

The background features large, bold, yellow letters '2017' that are partially cut off by the edges of the page. The '2' is on the left, '0' is in the middle, '1' is on the right, and '7' is on the far right.

THE SCHOOL OF FASHION

at FCAD

STUDENT HANDBOOK 2017-2018

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Fashion Student Handbook
2017-2018

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INTRO

Fashion Student Handbook

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LOCATION

40 Gould Street
Toronto, Ontario
Canada M5B 2K3
Kerr Hall South (KHS) 243 F

OFFICE HOURS

Monday-Friday 9:30 am- 4:30 pm

MAILING ADDRESS

School of Fashion, Ryerson University
350 Victoria Street
Toronto, Ontario
Canada M5B 2K3

FASHION STUDENT LOUNGE

Kerr Hall West (KHW) 159 E

Designed By Alexa Jovanovic

GENERAL INFORMATION

CONTACT

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Fax

416-979-5227

E-mail

fshninfo@ryerson.ca

Ryerson Voicemail from External

416-979-5244

WEBSITES

Ryerson

www.ryerson.ca

School of Fashion

www.ryersonfashion.ca

Suzanne Rogers Fashion Institute (SRFI)

www.srfi.ca

Fashion Zone

www.fashionzone.ca

SOCIAL MEDIA

Facebook

[/ryersonfashion](https://www.facebook.com/ryersonfashion)

Twitter

[@ryersonfashion](https://twitter.com/ryersonfashion)

Instagram

[@ryersonfashion](https://www.instagram.com/ryersonfashion)

OFFICE DIRECTORY

GENERAL RYERSON UNIVERSITY NUMBER: 416-979-5000

EMERGENCY NUMBER: 416-979-5000 EXT. 80

MAIN FASHION OFFICE

fshninfo@ryerson.ca

416-979-5333
Fax: 416-979-5227
KHS 243 F

NOTE:

Outside callers must dial
(416) 979-5000, key in '1',
then the **extension**

» Medical Centre
medicalct@ryerson.ca

416-979-5000 ex. 5070
KHW 181

» Security Desk
security@ryerson.ca

416-979-5000 ex. 5040
111 Bond St

CHAIR

» Robert Ott
robert.ott@ryerson.ca

416-979-5000 ex. 6440
KHS 243 J

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bbarry@ryerson.ca

416-979-5000 ex. 7318
KHS 243 L

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KHW 261

» Joshua Williams
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KHW 261

OTHERS

» **Mass Exodus Office**

416-979-5000 ex. 7301
KHW 70A

» **2nd/3rd Year Show Office**

416-979-5000 ex. 2028
KHW 261

» **Cage Storage Room**

416-979-5000 ex. 7305
KHW 72

» **Fashion Conference Room**

416-979-5000 ex. 6298
KHS 148

» Maintenance & Custodial Services
doit@ryerson.ca

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VIC 800

» Media Services
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KHE 227

ROBERT OTT

A Message from the Chair of the School of Fashion

WELCOME TO THE RYERSON UNIVERSITY SCHOOL OF FASHION 2017-2018 ACADEMIC YEAR

As the Chair, I look forward to meeting all of you. The faculty and staff are here to encourage and guide as you pursue your goals at Ryerson. If you are just entering the School of Fashion, you are taking the first step toward building a career in fashion. If you are a returning student, you are already well versed in the business and culture of “fashion”. Fashion is a very exciting and demanding field where many of our graduates have built successful professional reputations both nationally and internationally. We hope that with dedication and diligence you will seize the opportunities your Ryerson education provides and follow in their footsteps.

I am particularly excited about the recent announcement of The Suzanne Rogers Fashion Institute in our school. The “SRFI” is a fellowship program dedicated to educate, support, promote and advocate for new Canadian talent in fashion craftsmanship and design. For more information check out www.srfi.ca.

We continue to offer unique in-class and out-of-class experiences and events that revolve around *diversity, heritage, and innovation*. Stay tuned for further details via www.ryersonfashion.ca, *fashionnews*, Facebook ([/ryersonfashion](https://www.facebook.com/ryersonfashion)), Twitter ([@ryersonfashion](https://twitter.com/ryersonfashion)) and Instagram ([@ryersonfashion](https://www.instagram.com/ryersonfashion)). If you have an entrepreneurial spirit, check out the Fashion Zone (<http://www.fashionzone.ca> @RUFashionZone)

The School of Fashion has over six hundred and fifty undergraduate students and thirty graduate students with fifteen committed full-time faculty and thirty-two part-time faculty from various areas of the fashion, communications and culture industries as well as academic, administrative and technical support staff.

Our unique links to the fashion industry through our Advisory Council, the internship program, our numerous scholarships, awards, national international competitions and student exchange opportunities lay the foundation for a rewarding career. We are committed to maintaining the standards of excellence of the program while providing you with opportunities to express yourself creatively and develop a professional work ethic.

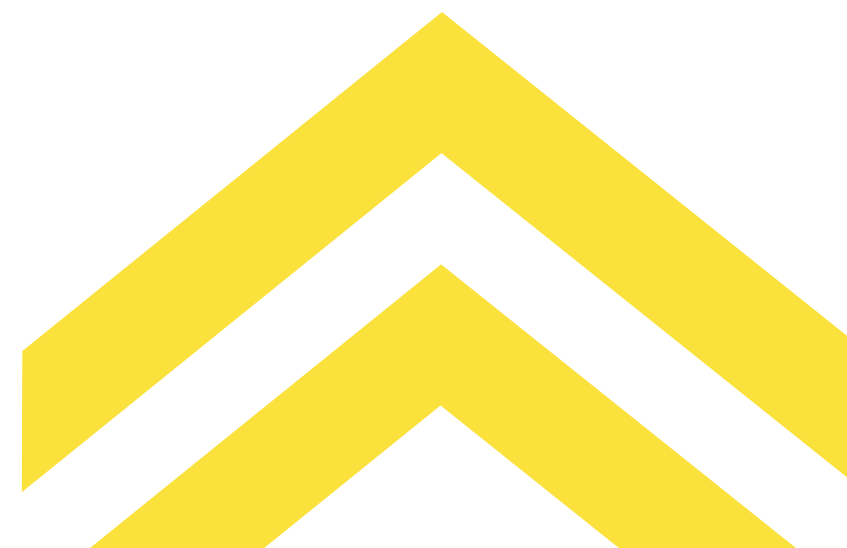
This handbook is the “who, what, where, why and how” guide provided to assist you as you make your way through the School’s and the University’s policies and procedures. It supplements the Ryerson Academic Calendar and the University Student Guide, all three of which should help you to answer the majority of questions which will arise during the school year. Make sure you read them all and keep use of them as necessary references.

Many opportunities exist for you to get involved with the School, your fellow students, and exciting fashion events in Toronto. I wish you a very successful and rewarding year.

Sincerely,

Robert Ott

Chair, School of Fashion



CHARLES FALZON

A Message from the Dean's Office

AS AN FCAD STUDENT, YOU ARE PART OF A VIBRANT COMMUNITY OF CREATORS AND DESIGNERS, THINKERS AND DOERS WHOSE TALENTS AND AMBITIONS ARE DIVERSE AND BOUNDLESS.

You share a connection to nine leading schools in media and creative industries. You will have many opportunities to collaborate with fellow students, to take on challenges beyond the imagined, and to immerse yourself in new worlds that explore design, storytelling and creative leadership.

For seven decades, our unique programs have been at the heart of the evolution of cultural industries. Our mission is to equip you with the education, professional skills and the freedom to become leaders in the creative fields. I hope you will take pride in the rigorous and in-depth program you have chosen to pursue.

I encourage you to get to know other students and faculty across the FCAD schools. There are abundant exhibitions, performances and shows throughout the year to pique your curiosity in new disciplines and creative approaches. You can learn about them by

following **@RyersonFCAD** on social media or by visiting ryerson.ca/fcad. The RCDS and numerous student-run clubs offer further year-round opportunities for creative exploration, professional development and socializing.

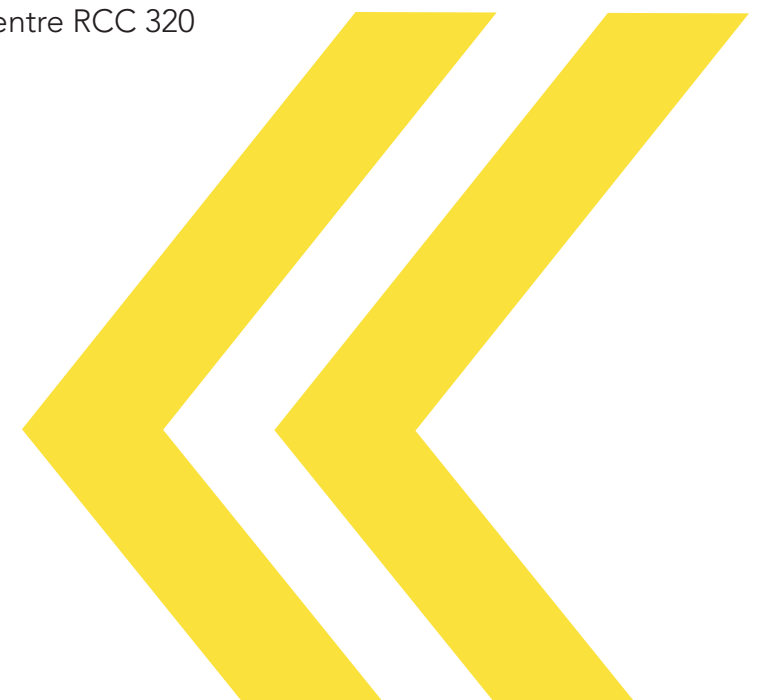
Whatever you do, I encourage you to take calculated risks and push creative boundaries in ways that resonate with your intellectual, artistic and cultural values; to engage with the students and community around you; and to be bold in your pursuit of excellence and creative expression. Get in touch with us anytime -- we're here to support you along the way.

Sincerely,

Charles Falzon
Dean, Faculty of Communication & Design

Rogers Communications Centre RCC 320
80 Gould Street
Toronto, Ontario
Canada M5B 2K3

Website: ryerson.ca/facad
Tel: 416-979-5348
Fax: 416-979-5285



FASHION UNION

A Message from the Course Union

**DEAR FASHION STUDENTS,
WELCOME TO THE SCHOOL OF FASHION AT
RYERSON UNIVERSITY!**

We are so thrilled to congratulate you on your acceptance and we hope you are ready for this new journey. Get ready to create a lifetime of memories made up of exciting challenges, a thrilling environment and withstanding friendships.

You are here because of your outstanding talents, your appreciation for fashion and your desire to collaborate in a creative climate. Here at the School of Fashion you'll find scholarships, contests, internships and job opportunities, as well as networking and industry events – all at the click of your email; take those in your stride and get ahead of the game from day one.

