

# **Economics Student Handbook for courses with prefix ECN or EF**

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## Preamble and Disclaimer

The regulations in this handbook apply to all undergraduate courses with prefix ECN and graduate courses with prefix EF offered by the Department of Economics, including those offered in the G. Raymond Chang School of Continuing Education.

Course outlines for all courses offered by the Department of Economics must include a link to this handbook (<http://www.economics.ryerson.ca/files/handbook.pdf>). It is not necessary that the information contained in this handbook be repeated in each course outline. **Any variations in specific course management policy will be contained in the course outline.**

The handbook is designed as a supplement to other principal documents that students should use to guide their academic careers. These are:

[Student Code of Academic Conduct](#)

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

[The Full-Time Undergraduate Calendar](#)

[The Student Guide](#)

[All current policies and procedures at Ryerson](#)

## Department of Economics Course Management Policies

### 1. Group Work

Policy 145 states that, “Group work for which a student does not receive an individual assessment should not constitute more than 30% of a course grade.” 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.

### 2. Academic Integrity

Ryerson University and the Department of Economics, take academic integrity very seriously. Ryerson’s Policy 60 (the *Academic Integrity Policy*) applies to all students at the University. Forms of academic misconduct include plagiarism, cheating, supplying false information to the University, and other acts. The most common form of academic misconduct is plagiarism – a serious academic offence, with potentially severe penalties and other consequences. It is expected, therefore, that all examinations and work submitted for evaluation and course credit will be the product of each student’s individual effort (or an authorized group of students). Submitting the same work for credit to more than one course, without instructor approval, can also be considered a form of plagiarism.

Students are advised that suspicions of academic misconduct may be referred to the Academic Integrity Office (AIO). Students who are found to have committed academic misconduct will have a Disciplinary Notation (DN) placed on their academic record (not on their transcript) and will normally be assigned one or more of the following penalties:

- A grade reduction for the work, include a grade of zero for the work.
- A grade reduction in the course greater than a zero on the work. (Note that this penalty can only be applied to course components worth 10% or less, that any additional penalty cannot exceed 10% of the final course grade, and that information explaining that such a penalty will be assigned must be included on the course outline.)
- An F in the course
- More serious penalties up to and including expulsion from the University

The unauthorized use of intellectual property of others, including your professor, for distribution, sale, or profit is expressly prohibited, in accordance with Policy 60 (Sections 2.8, 2.10) <http://www.ryerson.ca/senate/policies/pol60.pdf>. Intellectual property includes, but is not limited to:

- Slides
- Lecture notes
- Presentation materials used in and outside of class
- Lab manuals
- Course packs
- Exams

For more detailed information on these issues, please refer to the full online text for the [Academic Integrity policy](#) and to the [Academic Integrity website](#). It is your responsibility to know what constitutes academic misconduct. You should review the Ryerson Student Code of Academic Conduct.

### **3. Course Variations**

Course variation refers to the amount and types of variation that are appropriate among different sections of the same course. If you are enrolled in a large class with multiple sections and instructors, the course description and the overall objectives will be consistent with comparable assignment structures and grading schemes. Please refer to your course outline for more information about variations between sections of your course.

### **4. Class Attendance and Participation**

Course Instructors will determine whether class attendance is a basis for grades. Please refer to your course outline for more information as class participation grades will differ from course to course. In general, class attendance and participation should not account for more than 10% of a student's final grade.

### **5. Student Email Policy**

All students are required to activate and maintain their Ryerson online identity in order to regularly access Ryerson's Email (Gmail), RAMSS, my.ryerson.ca portal and learning system, and other systems by which they will receive official University communications. Students are required to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. For more information, please refer to Senate Policy 157 [Student Email Policy](#).

### **6. Non-academic Conduct**

It is the student's responsibility to be familiar with Senate Policy 61 [Student Code of Non-Academic Conduct](#) and conduct themselves in a manner consistent with generally accepted standards of behaviour, university regulations and policies.

### **7. Accommodation of Students with Disabilities**

Students who require academic accommodation services and support should register with [Academic Accommodation Support](#) (AAS) and refer to Senate Policy 159 [Academic Accommodations of Students with Disabilities Policy](#). Students are not required to provide their personal health information or seek accommodation directly from their professors, course instructors or teaching assistants as it pertains to academic accommodation for disabilities; for students with a mental health disability, a diagnosis statement is not required to register with AAS or to receive accommodations or support.

If academic accommodations for tests and exams are required, it is the student's responsibility to book at least 10 business days prior to the date of writing any test or exam. Students who miss the deadline to book a test or an exam with accommodation must submit an Exceptional Booking Request. For more information, refer to [the Academic Accommodation Support Important Notice and Deadlines](#).

