

School of Graphic Communications Management

# STUDENT GUIDE

2021-2022

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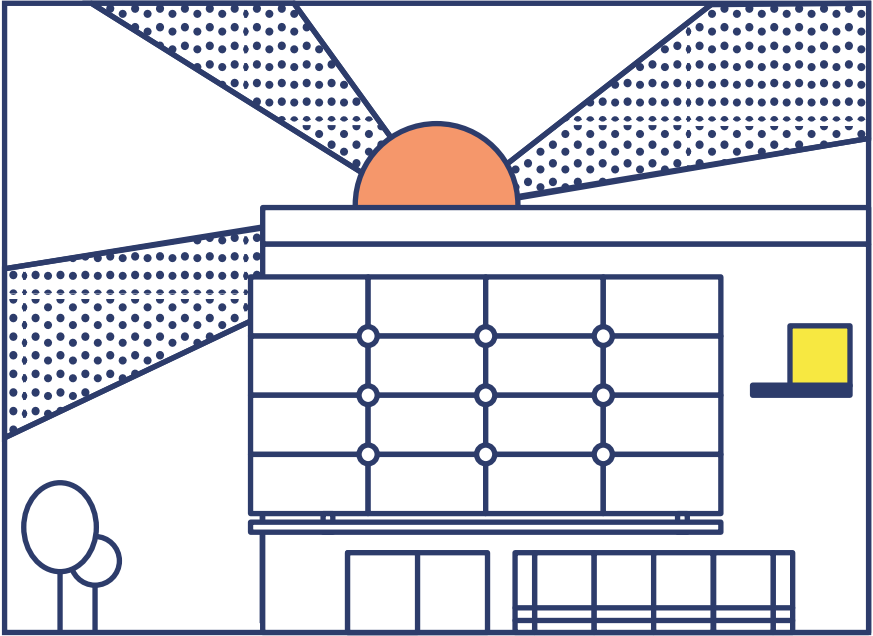
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# School of Graphic Communications Management



## Our Mission

The goal of the School of Graphic Communications Management is to graduate individuals who will become effective professionals in the printing industries with a solid foundation of education and technical training to enable them to develop as professional managers.

## Ryerson University Mission Statement

The special mission of Ryerson University is the advancement of applied knowledge and research to address societal needs, and 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.

As a leading centre for applied education, Ryerson is recognized for the excellence of its teaching, the relevance of its curriculum, the success of its students in achieving their academic and career objectives, the quality of its scholarship, research and creative activity, and its commitment to accessibility, lifelong learning, and involvement in the broader community.

## About The Creative School

The Creative School attracts talented students from across the country and around the world to its programs in media, design, and fine arts. The Faculty includes the Schools of Creative Industries, Graphic Communications Management, Journalism, Fashion, Image Arts, Theatre, RTA School of Media, Interior Design, and Professional Communication.

An intensive curriculum combines in-depth professional practice with theory and contextual studies, emphasizing experiential learning in and beyond the classroom.

Each of the Faculty's programs enjoys a strong reputation and provides much of the new talent for Canada's cultural and communications fields. Throughout your time here you'll have the opportunity to work with students from around the faculty, building a large and diverse network of friends and colleagues. The Creative School also hosts a number of **Zone Learning opportunities**, where you can gain hands-on experience building a business in media, design, tech and fashion.

To learn more about The Creative School, head to [The Creative School's page on the Ryerson website](#).



# Letter from the Chair of GCM

**W**elcome to a new year in the School of Graphic Communications Management (GCM)! We are now in the second year of the global pandemic, which has changed many things for everyone. These changes also include education. Many of you finished High School in a virtual format, and some of you experienced their first year of university also wholly virtual. Learning and teaching in a virtual setup are challenging for all parties involved.

Nevertheless, the faculty and staff at GCM are dedicated to ensuring your academic success. The last academic year showed the fantastic work put in by faculty and the extraordinary work created by you, the GCM students. Some of this work can be seen on the GCM homepage in virtual showcases.

I am excited that the School will be offering select courses for in-person learning this fall semester. In the winter semester, university life will hopefully go back to a new normal where most classes will take place in-person, and you get to meet your fellow students in real life, and these meetings can and, quite often, will result in life-long friendships.

GCM is in a unique position in that it is the only university degree program of its kind in Canada. Over the years, GCM has established a fantastic worldwide reputation. The students played a significant role in this by being part of extra-curricular student groups and clubs, participating in international competitions in relation to the printing industry; GCM has made its mark. Therefore, I encourage you to join many of the teams and clubs offered by the School and the University.

Your four years in this program will allow you to grow professionally, develop a passion for the industry you will enter after graduation and gain expertise in your field of study. You know you are in GCM when you need half an hour explaining what you do in this program to family and friends.

Please read this guide, as it includes valuable information to help you navigate your first year of university. Have a fantastic and successful year!



Martin Habekost, Dr. rer. nat.  
Chair, School of Graphic  
Communications Management





# Land Acknowledgement

“Toronto is in the ‘Dish With One Spoon Territory’. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect.”

# GCM's Statement of Inclusion

The School of Graphic Communications Management supports a non-sexist, non-transphobic, non-homophobic, non-ableist and non-racist environment and is committed to upholding the values of equity, diversity and inclusion. The School also supports an inclusive learning environment where diverse perspectives are recognized, respected, and seen as a source of strength.





## Contact List

For the complete list of current faculty, instructors, and contract lecturers, please visit [GCM's list of faculty and staff](#).

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# General Information

Hello and welcome to GCM! This handbook is your guide for everything you need to know about starting the program. The first thing you should do is check out the [Ryerson Calendar](#). It contains a lot of useful info, including significant dates (like when you need to pay your fees), course descriptions for when you're planning your year, and details about our various Concentrations and Minors.

To pay your tuition, enroll in courses and view your class

schedule, you'll use Ryerson's Administrative Management Self Service, known as RAMSS. You can login to RAMSS at [my.ryerson.ca](http://my.ryerson.ca) (no "www") with your Ryerson username and password.

Ryerson also has a [Student Guide](#) that will help you get around the larger university.

## **A Note About Policies and Web Links**

This Student Guide contains information from official Ryerson policies. If there is a difference between this guide and the policy available on Ryerson's website, then the Ryerson policy supersedes this document.

Web links and other references were correct at the time of publishing. If you have any trouble with web links or references, please ask for help from the GCM office.

## **Address Changes**

Any changes to your personal information should be promptly communicated to the University. Use RAMSS to update your mailing address, telephone number and email.

## **Email**

You must set up and use a Ryerson email account to communicate with professors and staff. We won't answer emails from other accounts like Gmail or Outlook. You can easily activate your email account [here](#). If you have any issues, please visit [Ryerson's Computing and Communications Services \(CCS\)](#).

## **Assignment Drop Box**

GCM assignments submitted outside of class time should be deposited in the assignment drop box outside the GCM main office. If your instructor asks that assignments be submitted in a folder or envelope, make sure to use a transparent one. Assignments should not be handed to office staff or left on the office counter.

## **Lockers**

Need some storage on campus? You can sign up for a free locker in the GCM office! Try to do so in the first or second week of classes, as they fill up quickly. All lockers are located in Kerr Hall, a short walk from our building.

# Strategies for Success

## Attend Class Consistently

Attending class is essential to keeping up with the course material and staying informed about assignments. Walking into a test you didn't know about is not a good feeling! Some instructors will also grade you on class attendance and engagement. Even if they don't, it's your job to create a class schedule you can commit to and prioritize your academic progress.

## Get to Know Your Instructors

Your instructors want you to succeed. They want you to engage, ask questions and challenge assumptions. All instructors hold office hours where you can meet them one on one. If you're struggling with the class, reach out to them and they will gladly help you. They're also very connected in the printing industry, and can offer career advice and mentorship.

## Confirm Your Program Requirements

When registering for courses, especially liberal electives, make

sure they meet your program requirements. There are two ways to do this: Using your academic advisement plan on RAMSS, or by checking in with Marietta, our academic coordinator. Find her in the contact list a few pages back.

## Use Learning Support Services

Ryerson has many services to help you reach your academic and personal goals. Student Learning Support offers workshops, tutoring, and counselling to help you meet your academic and personal goals. The Writing Centre is available to help you improve your academic writing skills, while the Library offers research help, study spaces, technology assistance, and more.

Visit the [Ryerson Student Resources page](#) for a full list of resources and how to contact them.