As your course union, we are here for you. We hope to be your first friends, your trusted guides, and teammates during your years at Ryerson. Our priority is to ensure our students are represented with equality and fairness. We will support and guide you when times get tough, as well as encourage and promote you whenever you need us to be there.

As a group of students, we also host and sponsor events including first year orientation, career fairs and galas catered to our fashion students, as well as collaboration events with other faculties and programs. These many events allow our peers and us to develop a plethora of industry wide networks; we hope this will foster a collaborative spirit between all those who attend.

So... please come and say hello to us! You'll see us at orientation, around the school, and also at our newly initiated office hours. We are students just like you and we want to meet you! In addition, we are opening up the floor to first year representatives – so come apply to join our team.

With that, we wish you all the best as you embark upon your premier fashion education!

Yours truly,

Your 2017-2018 Fashion Union
rufashionunion@gmail.com

YOUR FASHION UNION EXECUTIVE FOR THE 2017-2018 ACADEMIC YEAR IS:

Co-President:	Alicia Churilla
Co-President:	Vanessa Smikle
Vice President Marketing:	Sarmina Manku
Vice President Events:	Mathea Harris
Vice President Operations:	Sara Callaway
Vice President Corporate Relations:	Victoria Luu
Vice President Finance:	Melanie Pallin
Vice Student Life:	Brittany Paty

ADMINISTRATIVE

MATTERS

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Fashion Student Handbook

2017-2018

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SCHOOL OF FASHION OFFICE

GENERAL ENQUIRIES

416-979-5333

fshninfo@ryerson.ca

KHS 243 F

Sample Issues/Questions

- » Internship Forms
- » Medical Certificate/Academic Consideration Forms
- » Faculty Direction
- » Fashion Resource Centre Sign-out
- » Student Room Bookings for Kerr Hall South (KHS) 148

ADMINISTRATIVE COORDINATOR

Julia Chen

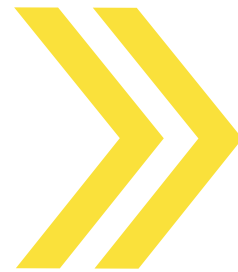
juchen@ryerson.ca

416-979-5000 ex. 6596

KHS 243 K

Sample Issues/Questions

- » Available Teaching Assistant/ Research Assistant Positions in Fashion
- » Required Forms for TA/RA
- » Timesheet
- » Pay schedule/ Pay stub



Located in the main office, KHS 243 F, the School of Fashion's Academic Coordinator and Administrative Coordinator perform a wide range of administrative duties. Telephone messages will only be taken for students in the case of an emergency.

The Academic Coordinator can assist you with questions relating to your academic needs. For general questions you may call, e-mail, or stop by during the in-person office hours, Mon-Fri 10am-12pm & 2pm-4pm (first-come-first-serve).

Please call to schedule an appointment outside office hours.

ACADEMIC COORDINATOR

Niki Makropoulos

nmakropo@ryerson.ca

INTERIM ACADEMIC COORDINATOR

Alexa Jovanovic

alexa.jovanovic@ryerson.ca

416-979-5000 ex. 6441

KHS 243 B

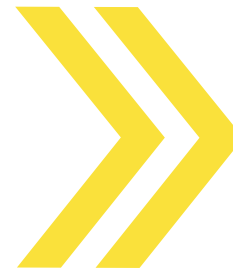
Sample Issues/Questions

- » Academic Standing
- » Admissions
- » Appeals
- » Course Substitutions/Directives
- » Awards/Scholarships
- » Exchange
- » Grades
- » Graduation/Convocation
- » Probationary Contract
- » Transfer Credits
- » Program Withdrawals

TECHNICIAN'S OFFICE

The technicians assist with the organization and delivery of technical services and support functions to the students and faculty on a day-to-day basis. This team supervises and maintains all classroom, lab, and equipment organization, inventory, servicing and repairs. The Technical Support Office operates as a center for student assistance providing equipment loans, instruction and training regarding equipment use, as well as emailing employment and Internship postings and information.

Interested Fashion graduates and alumni are also invited to leave a current email address if they wish to be sent information on current industry jobs.



The Technicians Offices will only be offering sign in/out of equipment during the following times:

COMMUNICATION TECHNICIAN

Matt Tobin
matt.tobin@ryerson.ca

416-979-50000 ex. 6446
Monday-Friday 9:00am-5:00pm
KHW 63 C

Sample Issues/Questions

- » Internship Email Postings
- » OneCard Room Access
- » Room Bookings for:
 - CAD Lab : Kerr Hall West (KHW) 063
 - MAC Lab : Kerr Hall West (KHW) 065

DESIGN TECHNICIAN

Audrey Colphon-Reynolds
acolphon@ryerson.ca

416-979-5000 ex. 6595
Monday-Friday 7:30am-3:00pm
KHW 68

Sample Issues/Questions

- » Internship Email Postings
- » Judies
- » Lockers

ADMINISTRATIVE PROCEDURES & SERVICES

PROCEDURES FOR DEALING WITH STUDENT ISSUES

Should there be a concern between yourself and an instructor, whether academic or personal in nature, the first step is to discuss it directly with your instructor. If the concern is not rectified, then you may proceed to the next level, which is to discuss it with your Program Director or the Associate Chair.

If the situation is not resolved, a meeting with the Chair may be the next step.

For concerns of an administrative nature, contact the Academic Coordinator.

For concerns regarding Equity, Diversity and Inclusion please contact the Office of Equity, Diversity and Inclusion at equity@ryerson.ca or 416-979-5000, ext. 3243.

APPOINTMENT WITH THE CHAIR

Students who wish to make a formal appointment to speak to the Chair, regarding a problem or concern, may do so, after they have followed the above mentioned procedure.

USE OF SCHOOL OF FASHION LOGO

In an effort to keep consistency of the school's image, any communication to the community such as posters/invitations etc., whether it is arising from class project or school sponsored activities, **MUST** be approved by the Chair prior to sending them out. Send an electronic version in PDF format to the Chair and allow 3 days turnaround time.

REQUEST FOR LETTERS CONFIRMING REGISTRATION, ATTENDANCE, ETC.

Please be advised that letters confirming registration, attendance, admission, graduation, degree audits etc. cannot be provided by the schools. Requests must be put to and letters can only be released by the Office of the Registrar, Enrollment Services & Student Records: www.ryerson.ca/essr.

SWITCHING PROGRAMS

Students wishing to switch programs (Fashion Design to Fashion Communication or vice-versa) must apply and follow the steps outlined by the Ryerson Admissions Department: www.ryerson.ca/undergraduate/admission/apply. Contact the Ryerson office of Undergraduate Admissions with questions about application procedures, dates, and deadlines. Students must apply by the deadline for Fall admission, there is no Winter term admission. Please note that students **MUST** be in **CLEAR** standing to be eligible to switch programs and a portfolio submission is required. Admission decisions will be considered by the program and based on criteria, assessments and/or procedures developed by the School of Fashion. Past academic performance and space availability will be considerations.

Students wishing to switch to other Ryerson programs should contact the program department they would like to apply to and the Ryerson Admissions Department to discuss their options and the application process.

Students wishing to switch to a different University/College should contact the University/College they are interested in to look into their options and the application process.

PROGRAM WITHDRAWALS

» Short Term Withdrawal Requests

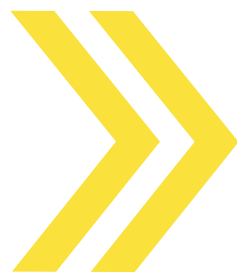
Undergraduate students who wish to temporarily withdraw from their program for the current academic term and/or for future academic terms may now submit their Short Term Withdrawal Requests with a simple click of a button on RAMSS.

For instructions visit the Short Term Withdrawal Requests website:

<http://www.ryerson.ca/registrar/students/forms/shortterm-withdrawal.html>

Undergraduate program students who do not have any course enrolments for more than **three semesters** will be deemed *inactive* and ineligible to enrol in courses. Students who are inactive may re-activate their status through their program department.

Students who do not enrol and complete a course for more than **six semesters** will be discontinued from their program. Students who have been discontinued from their program, must apply for re-admission through the Office of Undergraduate Admissions and Recruitment by the appropriate deadline dates.



REMINDER

It is important that you continue to review your Ryerson email address during this short-term absence.

Please feel free to contact sservice@ryerson.ca for any inquiries regarding this information.

In order to return you must contact your program department in time to course intend the semester before you return. The course intention dates are provided in the Full-time Undergraduate Calendar under Significant dates at: <http://www.ryerson.ca/calendar/2017-2018/dates/>.

Course intention is **MANDATORY**. Students who do not participate in the intentions process will have last priority with access only during the open enrolment period.

Send an email to the Academic Coordinator by March 1st (Fall semester) or September 1st (Winter semester) and include the following information with your request:

- 1 First & Last Name
- 2 Ryerson Student Number
- 3 Program name
- 4 Program Year
- 5 Returning Semester and Year (i.e. Fall/Winter & Year)

» Permanent Withdrawals

Ryerson Undergraduate students may wish to voluntarily and permanently withdraw from their program studies due to financial, health, personal, academic or other reasons.

For instructions visit the Permanent Withdrawals website: <http://www.ryerson.ca/registrar/students/forms/permanent-withdrawal.html>

Contact the Academic Coordinator for the Department Authorization. You may submit the Application to Withdraw form to the Academic Coordinator by email, or in-person by appointment.

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Staying on Track: A Guide to Your Program Curriculum is a short power point presentation developed by the Ryerson Curriculum Advising department, with imbedded how-to videos, that has been designed to help students to help themselves meet their program goals by reminding them to use the resources that are available to them: their Student Centre, the Undergraduate Calendar and the Academic Advisement Report (AA Report), in addition to other key resources.

You will find Staying on Track: A Guide to Your Program Curriculum on the Curriculum Advising website here:

<http://www.ryerson.ca/currentstudents/curriculumadvising/tutorial.html>

TRANSFER CREDITS

There is no Advanced Standing or Transfer option, please visit the Ryerson Programs Accepting Applications website to view the chart which indicates this at: <http://www.ryerson.ca/admissions/undergraduate/apply/program-status/> Students may apply for Transfer Credits after they have been accepted to the program, for more info visit **CURRICULUM ADVISING - TRANSFER CREDITS:** <http://www.ryerson.ca/currentstudents/curriculumadvising/index.html>.

Certificate/College/Diploma level credits are **NOT** transferable to the Fashion courses, only Undergraduate/Degree level courses will be evaluated for equivalency (FSN/FFC/FFD). Receiving a transfer credit is determined by the subject teaching department, and will not reduce the amount of time the program requires (4 years), it will just reduce the workload for the semesters the course(s) relate to. Whether or not a transfer credit will be granted can only be determined after the applicant has been admitted to a program and the Transfer Credit application has been received. Students can e-mail their transfer credit inquiries to tcredits@ryerson.ca or call 416-979-5151.

COURSE SUBSTITUTIONS/DIRECTIVES

Course Substitutions/Directives are considered when it is not possible to meet the requirements of your degree from the courses offered, for the purpose of meeting the eligibility to graduate the following semester.

