be registered in courses on the basis of a provisional contract until the standing appeal is resolved. Students must pay all appropriate fees. If the appeal is denied and they remain withdrawn, they will be given a full refund of the fees charged for the program in which they enrolled that semester.
10. Students shall be given supervised access to their graded work or final exam, and be permitted to use that work for a reasonable length of time in order to prepare the required explanation for a re-grading request.
11. If academic concerns are not resolved with the instructor or with the Program Director, students should consult the specific directions and forms for details on the filing of appeals. These may be found at the Senate or School of Graduate Studies websites. (See section IID for **Academic Appeals Regulations**.)
12. Appeals not filed by the published deadlines will normally not be accepted. In extenuating circumstances, students or university administrators may request that an extension be provided by a Program Director, Dean or the Secretary of Senate, depending upon the level. (See Section III).
13. 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 email address (see Policy 157: Establishment of Student Email 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 for 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).

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

- a. Students shall inform instructors, 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. Alternate arrangements may include the setting of a make-up test, transferring the weight of a missed assignment to the final examination or extending a deadline.
- b. Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex request for an alternate arrangement.
- c. 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 Program Director. If, after this consultation, they still do not accept the alternate arrangement offered, they must document their concern in writing to the Program Director and abide by the arrangement to the extent possible. If the test or assignment for which an alternate arrangement has been made becomes a point of contention in the final course grade, the student may appeal the final course grade at the end of the term, on the original medical or compassionate grounds. (See section IIC on **Grounds for Course Grade Appeals**.)
- d. Instructors will determine if medical documentation is required for an alternate arrangement based upon the length of the medical condition and the amount and type of the work missed and affected. 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 essential for an appeal based on Medical grounds. The Ryerson Medical Certificate and guidelines can be found on the School of Graduate Studies and the Senate web sites. The University may seek verification of medical claims.
- e. It is recognized that compassionate grounds may be hard to document. Nonetheless, students should present as much documentation as possible. For example, a death

certificate or notice from a funeral home would be appropriate documentation in the case of a death.

- f. All faculty and staff are required to exercise discretion and adhere to the principles of confidentiality regarding any documentation received.
- g. Normally, a student who missed a final exam will be given an “incomplete” (INC) and given a make-up exam as soon as possible within the completion period specified on the INC form.
- h. Unless an “incomplete” (INC) grade is applicable, the instructor cannot grant extensions beyond the final date for submission of grades as part of an academic consideration.
- i. 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.

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 their Program Director as soon as possible. Failure to do so will 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 Director, who should advise students as to what to do on a course-by-course basis as soon as possible. Suggestions may include completing the work in some courses, dropping some courses, requesting extensions of deadlines or requesting grades of “incomplete” (INC). A copy of the suggested arrangement will be kept on record in the program office.
- c. Each of the student’s instructors must receive an email from the Program Director informing him/her that the student will be requesting an alternate arrangement and, if the student requests, the arrangement that has been suggested. Students must contact each instructor to verify that the suggested arrangement is acceptable to the instructor. Instructors should not require documentation to support the request for an alternate arrangement, as an assessment has already been made.
- 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 Program Director. The Program Director must inform the involved faculty member that the student has dropped the course. If the drop deadline has passed, approval from the Assistant Registrar, Graduate Studies will be required to drop a course.

IB5. Advance Consideration of Academic Standing

If, during the semester, students experience medical or compassionate circumstances which may later affect their academic standing, it is the students’ responsibility to bring the situation to the attention of the Program Director at the earliest possible time.

IC. GRADE REASSESSMENT

IC1. Regrading of Work

- a. At any time during the semester, students who believe that an assignment, test or exam, either in whole or part, has not been appropriately graded must first review their concerns with their instructor within ten (10) working days of the date when the graded work is returned to the class. It is an instructor's responsibility to return graded work in a timely manner. Grades not questioned within this period will not be reassessed at a later date.
- b. An instructor may require a written request for regrading, stating why the work warrants a higher grade. It is not acceptable for students to request a higher grade without justification based on the merit of work.
- c. If there is a concern about work returned during the final week of classes, or a final exam or paper, there may 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. If an instructor does not agree to review the work, does not provide sufficient rationale for not reviewing the work, or does not respond to the student within five (5) working days, the student may consult the Program Director who should assist in resolving the issue and who may initiate a formal reassessment at the earliest possible opportunity. (See section IC1.f).
- 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.
- f. Reassessment of work by someone other than the instructor
 - i. If a student does not accept an instructor's regrading of the work and wishes to request a formal regrading, he/she must submit specific and detailed reasons, in writing to the Program Director as to why the original grade was inappropriate, including any evidence from 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. If the Program Director determines that a reassessment is not warranted, he/she may deny that reassessment, and inform the student, in writing, of the reasons and of the right to appeal that decision to the **Graduate Appeals Committee**⁸ on the grounds of Procedural Error (See section IIB.5).
 - ii. 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.