## Plan a Manageable Course Load

First year is often a time of adjustment, so make sure you don't take on more courses than you can handle. Most first years take 5 courses in the fall semester and 6 in the winter.

## Find Time to Relax

Make sure you incorporate relaxation time into your schedule. Staying healthy is crucial to success at university. Setting aside time to spend with friends or pursue a hobby will make you happier, healthier, and more successful.

## Set Realistic Goals

Many students who were used to top grades in high school are surprised by the higher academic expectations at university. Don't be discouraged or frustrated if you don't get straight A's in your first year. Instead, focus on developing new learning strategies and you'll find your grades steadily improving. Aim to thoroughly learn the material, and good grades will follow.

## Learn to Study Effectively

Are you a morning person or night owl? Do you like to study alone or with a group? At home or at school? Find out what works for you and stick to it!

Studying wisely is better than studying longer. Speak with your instructors to clarify their learning expectations, and work on finding that balance between knowing the smaller details and understanding the "big picture."

Manage your time and follow a regular study schedule instead of cramming at the last minute, and ask for help when you're stuck.

# Ryerson Student Resources

Staying mentally and physically healthy are key for academic success. Key resources to help your wellbeing during your time at Ryerson include:

## Student Affairs

Ryerson's Student Affairs department supports your wellbeing, personal and professional development, and community involvement through many programs including the Career Centre, Counselling Services and, yes, puppies. See the [Ryerson Student Affairs page](#) for more.

## Student Groups

Are you an avid gamer? Maybe a musician? Or do you want to get to know more people in your program or ethnic community? Ryerson has dozens of student groups for whatever you want to try. And if we don't have one that meets your needs, it's easy to start it on your own! We'll detail



GCM-specific groups later in this guide, but you can also check out a master list of groups on campus at the [Ryerson Student Union's website](#).

## **Athletics and Recreation**

Your gym membership is included in your tuition. Ryerson has two gyms: The Mattamy Athletic Centre (MAC) at old Maple Leaf Gardens, and the Ryerson Athletic Centre (RAC) in the quad. The facilities come with full service gyms, a running track, squash courts, basketball courts and more. You can work out by yourself, with a trainer or in a class, book a massage, and join an intramural team if there's a sport you enjoy! Head to [Ryerson's Recreation page](#) for more info.

## **Medical Centre and Health Promotion**

Ryerson's Health Centre is located on campus in Kerr Hall (KHW 181). The Centre provides a wide range of medical services, including illness treatment, routine check-ups and exams, and reproductive health services. For more information, visit Ryerson's student health and wellness: [Medical Centre](#) or call 416-979-5070.

Ryerson Health Promotion's website also provides resources and helpful info about physical

and mental wellbeing: [Ryerson Health Promotion Programs](#).

## **Student Development and Counselling**

The Centre for Student Development and Counselling offers a variety of confidential counselling services. Professional counsellors may work with students one-to-one or in a group setting. Visit Ryerson's [Centre for Student Development and Counselling page](#) for more information and to book an appointment.

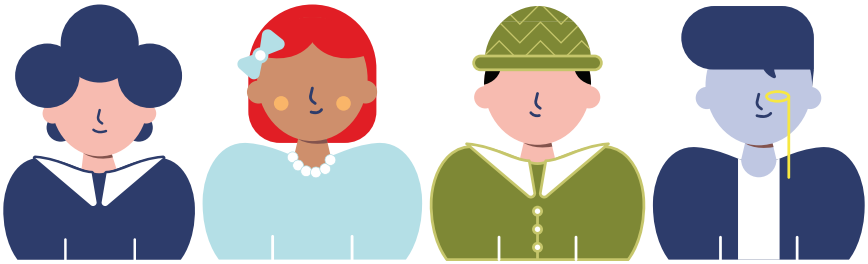
## **Community Food Room**

The Community Food Room provides hunger relief to those struggling financially. It's located on the second floor of the Student Campus Centre at 55 Gould St. Connect with them via [foodcentre@rsuonline.ca](mailto:foodcentre@rsuonline.ca).

## **Health and Dental Coverage**

All full-time students pay into Health and Dental coverage through the Ryerson Students' Union. The plan also provides travel insurance. If you're already covered for these things, you can easily opt-out and get your money back. Find out how and read an overview of the plans at Ryerson Students' Union: [Members' Health and Dental Plan](#) page.

# Respecting the GCM Learning Environment



GCM is a big school with a small footprint! Respecting the environment of the HEI building is a responsibility we all share. Many people, not just GCM students, use this building on a daily basis. You'll often see university staff and industry professionals, who you may work for one day!

## You can do your part by:

- Keeping noise to a minimum. If you want to hang out and be social, head to the Student Learning Centre's 6th floor. There's lots of space there to relax!
- Avoiding messy food. Ryerson has multiple cafeterias and eating spaces including the HUB Cafeteria, the Ram in

the Rye, the Quad, Lake Devo, Gould Street or many others.

- Cleaning up after yourself. Garbage, and recycling should all be deposited in the nearest waste container. If you need assistance with a spill, please contact GCM office staff or one of the technicians to obtain tools to clean up mishaps.

## Project Room

If you need a workspace in the building, head to our Project Rooms on the second and third floors in HEI. Space is booked on a first come first serve basis, but you can reserve a spot via the sign-up sheet just outside the room.

# GCM Extra-Curricular Teams and Clubs



GCM sponsors several extracurricular student teams and clubs. These include:

## Colloquium

The Colloquium Team organizes a speaker event each year, bringing together students and industry on a current relevant theme. Industry speakers share their expertise, and the mix of student and industry attendees always guarantees rewarding opportunities for discussion and networking.

## Grad Formal

Took part in prom planning in high school? Help plan the send off for our graduating students!

## Grad Book

Enjoyed designing your yearbook? Create a book full of memories for the graduating students to cherish forever.

## Letterpress Club

The Letterpress Club is an interdisciplinary group with members who collaborate to complete a letterpress project each semester. Members learn the fundamentals of letterpress printing such as movable type and the uses of various inks and papers. They also get hands-on experience learning typography, composition, layout and letterpress printing.

## Phoenix Challenge Team

The Phoenix Challenge is a flexography competition which takes place at the annual international FTA Flexo Forum each spring. Past teams have competed in Las Vegas, Dallas and San Diego.

## RyePack

RyePack is Ryerson's student group dedicated to creating opportunities for learning about packaging. Students engage with

the packaging industry through several unique field trips, speaker events and design competitions.

## RyeTAGA

RyeTAGA is the Ryerson student chapter of the Technical Association of the Graphic Arts (TAGA) — an important research association in the printing industry. The student chapter publishes its own annual journal of research for competition and has won several top prizes at conferences across North America, including in Portland, San Francisco and Pittsburgh.

## Xplor Ryerson

Xplor Ryerson helps connect students who share an interest in digital documents to industry professionals from the Xplor International Network. Xplor International is a not-for-profit group for professionals in the electronic document industry, offering networking and educational opportunities for its members.



# Student Representation

## GCM School Council

The School Council is the academic decision-making body that reviews and approves curricular, operational and other changes affecting GCM. Membership includes students, faculty and staff. One student representative from each year will sit on the Council. Student representatives are elected by the students in each year of the GCM program.

## GCM Course Union

The Course Union represents GCM students within Ryerson. The student-led executive and class reps organize social activities, trips, intramural athletic teams and academic events. The course union is also a good liaison between you, the student union, faculty and university administration. Find them on Facebook, Twitter and Instagram [@GCMCU](#).

## Ryerson Students' Union (RSU)

The RSU is your hub for activity on campus. The union empowers students and builds community

at Ryerson by advocating for your rights, supporting student groups, events and initiatives, and providing discounted services to save you money! Learn more at [Ryerson Students' Union](#) page.

## **Ryerson Communication and Design Society (RCDS)**

RCDS is the first student-led umbrella society in a creative faculty in North America. The society represents all nine schools in the The Creative School. RCDS builds community, hosts conferences and competitions, and offers over \$200,000 in extracurricular project funding for students in the The Creative School. Visit their [website](#) to learn more about the opportunities in The Creative School.

## **First Year/Third Year Buddy System**

You'll be assigned a third year buddy who will mentor you through the first year, helping you navigate the program and printing industry. The buddy list will be distributed in September, so don't hesitate to reach out to yours when you get their name and contact info!



# **Events**

## **OPIA (Ontario Printing/ Imaging Association) Dinner Meetings**

The OPIA dinners are great networking opportunities! We cover your costs and will email you each time one is coming up. All you need to do is sign up in the GCM office. However, please note that if you fail to attend a dinner you registered for, you may have to reimburse the school and your future attendance privileges could be suspended.