Students wishing to switch to other Ryerson programs should contact the program department they would like to apply to and the Ryerson Admissions Department to discuss their options and the application process.

Students wishing to switch to a different University/College should contact the University/College they are interested in to look into their options and the application process.

COURSE INTENTION & ENROLLMENT

Course Intention is **MANDATORY**. Students who do not participate in the intentions process will no longer have access to build their schedules during priority enrolment dates, and instead will have last priority with access only during the open enrolment period. Student participation in the Course Intention process assists schools and academic departments with their course planning. For example, course intention data is used, along with other information, to determine how many classes of a particular subject will run and how many seats may be allocated to those classes. Course intention data is also used to prepare your Fall and Winter timetables. Review the Ryerson Course Intention website: <http://www.ryerson.ca/currentstudents/essr/courseintention/>

COURSE INTENTION DATES

For specific dates refer to the Significant Dates section of the Ryerson Full-time Undergraduate Calendar at: <http://www.ryerson.ca/calendar/2017-2018/dates/>

March » Fall & Winter Course Intention

May » Fall (Final) & Winter Course Intention

September » Winter (Final) Course Intention

For specific Course Intention dates refer to the Significant Dates section of the Ryerson Full-time Undergraduate Calendar at: <http://www.ryerson.ca/calendar/2017-2018/dates/>

RAMSS Support & How to's: www.ryerson.ca/RAMSSsupport/ugrad_grad/.

PROGRAM COURSES

Students are responsible for making appropriate course intention choices and should consult the description of their program and review the course descriptions for all the courses they plan to take in the Ryerson Undergraduate Calendar at: <http://www.ryerson.ca/calendar/2017-2018/dates/>

All the Professional/ Professionally-related electives listed in the Ryerson Undergraduate Calendar are not offered every semester or year, they are normally offered every other year. A list of available courses for the next year is e-mailed to students in March.

Students are responsible for course intending for **ALL REQUIRED COURSES** in both semesters. Required courses are not added to student schedules after 1st year.

Course intention does not guarantee enrollment in a course. Even if students course intend, enrollment in Repeated Required courses, Professional/ Professionally-related, and Liberal Studies electives is not guaranteed ONLY Required courses in their year are.

PREREQUISITES

Students **MUST** check the prerequisite for all courses they want to select in the course description. If the prerequisite has not been successfully completed for a course the course cannot be taken.

Students must ensure they complete all of the above steps for both the Fall and Winter semesters, if they do not their course enrollment options may be limited.

LIBERAL STUDIES COURSES

Information on Liberal studies can be found at the Faculty of Arts along with the Liberal Studies Course Offerings: <http://www.ryerson.ca/arts/students/liberal-studies/course-offerings/index.html>.

Consultation with a Liberal Studies academic advisor as listed in the Undergraduate Liberal Studies Guide: <http://www.ryerson.ca/arts/students/undergraduate-programs/index.html> is recommended if you have any questions about a liberal studies course.

DEPARTMENT OF LANGUAGES, LITERATURES & CULTURES COURSES

If you wish to study a language offered by the Department of Languages, Literatures and Cultures you must complete the placement test at: <http://www.ryerson.ca/lc/>

If you have any questions, difficulties with the placement test or registering in language course, contact the Department of Languages, Literatures and Cultures for assistance at: <http://www.ryerson.ca/lc/contact/>

FALL & WINTER SCHEDULES

Fall schedules are released on RAMSS in August, and Winter schedules in December. If you course intended for a course and did not get into it you can try to register for it during the designated enrollment periods in August/September (Fall) and December/January (Winter). If you still cannot get into the course read the ERROR message on RAMSS, it tells you why you cannot get into a course and try to address the issue by following the instructions in the message.

You will not be permitted to course intend for courses outside the year/program you are currently in and you will not be able to register in August when schedules are released. You must try to register for the course outside your program/year during the open enrollment period. Priority enrollment is given to the students in the year/program the course is offered first.

E-mail the Academic Coordinator if you cannot get into a Required Fashion (FFC/FFD/FSN) course.

For all other courses contact the subject Teaching Department to inquire about your enrollment options. The Ryerson Contact Directory is available at: <http://www.ryerson.ca/contact/>

ENROLLMENT DATES

Are issued in by the Ryerson Registrar's Office.

ENROLLMENT APPOINTMENT ON RAMSS

Enrollment Appointment dates are issued in by the Ryerson Registrar's Office on RAMSS at my.ryerson.ca. Enrollment appointments are issued by year and only allow you to register for courses designated for you to take in the year of your program you are going into. To repeat courses or take courses offer in other years of your program you must wait until the Open Enrollment period to register.

OPEN ENROLLMENT PERIOD

The open enrollment period usually runs during the first two weeks of a semester. For specific dates refer to the Significant Dates section of the Ryerson Fashion Full-time Undergraduate Calendar at: <http://www.ryerson.ca/calendar/2017-2018/dates/>

ENROLLMENT REQUEST APPROVAL PROCESS FOR FASHION COURSES (FFC/FFD/FSN)

Students' who have section preferences or want to get into a full Fashion (FFC/FFD/FSN) course, may only be accommodated for documented medical reasons or with written approval from the instructor(s) teaching the course. Students from other Ryerson programs interested in Fashion courses must obtain email approval from the instructor(s) teaching the course (Exception: Fashion Studies Minor students are pre-approved for Minor courses). **If you would like to submit an enrollment request** send an email from your Ryerson email with the information listed to the instructor(s). If approved, the instructor will submit the request to the Academic Coordinator for enrollment.

The Academic Coordinator will send an enrollment confirmation to the student and the instructor.**

- 1 First & Last Name
- 2 Ryerson Student Number
- 3 Program Name
- 4 Current Program Year
- 5 Semester (Fall/Winter)
- 6 Course Code (i.e. FSN XXX) and Course Name and Section Number (i.e. 011/012/021/022 etc.)

****Enrollment approvals must be received by the Academic Coordinator before the deadline to add a course that semester.**

SPECIAL TOPICS PROPOSAL & ENROLLMENT PROCESS

Special Topics Proposal and Enrollment Process:

- 1 A Special Topic may be initiated by an instructor or a student.
- 2 Students must have a minimum Cumulative GPA of 1.67 and a **CLEAR** Academic Standing to participate in a Special Topics Course.
- 3 Students may only participate in a Special Topics course one time for one semester.
- 4 An instructor meets with interested students and they determine a topic and the semester they will participate in (Fall/Winter).
- 5 A topic must have one instructor, a minimum of three and a maximum of four interested students to be considered and to run.
- 6 The instructor submits a proposal to the Chair.
- 7 The instructor notifies students of the decision.
- 8 If approved, students will be enrolled in a Special Topics course by the Fashion Department.

INTERNSHIP

In order to enhance the application of theory into practice, students are required to complete 400 hours of documented work experience between first and fourth year.

For course details visit the Internship website at:

<http://www.ryersonfashion.ca/current-students/undergraduate/internships>

MINORS

The Ryerson Minors policy is provided in the Ryerson Full-time Undergraduate Calendar at: **<http://www.ryerson.ca/calendar/2017-2018/dates/>**

A list of Minor options is provided there, only the minors listed are available. If you are interested in a minor listed you must review the policy and select the minor to view the courses for it.

After you have reviewed the Minor policy if you are interested in pursuing one of them please contact the subject Teaching Department with any question about the Minor courses.

FASHION STUDIES MINOR

The Fashion Studies Minor allows students to pursue a primarily lecture-based overview of the fashion industry, including history, design and marketing. Experiential learning is enhanced by lab and studio courses focusing on textiles, fashion promotion and applied colour design principles. The Minor is of interest to students not enrolled in the School of Fashion who wish to understand the various components of the fashion industry.

Fashion Studies Minor Course Outline:

http://www.ryerson.ca/calendar/2017-2018/minors/fashion_minor/

EXCHANGE STUDENTS

OUTBOUND EXCHANGE STUDENTS

Students who successfully complete their courses on exchange will receive credit for all the courses they would be taking at Ryerson during their exchange semester. Your Transfer Credits will be processed during the semester you return to Ryerson, this includes all Required courses, one Professional/Professionally-related Table I/II/III credit, and one Upper Level Liberal Studies Table B credit. In your 8th semester you will notify your Academic Coordinator which Professional/Professionally-related Table I/II/III your Fashion General (FSN GEN) credit should apply to. These credits will appear as CRT on your official transcript and will not contribute to your Grade Point Average (GPA).

COURSE INTENTION FOR OUTBOUND EXCHANGE STUDENTS

Outbound Exchange students are advised to course intend and stay registered in Ryerson courses until you leave to go on exchange, this is to hold a spot in courses you may need in case you do not go for any reason. After confirming your exchange plans with the exchange host school you can drop your Ryerson courses.

COURSE INTENTION FOR RETURNING OUTBOUND EXCHANGE STUDENTS

It is the students responsibility to course intend for required and elective courses they have the prerequisite for. You must submit an email request to nmakropo@ryerson.ca to course intend for a required course you will not receive the prerequisite credit for until you return the following semester.

Include the following information with your request:

- 1 First & Last Name
- 2 Ryerson Student Number
- 3 Program Name
- 4 Semester (Fall/Winter)
- 5 Course Code (i.e. FSN XXX) and Course Name and Section Number (i.e. 011/012/021/022 etc.)

FASHION DESIGN

Fall

- » FFD 401/B Fashion Design Senior Project (replacing FFD 710 & FFD 801)
- » FFD 403 Integrated Visual Communication II

Winter

- » FFD 802 Strategic Production Management
- » FFD 403 Integrated Visual Communication II

FASHION COMMUNICATION

Fall

- » FFC 41A/B Fashion Communication Senior Project (replacing FFC700 & FFC800)
- » FFC 400 Communication and Emerging Media

G. RAYMOND CHANG SCHOOL

The G. Raymond Chang School of Continuing Education offers general interest courses, workshops and certificates in Fashion. For more information visit: <http://ce-online.ryerson.ca>. If you have any questions about the courses offered please refer them to the appropriate contact under the Contact Us section of their website.

Contact the Communication & Design department in the Chang School of Continuing Education at with questions about Fashion courses offered by the Chang School 416-979-5180.

Undergraduate students who take courses offered through the G. Raymond Chang School of Continuing Education should note that only courses listed in the Ryerson Undergraduate Calendar will count automatically when taken through the Chang School and the course codes must match with the courses in the students program curriculum (i.e. FSN 101 = CFSN 101).

COURSE OUTLINES

Each instructor will provide a course outline to students electronically (on D2L). Students must check D2L, print and bring the course outline to the first class.

Also, each instructor is recommended to allocate one counseling hour for every three hours of teaching per week into his or her timetable for student counseling. The specified hours will be posted on the bulletin board (within the first two weeks of classes) in the Student Lounge.