⁸ All appeals to the Graduate Appeals Committee should be submitted through the office of the Assistant Registrar, Graduate Studies.

- iii. The instructor will provide to the Program Director the grading scheme utilized in evaluating the work.
 - iv. Either the student or the instructor must provide the original graded assignment, test or exam in question to the Program Director.
 - v. A clean copy of the work, with all grading notations deleted indicating the student number but not name, must be provided to the Program Director. If it is a paper or assignment, or a test that has been returned to the student, the student must supply the copy. If it is an exam that has not been returned to the student, the instructor must supply the copy.
- g. The work will be remarked in its entirety by a qualified person other than the original instructor, as determined by the Program Director. Partial remarking is not permitted.
- h. 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.
- i. A reassessment 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, then the ground of the appeal is Procedural Error (see section IIB.5).

IC2. Calculation Error

- a. If a student believes that there has been a miscalculation of a grade due to an omission, improper addition, etc., the student 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. It is an instructor's responsibility to return graded work in a timely manner. Grades not questioned within this period will not be recalculated at a later date.
- b. If a recalculation is not done within five (5) working days of the request or the student disagrees with the result, the student must consult with the Program Director to assist in resolving the issue as soon as possible.
- c. The grade for the assignment may be higher, lower or the same as the original grade, and the reassessed grade becomes the official grade for that work. The revised grade cannot be subsequently appealed.
- d. If recalculation was not done or was not in keeping with the policy, then the ground of the appeal is Procedural Error (see section IIB.5).

ID. COURSE MANAGEMENT ISSUES

Students who have concerns about how a course is taught or managed, they should normally first consult with the instructor as soon as the concern arises. If they feel that the matter cannot be discussed with the instructor or if the matter cannot be resolved, students should consult with the Program Director. Failure to do so may jeopardize an appeal.

II. ACADEMIC APPEALS

Academic Appeals are reserved for issues related to grades or academic standings that could not be resolved with an instructor or a Program Director. Students will only receive grades which reflect their knowledge of the course material. With the exception of Procedural Error, no new grounds may be introduced at subsequent levels.

IIA. APPEALS DURING THE TERM

Appeals may be initiated at any time during the term by following the process below.

IIB. GROUNDS FOR COURSE GRADE APPEALS

There are five grounds that may be considered for a grade appeal: Prejudice; Medical; Compassionate; Course Management; and Procedural Error.

IIB1. 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 may appeal under the ground of Course Management.
- b. Students must consult with the Discrimination and Harassment Prevention Office if filing an appeal on the grounds of prejudice. The Discrimination and Harassment Policy is available on the Ryerson website. That office will do an assessment and make a recommendation to the Program 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, an appeal may then be filed on the ground of Course Management.
- d. If, during the course of any level of appeal, it is determined that there is a claim of prejudice on a prohibited ground, which was not investigated by the Office of Discrimination and Harassment Prevention, it will be referred to that Office and the decision will be delayed until that office has assessed the claim and made a recommendation.

IIB2. Medical

- a. If a medical condition occurs during the term, 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, signed by an appropriate regulated health professional for the applicable period of time. 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 certificates within three (3) working days of any test, exam or assignment due date to receive consideration for that work. Documents not submitted within this period will only be accepted under exceptional circumstances.

IIB3. 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, that 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 their 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. Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex application for consideration.
- b. While it is recognized that compassionate grounds may be hard to document, items such as relevant travel documents, death certificates or notices from a funeral home, letters from counselors, therapists, or religious or community leaders would be appropriate documentation. It is advisable that students provide as much documentation as possible. Where circumstances do not permit this, the student must inform the instructor as soon as reasonably possible.
- c. Students must submit applicable documentation within three (3) working days of a test, exam or assignment deadline in order to receive consideration for that work. Where circumstances do not permit this, documentation must be submitted as soon as reasonably possible.

IIB4. 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 significantly from the course management policies of the School of Graduate Studies 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 when it is relevant to their appeal, must detail where the deviation occurred and must explain how their academic performance was affected.

IIB5. 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. 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.