## **Industry Trade Shows**

We strongly advise that you attend local printing industry trade shows like Print World and Graphics Canada. There you'll see first hand what companies across the country are doing. Attending might be included in a class assignment, so you'll not only be building your career network, but getting credit for it!

## Colloquium

Our annual Colloquium is an event for you to get to know GCM alumni, industry reps and school partners, many of whom work where you might want to be someday. The night includes discussions on industry trends and open networking opportunities. Colloquium generally happens in the second semester.

## Employment Fair

This is exactly what it sounds like. Our Job Fair & Intern Fair are for 3rd and 4th year students looking for internships and full time work. These students will get the chance to interview directly with some of the top printing companies in Canada.

## Volunteering at School Events

Many of our events are run and supported by student volunteers. If you're interested in helping put together amazing events like Awards Night, Grad Formal or the ones above, keep an eye open for our email call outs!



# Curriculum, Course Selection and Withdrawal

As mentioned, you enroll in, switch and drop your courses through RAMSS. Make sure you're planning your semesters well in advance and keep an eye on your email for course intention announcements and final selection days.

Students may not drop any core GCM course without approval from Academic Coordinator Marietta Canlas. Whether you're planning your schedule or thinking about dropping an elective course, it's still a good idea to speak with her. You can reach her at [mcanlas@ryerson.ca](mailto:mcanlas@ryerson.ca) or 416-979-5000 x 6582. Or, just come into the GCM Office and book an appointment. She's here to make sure you stay on the right track.

If you're thinking of withdrawing from the program, you must meet with our Chair, Dr. Martin Habekost beforehand. Please refer to the [Ryerson Undergraduate Calendar](#) for withdrawal deadlines and

make your appointment with the Chair well in advance of that day. Withdrawal forms can be picked up at the information centre or online at [Office of the Ombudsperson's FAQ](#) page. Do not expect to arrive at the GCM office on the deadline date and have your form approved.

Students who do not officially withdraw from the program and do not attend classes are still financially and academically responsible to Ryerson.

## Timetable and Course Changes

After you enroll, you'll be able to see your class schedule on RAMSS. You must attend the class time and section specified on your schedule. If you want to switch your section for another time, you have two options:

1. Wait and hope it opens up on RAMSS

Or

2. Find someone to switch with you and work with Marietta to make it seamless.

If you're thinking of dropping a course, pay attention to Ryerson's Significant Dates found on the [Ryerson Calendar](#). Depending on when you drop it you might not

be fully reimbursed and could be subject to academic penalty.

## Fees

Make sure you watch the deadline to pay your tuition and fees, which is also found on Ryerson's [Significant Dates Calendar](#). Paying fees late might cause them to rise. If you have any questions about or issues with your fees, visit the Office of the Registrar (ServiceHub) in the Podium Building at POD-150.

## Minors

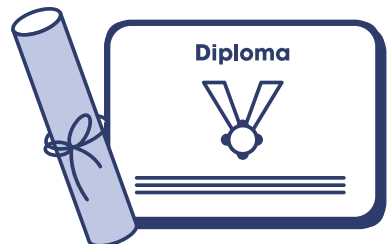
Minors are a great way to explore a field outside GCM. They're optional, and generally take six courses to complete. These courses will likely fill your elective slots each semester, but may mean taking extra classes. When pursuing a minor, it's up to you to make sure you're taking the right courses, then when you come up to graduation you'll be able to "declare" it on RAMSS. Please note students on academic probation will not be authorized to take extra courses to earn a minor.

Ryerson has over 50 minor options, in a wide range of fields, so you can choose what interests you. These include:

Accounting  
Acting/Dance Studies  
Biology  
Business Essentials  
Caribbean Studies  
Chemistry  
Child and Youth Services  
Communication and Design  
Computer Science  
Criminology  
Curatorial Studies  
Cyber Studies  
Disability Studies  
eBusiness  
Economics  
English  
Entrepreneurship and Innovation  
Environment and Urban  
    Sustainability  
Ethics  
Events and Live Entertainment  
    Management  
Family Supports and Community  
Practice  
Fashion Studies  
Film (Cinema) Studies  
Finance  
French  
Geographic Analysis  
Geography  
Global Management  
Global Narratives  
Global Politics and Development  
Health Services Management  
History  
Human Resources Management  
Information Technology  
    Management  
Labour and Employment Relations  
Law  
Marketing

Mathematics  
Middle East and North Africa  
(MENA) Studies  
Music and Culture  
News Studies  
Nonprofit and Voluntary Sector  
    Management  
Occupational Health and Safety  
Organizational Leadership  
Philosophy  
Photography Studies  
Physics  
Politics  
Professional Communication  
Psychology  
Public Administration  
Public Relations  
Real Estate Management  
Retail and Services Management  
Sales Management and Service  
    Quality  
Social Innovation  
Sociology  
Spanish  
Tourism  
Visual Studies

For more information about minors, please refer to the minors Policy section of the [Ryerson calendar](#).





## Concentrations

Concentrations within GCM are another way for you to customize your degree and learn specialized skills. Again, Concentrations are optional, and give you a level of expertise beyond the core curriculum, setting you apart when you enter the workforce.

We currently have 4 Concentrations to choose from:

### *Digital Graphic Output*

Get a competitive edge in the design world with deep and flexible knowledge of digital graphics, meaning you'll be ready to step into any creative role — working for an agency, client or as a freelancer.

### *Leadership*

Our variety of general and print-specific business courses, from managerial finance to finding market opportunities, will prepare you to lead a project team or start your own company.

### *Packaging*

Learn what it takes to make your products stand above the rest on the shelf, and gain experience with some of the cutting edge technologies in this ever-changing field.

### *Publishing*

From print magazines to e-books, you'll gain a well-rounded view of today's publishing industry and gain unique skills needed to stand out as a graduate.

#### *Graphic Output*

##### **Required (3):**

GCM 754  
GCM 802  
GCM 854

#### *Leadership*

##### **Required (3):**

ACC 406  
ENT 601  
FIN 300

#### *Packaging*

##### **Required (2):**

GCM 800  
GCM 808

#### *Publishing*

##### **Required (2):**

GCM 720  
GCM 722  
GCM 802

##### **Plus three (3) of:**

GCM 804  
GCM 806  
GCM 810  
GCM 850  
GCM 852  
GCM 858  
GCM 860

##### **Plus three (3) of:**

FIN 401  
FIN 510  
GCM 746  
GCM 810  
GCM 816  
GCM 850  
GCM 852  
GCM 860

##### **Plus three (4) of:**

GCM 740  
GCM 746  
GCM 750  
GCM 804  
GCM 806  
GCM 810  
GCM 854  
GCM 856

##### **Plus three (3) of:**

GCM 730  
GCM 738  
GCM 740  
GCM 746  
GCM 806  
GCM 810  
GCM 812

# Lab and Lab Policies

## Labs

GCM has the following labs available for work and research:

- Packaging Lab (HEI 004)
- Press Lab (HEI 010)
- Binding and Finishing Lab (HEI 005)
- Multi Use Lab (HEI 304)
- Input and Output Labs (HEI 301 A/B)
- Premedia Mac Labs (HEI 302 & HEI 306)
- Instrumentation Lab (HEI 206)

The first four of these labs are regulated by instructors for special projects. The Premedia Mac Labs are independent and have their own set of guidelines.

## GCM Mac Labs

Our Mac Labs are located on the third floor, and can be used for independent work when a class isn't taking place. A lab schedule will be posted on the door and our website under "Student Resources" at the beginning of

each semester. Lab space is first come, first serve.

## Lab Access

You must have your Ryerson OneCard to enter these labs. If you don't have your OneCard yet, apply online [here](#) and pick it up in the OneCard Office (JOR 02). Your first OneCard is free, but replacing it will come with a price.

## Lab Rules

- 1. Entry by OneCard only between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday.** If your lab takes place outside these hours, your instructor will open the door for you. There are limited supervised open hours during and outside these times. When open hours occur after 6 p.m. or on weekends, the Lab Monitor will open the lab door for you.
- 2. No food or drink in the labs.** Spilled beverages or crumbs could damage equipment, making it unavailable to other students and accumulating repair expenses. Please leave food and beverages in the

shelves next to the door and pick them up when leaving.