TO PRINT COURSE OUTLINE OFF D2L:

- 1 Log into Your courses in D2L Brightspace at my.ryerson.ca
- 2 Select a course
- 3 Click Content from the navbar
- 4 On the left, you will see the course table of contents
- 5 Download/Print/Review the Course Outline for all the courses you are registered in

If the course outline for a course is not posted on D2L contact the course instructor to inquire.

COURSE OUTLINES WILL INCLUDE:

- » Instructor's name, office location, telephone, email, and office hours for student consultation
- » Course description
- » Learning outcomes
- » Required and suggested reading lists, references, and other necessary information
- » List of course assignments and tests with approximate deadlines
- » Marking and evaluation scheme
- » Weekly breakdown
- » Statement of the teaching mode (i.e. lecture, lab.)
- » The method to be used in the posting of grades. Students who wish not to have grades posted must inform the instructor in writing
- » School of Fashion Course Management Policy

STUDENT PROJECT RELEASE FORM

Projects submitted for credit and/or produced with University equipment and/or facilities, may be retained, with permission of the student(s) in the School for exhibition and/or teaching purposes. Signed release forms may/will also be required with the submission of garments for presentation to juried fashion shows, including the submission of 4th year garment collections for Mass Exodus. Any student, who permits the School to display his/her work for exhibition and/or show purposes, is required to complete a form, which releases the School of all responsibility for any loss, or damage that may occur. (These forms can be picked-up from the Tech. Office KHW 68).

ACADEMIC CONSIDERATIONS

Review **Undergraduate Academic Consideration and Appeals policy #134** at: <http://ryerson.ca/senate/policies/pol134.pdf>

Students must inform the instructor(s) and the Academic Coordinator when they will miss course time/work for any reason. Unless there are extenuating circumstances, this should be **BEFORE** the date of class, a test or exam, or the due date of the assignment (refer to the Academic Consideration Request and Document Submission Process)

All original supporting documents including medical and other compassionate unforeseen circumstances, funeral, religious observance, athletic competitions, etc. must be submitted to your program department with an Academic Consideration Form in-person (by appointment) to the Academic Coordinator within three business days of the missed course work.

If a student absent for more than three business days, the student must email their instructor(s), their Program Director, and the Academic Coordinator (refer to the Academic Consideration Request and Document Submission Process). Depending on the assessment of the student's situation and the probability of the student maintaining an acceptable level of performance, the student will be given the option of a voluntary withdrawal without academic penalty (if possible). The student may also be allowed to continue in the program with the knowledge that his/her standing may be jeopardized.

If you are not able to return to class within three (3) business days of the missed course work, this must be supported by your documentation, and your documentation must include the date you can return to school. The supporting documents must be submitted to your program department with an Academic Consideration Form in-person (by appointment) to the Academic Coordinator on the day you return to school.

You are responsible for assuring that the information required to support your request is contained in the form or letter supplied.

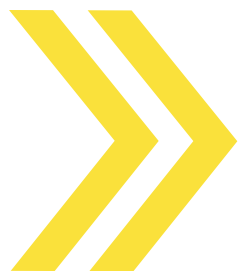
If the document submitted does not contain sufficient information, a new document may be requested by the instructor.

GROUNDS FOR CONSIDERATION

» Medical Absence

For medical absence requests students must submit an Academic Consideration form and a Ryerson Health Certificate (previously referred to as the Ryerson Medical Certificate). Read page 1 of the Health Certificate for instructions and guidelines. The Ryerson Health Certificate and Academic Consideration form are available on the Ryerson Student Forms website at: <http://www.ryerson.ca/content/dam/senate/forms/medical.pdf>.

The Health Certificate form outlines all of the information that is needed. If this form cannot be used, you are responsible for assuring that the information requested is contained in the form of a letter supplied by the physician. If the document submitted does not contain sufficient information, a new document may be requested by the instructor. The previous Ryerson Medical Certificate will continue to be accepted until Fall 2018. During this time frame, students will not be penalized or have their certificates declined if the old form is submitted.



REMINDER

Health certificates or letters that do not include the physicians official stamp or letterhead **are not valid and will not be accepted.**

Health certificates or letters that do not include the physicians original signature **are not valid and will not be accepted.**

Health letters on the physicians prescription pad paper **are not valid and will not be accepted.**

» Accommodation for Disability

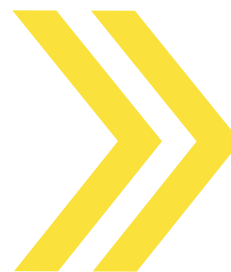
Students who have approved accommodations with Academic Accommodation Support (formerly the Access Centre), must activate the sending of an accommodation letter via AAS' online system to each of their instructors outlining their approved accommodation(s) for each course. This should be done as early as possible, prior to a graded assignment, test or exam, according to Academic Accommodation Support Policies and Procedures (See Policy 159: Academic Accommodation of Students with Disabilities).

» Compassionate Absence

For compassionate absence requests that are not medical, students must submit official documentation, on original letterhead, confirming all applicable date(s) and reason(s) for the missed course time/work.

Compassionate supporting documents may include:

- » Travel documents (if applicable) and;
- » An original death certificate or;
- » An original notice from a funeral home or;
- » An original letter from a counselor, therapist, religious leader, or community leader



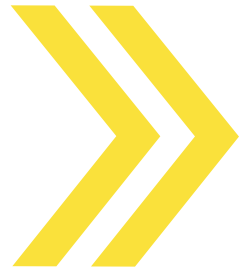
REMINDER

Obituaries are not valid funeral documents and **will not be accepted.**

Events/conferences, special occasions, and travel arrangements **are not valid and will not be accommodated.**

» **Athletic Competition Absence**

For Athletic Competition absence requests students are expected to provide an original letter on official letterhead from the Director of Athletics.

**REMINDER**

Emails sent by the Athletic Department **are not valid and will not be accepted.**

» **Accommodation of Student Religious, Aboriginal and Spiritual Observance**

Refer to the Student Religious, Aboriginal and Spiritual Observance policy at: <http://www.ryerson.ca/humanrights/religious-cultural-observances/>

» **Fields Trips**

Only field trips scheduled by faculty members will be recognized for purposes of rescheduling assignments, etc. This also applies to such events as fashion shows, exhibitions, etc. outside of Ryerson.

» **Participation in Fashion Shows/Exhibits**

The instructors in the relevant courses distribute rules and regulations for Mini/Major Fashion Show(s). In the event of forthcoming shows/exhibitions, which are scheduled in our Fashion Program throughout the academic year, student participation on behalf of the School of Fashion is appreciated. Such events include; Mass Exodus, Second semester Mini-Shows, and Student Exhibitions.

Fashion students will not be excused from their normal class work unless these students are taking an active part in shows/exhibitions and have previously notified and received formal permission from the instructor(s) whose classes are affected. The School of Fashion strongly recommends that only Fashion students who have a **CLEAR** standing participate in external fashion events.

COURSE WORK CONSIDERATION OPTIONS» **Make-up Tests/Exams**

All make-up tests will be rescheduled in the same semester. Students are responsible for writing tests on the days specified. Once an alternate arrangement is accepted, it is final unless subsequent documented events interfere with the fulfillment of that alternate arrangement, and the grade in the course may not be appealed based upon an allegation of the original arrangement being unfair.

Ryerson Test Centre website:

<http://www.ryerson.ca/studentlearningsupport/test-centre/index.html>

» **Assignment/Projects**

A major part of the Fashion Program requires regular and completed participation. Projects and/or assignments may be submitted on or before the given due date. Late submissions without documentation will be accepted with a 20% penalty up to 7 days past the due date. Details of due dates are contained in the individual course outlines and penalties for missing them are outlined in the School of Fashion Course Management Policies document.

Only the original copy of an assignment is acceptable. Students must keep a copy of each assignment on file until the original has been marked and returned. All course assignments are due within assigned class times unless otherwise stated in the course outline. Please refer to the individual instructor's Assignment Sheets and Course Outlines for the appointed time and location for submitting work.

Assignments/projects are not to be left in the technician's office or the Main School of Fashion Office. All assignments/projects must be handed directly to the instructor either during class time or during scheduled office hours. If you cannot make a deadline, please see your instructor in advance to make alternate arrangements.

» **Attendance**

Regular attendance is expected of all students. If a student is found to have attendance irregularities, such as occasional single day absence, lateness to class and/or departing before a class officially ends, and if this occurrence continues for more than three (3) classes within a given semester, the student may be required to meet with the instructor for the purpose of correcting the situation. Frequent absences may result in failing the course.

CONSIDERATION REQUEST & DOCUMENT SUBMISSION PROCESS

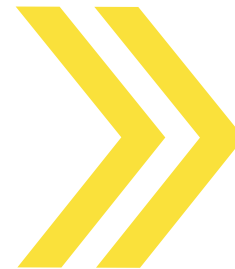
STEP ONE: Submit a request

You must inform your instructor(s) and the Academic Coordinator when you miss course time/work for any reason. Unless there are extenuating circumstances, this should be **BEFORE** the date of class, a test or exam, or the due date of the assignment.

Send ONE email to both the instructor and Academic Coordinator.

Include the following information with your request:

- 1 First & Last Name
- 2 Ryerson Student Number
- 3 Program Name
- 4 Course Code (i.e. FSN XXX) and Course Name and Section Number (i.e. 011/012/021/022 etc.)
- 5 Consideration Grounds (i.e. Medical, Compassionate, Funeral, Religious Observance, Athletic Competition)
- 6 Course work you are requesting an accommodation for (i.e. Attendance, Test, Exam, Assignment)
- 7 The date(s) of the missed class, test, exam, assignment (The date must be supported by your documentation)
- 8 The date you will return to school (The date must be supported by your documentation)
- 9 The type of supporting document you will submit (For document options refer to the Consideration Grounds above)
- 10 The date and time you would like to request an appointment to submit your supporting documents to the Academic Coordinator in-person. (The date must be within three business days of the missed course work or on the day you return to school)



REMINDER

Supporting document submissions **are by appointment only.**

Supporting documents sent by email **are not valid and will not be accepted.**

STEP TWO:

Wait to receive an appointment confirmation email from the Academic Coordinator for your requested submission appointment date and time.

STEP THREE:

The Academic Coordinator will email the supporting documents submitted to the instructor(s) indicated by the student on the Academic Consideration Form.

STEP FOUR:

Each instructor will determine if the student's request will be considered and will notify the student of their decision. If the document submitted does not contain sufficient information, a new document may be requested by the instructor.

ACADEMIC STANDINGS, APPEALS POLICIES, PROCEDURES & FORMS

The Office of the Secretary of Senate is the academic policy-making body of Ryerson University all policies and related forms are available at: www.ryerson.ca/senate. Students are responsible for familiarizing themselves with the all Academic policies, procedures (on the Senate website) and deadlines (in the 'Significant Dates' section of the Ryerson Full-time Undergraduate Calendar).