IIC. APPEAL OF ACADEMIC STANDING

Since Academic Standing is determined by students' academic performance, students must provide substantive reasons why their current standing is not appropriate. Standing appeals are generally based on medical or compassionate grounds or procedural error. Requests for changes must have supporting documentation attached. Students should normally have consulted with the Program Director as soon as the situation that affected their academic performance arose.

1. In appeals based on medical grounds, students will be required to submit documentation for the applicable period of time. The documentation should explain the duration of the medical condition and the impact of the medical condition on the students' ability to meet academic obligations during that period.
2. Appeals may be based on compassionate reasons when there are events or circumstances beyond the control of and often unforeseen by the student, that seriously impair a student's ability to meet academic obligations. Instructors or Program Directors should have been informed of these circumstances as soon as they affected a student's ability to complete their work so that alternate arrangements could be made. Failure to have done so may jeopardize the appeal. (See section IIB.3 on employment related concerns.)
3. Appeals may be based on 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.

IID. ACADEMIC APPEALS REGULATIONS

1. Each graduate Program Director or designate shall respond to student appeals.
2. The School of Graduate Studies Appeals Committee will respond to Appeals at the School of Graduate Studies level. All information regarding the Graduate Appeals Policy and Procedure is available to students on the School of Graduate Studies website.
3. In cases involving a graduate student and an Undergraduate or a Continuing Education course in which he or she may be enrolled, the Undergraduate Appeals Policy will prevail.
4. The Appeals Committee of Senate shall hear appeals at the Senate level.
5. In some situations, appeals may be dismissed (not accepted) at the School of Graduate Studies or at the Senate levels (see section III).

6. Anyone who chairs an appeals committee at any level may not serve on an appeals committee at any other level.
7. Conflict of Interest A member of an Appeals Panel should not 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, no less than five (5) working days before the hearing. Unless the conflict of interest is resolved, the Panel member shall be replaced. 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. The Panel member(s) that is challenged may offer a statement but may not take part in the Panel's decision on the conflict. If the Panel member with the conflict is excused and there is no quorum, the Hearing shall be adjourned and a new hearing scheduled with a new Panel member.
8. Burden and Standard of Proof: In an Academic appeal the onus is on the student 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.
9. All individuals who have responsibility for deciding appeals, including Program Directors, members of Appeals Committees, 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 decisions.
10. Statistics on the type, grounds and outcome of appeals must be reported to the Secretary of Senate at the end of each term.

III ACADEMIC APPEALS

III.1. Program Level Appeals

- a. All appeals at the Program level must be filed by the deadline stated in the Graduate Calendar using the forms (and instructions), available on the School of Graduate Studies and Senate websites, or from School of Graduate Studies or graduate program offices. Deadlines may be extended if grades are not posted in a timely manner. However, students must have inquired by the deadline stated in the graduate calendar if a grade is missing.
- b. Appeals will normally be submitted in person to the graduate program office. Fax or email submissions will only be accepted where prior arrangements have been made, to ensure that the appropriate person receives the appeal. Original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal. Appeals must be submitted
- 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 Program Director, and who wish to appeal, may

submit a formal appeal on the ground of Procedural Error 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 Program Director. Students who wish to appeal an academic standing must first consult the Program 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. If a student appeals only an academic standing, it will be deemed that the grade(s) upon which the academic standing was based have been accepted.
- f. If a student has initiated more than one appeal, the Program Director shall determine whether the various appeals should be heard concurrently or sequentially. If the appeals are heard sequentially, then the grade appeal must be heard first.
- g. If a grade appeal is delayed because there is an unresolved reassessment or recalculation, the related standing appeal may also be delayed.
- h. 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 program. As per the Student Code of Academic Conduct (available on the Senate website), a grade of “DEF” may be assigned while a misconduct charge is under investigation.
- i. Appeals of final grades submitted as a result of completing an “incomplete” (INC) are often posted during next term (rather than at the end of that term), depending on the requirement for completion stated on the INC form. An appeal of such a final 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.
- j. The program 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.
- k. The program must respond to the student in writing within ten (10) working days of the receipt of the appeal, whether the appeal was granted or denied. The letter must clearly state the basis on which the decision was reached. Students should indicate if they wish to pick up the decision in person or have the decision emailed, faxed or sent by mail. If the appeal decision is mailed, it will be deemed to have been received by the fifth working day following the postmark date on the envelope. Fax and email responses will be deemed to have been received on the date sent. Students are responsible for contacting the program if they have not received a response in the specified time period.
- l. Decisions
 - i. The Program Director or designate may not award a numerical grade, or require any action contrary to a university policy or collective agreement.
 - ii. The Program Director or designate may:
 - a. deny the request

- b. grant the appeal
- c. grant or deny the appeal in part, subject to conditions, or attach any conditions to any decision. If the student does not accept the conditions attached, the appeal will be considered to be denied.