### 3. Professionalism in the lab.

The labs are intended for completion of assignments. Students are expected to work and interact quietly and avoid loud noises that may interfere with the work of others.

### 4. Entertainment software.

Students are not to use lab computers for entertainment software including YouTube, Facebook, Netflix, video games and personal email. Not only is this distracting to others, but it unnecessarily ties up a computer that could be used for project work.

5. **Monitoring and Privacy.** Since the computers, software, and student home folders are property of Ryerson University, computers and their usage may be subject to monitoring. Consequently, students are not guaranteed privacy when using these systems.

6. **Ryerson's harassment policies** require that you do not load any files that could be taken as being offensive to others. Keep this in mind if you are browsing or working on projects in the lab. This policy also covers desktop pictures.

These issues are explained in the [Ryerson Student Code of Non-Academic Conduct](#).

## Lab Etiquette

- Respect the rights of others in the lab.
- Do not knock, walk in or otherwise disturb a lab that is in session.
- Do not customize the hardware or software in any lab.
- Use only the fonts and software supported by GCM.
- It is illegal to copy, load and remove any software without permission.
- Do not play games on lab computers.
- Use headphones when listening to music.
- Do not use lab computers for personal email.

## Quick Start Guide for HEI iMac

All Apple computers (iMacs) located in the Heidelberg building (HEI 008,010,100,302,304,306) which are designated for student use have a system redesign, please note the changes below.

In order to use iMac computers in the Heidelberg building you must create and activate your Ryerson Online Identity.

## New login process using RUAD system

- Use [my.ryerson.ca](http://my.ryerson.ca) USERNAME & PASSWORD to gain access to iMac computers.
- Note that passwords are case sensitive.
- Ensure no extra spaces before or after your USERNAME or PASSWORD

If your my.ryerson.ca login works, so should your login for GCM iMac computers; if you are having issues with your account please use the following to address issues:

- Report problems with account activation.
- Report general problems with your account or the my.ryerson Portal
- Report problems with the my.ryerson Portal.

## ThawSpace

The ThawSpace is a public shared folder that is ONLY accessible once you have logged into a GCM iMac. The ThawSpace icon can be

found on the Desktop.

The ThawSpace is a public shared folder; please be aware of the following:

- Files will be deleted from the ThawSpace NIGHTLY
- ThawSpace is designed as a working/active file storage space when using applications
- Always backup your ThawSpace files to USB or Google Drive before logging out
- Always delete your ThawSpace files from the ThawSpace before logging out

## Visitors and Guests

The labs are for the use of students registered in GCM courses only. Visitors are accepted into lab sessions only with prior permission of the lab instructor. Visitors are not permitted during open lab hours.

## Enforcement of Lab Rules

Students who break the computer lab rules may be subject to disciplinary action. The type and severity of the discipline is governed by the severity of the infraction and any relevant university policies, including but

not limited to policies on academic and non-academic conduct.

## Printing

Your ancillary lab fees cover the printing of **GCM lab-related projects and assignments only**. All other printing is disallowed unless prior consent is obtained. The use of GCM printing for student group projects must be approved by the faculty advisor for the group. All other requests to use the printing equipment for non-GCM work should be made to the Chair.

**The colour printers are to be used as proofing devices only**. Please do not use the colour printers to output the documentation for other papers or projects.

## File Storage and Backup

You have file storage space on the GCM file server, but we suggest you also use an external hard drive or USB stick to make sure you don't lose anything.

## Lost and Found

Please label all personal tools and materials that you use in the labs. If you leave something in the lab, check the lab access schedule and arrive to collect it when the next break occurs. Any items left in the lab are usually turned into

the GCM office, where they are held securely for a limited period of time. Any items not picked up in a timely manner will be turned over to the lost and found in the security office at 285 Victoria Street. Note that lost USB drives may be with your lab instructor.

## Reporting Hardware, Software and Equipment Issues

Issues and concerns about any equipment or systems on the third floor can be emailed to: [gcmtechhelp@ryerson.ca](mailto:gcmtechhelp@ryerson.ca). Issues with any of the equipment or systems in the basement should be reported to Peter Roehrig at [proehrig@ryerson.ca](mailto:proehrig@ryerson.ca).

If you accidentally break a piece of equipment while using it, please report it. We know accidents happen and reporting it lets us fix the problem right away.

If you need to find another computer lab on campus, you can view a full list at the [Computing and Communications Services \(CCS\)](#) page.

If you need to borrow a laptop, check out [Ryerson's Media Services Borrowing Guidelines](#).

# Print, Instrumentation and Bindery Labs



## Housekeeping

Working with ink can get messy, and it's your responsibility to keep this workspace clean. Make use of the lab coats and cleaning supplies in the room. If you spill ink on the floor or test benches, please wipe it up immediately, or else it will stain the surface.

If you require additional instruction on how to maintain a clean and safe working environment, contact Peter Roehrig, Printing Processes Technician (HEI 02). If you observe any unsafe conditions in the printing processes or bindery and finishing lab, immediately report them to Peter or your instructor.

## Lab Access

Students may use the instrumentation & press, and binding & finishing labs if they are registered

in a course which uses these labs. Outside of scheduled lab time and open hours, the lab doors will be locked. Open hours in labs are supervised by lab staff.

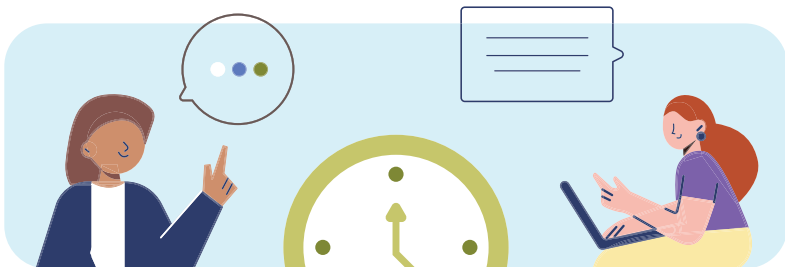
Lab access is available:

- During your own lab section's scheduled period
- During posted, supervised open hours

## Emergency Situations

In the event of a fire alarm or other evacuation notice, students are required to leave the building until it is safe to return. If you are working in the lab during Open Lab hours, do not wait for printouts, scans, etc. Remove yourself and your belongings until it is safe to return. The fire wardens for GCM are Peter Roehrig and M. Khaled Ahmed.

# Completion of Assigned Work



At the beginning of the semester, you'll be given a course outline, which will tell you everything you need to know about the class — assignment and test dates, required readings, weekly topics, etc. The outlines will be posted on D2L, Ryerson's learning management system, which you will find through [my.ryerson.ca](http://my.ryerson.ca).

Assignments may have different submission guidelines based on the type of work (essay, digital project, etc). It's your responsibility to ensure your assignment is submitted properly on or before the due date. Many of your assignments will be submitted through our Assignment Drop Box outside the GCM office.

Once you submit your assignment to the dropbox it **cannot** be retrieved, so ensure that your assignment is complete when you hand it in. If work is not submitted on time, it will be dated and time

stamped as late. Late assignments are subject to penalties as described on your course outline.

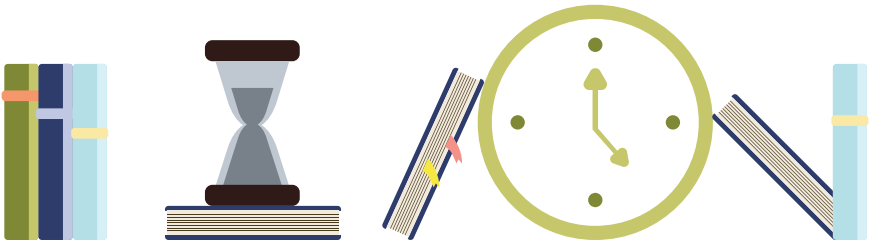
Some instructors may require a copy of written reports to be submitted to Turnitin.com, a plagiarism-prevention service. Refer to the [Ryerson's Academic Integrity policy](#) for details.

For on-screen computer grading of lab assignments the student must have their project completed, saved on removable media (e.g. USB) and available for loading and checking during their lab session in the week specified by the instructor. It is the responsibility of each student to retain back-up copies of all submitted material. When submitting a USB drive for marking, please ensure that the only files on the key are those to be marked.

# Attendance and Class Participation

Students are expected to attend all class lectures and assigned labs. The lectures are intended to provide instruction and the labs are where you get to practice what you've learned and work on assignments. Failure to attend class may not only result in missed information and opportunities to engage with

classmates and instructors but it may also result in lost marks. In some of your classes and labs, you may receive marks for attendance and participation. It's up to your instructor to decide how many marks, if any are attributed to each but this information will be included in your course outline.