PROCEDURES FOR ACADEMIC STANDINGS

At the end of each semester students **MUST** check their Academic Standing on RAMSS. If your Academic Standing is:

» Probationary

You **MUST** request an appointment with the Academic Coordinator in the School of Fashion to clarify the basis on which your standing can become **CLEAR**. Also, you will be required to sign a Probationary Contract with restricted conditions for the following semester. In addition, you are required to meet with the Program Director for your option.

» Required to Withdraw

You are advised to contact the Centre for Student Development and Counselling and attend the "Required to Withdraw Students Group Session" and review the Required to Withdraw Students Seeking Re-instatement section in this student guide.

<http://www.ryerson.ca/counselling/>

JOR 07 C, Lower Ground Floor, Jorgenson Hall, 350 Victoria St.

416-979-5195

csdc@ryerson.ca

Contact the Student Issues and Advocacy Coordinator in the Ryerson Students' Union, Local 24 of the Canadian Federation of Students for appeals support and visit their website for details on the appeals workshops they offer at: www.rsuonline.ca/

55 Gould St. Room SCC 311

Toronto, ON M5B 1E9

416-979-5255 ex.. 2322

Fax: 416-979-5260

dvocacy@rsuonline.ca

THERE ARE THREE LEVELS TO THE APPEALS PROCESS:

» 1st Level - Department/School

» 2nd Level - Faculty

» 3rd Level - Senate

Please refer to the Ryerson Student Guide, the Senate, and the Enrollment Services and Student Records websites for the pertinent information regarding the necessary documents such as appeal forms, medical certificates, forms for religious accommodation, procedural instructions, and Full-time Undergraduate Calendar for dates and deadlines.

PROCEDURE FOR SUBMISSION OF ACADEMIC APPEALS IN THE SCHOOL OF FASHION

Completed appeal applications must be submitted by the specified deadline (see the Significant Dates section of the Full-time Undergraduate Calendar) and time to the School of Fashion. The appeal letter should be addressed to Appeals Committee and delivered to the Academic Coordinator.

Two copies of the appeal must be delivered in person to the Academic Coordinator. Do not leave the appeal under the door or give it to someone else in the Department. The Academic Coordinator will date stamp both copies and return 1 copy to the student. The appeal may also be submitted by mail only when prior arrangements have been made with the Academic Coordinator.

The Academic Coordinator has Student In-person Office Hours: Monday to Friday, 10am to 12pm and 2pm to 4pm. Students are welcome to drop-in without an appointment during those times or they may call to schedule a meeting outside those times.

Incomplete appeals will not be accepted. The Appeals committee in the School of Fashion will review your appeal and you will receive a written response within 5 business days of the appeal submission deadline.

REQUIRED TO WITHDRAW POLICY OPTION

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 that 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 that semester, s/he will be **REQUIRED TO WITHDRAW**.

To consider the above option first calculate what grade you would need to get in the course(s) to Clear your standing in 1 semester. The How to Calculate your GPA chart is available at: www.ryerson.ca/currentstudents/essr/gpa. After calculating the grade requirement, if you feel this is a realistic option for you then proceed with submitting a written request outlining your plan for the requested Probationary semester, to the Academic Coordinator. You should provide the

course codes, names, dates of the courses you plan to take. You must also demonstrate your understanding of the academic requirements you will need to meet to Clear your standing in 1 semester.

STUDENTS SUSPENDED PRIOR TO SEPTEMBER 2008**

Students seeking reinstatement into the same program following their period Suspended Standing should complete a Ryerson online application form available at: www.ryerson.ca/undergraduate/admission/apply/forms. Submit an application directly to Undergraduate Admissions: include any written conditions (e.g. School or Departmental Minimum Conditions); a letter that outlines academic and non-academic activities since receiving your **SUSPENDED** Standing status, and provides reasonable evidence of the prospect of successful study. If applicable, include any officially certified transcripts for courses taken at other post-secondary institutions during the term of **SUSPENDED** Standing.

STUDENTS REQUIRED TO WITHDRAW AFTER SEPTEMBER 2008 AND PRIOR TO STUDENTS WINTER 2011**

from their Ryerson undergraduate program may not formally return to their program (or other Ryerson undergraduate program) until 12 months have elapsed. For example, if you were assigned an RTW standing at the end of the Fall 2010 semester, you may apply for reinstatement to your program (or transfer to another Ryerson program) effective the Winter 2012 semester. Please see the Frequently Asked Questions website at: www.ryerson.ca/currentstudents/academics/reinstate/FAQ/#preW2011

STUDENTS REQUIRED TO WITHDRAW IN WINTER 2011 OR LATER**

may choose to participate in the Fresh Start program if they qualify, or request reinstatement (or transfer) effective the Spring/Summer 2013 semester. Please see the Frequently Asked Questions website at: www.ryerson.ca/currentstudents/academics/reinstate/FAQ/#W2011

REQUIRED TO WITHDRAW STUDENTS SEEKING RE-INSTATEMENT

No courses taken at Ryerson (or elsewhere) between when a student is RTW and reinstatement or transfer to another program will be granted Ryerson credit.

SCHOOL OF FASHION MINIMUM CONDITIONS FOR REINSTATEMENT

Required to Withdraw students interested in applying for reinstatement must complete a minimum of 2 courses and obtain a minimum grade of B- in order to provide evidence of improved prospects for academic success. These may be two Liberal Studies or Professionally-related Table III courses (no FFC/FFD/FSN courses). In such situations, the student may choose to enroll in the designated courses at Ryerson either as a special student, in appropriate Ryerson Chang School continuing education courses, or at another University. Unsatisfactory performance will normally mean no opportunity for reinstatement.

FRESH START

Required to Withdraw (RTW) students who have a Cumulative GPA (CGPA) of 1.33 to 1.67 are eligible for Fresh Start. Students wishing to participate must meet with and submit a Fresh Start application form to the Academic Coordinator. **RTW students with a CGPA below 1.33 may only consider the Reinstatement option.** Fresh Start Application form: <http://www.ryerson.ca/currentstudents/forms/Reinstatement.pdf> under Request for Reinstatement.

Fresh Start Program information:

<http://www.ryerson.ca/registrar/students/academics/reinststate.html>.

REINSTATEMENT

Students seeking reinstatement after 24 months has elapsed from their RTW date must apply for reinstatement using a Ryerson online application form available at: <http://www.ryerson.ca/registrar/students/academics/reinststate.html>. Applications will be subject to space availability, admission deadline dates and procedures determined by Undergraduate Admissions and Recruitment.

Frequently Asked Questions website at:

www.ryerson.ca/currentstudents/academics/reinststate/FAQ/#preW2011.

Students seeking reinstatement within 24 months of their RTW date must contact their program School or Department directly. Application for reinstatement should be made as early as possible. The equal consideration date for the Fall term is February 1 and for the Winter term is November 1.

You must demonstrate in your application letter your plan to meet the Minimum Conditions by providing the course code, name, and dates of the courses you plan to take at the Ryerson Chang School/other Institution. After the application has been reviewed, if the student is successful at being reinstated on Probation they will be required to meet the Minimum Conditions for Reinstatement, only if they are successful at meeting the conditions will they be allowed to continue in the program.

Reinstatement decisions will be considered by the faculty/program and based on criteria, assessments and/or procedures developed by the School of Fashion. Past academic performance and space availability will be considerations. Students who are reinstated to their program will be placed on **PROBATION** and will be required to have a Probationary Contract.

TECHNICAL

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STUDIO/LAB SAFETY & SECURITY POLICY

As part of the FSN 120 Fashion Design I course, all first year students receive a presentation given by our Apparel Design Technician titled, **Introduction to the Operation of Industrial Equipment**. The presentation takes place in our apparel studios/labs and the emphasis is placed on the safe use and operation of our industrial equipment. These safety precautions are also listed in the course handout titled, **Operation of the Industrial Sewing Machine**, which is posted on Blackboard. Students are required to print a hard copy and refer to this document whenever they are operating the industrial equipment.

During the first and second weeks of class, our Fashion Design Technician assists first year students in the sewing/construction classes, to ensure they understand how to safely and effectively operate the industrial equipment.

The information below applies to all studios/labs.

Most of the studios/labs include an emergency pull station lever on the wall generally near the door. During the first class meeting of the term, the instructor will identify to the class where the lever is in the room and explain that the lever is to be used in an emergency to summon Ryerson security. Pull this lever when use of a phone is not possible or safe. Alternatively, there are pay phones with emergency use instructions on all three levels (basement, first and second floors) near the elevators of South Kerr Hall. These phones can be used in an emergency at no cost to notify security.

INJURY DURING CLASS TIME

Any student who is injured in class must inform their instructor of the injury as soon as it occurs. If a student is injured or is in distress as a result of any circumstances including, operating the industrial sewing machine, serger, or industrial iron, security is to be contacted immediately. They can be reached internally at extension 80 or externally at Ryerson University's main number (416) 979-5000, extension 80. After security is contacted, the appropriate technician must also be notified. If the emergency occurs in a:

- » Fashion Design studio/lab, the Fashion Design Technician (Audrey Colphon; phone extension 6595; room KHW 68) must also be notified;
- » Fashion Communications studio/lab, the Fashion Communications Technician (Dereje Mekeuria; phone extension 6446; room KHW 63C) must also be notified.

If calling from an external telephone line, call the Ryerson main number, (listed above) and the appropriate technician's extension. If you are using a Ryerson phone, call the extension directly. If the line is busy, a classmate should go to the technician's office and inform them of the emergency.

INJURY DURING BUSINESS HOURS

When not in class, security should be called immediately. After which the following persons should be contacted:

- » The appropriate technician
- » The Fashion Department Phone ex. 5333; go to KHS 243
- » The instructor, providing that the faculty member is on campus

INJURY AFTER BUSINESS HOURS

During evenings or weekends, security should be called immediately. If a faculty member or staff member is on campus, contact them and ask for their assistance. Security will assess the situation to determine the extent of the injury and if medical attention is required.

REPORTING AN INJURY TO FACULTY AND STAFF MEMBERS

» For serious injury

If the injury is serious, the persons listed below should be contacted immediately. To reach them when calling externally, call the Ryerson main number 416-979-5000 and the applicable extension or e-mail listed below. If you are calling from a Ryerson phone, dial the extension number directly.

» Interim Chair: Sandra Tullio-Pow
stullio@ryerson.ca

416-979-5000 ex. 6440
KHS 243 J

» Associate Chair: Osmud Rahman
orahman@ryerson.ca

416-979-5000 ex. 6911
KHS 59 F

» The Fashion Department
fshninfo@ryerson.ca

416-979-5000 ex. 5333
KHS 243 F

FOR NON-SERIOUS INJURY

If the injury is not serious, the following individuals must be notified by the student by e-mail within 24 hours of the accident. Students must specify the extent of the injury and if medical attention was necessary.

» Interim Chair: Dr. Sandra Tullio-Pow
stullio@ryerson.ca

» Associate Chair: Osmud Rahman
orahman@ryerson.ca

» The Fashion Department
fshninfo@ryerson.ca

» Instructor of the course/project, if applicable

ADDITIONAL RECOMMENDATION

Any injured student should refrain from working on the industrial equipment for the remainder of the day.

