



DEPARTMENT OF ECONOMICS

# Student Handbook

Last updated: August 25, 2014

1. **Preamble:** The regulations outlined in this handbook are designed to complement the policies of the Senate (see <http://www.ryerson.ca/senate/policies/index.html>). In no way do these regulations contradict any Senate policy.
2. **Applicability:** The regulations in this handbook apply to all undergraduate courses and graduate courses offered by the Department of Economics, including those offered in the G. Raymond Chang School of Continuing Education.
3. **Course Outlines:** Course outlines for all courses offered by the Department of Economics must include a link to this handbook (<http://economics.ryerson.ca/handbook.pdf>). It is not necessary that the information contained in this handbook be repeated in each course outline.
4. **Group Work**
  - 4.1. Group work must not account for more than 30% of a student's final grade.
  - 4.2. Students are responsible for ensuring that their group collaborates effectively. If a student is unable to resolve any difficulties arising in their group, they must notify their instructor as soon as possible. It is at the discretion of the instructor to determine what, if any, steps will be taken to resolve such group difficulties.
5. **Academic Integrity:** The Department of Economics is committed to maintaining academic integrity. Students are responsible for familiarizing themselves with Senate Policy 60: Student Code of Academic Conduct (see <http://www.ryerson.ca/senate/policies/pol60.pdf>). Additional information can be found on the website of the Academic Integrity Office (<http://www.ryerson.ca/academicintegrity/>).
6. **Non-academic Conduct:** Students are responsible for familiarizing themselves with Senate Policy 61: Student Code of Non-academic Conduct (see <http://www.ryerson.ca/content/dam/senate/policies/pol61.pdf>
7. **Accommodation of Students with Disabilities:** The Department of Economics is committed to accommodating students with disabilities. Both students and instructors are responsible for familiarizing themselves with Senate Policy 159: Academic Accommodation of Students with Disabilities (see <http://www.ryerson.ca/content/dam/senate/policies/pol159.pdf>).
8. **Student E-mail Policy:** Senate Policy 157: Establishment and Use of Ryerson E-mail Accounts for Official University Communication (see <http://www.ryerson.ca/content/dam/senate/policies/pol157.pdf>) requires students to monitor their official Ryerson E-mail accounts for messages from the University. Senate Policy 157 also requires that any messages from students to faculty or staff be sent from their official Ryerson E-mail account.

## 9. Course Variation

9.1. **ECN 104 and ECN 204:** High enrollment numbers typically necessitate offering multiple sections of these courses each semester. In an effort to reduce variation between different sections of these courses, the Department of Economics has set out the following guidelines for evaluation.

9.1.1. **3-hour lecture format:** Instructors must choose between Options A and B:

	Option A	Option B
Assignments	0%	10%
Mid-term exam -2 hours in length -60 multiple-choice questions	40%	40%
Final exam -2.5 hours in length -75 multiple-choice questions	60%	50%

9.1.2. **1-hour + 2-hour lecture format:** Instructors must choose between Options C and D:

	Option C	Option D
Assignments	0%	10%
Mid-term exam 1 -1 hours in length -25 multiple-choice questions	20%	20%
Mid-term exam 2 -1 hours in length -25 multiple-choice questions	20%	20%
Final exam -2.5 hours in length -75 multiple-choice questions	60%	50%

9.2. **CECN 104 and CECN 204:** As these courses are only offered in a 3-hour lecture format, instructors must choose between Options A and B in Section 9.1.1.

9.3. **Other courses with a CECN prefix:** In the case that the corresponding **3-hour lecture format** course with an ECN prefix is offered in the same semester, instructors teaching the CECN course must use a similar course outline and an identical evaluation scheme to that used by the instructor teaching the corresponding course with an ECN prefix. In the case that the corresponding course with an ECN prefix is not offered in the same semester, instructors teaching the CECN course must use a similar course outline and an identical evaluation scheme to that used by the instructor teaching the corresponding course with an ECN prefix when it

was most recently offered, unless they obtain permission from the Chair of the Department of Economics to make any changes.

10. **Attendance:** It is expected that students attend every class for all courses offered by the Department of Economics. However, attendance may not be used as an assessment component in the determination of a student's final grade.

11. **Class Participation:** Class participation must not account for more than 10% of a student's final grade.

## 12. **Make-up Exams**

12.1. No permission is ever given to a student to write a mid-term exam or final exam (or a make-up for either) in advance of its date.

### 12.2. **Make-ups for mid-term exams**

12.2.1. In the case where a mid-term exam is missed for a verifiable reason (see Section 12.4), the provision of a make-up mid-term exam is required if the mid-term exam is one of only two assessments in a course (e.g., there is one mid-term exam and a final exam), or if the mid-term exam is worth more than 30% of the student's final grade. Otherwise, the weight of the missed mid-term exam will be added to the final exam, provided that this does not cause the final exam to be worth more than 70% of the student's final grade.

12.2.2. In the case where a make-up mid-term exam is missed for a verifiable reason (see Section 12.4), the weight of the missed mid-term will be added to the final exam, even if this causes the final exam to be worth more than 70% of the student's final grade.

### 12.3. **Make-ups for final exams**

12.3.1. In the case where a final exam is missed for a verifiable reason (see Section 12.4), the provision of a make-up final exam is required.

12.3.2. Except where there are verifiable reasons, and the student and instructor have agreed to a rescheduled make-up exam, students who miss a scheduled make-up of a final exam will receive a "0" for that exam.