# Group Work and Academic Integrity

## Group Work

Though some of your courses at GCM will incorporate some form of group work, no more than 30% of your final grade will result from work where you don't receive an individual assessment. It is up to your instructor to determine the

total amount of group work in the course and the course syllabus will provide details about the amount of group work that's expected. Group work is an essential part of your educational experience, because many of your jobs will include it. However, it can present some unique issues. Instructors



may require you to identify your individual contribution to these submissions or even rank your group members. It's your job to work out the problems within the group, but if it becomes too challenging, contact your instructor **promptly** for assistance.

By putting your name on a group project, you're accepting responsibility for the entire work. This means you know the content is original and meets academic integrity standards.

## Academic Misconduct

All students must thoroughly understand Academic Integrity, Misconduct and Ryerson's involved policy and how it can affect you. You can learn more about Ryerson's academic integrity and misconduct [here](#).

Academic misconduct, including plagiarism, is not tolerated. Professors, instructors, academic assistants, and staff in the department are required to report each incident of plagiarism and/or academic misconduct.

Plagiarism includes, but is not limited to, copying, reproducing or paraphrasing from the work of a current or former student, from published or unpublished sources, including the internet, books, and periodicals, without

proper credit. It also includes failure to cite sources in a report or other work. Knowingly aiding academic misconduct is in itself academic misconduct. This includes lending or offering for sale reports or other assignments with the intention that these works be copied and submitted for assessment. Further examples are described in the policy.

## Penalties

The penalties for Academic Misconduct are described in the Undergraduate Course Calendar and on the Senate website. Pay close attention to [Policy 60: Student Code of Academic Conduct](#) and [Policy 61: Student Code of Non-Academic Conduct](#).

## Tips for Preventing Academic Misconduct in Group Work

The following suggestions are provided to help you avoid situations of academic misconduct when participating in group work.

1. Know your group members well. Expect high standards of them and yourself.
2. Accept responsibility and ownership for the content and quality of the entire work. Take pride in your work.

3. Begin the work early. Avoid procrastinating.
4. Participate fully in all planning, research, and rough work. Never copy directly from other sources, including other students' work, publications, books or websites, unless you properly cite the source.
5. Insist that all group members keep all rough work, notes and lists of sources consulted. Do not throw out rough notes.
6. Avoid splitting and delegating large tasks without thorough follow-up as to the source of research, statements, diagrams, figures and quotations.
7. All members of the group should check or proofread the work of all other members. If the work of another member is questionable in source or quality, ask the person about it and ensure it is corrected.
8. Use the correct APA (or other approved) format for all quotations, citations, and references.
9. Consult the Ryerson Writing Centre or the instructor if you need help with correctly citing sources. There are also writing and style manuals in the library and the bookstore.
10. Complete and assemble the final work as a group.
11. Check the report, assignment, project, or work, in its final form before it is submitted. Ensure it is complete with footnotes or endnotes and references. Every member of the group should do this.
12. If you have concerns about the academic integrity of the work produced by any of your group members, discuss them with the person. If your concerns are not resolved, discuss them without delay with the instructor. This is to be well in advance of the due date, before the work is submitted or presented.
13. It is each student's responsibility to protect the integrity of their work. Do not leave your files or hard copies where others may access them. Ensure you LOG OFF! Any student providing their work to others may be guilty of plagiarism.



# Non Academic Conduct



## Exams

Please refer to Appendix A in this document for the Ryerson Exam Policy and Procedures.

## Religious, Aboriginal and Spiritual Observances

If you'll have religious, aboriginal or spiritual observance obligations that will make you miss school, consult your instructor at the start of the semester, ideally within the first two weeks.

You can find additional details about Ryerson's policies on religious, aboriginal, and spiritual days of observance [here](#).

## Academic Consideration: Medical Documentation

If you have justifiable medical grounds for missing an assignment, test or exam, you must notify your instructor in

advance or as soon as reasonably possible, preferably by email. This will enable you and the instructor to make alternate arrangements for you to complete the required course work. Medical circumstances do not exempt students from completing course work.

**Students are required to submit the Ryerson Health Certificate to the GCM office within 3 business days.** Even if your medical form needs to go to another instructor or program, please submit your form to GCM, as we're your home base program. The Ryerson Health Certificate must be submitted within 3 working days of the missed deadline. To learn more, refer to the [Ryerson Senate Policy 134](#).

The approved Ryerson Standard Health Certificate is available online [here](#).

## Academic Consideration: Compassionate Grounds

Compassionate grounds normally refers to unexpected or tragic circumstances beyond a student's control which affect their ability to complete academic work.

Similar to medical consideration, consult your instructor by email as soon as reasonably possible.

You may be required to submit documentation to your instructor and a copy to the GCM office. The documentation must be submitted within 3 working days of the missed deadline, test, or exam. Learn more at [Ryerson Senate Policy 134](#).

## Accommodation of Students with Disabilities

GCM is committed to accommodating students with disabilities. The disability services office works with students who have temporary or permanent disabilities that can impact their academic life. These issues can include physical mobility issues to sensory impairments and ADHD and mental health. Don't hesitate to contact the disability services office or your instructor if you require an accommodation. The office is located in the Student Learning Centre on the 4th floor. You can read the handbook

for students who require accommodation of disabilities. Visit [Ryerson Student Academic Accommodation Support](#) page for more information.

You may also refer to [Policy 134: Undergraduate Academic Consideration](#), and [Appeals and Policy 159: Academic Accommodation of Students with Disabilities](#).

## Grades

While some instructors will use numeric percentages (eg. 80%) to grade an assignment, your final course mark is recorded as a letter grade. Each instructor uses their own system to arrive at final grades and will communicate this in the course outline. Your final grades will automatically be added together to calculate your overall GPA, which you can find on RAMSS. If you repeat a course, you'll need to do a GPA Adjustment, which can be done through the GPA Adjustment Report [here](#). Note that failing a course three times can result in being withdrawn from the program.

If you have a hold on your account due to owed fees, outstanding library books, or other issues, you will not be able to see your final grades until the issue is cleared.

## Return of Graded Assignments, Tests and Exams

Graded assignments are normally available for pick-up in the GCM office. You may pick up only your own individual or group assignment, and not the assignments of other students. **Please do not leave your graded work in the GCM office for an extended period of time.** It's important that you receive and act on feedback from your instructors.

Feedback on tests is provided by your instructors. If you wish to review your test with your instructor individually, please make an appointment to do so promptly after the test is graded.

Final exams are not returned to students, but are kept by the School for a period of time. If you wish to see your graded final exam, you must make an appointment with your instructor.

## Grade Point Averages and Academic Standing

Your academic standing is established at the end of each semester using your cumulative GPA (CGPA), which considers each class you've completed at Ryerson.

In order to maintain a "clear" academic standing, you need a CGPA of 1.67 or higher (approximately a 61% or C-). A clear standing is required in order to graduate. Students whose CGPA is lower may be placed on Probation or be Required to Withdraw. A low GPA can also hurt your eligibility chances for awards and could cause you to lose current scholarships.

Students with a "Probationary" academic standing are required to sign a probationary contract at the start of each term, and are limited in the number of courses they take. The choice of courses must be specified in the contract and is subject to approval by the School of GCM. **Students on probation may not add or drop courses without permission.**

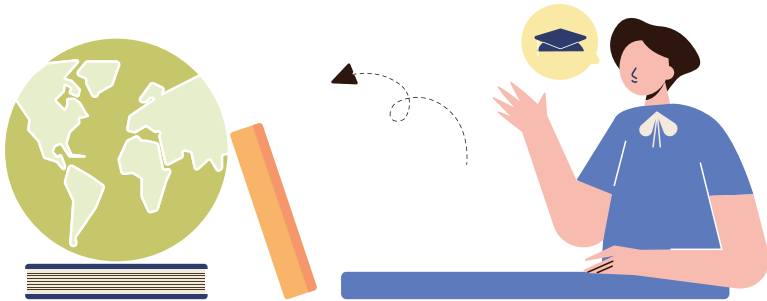
Please carefully note the pattern of prerequisites (courses you must take before advancing) within our program. This pattern may prevent some students with a "Probationary" standing from proceeding with a normal course load.

More info on Academic Standing is available in Appendix C in this document.

## Academic Appeals

Please refer to Appendix D in this document for information regarding the Appeals Policy and Process.