SCHEDULING A MAKE-UP CLASS

If a student is injured during class time, it is the student's responsibility to contact their instructor to schedule a make-up class time, if applicable.

LABS

We all spend many hours each day in the School of Fashion. Many of us spend considerably more time here than at home. It is your responsibility to clean up after yourself and to avoid causing damage by using the proper equipment for the task at hand, in the correct manner and in the appropriate place. Since the School facilities are used so extensively, the custodial staff has difficulty accessing labs and you should cooperate with them and allow them to do their job as much as possible.

COMPUTER LABORATORY ACCESS

- » Faculty of Communication and Design (FCAD)
- » CAD Computer Lab - KHW 63
- » MAC Computer Lab - KHW 65
- » School of Fashion CAD & MAC Lab - KHW 260

The Computer Labs are accessible **ONLY** to current Fashion Students taking School of Fashion course, who utilize this equipment as a required element of the course.

These labs have limited hours of availability.

Laboratory hours for this facility will be posted on the door. No unauthorized persons are allowed in the lab (no friends, students from other programs etc.). No food or beverage allowed. This lab complex is shared with two other FCAD programs, Interior Design and Theatre.

If you cannot access the lab with your Ryerson ID card, please contact the Communication Technician.

COMPUTER LAB POLICY

Clean-As-You-Go Policy -The after hours access to computer labs is a privilege arranged for Fashion students.

- » Picking up/sweeping up and disposing of all excess print paper disposing them in the recycling bins.
- » Unplugging the computers for the purpose of charging laptops or cell phones and leaving the computers unplugged prevents from updates to the computes.
- » No glue or other adhesive substances to be used in the computer labs.
- » Food and drink are **NOT** allowed in the computer labs in order to prevent damage to equipment.
- » Each student is responsible for cleaning up after him or herself. Failure to comply with the above housekeeping/maintenance will result in the following disciplinary action based on the severity and frequency of the infraction that will affect **ALL** students that use that computer lab.

AFTER HOURS ACCESS TO FASHION STUDIOS

Access Hours:

- » Monday to Saturday: 6:00 AM to 12:00 AM (Midnight)
- » Sunday: 6:00 AM to 6:00 PM

Safety and security is one of our prime concerns for our students. There will be extended access for all students in the labs and studios. Access will be established during the 1st week of school. Students must work in pairs while in these listed facilities and entrance doors to the specified locations must be locked and remain **CLOSED** while in use. Anyone found in a School of Fashion location after hours who has not followed these procedures will be removed from the building and denied further after hours access.

Clean-As-You-Go Policy - The after hours access to construction and pattern making studios is a privilege arranged for Fashion students. Students are responsible for the daily housekeeping and maintenance of both the construction AND pattern making apparel studios during and after each work session.

STEP ONE:

Apparel studio housekeeping/maintenance measures include the following

- » Picking up/sweeping up and disposing of all excess fabric scraps, paper, tape, thread, trim, packaging, newspapers etc.
(**NOTE:** barrels for recycling for paper are provided).
- » Filling of irons when water levels are low (close to 1" from the bottom) to prevent damage to irons (irons will be gone a minimum of one week to replace burnt out elements).
- » Turning off irons and/or sewing machines after use to prevent damage to equipment.
- » Making sure windows are closed before leaving the lab.
- » Cleaning tables of all glue and other foreign substances.

STEP TWO:

- » Foods and drinks are **NOT** allowed in the studios in order to prevent damage to equipment, garments and/or projects.

STEP THREE:

- » Each student is responsible for cleaning up after him or herself. Failure to comply with the above housekeeping/maintenance will result in the following disciplinary action based on the severity and frequency of the infraction that will affect **ALL** students that use that studio.

WARNING (YELLOW)

Verbal **AND** written warning issued from Communication faculty and technician. If the condition of the Lab in questions is not brought up to standard, the faculty and technician will evoke a lab closure.

WARNING
Date: _____
This Computer Lab must be brought up to standard by: Date: _____ Time: _____
OR
IT WILL BE CLOSED for:
Evening/Weekend Access beginning: Date: _____ Time: _____

NOTICE OF COMPUTER LAB CLOSURE (RED)

Written notice issued from Communication faculty and technician.

- » If the lab in question is not brought up to standard by the date on the warning the lab will be closed.
- » The lab in question will not be reopened until such time it is brought up to standard.

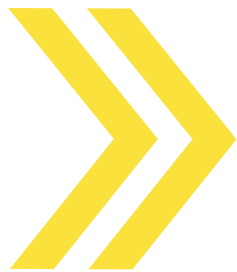
COMPUTER LAB CLOSURE
Date: _____
This Computer Lab was NOT brought up to standard as outlined in Computer Lab Policy "Clean -As-You -Go". COMPUTER LAB WILL BE CLOSED for: Evening/Weekend access beginning: Date: _____ Time: _____
COMPUTER LAB WILL BE CLOSED UNTIL: Date: _____ Time: _____

LAB OPEN (GREEN)

Decision made by Communication faculty and technician.

- » When the lab in question is brought up to standard and it will be reopened and the **COMPUTER LAB OPEN** sign will be posted.

COMPUTER LAB OPEN	
Date: _____	_____
This lab will be reopened for evening/weekend access beginning:	
Date: _____	Time: _____



REMINDER

Consecutive Warnings will lead to the closure of the lab in question for the remainder of the term except for the duration of class time.

ILLUSTRATION STUDIO POLICY

Cleas-As-You-Go-Policy: The after hours access to the Illustration Studio is a privilege arranged for Fashion students.

- » **DO NOT** cut directly on the surfaces of the tables.
- » Food and drink are **NOT** allowed in the Illustration Studio in order to prevent damage to equipment and/or projects.
- » Each student is responsible for cleaning up after him or herself. Failure to comply with housekeeping/maintenance will result in a disciplinary action based on the severity and frequency of the infraction that affect ALL students that use the Illustration Studio. Room access privileges may be revoked.
- » No recording devices of any kind are allowed in the illustration studio. This include but is not limited to: Photo, Video, Audio, Web Cam, Mobile devices, etc. If you have an accommodation you need to obtain permission from the instructor to use a recording device.
- » The model changing area should be respected as a private area, please do not enter during class time.
- » Turn off lights and close the lab after each work session.
- » **DO NOT** use equipment such as the Podium projector and sound system, ceiling heaters or portable heaters outside of class.
- » Report any damage to equipment immediately to your instructor.
- » All equipment borrowed during class time must be returned to the instructor by the end of class. Digital equipment is not available for loan outside of your scheduled class.
- » Illustration dress forms are not to be removed from KHW 259. They are for illustration purposes only.

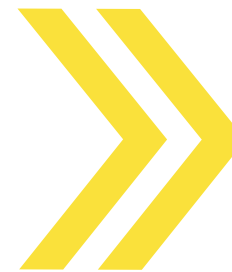
LAB/STUDIO EQUIPMENT

DRESS FORMS/JUDIES

For all Design Option students, the “in-class” Dress forms or Judies will be allocated on a Sign-in basis. A fee/deposit of \$100.00/per person will be required for the academic year. In some cases, more than one student may be using or signing up for the same Judy. When this occurs, EACH student must still pay the \$100 deposit. \$25 of the \$100 deposit will be retained to offset the cost of Judy repairs and replacement.

This deposit/sign-out requirement aids in maintaining the condition and cleanliness of the form and its mechanisms. At the end of the academic year, the student is responsible for the cleaning of their judy wheels, as well as the overall condition of the form (no ripping marking, vandalism). If the Judy is in its original signed off condition when inspected by the technician, your \$75.00 deposit will be refunded.

Judy assignment, deposit payment, Judy inspection, and deposit return procedures are organized through the Technician’s Office, KHW68. Once Judies are allocated to students, it is the student(s) responsibility to maintain their Judy and ensure that their judy remains in the apparel lab to which the student is assigned. Judies are not allowed out of the School of Fashion area.



REMINDER

Each student is financially responsible for any damages to or loss of their Judy. The cost for repairs or replacement of judies and/or parts will be calculated on a case-by-case basis. In addition, fines will be implemented for cases where new marks have been added to the judy (pin marks, pen, pencil etc.). The following chart outlines the approximate costs. Final charges will reflect actual replacement/repair costs. If charges are not paid, there are several penalties that will be applied.

» Penalties

See the Judy Contract sample in the Appendix for detailed info.

» Specialty Judies

A selection of specialty Judies is available for sign out for students working on specialized garments or collections. The specialty Dress forms include: Men’s Wear – torso and full body forms, size 38 & 40 , Children’s Wear – various sizes, Women’s Wear – petite, tall, maternity, over size, bra forms, contour forms, and pant forms.

INDUSTRIAL SEWING MACHINES

All students will be trained on and will utilize only industrial style sewing machines. These industrial speed machines are located in every apparel studio and all sewing samples, assignments, and tests are to be completed on these units. Complete instructions on the proper set-up and use of these machines will be provided in the introductory sessions of your First year apparel course. The proper sewing machine accessory pieces (needles, bobbin, bobbin case, presser foot, attachment screws, etc) are initially supplied in the Fashion Sewing Kit available through the Ryerson bookstore. It is the student’s responsibility to maintain and look after their sewing machine accessories. Individual machine accessories are available for short term sign-out from the technician’s office in emergencies **ONLY!**

INDUSTRIAL SERGERS

Used for finishing raw edges of cut material, a variety of industrial sergers are available for student use. Most apparel studios contain at least one industrial serger. A Baby lock serger is available for individual sign-out for in school use during office hours through the Technician's Office.

INDUSTRIAL IRONS

Each Apparel studio has a compliment of industrial steam irons for general class use. These steam irons are industrial quality but still require proper use, care, and maintenance to perform at optimum efficiency.

Every morning, after having completely cooled off over night, each iron water tank must be refilled to 1" from the top of the glass water level indicator tube located **on the front of the water tank (boiler). This Daily Refilling and Regular Topping off of the Water Level During the Day is a Must.** During heavy use periods the irons may need to be refilled during the day so that they do not burn dry. The water level should never go below 1" on the glass water level indicator tube.

Allow the iron to cool completely before attempting to refill the boiler. Make sure the pressure gauge on the front of the boiler has dropped all the way to 0. Refill the boiler by removing the large black knob screw stopper located on the top of the water tank. Remember the tank must be completely cool before attempting to refill. When hot, the tank has created an extreme amount of steam pressure, which if released before cooling can do a great deal of harm. If you are unsure of the procedure, ask the Technician.

Use one of the nearby funnels and full water jugs to refill the tank. Take care when refilling to not exceed the indicated water level. Once refilled, closed, and turned on, the iron will take approximately 30 minutes to reach the required heat and pressure. Extra water jugs are kept in each studio and should always be refilled (with tap water) and replaced near the iron station.

