

Student Handbook

Last updated: July 18, 2016

Preamble and Disclaimer

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.

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](#)

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.

Department of Economics Course Management Policies

1. Group Work

Group work must not account for more than 30% of a student's final 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. According to university policy, the minimum penalty for academic misconduct on a piece of work is a grade of zero "0" and a Disciplinary Notice is placed on the student's academic record.

There are more serious penalties and consequences depending on the severity of the misconduct. A second academic misconduct may result in Disciplinary Suspension.

It is your responsibility to know what constitutes academic misconduct. You should review the Ryerson Student Code of Academic Conduct.

Ryerson also has a very informative website on Academic Integrity.

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.

In the case that the corresponding course with an ECN prefix is offered in the same semester in a 3-hour lecture format, 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 in a 3-hour lecture format, 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 in a 3-hour format, unless they obtain permission from the Chair of the Department of Economics to make any changes.

Example: ECN104 and ECN204

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.

	Percent
Assignments	30%
Mid-term exam -2 hours in length -60 multiple-choice questions	30%
Final exam -2.5 hours in length -75 multiple-choice questions	40%

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. 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](#).

6. 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](#).

7. **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.

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 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 medical documentation (see Section 12.4.1), they will be treated as though they missed that mid-term exam for a verifiable reason. Medical 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 section of **academic consideration**), 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 section of **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 medical documentation (see the section of **academic considerations**), they will be treated as though they missed that final exam for a verifiable reason. Medical 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.

Academic Considerations

Medical: In the case of illness, a [Ryerson Medical Certificate](#) or a letter on letterhead from a physician with the student declaration portion of the Ryerson Medical Certificate attached is required to be submitted along with the [Academic Consideration Document](#), 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.

Compassionate: Documentation along with [the Academic Consideration Document](#) 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: Students must complete the Student Request for [Accommodation of Religious, Aboriginal, and Spiritual Observance form](#). 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.

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 posted/mailed to you directly. Students are responsible for acquainting themselves with this information.

9. Grade Appeals

If a student thinks that there has been an error in the recording or calculation of a grade he/she should refer to Senate Policy 134 [Academic Consideration and Appeals Policy](#) 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. Amy Peng, Undergraduate Program Director or Dr. Halis Yildiz, 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.

10. Internship

The internship has been part of the curriculum of the B.A. in International Economics and Finance since the program started. It is a required course (ECN900), for which students receive a credit in their seventh semester, after they have successfully fulfilled the requirement of 350 hours of (normally) paid or unpaid work during the preceding summer. As well, the course involves

classes on resume writing and job search strategies in the 5th semester in order to prepare students for the task of finding and getting a paid internship position. The department attempts to gather as many job postings as possible for the students, but this is not the only possible avenue for internship. Students are strongly encouraged to find their own paid employment, but all positions must be vetted by the internship coordinator and approved by the undergraduate program director for internship to ascertain their suitability for course credit.

Maintain a Good Academic Standings

It is the student's responsibility to maintain a **CLEAR** academic standing in order to continue in this program from term to term without limitations. At Ryerson, each student's academic standing is determined at the end of each academic term, based on the student's final course grades.

1. Academic Standings

Why have I been assigned a Clear Academic Standing?

- Your cumulative grade point average (CGPA) was at least 1.67 and
- You did not violate a [Department/School Standing Variation](#), or
- You did not violate the terms of your Probationary Contract

Why have I been assigned a Probationary Academic Standing?

- Your cumulative grade point average (CGPA) was 1.00 to 1.66, or
- You have violated a [Department/School Standing Variation](#)

Why have I been assigned a Required to Withdraw Academic Standing?

- Your cumulative grade point average (CGPA) was less than 1.00, or
- Your term grade point average (TGPA) was below 1.67 while on probation, or
- You have violated a [Department/School Standing Variation](#), or
- You have violated the terms of your Probationary Contract

Why have I been assigned a Permanently Withdrawn Academic Standing?

- You were reinstated into your program after being **Required to Withdraw** and you did not fulfill the conditions under which you were reinstated, or
- You received a second Required to Withdraw standing, or
- You failed a required course for the third time

For more detailed information on Academic Standings please visit the current [Undergraduate Academic Calendar](#).

2. Staying Out of Academic Trouble

Many students who get into academic difficulty do so because they have difficulties transitioning to university life and they fail to communicate effectively with their instructors, the Undergraduate Program Administrator, the Undergraduate Program Director, or the Chair of the department when they are having problems. Many of those problems, in our experience, are usually related to your personal life (e.g. financial, home or work related) or your academic life

(e.g. academic workload, learning strategies and time management). ***They are not normally related to lack of academic ability.***

Often students do not realize that university is very different from high school. You are expected to spend 3 hours outside of class for every hour in class. You are expected to have done the reading assignments even if they are not discussed in class. You are also expected to complete homework even if it is not graded by the instructors.

Being a student is a full-time job. Only part of what you learn here is course content and the other part is how to learn. Equip yourself with proper learning strategies and time management skills are essential to your academic successes. For tips and workshops on learning strategies, the [Student Learning Centre](#) provides many throughout the academic year.

If you are failing a course or heading for a non-clearing standing, you must be prepared to ask yourself some serious questions and identify the reasons behind them as soon as possible. The following contacts are provided as a quick guide. For more information, please go to the [Ryerson student guide](#) or contact the Undergraduate Program Administrator or the Undergraduate Program Director.