# Study Abroad



## International Exchange

Through GCM and Creative School, you have the opportunity to study abroad at one of our partner schools in Korea, Germany, Sweden, Denmark or Belgium and London, England! Selected students generally go abroad in the Winter semester of 3rd year.

If you're considering an international exchange, you should advise the Academic Coordinator early in your second year. Participation in exchange is not guaranteed, and is a competitive process. Outbound

exchange students must meet minimum GPA requirements and should be on pace or ahead in their studies.

Information sessions for interested students are usually in the Fall each year. You can learn more about studying abroad through [The Creative School's International Exchange](#) page.

## Honours Class in Flexible Packaging

*Artevelde University College Ghent, Belgium*

Separate from the international exchange, this two week honours

class aims at highlighting the production of packaging, mainly focusing on the prepress and file handling related topics.

The Graphical and Digital Media department of [Artevelde University College Ghent](#) organizes this class in cooperation

with [Esiko](#), a global supplier of integrated solutions for the packaging and label, sign and display, commercial printing and publishing industry.

For more information contact Chair Martin Habekost, at [mhabekos@ryerson.ca](mailto:mhabekos@ryerson.ca).

# Awards and Scholarships



You're eligible for a variety of awards and scholarships within GCM and around Ryerson, many of which are attainable after first year. We'll send out deadlines and application information in the Fall semester.

For more information on Ryerson-wide scholarships,

awards, bursaries or other financial assistance (OSAP) visit the Student Financial Assistance office at POD 59, or online at [Student Financial Assistance](#) page.

This year, GCM has the following individual and industry sponsored awards (subject to change):

Award Name	Amount	Criteria
R.B. "Tom" Atkins Scholarship	\$250	Application Necessary – see GCM office for details.
Canadian Printing Industries Scholarship (multiple recipients; can be renewed up to four years)	\$1500	Awarded to 1st year students upon admission – must maintain a "B" average to keep scholarship

Francesco Giorgio Memorial Award (split amongst the team)	\$2500	Most innovation business plan for a new graphic communications company
G.K. Teamwear Award	\$500	Highest standing in Printing Processes – 1st year
Gary Hanna Graphic Communications Award	\$300	Application necessary – see GCM offices for details
Cliff Hawes Memorial Scholarship	\$1000	Application necessary – see GCM office for details
Schawk Canada Inc. Award	\$500	Student with most improved grades between 1st and 2nd year
Chia Tse Award (Presented by the Toronto Craftsmen Club)	Gift	First ranked 3rd year student
William Somerville Memorial Award	\$400	Excellence in photomechanical and electronic prepress technology in 1st, 3 years of the program.
Mary Black Leadership Award	\$250 (x2)	Two students who exemplify their leadership skills in coordinating and hosting the annual GCM Colloquium event.
Jeff Watson Memorial Award	\$1000	Highest standing in Advanced Technology – 4th year.
GCM Rep Award	\$300	GCM Rep who has enhanced students' involvement at GCM.



David and Anna Bulmash Innovation Award in Cross-Media Study	\$3000	Awarded to a student who has completed a project related to cross media applications of print.
David and Anna Bulmash Innovation Award for International Exchange	\$3000	Awarded to a student embarking on an international exchange in the upcoming winter semester
Eclipse Imaging Scholarship	\$2500	Awarded to the student who has attained the highest mark in Introduction to Graphic Communications and Graphic Communications Technologies (GCM 110 and GCM 111)
C.J. Graphics Inc. Award	\$1000	This award is directed toward a group project; open to students enrolled in 3rd year of GCM program; achieved a minimum 3.00 CGPA; must demonstrate benefits of sustainability in the printing industry, with a focus on improvements, or on measurability, or on proposed cost savings.
Narinder and Deepa Lal Award	Up to \$7500	Must have completed first-year in the GCM program and be currently enrolled in on a full-time basis; be in good academic standing; have a minimum CGPA of 2.67; have demonstrated financial need.
Manroland Award	\$500	See GCM office for details.

PAC Awards of Excellence

\$5000  
(2 x \$1500;  
2 x \$1000)

Must have completed 1st year in the GCM program and be currently enrolled in 2nd year; be in good academic standing; be current members of PAC.

Sina Printing Award in Project Management

\$1000

Have the highest GPA in GCM 375 Project Management for Graphic Communications; (First year of award) Have the highest combined average of GRA 530 and GRA 630

For a complete list of available scholarships, visit the [current students](#) tab in the School of Graphic Communications Management website.

## Third Year Internship

In the summer between 3rd and 4th year, you'll complete a 420 hour internship. **Internships must be paid and you're responsible for finding your own placement.** However, we do help through GCM's Job Fair in March, Intern Fair in the summer, and an electronic job board with postings from around the industry.

You must complete all prerequisite courses and have your internship approved by our Internship Coordinator before you start working. For your internship you need to register in the course WKT 608.

### Internship and International Exchange

If you're studying abroad, we encourage you to ask your host university about internship options in that country. Working abroad is a great experience that can open up many doors for you. You'll need to make sure you can legally work through, which you can figure out with Creative School's Exchange Coordinator.

Due to differences in the semester start and end dates for our exchange partner schools, it may not be possible for you to return to Canada in time to participate in our normal internship period. **Prior to**

**departure**, you should meet with our Internship Coordinator to make arrangements, especially if you want to intern in Canada.

## Internships Outside of Canada

Even if you're not going on exchange, you can still intern abroad. From past experiences, we recommend seeking internships in regions where you have relatives or family friends.

If you want to intern outside of Canada, consult the Internship Coordinator as early as September of third year, so you have time to figure out passport, visa and work permit requirements.

**For more information about GCM's Internship program, please refer to the [Official GCM Internship Handbook](#).**

## GCM Connect & Collect

The GCM Connect & Collect app is a new way for you to record your **connections** with industry and **immediately collect credit** towards your internship hours. Think of it like earning points on a credit card that you can trade in for great stuff later on. Connect and collect at [GCM's website](#) today!

Opportunities where you interact

directly with industry (whether for course credit or in an extra-curricular capacity) will qualify for points. You can earn up to a maximum of 100 points from first to third year GCM, which can be redeemed for a maximum of 80 hours towards your internship! You're required to complete a minimum of 20 points over three years, and failing to do so will result in a grade reduction in the internship course. Points are broken down into two categories: partial-day events (minimum of three hours) and full-day events (minimum of five hours).

The GCMCC app has been created for you to quickly and easily submit information about the events you attend. All you need to do is log into [www.gcmcc.ca](http://www.gcmcc.ca), enter basic information about the event, and include a "selfie" from it. If the information provided is accurate, complete, and valid, their submission will be approved and you'll see your points value increase on their GCMCC app dashboard upon next login.

For more details, visit the GCM website under the Current Students tab, GCM [Connect & Collect](#).

## Opportunities that Qualify

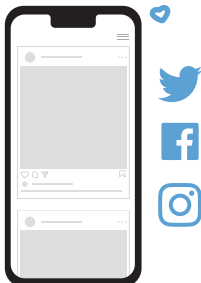
Students can collect points on approved GCM industry-related

events. At the beginning of each semester, check this website for the official, up-to-date list of events that qualify. In addition, students may qualify for points on events not listed, providing they obtain pre-approval. These events may be part of a course (course credit), or extracurricular events (activities outside of class time).

## Graduation Information

- You must successfully complete all program requirements as prescribed by Ryerson's Senate in order to graduate with a degree, diploma, or certificate.
- You must submit an **Application to Graduate** via RAMSS in order to determine if you are eligible to graduate.

If you are eligible to graduate, you will be invited to attend Convocation. These graduation ceremonies are held in the Spring and Fall of each year. More information regarding Convocation can be found [here](#).



## Social Media & Newsletter

Be sure to follow GCM on social media! This is a great way to stay informed about GCM news, events and other important information. All our social media channels are updated regularly, and the content shared is relevant and carefully selected. When should I register for courses next semester? When can I apply for international exchange? When is the next industry trade show I can attend? All these questions will be answered on these channels!

### 1. **Instagram:** [@RUGCM](#)

A fun, visual way to keep up with GCM news and events, and to see awesome examples of student work and success stories. Our Instagram Story is updated regularly with important academic dates and opportunities around campus.

### 2. **Facebook:** [facebook.com/RUGCM](#)

Communicate with students from all years on our Facebook page, where we share events from GCM and all our student groups. Don't miss out on events such as acoustic night, mock interviews, Colloquium, and much more.