All irons will be refilled and turned on each weekday morning by the technician. It is the responsibility of the students to maintain water levels, and turn off the iron as the last person leaves.

The water level in the water tube gauge **must never fall below 1"**. Otherwise, the element will burn out and result in costly repairs. Never put any other materials in the iron's water tank. Once in operation, the tank and the actual iron **are extremely HOT**. Do not touch either piece. Most of the iron plates have a Teflon cover to aid in the protection of fine fabrics. **Test sample pieces of your fabric first for reaction to heat and steam. Should any materials of fabric melt on the iron due to improper use, notify a technician so action can be taken to clean the plate and not ruin the next user's fabric.**

OTHER SPECIALTY APPAREL EQUIPMENT

A variety of other specialized items and machine accessories are available for time limited sign-out through the Fashion Technical support. Depending on the item, sign-out time limit may vary from 2 hours, same day return, to 24 hours. This specialized equipment includes: specialty sewing/hemming feet, needle boards for pressing velvet, specialty fabric machine needles, how-to reference materials.

DRAFTING TABLES

Proper drafting/drawing tables are utilized in all fashion illustration, layout, and color theory studios. Most of the tables have adjustable height and adjustable tilt tops. While attempting any height or tilt adjustments do not force or over tighten any of the adjustment mechanisms. All drafting tables should have a rubberized "Borco" surface mat. **Do not use Borco as a cutting surface. Do not use paint, marker or any other drawing material on the Borco surface. Please ensure that the drafting table worktop is completely clean after your use.**

When moving the drafting table, hold the table by the support legs. **DO NOT move the drafting table by the tilt top.** This will cause the top to break and will damage the adjustment mechanisms.

STUDENT SAFETY & RESPONSIBILITY

GENERAL GUIDELINES

- 1 Absolutely no eating, drinking or smoking in any of the Design or Communication studios.
- 2 Specialty equipment must be returned by 3:00 p.m. each day. (**NOTE:** This equipment does not have overnight access)
- 3 The Judies have been assigned designated rooms and must remain in these studios. The students are responsible for the location of their own judies.
- 4 Students should maintain the classrooms, studios and labs in a clean and orderly condition AT ALL TIMES, otherwise after hour access may be denied.

STUDENT RESPONSIBILITIES IN THE APPAREL STUDIOS

- » Turning off the power machines after using them.
- » Turning off the irons (the switch below the red light on the wall).
- » Closing all studio windows and the doors when leaving on weekends or evenings.
- » Keeping the studio doors closed so that security can be maintained after 7:00 PM.
- » Never work alone.
- » Equipment and furniture must not be moved from one room to another.

SAFETY IN THE LABS & STUDIOS

- » Students with allergies or chronic/recurrent health problems are advised to consult their teacher, University nurse or family doctor before working with art and craft materials and processes. Pregnant women, young children and the elderly are particularly at risk with art supplies.
- » Use liquid art supplies, e.g. dyes, pigments, etc., rather than dry or powdered materials. A suitable respirator should be used if a spray booth is not available.
- » Avoid using sprayed materials whenever possible. Exhaust ventilation should be employed whenever spray paint or spray cans must be used.
- » Wet mop to clean up after using dry materials.
- » Good ventilation must be employed when using airbrush equipment. The pigment mist may linger in the air long after the airbrushing is completed if exhaust is not employed.
- » Do not place fingers, brushes, needles or pins, or other tools in your mouth. Art supplies are not to be ingested.
- » Wash hands after working with art supplies. Use gloves when employing pigments, dyes, etc.
- » After working, clean up art supplies using gloves and a damp sponge.
- » Use a commercial hand cleaner. Never clean hands with solvent.
- » Read all labels on materials purchased for artwork and take the appropriate precautions.

SERVICE REQUISITION FORMS

If you have a problem with a machine that you cannot correct yourself, first call your instructor or the technician. If the problem cannot be resolved or if it occurs in the evening or on a weekend, it is the student's responsibility to complete a Machine Repair Form with appropriate specific problem information with the date the problem is noticed and place it on the equipment to be repaired. (These forms are found on the bulletin boards in every Studio)

BEYOND THE CLASSROOM

MASS EXODUS

Mass Exodus is an annual fashion event featuring the work of the fourth year fashion students. Third year students in the Fashion Communication Option and the Theatre School work diligently from September until April to present its annual fashion event featuring the collections of the fourth year Design students and the creative work of the fourth year Fashion Communication students. For more information on Mass Exodus check out their website at www.massexodus.ca.

COMPETITIONS

The School of Fashion offers a variety of competitions as part of the program curriculum. In addition to the listed competitions, others are occasionally presented to the student body, (i.e. ROM, Barbie, Thai Silk) based on suitability to the program and time availability in the curriculum. Students will be notified about the internal competitions available in class, and via e-mail and on the notice board outside KHS243 for external competitions. Please note that students must be in **CLEAR** Academic standing in order to participate in competitions.

EXCHANGES

The Ryerson International office offers many ways to enjoy an international experience while increasing your skills in your chosen field. Whether you choose to pursue one of our established exchange programs, decided to create your own study abroad experience, or hope to work abroad, Ryerson International can help. Exchanges are a great opportunity for students who are interested in other cultures and international exposure.

The School of Fashion has over many years developed a number of student exchange opportunities with universities abroad offering similar programs to Fashion Design and Fashion Communication. Most exchanges are one semester in length and available only to 3rd year students. Most exchanges are only available in the winter term. For more information about these services, partner Universities and programs please visit the Ryerson International website at www.ryerson.ca/ri.

INDUSTRY LINKS

Program Advisory Council (PAC) is a group of volunteers that provides expert advice to a school on program related matters such as curriculum, program review, technology and trends in the industry, discipline or profession. The PAC should promote the school in the broader community and advise and assist the school in respect to external liaison. Where appropriate, the PAC will advise on, and participate in, fund-raising and the securing of resources.

A PAC is mandated to provide advice to a program. It may recommend such actions as it deems appropriate and, with the agreement of the school, may play an active ongoing role in the life of the program and the academic unit. However, PACs are not authorized to make decisions on behalf of the school or the University, as decision-making authority rests ultimately with Academic Council or the Board of Governors.

ADVISORY COUNCIL

JEANNE BEKER

Host/Segment Producer
"FT-Fashion Television" &
"Fashion Television Channel"

LAURIE BELZAK

Sector Development Officer
Economic Development Office
Fashion, Apparel & Design

KATHY CHENG

Director of Marketing & Business
Development, WS & Company Ltd.

MARK DERBYSHIRE

President, Holt Renfrew

LYNDA FRIENDLY

Lynda Friendly and Associates Inc.

LORNE GERTNER

CEO Hill & Gertner Capital
Corporation

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Retail Division
M.H. Alshaya, W.L.L.

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First Media Group Inc.

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Karstadt Warenhaus GmbH

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Fashion Design Council of Canada

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Merchandising Officer, Danier

GERRY MAMONE

President, Mamone & Partners

DARREN MASON

President/Owner Andrew's
Chair, Advisory Council

FRANCO MIRABELLI

Owner/Designer
Franco Mirabelli Design Inc.

FRANCINE TREMBLAY

Publisher & Senior VP, Consumers
Publications Transcontinental Media

MARY TURNER

Merchandise Vice President
Women, Mens, Kids & Intimates,
The Bay

INDUSTRY ORGANIZATIONS

CANADIAN APPAREL FEDERATION

CAF is the national industry association for the apparel industry. It represents the industry in consultations with the federal government on trade, legislative, and regulatory matters. www.apparel.ca

INTERNATIONAL APPAREL FEDERATION

Contains World Apparel Convention information, member association websites and directories. www.iafnet.com

INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES (IFFTI)

An organization that brings together institutes of learning dedicated for the promotion of Fashion Education are growing in number in all parts of the world. www.iffiti.com

NAMSB

NAMSB is the National Association of Men's Sportswear Buyers, Inc., a not-for-profit membership association of men's wear retailers, with headquarters in New York City. Its purpose was, and is, to promote the interests of men's sportswear and the men's apparel industry in general. www.namsb-show.com

THE DESIGN EXCHANGE

The Design Exchange is Canada's design museum and centre for design research and education. It is committed to raising awareness and understanding of design in all its forms. www.designexchange.org

THE EUROPEAN AND TEXTILE ORGANIZATION (EURATEX)

EURATEX acts on behalf of the European institutions on matters such as commercial and industrial policies, research and innovation, environmental and social issues. www.euratex.org

THE FASHION GROUP INTERNATIONAL

An online business and research center; brings together professionals in fashion, apparel; contains guest columnists, top stories. www.fgi.org

THE TEXTILES INSTITUTE

The worldwide professional association for people working with fibers and fabrics, clothing and footwear, interior and technical textiles. www.texti.org

THE TORONTO FASHION INCUBATOR

Offers comprehensive support to fashion designers in their early start-up stages, monthly events and workshop info. Officially known as the Toronto Center for the Promotion of Fashion Design the TFI is an innovative, non-profit, small business center designed to support and nurture new fashion entrepreneurs. www.fashionincubator.on.ca