### 12.4. **Verifiable reasons for missing an exam**

12.4.1. **Medical:** In the case of illness, a Ryerson Medical Certificate (see <http://www.ryerson.ca/content/dam/senate/forms/medical.pdf>), or a letter on letterhead from a physician with the student declaration portion of the Ryerson Medical Certificate attached, is required to be submitted to the office of the student's own program. For non-program students enrolled in courses at The G. Raymond Chang School of Continuing Education, the Ryerson Medical Certificate is required to be submitted to the Chang School. In all these cases, documentation is required within three (3) working days of the missed work. In extraordinary circumstances, exceptions to the 3-day requirement to provide documentation can be granted if the

medical illness, including documented mental health issues, prevents a student from seeking medical attention or documenting their illness in a timely fashion.

- 12.4.2. **Compassionate:** Documentation required for reasons other than illness (e.g., a death certificate or letter from a counsellor) must be submitted to the office of the student's own program. For non-program students enrolled in courses at The G. Raymond Chang School of Continuing Education, such documentation is required to be submitted to the Chang School. In all these cases, documentation is required within three (3) working days of the missed work. In extraordinary circumstances, exceptions to the 3-day requirement to provide documentation can be granted if a student can show that it was not possible to obtain documentation earlier.
- 12.4.3. **Religious, Aboriginal and Spiritual Observance:** Students must complete the Student Request for Accommodation of Religious, Aboriginal, and Spiritual Observance form (see <http://www.ryerson.ca/content/dam/senate/forms/reobservforminstr.pdf>). Completed forms must be submitted to the office of the student's own program. For non-program students enrolled in courses at The G. Raymond Chang School of Continuing Education, completed forms are required to be submitted to the Chang School. In all these cases, completed forms must be submitted within the first two (2) weeks of the semester or, in the case of a final exam, within two (2) weeks of the posting of the official exam schedule.

## 12.5. Scheduling of make-up exams

- 12.5.1. Make-up mid-term exams will be scheduled at the discretion of the instructor, normally within two (2) weeks of the original mid-term exam date.
- 12.5.2. Make-up final exams will be scheduled by the Department of Economics prior to the beginning of the semester. Make-up final exams will normally be held in the first week of the following semester. The date, time, and location of make-up final exams will be posted on the Department's website ([economics.ryerson.ca](http://economics.ryerson.ca)). Students are responsible for acquainting themselves with this information.

## 13. Grade Appeals

If a student thinks that there has been an error in the recording or calculation of a grade he/she should follow these steps:

- 13.1. Talk to the instructor within 10 working days after the graded work is returned to the class.
- 13.2. If he/she cannot resolve the issue with the instructor, the student can make a formal request for a grade revision, in writing, to the appropriate Program Director (Dr. Brennan Thompson, Undergraduate Program Director or Dr. Richard Chisik, Graduate Program Director). Formal requests for grade revisions should be filed before the appeals deadline. Semester-specific appeal deadlines can be found in the Ryerson Calendar under Significant Dates.
- 13.3. Students who request a regrading of their work, should be aware that as a result of the reassessment their grade could increase, decrease, or remain the same. The grade determined after the reassessment will be the student's final grade.

13.4. The Academic Consideration and Appeals Policy, which establishes the guidelines for formal appeals can be found at: <http://www.ryerson.ca/senate/policies/pol134.pdf>

13.5. Grade appeals or regrading requests filed after the appeals deadline will not be accepted.

#### 14. Important Resources Available at Ryerson

14.1. **Economic Help Centre** (LIB-549, [economics.ryerson.ca/index.php/economics-help-centre](http://economics.ryerson.ca/index.php/economics-help-centre)) is there to support students across campus with their economics skills and the graduate assistants are assigned to specific economics courses.

14.2. **Math Centre** (LIB-549, [www.ryerson.ca/mathcentre](http://www.ryerson.ca/mathcentre)) is there to support students across campus with their math skills and math-related courses. The Math Centre currently offers individual tutoring, as well as running Facilitated Study (FA-ST) groups.

14.3. **The Writing Centre** (LIB 272-B, [www.ryerson.ca/writingcentre](http://www.ryerson.ca/writingcentre)) offers one-on-one tutorial help with writing and workshops.

14.4. **Learning Success** (VIC B-15, [www.ryerson.ca/student-services/learningsuccess](http://www.ryerson.ca/student-services/learningsuccess)) offers individual sessions and workshops covering various aspects of researching, writing, and studying. You must book these directly through their website.

14.5. **The Library** (LIB 2nd floor, [library.ryerson.ca](http://library.ryerson.ca)) provides research workshops and individual assistance. Enquire at the Reference Desk or at: <http://www.ryerson.ca/library/info/workshops.html>

14.6. **English Language Support** (VIC B-17, [www.ryerson.ca/student-services/els](http://www.ryerson.ca/student-services/els)) offers workshops to improve overall communication skills.

14.7. **Academic Integrity** ([www.ryerson.ca/academicintegrity](http://www.ryerson.ca/academicintegrity)) offers workshops related to all matters related to academic integrity.

14.8. **Centre for Development and Counselling** (JOR-07C, [www.ryerson.ca/counselling](http://www.ryerson.ca/counselling)) provides a range of individual counselling and group programs in a professional and friendly environment. All services are free, confidential and delivered by highly qualified staff.

14.9. **Tri-Mentoring** (POD 54, [www.ryerson.ca/student-services/trimentoring](http://www.ryerson.ca/student-services/trimentoring)) assists students in achievement of their goals through meaningful relationships with fellow students, industry professionals, and the community at large.