**3. Twitter:** [twitter.com/RUGCM](https://twitter.com/RUGCM)

Our Twitter is the best way to stay connected with industry. We share relevant industry articles and news on our feed. Not only can you interact with professionals, but you may just find that great article that will help you out on your next assignment.

**4. LinkedIn:** [linkedin.com/company/graphic-communications-management-gcm/](https://linkedin.com/company/graphic-communications-management-gcm/)

Over 1000 students, alumni, and industry members have joined the GCM group on LinkedIn. LinkedIn is the leading social media platform to connect professionals and it's highly recommended to join for networking and internship/career opportunities.

It can be difficult to stay on top of all the email communication you'll receive as a student. To assist, we've created the In the Loupe newsletter. This carefully curated resource is your monthly guide to making the most out of your GCM experience.

Included in each issue: GCM news and important academic dates; a listing of GCM and Ryerson events; scholarship and employment/internship opportunities; Connect & Collect opportunities; and fun photos of recent GCM events. As a GCM student, you are automatically signed up to receive the newsletter. Keep an eye out for each issue in your Ryerson inbox and be sure to read through each one!



# APPENDIX

## **APPENDIX A: Ryerson's Examination Policy**

The University has ultimate responsibility for the successful completion of the examination session, the maintenance of exam integrity, and for assisting students, departments, and invigilators to carry out their respective roles. See full policy at [Policy #135 – Examination Policy](#).

## **APPENDIX B: Ryerson University Student Medical Certificate Guidelines**

When a student formally requests academic consideration for medical grounds, Ryerson University requires that a Medical Certificate or letter from a physician be submitted. A certificate must be presented to your home program within 3 working days of a missed due date, test, or exam to receive consideration. The Ryerson University Medical Certificate is available [here](#).

## **APPENDIX C: Academic Standing Information**

In undergraduate degree and

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

### **Clear**

A cumulative grade point average (CGPA) of at least 1.67. Students with Clear standing may continue their program studies with no restrictions except for the obligation to satisfy prerequisite requirements.

### **Probationary**

A cumulative grade point average (CGPA) of 1.00 to <1.67. Students with Probationary standing may not continue their program studies until a Probationary Contract outlining a specific plan for studies and academic support has been authorized by their course registrations. Course intention requests will be cancelled for the term in question. Students with a Probationary standing in the Winter, Spring, or Summer terms will be eligible to continue their studies as long as they achieve a term grade point average (TGPA) of 1.67 or higher. Students with a Probationary standing in the Fall term will remain on Probation

in the Winter term provided they meet the terms of their Probationary Contract and do not violate approved Department/School standing variations. Failure to meet the terms of the Probationary Contract as set out by the School or Department will result in the student being required to withdraw from their Ryerson program. **Students who raise their CGPA to 1.67 or higher will be placed on Clear standing.**

### Required to Withdraw

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

- i. A CGPA of less than 1.00 (except students enrolled in their first semester)  
or
- ii. A term GPA below 1.67 while on Probation  
or
- iii. Violation of any approved Department/School Standing variation  
or
- iv. Violation of a Probationary Contract (including unauthorized changes to the contract or failure to

negotiate a Probationary Contract).

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

Students REQUIRED TO WITHDRAW from their program will not be eligible for reinstatement in their program for 12 months. However, in cases where a further semester of study could result in a CLEAR standing by the end of the semester, students may request the permission of their Department/School to continue to take courses on PROBATION in the immediately following semester (or a later semester with the permission of their Department/School). If the student fails to achieve a CGPA of 1.67 at the end of the semester, they will be REQUIRED TO WITHDRAW.

Students who have been REQUIRED TO WITHDRAW from a Ryerson program may not continue their program studies. Applications for reinstatement to the student's original program or transfer to another program will

be considered. In such cases, a student may not return to studies until 12 months have elapsed following the REQUIRED TO WITHDRAW standing. No courses taken between when a student is REQUIRED TO WITHDRAW and reinstatement or transfer to another program will be granted Ryerson credit.

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

Some programs may reinstate students with a Probationary Contract which may significantly restrict course load and require successful completion of specific program courses. Programs may also specify grades which must be achieved. Successful completion will allow the student to continue on PROBATION (or CLEAR standing if a CGPA of 1.67 or higher is achieved). Students who are unsuccessful will be permanently withdrawn from

their program. Normally a student may not receive more than one Probationary Contract of this sort.

## **Permanent Program Withdrawal**

Students will be permanently withdrawn from their program for the following reasons:

- i. Any academic performance that would result in "Required to Withdraw" standing for a second time.
- ii. Failure of a course required by their program for a third time.

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

## **Disciplinary Suspension**

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



-tact their program department to make arrangements for reinstatement. If your appeal is denied, you must apply for reinstatement to the program after at least one term of suspension. You should be prepared to show some “reasonable” evidence as to the prospect of successful study. You should be aware that courses taken while a student is suspended will not be credited towards GPA calculations, academic standing, or graduation requirements within the student’s program.

This is only a guide to the academic standing at Ryerson. If you have any questions about your academic standing, you should consult the [current policy](#) and speak with the Academic Coordinator in the GCM office.

### Grades and Grade Point Averages

You will be able to see your final grades on [RAMSS](#) roughly two weeks after the official end of term. Most of the time, your grades will follow the conventions of the following grading scale:

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

## APPENDIX D: Academic Consideration and Appeals

This outline does not include everything you need to know! Please consult the Policy on Undergraduate Consideration and Appeals for details. Appeals forms and instructions are available on [Ryerson's Senate Resources](#). Please note that all appeals for GCM courses must be submitted to the GCM office by the date listed in the Ryerson Calendar.

Your academic appeal may not be accepted under some circumstances.

The Undergraduate Academic Consideration and Appeals Policy includes definitions of the grounds for appeals and makes it clear that students must bring forward concerns which may impact their academic performance as soon as possible. In accordance with the Statutory Powers and Procedures Act (SPPA), the Senate Appeals Committee has developed rules for when and how appeals may be dismissed by a Dean or by Senate.

Appeals may be dismissed in the following circumstances (Section numbers refer to section of the Undergraduate Academic Consideration and Appeals Policy):

- i. Missed Deadline (Section IID): If you do not file appeals by the deadline dates and timelines found in the Calendars (appeal to the department/school) and in the policy itself (further appeals), then your appeal will normally not be accepted (Section IA.10).
- ii. Missing an Exam and/or an assignment for religious observance (section Ib1) – if you have not filed the appropriate forms at the beginning of the semester you cannot appeal on the ground that graded work was missed for religious observance at a later date.
- iii. Accommodation for disability (Section IB2) – if you have been given accommodation through the Access Centre, but have not requested that accommodation from your instructor, you should not expect to claim the accommodation after-the-fact. For example, if the Access Centre stated that you were to be allowed to take an exam at the Centre and you did not present this to the instructor, or chose to take the exam with the class, you cannot claim the accommodation after the exam.
- iv. Merit of Work (Section IC1) and Calculation Error (Section IC2) – These are considered

'grade re-assessment' and are not grounds for an academic appeal. You are required to review your 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 the final exam or paper. If the instructor does not agree to review the work or does not respond to you within five (5) working days, you may consult the Chair/Director. The only appeal allowed 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 kind of appeal is Procedural Error (Section IIA.5). You cannot appeal if you do not like the new grade you receive – it may go up or down or remain the same. The consequences of having your work re-graded are clearly outlined in the policy.

- v. Prejudice (Section IIA1) – As the policy clearly outlines, an appeal based on prejudice first proceeds to the Discrimination and Harassment Prevention Office. If that Office finds that there has been no prejudice on a prohibited ground and you wish to proceed on the basis of personal bias or unfair treatment, and appeal may be filed on the ground of Course

Management. If other grounds have been claimed, the appeal can proceed on those grounds only, but not on the ground of Prejudice.