III.2. School of Graduate Studies Level Appeals

- a. Appeals must be filed within ten (10) working days of receipt of the decision at the Program level and must be complete. Forms and Instructions found on the School of Graduate Studies website or in the office of the Assistant Registrar, Graduate Studies, must be utilized. Except for Procedural error, the grounds for an appeal should be the same as those claimed at the Program level.
- b. Appeals will normally be submitted in person to the Assistant Registrar, Graduate Studies. Fax or email submissions will only be accepted where prior arrangements have been made, to ensure that the appropriate person receives the appeal. Original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal.
- c. If students do not proceed within the timeline stipulated, the appeal will be considered terminated. Withdrawn students will be removed from their courses once the time for the appeal has expired without an appeal being launched.
- d. The Assistant Registrar, Graduate Studies, shall:
 - i. review the appeal to determine if it is complete and is within the deadline;
 - ii. immediately, forward the appeal to the respondent. The respondent shall reply to the appeal in writing to the Assistant Registrar, Graduate Studies, 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.
 - iii. establish a Hearing Panel of the School of Graduate Studies Appeals Committee and appoint a Hearing Panel Chair; (See section IID.7 for regulations on Conflict of Interest.)
 - iv. determine if the student's academic record is pertinent to the appeal;
 - v. determine, in consultation with the Chair of the Hearing Panel if, given the grounds of the appeal, it is necessary to call the instructor and/or the Program Director to be present;
 - vi. schedule a hearing based upon the availability of the student and the instructor or Program 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; and
 - vii. forward all of the submissions for the appeal, including a copy of the student's academic record where relevant, to: all members of the Hearing Panel; the Program 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 Assistant Registrar, Graduate Studies, either in person by prior arrangement

or by courier. It will be deemed that the information has been received on the date it was picked up or couriered.

- e. All Hearings shall be conducted in accordance with the *Statutory Powers Procedure Act (SPPA)*. A copy of the SPPA is available for review in the office of the Secretary of Senate.
- f. Hearing Regulations:
 - i. The respondent in the appeal shall be accompanied, when possible, by relevant faculty who shall attend to respond to any relevant questions.
 - ii. Both parties may bring witnesses, who shall normally be present at the hearing only while giving testimony. Students may bring one representative or advocate (including legal counsel) at this level.
 - iii. Unless the committee is informed of an emergency situation, if either a party, a representative or advocate, or a witness fails to attend the Hearing, the Appeals Committee will proceed in his or her absence.
 - iv. The Hearing Panel may adjourn the Hearing when it is required for a fair process.
 - v. An oral Hearing may be open to the public except when the Hearing Panel is of the opinion that matters involving public security may be disclosed or the person disclosing intimate financial or personal matters may be negatively affected by doing so.
 - vi. In order to provide advice on the process and information on a student's academic record, the Assistant Registrar, Graduate Studies, may be present at the Hearing.
- g. If the School of Graduate Studies fails to respond to a student's appeal within the stipulated time period, 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.
- h. In some situations, appeals may be dismissed (not accepted) at this level (see section III).
- i. The School of Graduate Studies must respond to the student in writing within ten (10) working days of the receipt of the appeal. The letter must clearly state the basis on which the decision was reached. Students should indicate if they wish to pick up the decision in person or have the decision emailed, faxed or sent by mail. If the appeal decision is mailed, it will be deemed to have been received by the fifth working day following the postmark date on the envelope. Students are responsible for contacting the office of the Assistant Registrar, Graduate Studies if they have not received a response in the specified time period. The School of Graduate Studies Appeals Committee must send copies of the decision to the instructor, the Program Director, the Registrar and the Secretary of Senate.
- j. Decisions
 - i. The School of Graduate Studies Appeals Committee may not award a numerical grade, or require any action contrary to a university policy or collective agreement.
 - ii. The School of Graduate Studies Appeals Committee may:
 - d. deny the request

- e. grant the appeal
- f. grant or deny the appeal in part, subject to conditions, or attach any conditions to any decision. If the student does not accept the conditions attached, the appeal will be considered to be denied.