If you find yourself in academic difficulty with a single course:

The first person to talk to if you find yourself having difficulties in a given course is the course instructor. Many problems can be sorted out informally at this level. If for some reason you cannot speak with the instructor, then you should speak with the Undergraduate Program Director or the Undergraduate Program Administrator. You can also get advice on what to do from the Chair of the Department.

If you find yourself in academic difficulty with the whole term:

Usually, academic difficulties of such severity that they jeopardize a whole term are the result of health, financial or personal problems. The first person to talk to if you find yourself having difficulties in a given semester is the Undergraduate Program Director. The Undergraduate Program Director will be able to advise you on what to do to prevent failures in courses, or worse, being required to withdraw from the program. The Undergraduate Program Director may refer you to the Chair of the department.

What should I do if I just can't handle the course material and know I'm going to fail?

This is perhaps the most important question and the one with the easiest answer to prevent you from ending up with a non-clear status. You can drop the course before the last drop date for that term. This date is shown in the [Significant Dates](#) section of the calendar. It is usually early in November for the Fall term and early March for the Winter term. You may want to discuss this course of

action with the course instructor or the Undergraduate Program Director before you make your decision. There is very little anyone in the department can do for you once you end up with a non-clear academic status. And a failing grade (the 'F') cannot be removed from your transcript once it is there.

What happens if I do drop the course?

By dropping the course, you will prevent an 'F' and likely keep your academic standing clear. You will have to re-take either that course (if it is a required course) or another course to make up for it.

Who do I speak to if I require a Probationary Contract for the term:

If you are on Probation, you will require a probationary contract that is approved by the Undergraduate Program Director. A probationary contract must be completed within five (5) working days of the first day of the semester or your course registrations and course intentions may be cancelled. Just remember, the probationary contract is essentially designed to help you reach a Clear academic standing, therefore it is always important to utilize the appropriate academic supports across the university. Students on Probation are required to contact the Undergraduate Program Administrator (Dahlia Younan, dyounan@ryerson.ca or extension 2029) within five (5) working days of the first days of the semester.

If you find yourself in financial difficulties during the term:

A university education has become an expensive undertaking. For different types of financial assistance and other money related matters, go to [Ryerson Service Hub](#) (located at the 1st floor of the Jorgenson Hall). If the finance difficulties have affected your academic performance, you need to inform the Undergraduate Program Administrator or the Undergraduate Program Director. You can also get advice on what to do from the Chair of the Department.

If you find yourself in medical difficulties during the term:

All course instructors require you to submit a [Ryerson Medical Certificate and Academic Considerations Document](#) within three (business) days of a missed due date, test or examination. If you will miss more than a couple of days of school, and your illness impacts more than one course, you should contact the Undergraduate Program Administrator, as soon as possible, and provide your documentation. The Undergraduate Program Administrator will see to it that all of your instructors are informed of your situation. You will need to follow up with all of your instructors individually either immediately through email or when you return to class, depending on your illness and how long you will be away. Depending on the nature of your illness, and its timing in the semester, you may have a range of options from dropping all or some of your courses to perhaps simply getting extensions from individual instructors.

If you find yourself in personal or emotional difficulties:

If you have personal or emotional difficulties in the semester, you should contact the [Undergraduate Program Administrator](#) or the [Undergraduate Program Director](#). They will direct you to the appropriate support services at Ryerson. They will also see to it - if you wish - that your instructors are informed that you may need some academic accommodation. Again, depending on the nature of your situation, and its timing in the semester, you may have a range of options from dropping all or some of your courses to perhaps simply getting extensions from individual instructors. You can also contact Ruth Frolic, the Counsellor for the Faculty of Arts, extension 4847, rfrolic@ryerson.ca, POD 344-H, and she will inform the department of your situation.

If you feel that you may have an undiagnosed learning disability:

If you suspect that a learning or physical disability may be responsible for your poor academic performance, you should visit the office at SLC-4 or contact them at 416-979-5290 or aasadmin@ryerson.ca or view the website of the Academic Accommodations Support Office to schedule a confidential registration appointment. For further information, please visit [Academic Accommodation Support](#).

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

- [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.
- The [Faculty of Arts Student Experience Centre](#) offers a wide range of services, programs, and resources to help Arts undergraduate students achieve their academic, career, and personal goals.

- Ruth Frolic, the Counsellor for the Faculty of Arts, extension 4847, rfrolic@ryerson.ca, POD 344-H.
- Sonny Wong, the Faculty of Arts Career Counsellor, sonny.wong@arts.ryerson.ca; POD-344-K.
- Nikki Waheed, the Faculty of Arts Career Consultant, nikki.waheed@ryerson.ca; POD-344-F.
- **[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
- **[Tri-Mentoring](#)** (POD 54) assists students in achievement of their goals through meaningful relationships with fellow students, industry professionals, and the community at large.

Department of Economics Contacts:

Dahlia Younan, Internship Placement and Program Coordinator

Office: JOR-201

Telephone: 416-979-5000, ext 2029

Email: dyounan@ryerson.ca

Cherie Siy, Graduate Program Administrator

Office: JOR-232

Telephone: 416-979-5000, ext 7856

Email: ief@ryerson.ca

Dr. Amy Peng, Undergraduate Program Director

Office: JOR-209

Telephone: 416-979-5000, ext 4795

Email: apeng@economics.ryerson.ca

Dr. Halis Yildiz, Undergraduate Program Director

Office: JOR-209

Telephone: 416-979-5000, ext 6689

Email: hyildiz@ryerson.ca

Dr. Maurice Roche, Chair

Office: JOR-212

Telephone: 416-979-5000, ext 2614

Email: mroche@economics.ryerson.ca