- vi. Medical (Section IIA2) – The policy is clear that documentation must be submitted within three days of an exam, but late documentation may be accepted “under exceptional circumstances” (e.g. if the extent of your illness is such that you were unable to submit a medical certificate by the deadline.) It is expected that you will consult with a physician at the time of your illness, and it is to your benefit to do so with respect to the appeal process. If you have seen a physician well after the date in question, or if/he states that you reported you were ill on the date in question, the university may check with the physician concerning the timing of your medical condition. The University may also call the physician to verify the authenticity of the certificate.
- vii. Submissions can be dismissed if the medical certificate does not cover the period of time in question, or if there is no medical documentation submitted with an appeal

based on medical grounds.

viii. Compassionate (Section IIA3)

– The compassionate ground is clearly defined as when there are “circumstances beyond the control of and often unforeseen by the student, that seriously impair that student’s ability to study, attend classes, prepare papers or write examinations.” While you may be very concerned about what will happen to you as a result of failing a course or being suspended, this concern does not necessarily fall under the “Compassionate” ground of appeal.

ix. Course Management (Section IIA4)

– Course management claims are based on something being done which is against the outline presented for the course or university policy, or when it is believed that an instructor has demonstrated

personal bias or unfair treatment. It does not mean that you disagree with the mode of teaching.

x. Academic Standing (Section IIB)

– Standing appeals are generally based on medical or compassionate grounds or procedural error. Proper documentation and adherence to the University’s definition of these grounds is required when appealing your academic standing.

If an appeal is not accepted by a Dean or by Senate, you will be given a notice of the intent to dismiss the appeal and the reasons for the dismissal. You will be given 5 working days to provide your response in writing as to why the appeal should not be dismissed. A Senate Appeals Committee panel will review the documents as soon as possible and decide if the appeal will proceed or be dismissed.

Situation	Policy Section	Procedure
<b>Academic Consideration (Section 1)</b>		
<b>General Regulations</b>	<b>1A</b>	
Request for an academic accommodation or alternate arrangement based on:	IB	It is essential that you deal with all matters which may effect your academic performance in a timely way. Failure to do so will jeopardize an appeal. Follow the various guidelines, forms and policies as listed. Requests are made to individual instructors,
• Missed Exam/assignment -	IB1	
• Religious Observance	IB2	
• Disability	IB3	
• Missed Exam/assignment	IIA.2	
• Medical or compassionate	IB4	

- Inability to complete term work in more than one course

except in the case where there is a need for alternate arrangements in more than one course due to an unforeseen circumstance. In this case, the Chair/Director should be consulted. Medical documentation for a missed exam must be presented within 3 working days of a missed exam.

Request for a grade reassessment on an assignment, test or exam is based on:

- Merit of Work
- Calculation Error

IC  
IC.1  
IC.2

A request for grade reassessment must be made to the instructor within 10 working days after a piece of work is returned to the class. If there is no resolution, the Chair/Director may be consulted for assistance.

Course Management Concerns

ID

Concerns about deviations from a course outline or how a course is taught or managed should be raised with the instructor or the Chair as soon as possible.

### Academic Appeals (Section II)

Appeals forms and Instructions are available here.

Deadline for appeals to the Department/School are published in the Calendar. Students may seek advice from a RyeSAC or CESAR student advocate, the Counselling Centre or consult the Ombudsperson.

Course Grade Appeals may be made to Department/School in which the course is taught on one or more of the following grounds:

- Prejudice
- Medical
- Compassionate
- Course Management
- Procedural Error

IIA  
IIC  
IID.1

Appeals may be launched where there has not been satisfactory resolution of an academic concern in consultation with the instructor, or with the assistance of the Chair/Director. There may be no appeal based on issues which have already been resolved, or on issues for which accomodation has not been requested in a timely manner. The grounds for appeals are very specifically defined in Section IIA.

Student Appeals may be made to a student's Department/School. Since academic standing

IIB  
IIC  
IID.1

Students should seek guidance from the Chair/Director as soon as any unforeseen situations that may affect their standing

is specifically related to grades; students must clearly explain why they should be treated differently from other students. Appeals may be filed on the following grounds:

- Compassionate
- Procedural Error
- Medical

arise. If there is both a grade appeal and a standing appeal, the grade appeal must be heard first. A copy of the grade appeal must be filed with the standing appeal (see instructions).

Appeals to the Faculty Level may be made within 10 working days of receipt of the decision of the Department/School. Grade appeals are made to the Faculty in which the course was taught and standing appeals are made to the student's program Faculty.

IID.2

Students may receive their decision either in person, fax, or email by arrangement, or by mail. If the decision is mailed, students must retain the postmarked envelope to show the date of receipt. Appeals forms and instructions include more details.

Final appeals may be made to the Senate Appeals Committee within 10 day of receipt of the decision of the faculty level.

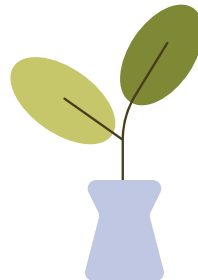
IID.3

Students must submit complete appeals forms, including all documentation and copies of all previous levels of appeals and response letters to the Secretary of Senate (Room 1221A). Hearings will be held as soon as possible after receipt of the appeal.

Decisions of the Senate Appeals Committee are final and binding.

## Appendix E

Students should understand the University's expectations of how they are to conduct themselves by becoming familiar with the [Student Code of Non-Academic Conduct](#), [Senate policy 61](#).



# Student Spaces Around Campus



Note that the HEI Building is designated as a quiet working space with many offices, classrooms, and labs. Your cooperation is appreciated in maintaining a quiet, professional environment for those working and studying.

## Quiet Spaces

- SLC Student Learning Centre (Floor 6, 7, 9 and 10 are designated quiet floors), 341 Yonge St.
- LIB Library (Floor 6, 7, 9 and 10 are designated quiet floors), 350 Victoria St.
- SCC Student Campus Centre,

55 Gould St.

- IMA building, 122 Bond St.
- ENG building, 245 Church St.
- Ryerson Quad (enter through Kerr Hall)
- Pop-Up Study Spaces in smaller classrooms, especially in VIC building

## Group Study / Meeting Spaces

- SLC Student Learning Centre, multiple group study rooms (book online)
- SLC Student Learning Centre, Floor 8 designated for group study
- LIB Library, multiple group study rooms (book online)
- LIB Library, Floors 4 and 8 designated for group study
- HEI Building, Project Room, second floor

## Computer Labs on Campus

- LIB Library, over 300 computers on Floors 2, 3 and 6. Visit [Ryerson University Library Services](#) for more information and availabilities.

- LIB Library has 44 laptops (Mac and PC) for loan from Circulation desk.
- HEI 302 and HEI 306 for GCM course-related work during scheduled open hours (GCM students only).
- Kerr Hall drop-in computer labs at KHW71, KHW 71A, KHW 71C, KHW 71F, KHW 377, KHW 379.
- Library drop-in computer labs at LIB 393, LIB 386L.



## Places for Food and Drink

- SLC Student Learning Centre, 341 Yonge St.
- SCC Student Campus Centre, 55 Gould St.
- Oakham House Café, 63 Gould St.
- Ram in the Rye, 63 Gould St.
- The Hub Cafeteria, POD Building, 650 Victoria St.
- Balzac's Coffee Shop, IMA Building, 122 Bond St.
- POD Building, 350 Victoria St.
- VIC Victoria Building "The Exchange", main floor, 285 Victoria St.
- Eaton Centre Food Courts, 220 Yonge St.
- Tim Hortons: Victoria St. Across from VIC building, College Park
- Loblaw's at Maple Leaf Gardens (seating, wifi), 60 Carlton St.
- Atrium on Bay Food Court and Public Seating, 595 Bay St.
- DSQ Dundas Square Food Court, 1 Dundas St. East
- Starbucks: Church & Gerrard; Yonge & Gerrard; Church & Shuter; Yonge & College
- Second Cup: Atrium on Bay; Yonge & Wood; Church & Wood
- Imperial Public Library, 54 Dundas St.





# Quick Links

## Academics

[Academic Integrity Office](#)

[Appeals Forms](#)

[Convocation Information](#)

[Medical Certificate](#)

[The Creative School International Exchange](#)

[GCMCC - Connect & Collect](#)

[GCM Internship Handbook](#)

[GCM's Student Resources](#)

[GPA Adjustment Report](#)

[Integrity and Misconduct at Ryerson](#)

[Medical Certificate](#)

[Student Financial Assistance](#)

[Student Academic Accommodation Learning Support Handbook](#)

[Ryerson Student Code of Non-Academic Conduct](#)

## Calendars

[Ryerson Calendar](#)

[Ryerson Undergraduate Calendar](#)

[Significant Dates Calendar](#)

## Lab and Equipment

[Computing and Communications Services](#)

[my.ryerson.ca](#)

[OneCard Office](#)

## Student Resources

[Counselling](#)

[Health and Dental Plan](#)

[Medical Centre](#)

[Ryerson's Recreation](#)

[Ryerson Student Affairs](#)

[Ryerson Students' Union](#)



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