III.3. Appeals to the Senate Appeals Committee

a. Students must submit an appeal to the Secretary of Senate within ten (10) working days of receipt of the School of Graduate Studies Level response. Forms and instructions for the filing of Appeals can be found at the School of Graduate Studies or Senate websites, or are available from the office of the Secretary of Senate. Appeals will normally be submitted in person. Fax or email submissions will only be accepted where prior arrangements have been made, to ensure that the appropriate person receives the appeal. Original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal.

b. The Secretary of Senate shall:

- viii. review the appeal to determine if it is complete and is within the deadline;
- ix. Immediately, forward the appeal to the Program Director. The Program Director shall, upon receipt, inform the Secretary of Senate who shall be the respondent. The 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.
- x. establish a Hearing Panel of the Senate Appeals Committee and appoint a Hearing Panel Chair; (See section IID.7 for regulations on Conflict of Interest.)
- xi. determine, in consultation with the Associate Registrar, if the student's academic record is pertinent to the appeal;
- xii. determine, in consultation with the Chair of the Hearing Panel if, given the grounds of the appeal, it is necessary to call the instructor and/or the Program Director to be present;
- xiii. schedule a hearing based upon the availability of the student and the instructor or Program 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; and
- xiv. forward all of the submissions for the appeal, including a copy of the student's academic record where relevant, to: all members of the Hearing Panel; the Program 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. It will be deemed that the information has been received on the date it was picked up or couriered.

c. All Hearings shall be conducted in accordance with the *Statutory Powers Procedure Act (SPPA)*. A copy of the SPPA is available for review in the office of the Secretary of Senate.

d. Hearing Regulations:

- i. The respondent in the appeal shall be accompanied, when possible, by relevant faculty who shall attend to respond to any relevant questions.
- ii. Both parties may bring witnesses, who shall normally be present at the hearing only while giving testimony. Students may bring one representative or advocate (including legal counsel) at this level.
- iii. Unless the committee is informed of an emergency situation, if either party, a representative, or advocate, or witness fails to attend the Hearing, the Appeals Committee will proceed in his or her absence.
- iv. The Hearing Panel may adjourn the Hearing when it is required for a fair process.
- v. An oral Hearing may be open to the public except when the Hearing Panel is of the opinion that matters involving public security may be disclosed or the person disclosing intimate financial or personal matters may be negatively affected by doing so.
- vi. In order to provide advice on the process and information on a student's academic record, the Secretary of Senate and a representative of the Registrar's office, respectively, may be present at the Hearing.

g. Decisions

- i. The Hearing Panel may not award a numerical grade, or require any action contrary to another university policy or collective agreement.
- ii. The Hearing Panel may
 - a. deny the appeal.
 - b. grant the appeal
 - c. grant the appeal in part subject to conditions. If the student does not accept the conditions attached, the appeal will be considered as denied.
- iii. 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 by the means specified by the student within five (5) working days. The Secretary of Senate must send a copy of the decision to the Chair, the Dean and the Registrar.
- iv. Decisions of the Appeals Committee of Senate are final and binding.
- v. Based upon matters arising at the Hearing, the Hearing Panel or Appeals Officer may make recommendations on procedural or policy matters to the Appeals Committee of Senate, the Secretary of Senate, a Program or the School of Graduate Studies Appeals Committee or Appeals Officer, a Dean or the Registrar's Office.

III. DISMISSAL OF APPEALS

IIIA. Circumstances for dismissal

1. Submission past the deadline.
2. Incomplete submissions, or submission forms improperly completed.
3. Missing an exam and/or assignment for religious observance (Section 1B.1): 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: Accommodation of Student Religious Obligations)

4. Accommodation for Disability (Section 1B.2): 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.
5. Regrading (Section 1C1) or Recalculation (Section IC2): Grade re-assessments are not grounds for an academic appeal. 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 Program 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 IIB5). There is no appeal of the new grade received – it may go up or down or remain the same.
6. Prejudice (Section IIB1) – if the Discrimination and Harassment Prevention Office has found that there has been no prejudice on a prohibited ground, continuation on the ground of prejudice will be dismissed.
7. Medical (Section IIB2) – Documentation must be submitted within three (3) days of a missed test, 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 not medical documentation submitted with an appeal based on medical grounds.

IIB. Dismissal at the Program 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 Program 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 Program Director. Supporting documentation may be required.
3. Students should be notified in writing of the dismissal of the appeal.
4. There is no further appeal unless it is based on Procedural Error (IIB5)

IIC. Dismissal at the School of Graduate Studies Level

1. If an appeal is dismissed (not accepted) at the School of Graduate Studies 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 or designate 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.
5. There is no further appeal unless it is based on Procedural Error.

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 reason 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.
5. There is no further appeal.