## 8. Make-up Exams

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.

### Make-ups for mid-term exams

In the case where a mid-term exam is missed for a verifiable reason (see the sub-section below on **Academic Considerations**), 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.

In the case that a student becomes ill during a mid-term exam, and provides appropriate health documentation, they will be treated as though they missed that mid-term exam for a verifiable reason. Health documentation is required within three (3) working days of the date on which they attempted the mid-term exam.

In the case where a make-up mid-term exam is missed for a verifiable reason (see the sub-section below on **Academic Considerations**), 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.

### Make-ups for final exams

In the case where a final exam is missed for a verifiable reason see the sub-section below on **Academic Considerations**), the provision of a make-up final exam is required. In the case that a student becomes ill during a final exam, and can provide appropriate health documentation (see the sub-section below on **Academic Considerations**), they will be treated as though they missed that final exam for a verifiable reason. Health documentation is required within three (3) working days of the date on which they attempted the final exam.

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.

### Scheduling of make-up exams

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.

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 emailed to you directly. Students are responsible for acquainting themselves with this information.

### **Academic Considerations**

**Health certificates:** If a student misses the deadline for submitting an assignment, or the date of an exam or other evaluation component for health reasons, they should notify their instructor as soon as possible, and submit a Ryerson Student Health Certificate AND an Academic Consideration Request form within 3 working days of the missed date. Both documents are available at [www.ryerson.ca/senate/forms/medical.pdf](http://www.ryerson.ca/senate/forms/medical.pdf). **If you are a full-time or part-time degree student, then you submit your forms to your own program department or school; otherwise, you submit your forms at the front desk of the Chang School of Continuing Education.**

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

**Compassionate:** Documentation along with the Academic Consideration Request form is required for reasons other than illness. (e.g., a death certificate or letter from a counsellor) Students 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.

**Religious, Aboriginal and Spiritual Observance:** If a student needs accommodation because of religious, Aboriginal or spiritual observance, they must submit a Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance AND an Academic Consideration Request form within the first 2 weeks of the class or, for a final examination, within 2 weeks of the posting of the examination schedule. If the requested absence occurs within the first 2 weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these forms should be submitted with as much lead time as possible in advance of the absence. Both documents are available at <http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>. **If you are a full-time or part-time degree student, then you submit the forms to your own**

**program department or school. If you are a certificate or non-certificate student, then you submit the forms to the staff at the front desk of the Chang School.**

## **9. Grade Reassessment and Standing/Grade Appeals**

If a student thinks that there has been an error in the recording or calculation of a grade or that they have grounds to appeal their grade, he/she should refer to Senate Policy 162 [Grade Reassessment and Grade Recalculation](#) (for grade reassessments) and to Policy 134 [Academic Consideration and Appeals Policy](#) (for other issues) and follow these steps:

- a. Talk to the instructor within 10 working days after the graded work is returned to the class.
- b. 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. Constantine Angyridis, Undergraduate Program Director or Dr. Haomiao Yu, 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.
- c. Students, who request a re-grading 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.
- d. Grade appeals or re-grading requests filed after the appeals deadline will not be accepted.

### **Important Resources Available at Ryerson**

Other services and recourses that may relate to your academic success:

- The Library provides research workshops and individual assistance. Inquire at the Reference Desk on the second floor of the library, or go to [www.ryerson.ca/library/info/workshops.html](http://www.ryerson.ca/library/info/workshops.html)
- [Economic Help Centre](#) (LIB-549) is there to support students across campus with their economics skills and the graduate assistants are assigned to specific economics courses.
- [The Student Learning Support Office](#) offers web resources, workshops, one-on-one consultation, and peer-led learning groups to assist students in areas such as:
- [Math Support](#) which offers comprehensive support to all Ryerson students looking for help with math, guidance in their math-related courses, or simply to develop their math skills.
- [The Ryerson Writing Centre](#) offers handouts, workshops, and free individual consultation on all aspects of university-level writing.

- [Ryerson's English Language Support unit](#) helps students improve their overall communication skills.
- [Centre for Student Development and Counselling \(CSDC\)](#): The CSDC is a multi-disciplinary team comprised of counsellors, social workers, psychologists and interns all supported by our clinical coordinator, administrative coordinator and administrative staff. Location: JOR – 07C, Phone: 416 979 5195, Email: [csdc@ryerson.ca](mailto:csdc@ryerson.ca)
- [Tri-Mentoring](#) (POD 54) assists students in achievement of their goals through meaningful relationships with fellow students, industry professionals, and the community at large.



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