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APPENDIX

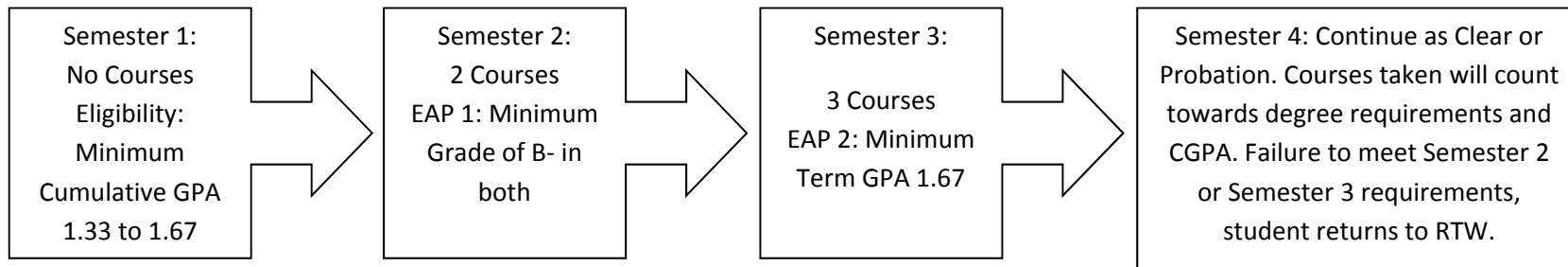
Fashion Student Handbook

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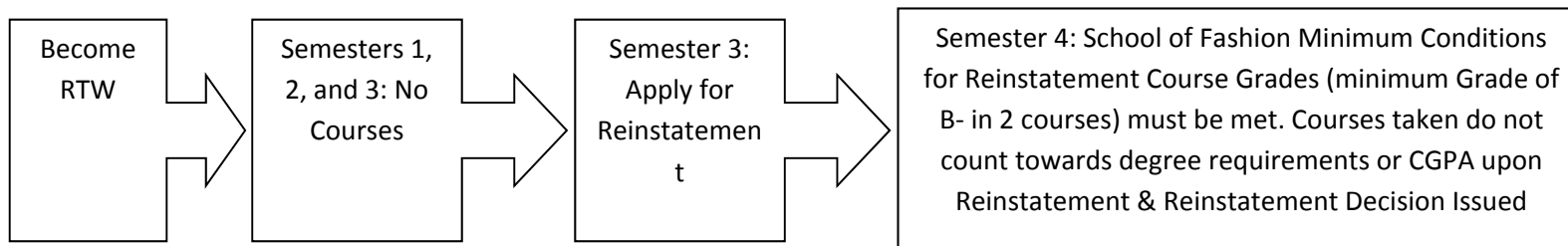
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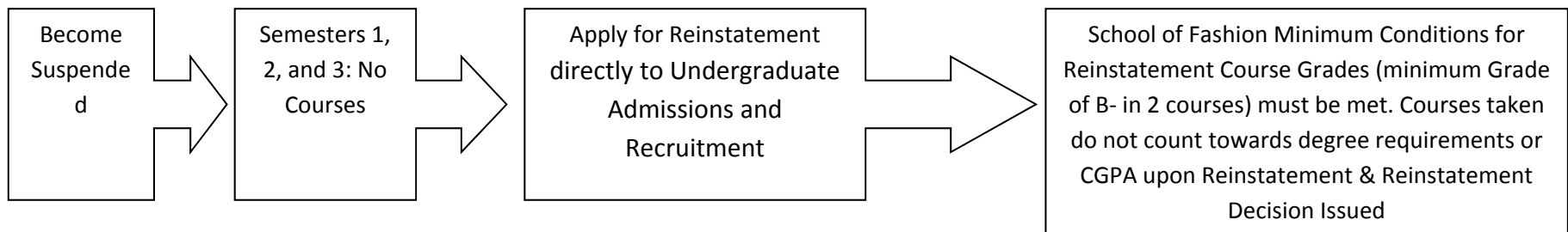
Student Required to Withdraw after May 2011



Students Required to Withdraw between September 2008 and December 2010



Students Suspended prior to September 2008



School of Fashion Course Management Policies

The Fashion Course Management Policies are in accordance with [Ryerson University Policy #145 Undergraduate Course Management](#).

General Information

Students are responsible for their own learning

Attendance and class participation are essential for the development and understanding of course content.

- **Regular attendance** in their registered section is expected of all students. All scheduled classes begin promptly at 10 minutes past the hour; students arriving late will be accommodated at an appropriate time in the class. If a student is found to have attendance irregularities, such as more than one absence without proper documentation, lateness to class and/or departing before a class officially ends, and if this irregularity continues for more than three (3) classes within a given semester, the student may be required to meet with the instructor for the purpose of correcting the situation. Frequent absences without proper documentation may result in failing the course.
- **Student participation** includes some or all of the following: arriving on time and listening in class, being prepared, sharing ideas, concepts and creative exploration, sharing conceptual development in progress, cooperating in group projects, analyzing and offering constructive criticism during class discussion, and being an active participant in critique. In studio courses, students must be seen by the instructor working on their projects in class to ensure authenticity of the work.

Modifications to course outlines

Any modifications will be discussed in class prior to implementation and a written statement of revision will be provided to students

Student Guide

Please refer to the [School of Fashion Student Guide](#) for information on administrative services academic and technical matters specific to the School, including the process for requesting academic considerations and accommodation for health or compassionate reasons, beginning on page 29.

Faculty Course Survey (FCS)

The FCS will be delivered online in Fall and Winter terms. Some instructors will conduct FCS both online and on paper. Dates to be announced.

Electronic Devices

The use of electronic devices in class will only be permitted at the discretion of the instructor.

Communicating with Your Professor or T.A./G.A.

Electronic communication from Ryerson University, the School of Fashion, Instructors, and Assistants is through Ryerson e-mail, therefore all students must activate and regularly check their Ryerson e-mail account.

- When e-mail communication is necessary, students are required to communicate with their professors using their Ryerson University e-mail accounts.
- Students are responsible for monitoring their Ryerson e-mail accounts to ensure that they are active and are not “over quota”.

- In all communications, students should identify themselves by full name (as written on the course roster and the name you go by in class if it is different), student number, course number and section number. Communications not following this format may not receive a response.
- Professors will make every effort to respond to student email messages within 3 days (72 hours) of receipt of the message. Students should keep this timeframe for response in mind when sending messages asking for information or clarification relating to assignments or tests. It may not be possible for the professor to respond to messages sent less than 3 days prior to the test or assignment prior to the due date.
- Messages requesting the following may not receive a response: information found in the course outline, grade information, or explanations of material or announcements given in class or posted on D2L Brightspace. Students are responsible for consulting D2L Brightspace regularly for course outline information, assignment details and deadlines, pertinent announcements and when seeking answers to previously given information.

Contractor Policy

Students may have to use external contractors to complete their assignments (including but not limited to: embroidery, pleating, pressing and buttonholes, book binding, printing, editing etc.). The use of any contracted service must be approved by the instructor in advance. While the School of Fashion and individual instructors may recommend contacts for such work they cannot be held responsible for the quality and the work completed by external contractors.

Display of Student Work

In this course, professors or instructors may select student work for display on Ryerson campus or university related events for a period lasting until the end of the academic year. In addition, student work may be displayed electronically on the School of Fashion web site for a period of up to 3 years. If you do not wish your work to be displayed, please notify your professor/instructor in writing as soon as possible. All student work chosen for display will be returned to the student. Any questions about the display of student work can be directed to your professor/instructor.

Evaluation

Group Work

It is essential that all work submitted is completed by the individual student or the students in a particular team. Group projects may involve both group and individual assessments; evaluation criteria will be identified on project briefs and rubrics.

Late assignments

The School of Fashion values the timely submission of work in order to be fair to all students. All assignments are due as specified on the project brief, in the weekly breakdown and/or course outline. Incomplete assignments will be accepted at the time date specified for the assignment, and evaluated based on the completed elements.

Late assignments with proper documentation for health or compassionate reasons will be accepted without penalty; acceptance requires timely action by the student; please refer to *Academic Considerations* beginning on page 29 in the [School of Fashion Student Guide](#)

Late submissions without documentation will be accepted with a 20% penalty up to 7 days past the due date and time. Submissions after 7 days will not receive a grade, but may receive feedback. To ensure the timely submission of final grades, approval is required if an assignment is to be submitted past the final week of class; extra time may not exceed the date and time agreed upon between the instructor and student.

Grades for Multi-Segment Courses

Students are required to submit high quality work in all multi-segment courses (i.e., FFD 313, FFD 40A/B, FFD 413, FFD 513, FFD 613, FFC 503, FFC 603, FSN 120, FSN 220) in order to receive a passing grade. Grades are calculated separately for each segment and then added to arrive at a course grade; they are not totaled then averaged between the segments. A failure in one or more segments will result in an “F” grade for the entire course. An “F” must be cleared if the course is a pre-requisite for another course and/or a requirement to graduate.

Missed Classes and/or Evaluations

When possible, students are required to inform their instructors of any situation which arises during the semester which may have an adverse effect upon their academic performance, and must request any consideration and accommodation according to the relevant policies as far in advance as possible. Failure to do so may jeopardize any academic appeals.

- **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.
Forms are submitted to the Academic Coordinator for the School of Fashion
- **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>.
Forms are submitted to the Academic Coordinator for the School of Fashion.
- **Academic Accommodation Support** – Before the first graded work is due, students registered with the [Academic Accommodation Support office](#) (AAS) should provide their instructors with an Academic Accommodation letter that describes their academic accommodation plan.

Examinations

Examinations will be written during the examination period. Students are advised to consult the Ryerson Calendar to review policies, procedures, and examination dates before finalizing holiday and employment plans. Please consult the [School of Fashion Student Guide](#) or see [Policy 135](#) to review the University’s examination policy and procedures. Students who miss an exam or are more than 30 minutes late for a scheduled exam, without documentation, will receive a zero grade. Final exams will not be returned to students. They are available for review in case of an appeal and are kept on file for a period of one year.

Make-up Tests or Exams

Should a student miss a test or other form of assessment, with appropriate documentation, normally a make-up will be scheduled as soon as possible in the same semester, and where possible, before the last date to drop the course. Make-ups will cover the same material as the original assessment but may be in a different format. Please refer to section 2.2.7 of [Ryerson University Policy 145](#).

Incomplete (INC) Grades

The INC grade is for incomplete coursework or a missed final examination due to documented health or compassionate grounds. Students must within 3 working days, or as soon as reasonably possible, of a missed final examination or final assignment deadline, petition their instructor and the Academic Coordinator to receive an INC grade. Supporting documentation (e.g. Ryerson Health Certificate) must be provided to the Academic Coordinator.

An INC can be awarded only when the completion of the outstanding work or an alternate final examination may result in a passing grade.

The outstanding work or alternate examination must be completed by the date agreed upon between the instructor and the student. The INC will be replaced by an official course grade when the work is completed. If the work is not completed by the deadline the INC will become a grade of F. An INC grade must be cleared if the course is a pre-requisite for another.

Full details are available in [Ryerson University Policy 46](#).

Academic Integrity

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.

Suspensions 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 may 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 and 2.10). 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 [Academic Integrity policy](#) and to the [Academic Integrity Office website](#).

Turnitin.com [IF USED IN THIS COURSE]

Turnitin.com is a plagiarism prevention and detection service to which Ryerson subscribes. It is a tool to assist instructors in determining the similarity between students' work and the work of other students who have submitted papers to the site (at any university), internet sources, and a wide range of books, journals and other publications. While it does not contain all possible sources, it gives instructors some assurance that students' work is their own. No decisions are made by the service; it generates an "originality report," which instructors must evaluate to judge if something is plagiarized.

Students agree by taking this course that their written work will be subject to submission for textual similarity review to Turnitin.com. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of comparing the similarity of such papers. Use of the Turnitin.com service is subject to the terms-of-use agreement posted on the Turnitin.com website.

Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with their instructor to make alternate arrangements.

Construction Kit
Day and Evening 2017

Regular presser foot with finger safety guard
Zipper foot (notched one side)
Bobbin case, 2 pieces
Bobbins, 4 pieces
Thumb screw – 3 pieces
Silver needle bar (feed-back) screw - 3 pieces
#12 industrial needles, pkg of 10 style 16x231(schmetz)
Small screwdriver
Cleaning brush
Fashion labels large, pkg of 3
Size 9/10 labels, pkg of 3
Care labels, pkg of 3
Tool box 12"
5 yard bundle of medium weight muslin
1 meter bundle of lightweight fusing
17" suit hanger clear 2128-11
Skirt zipper 7" 3 pieces
100% polyester sen-all tread black 500m per spool (2 pieces)

Price \$103.00

If there is a problem with the contents of your kit, you must report it to us within five days of purchasing it. There are no refunds, substitutions or exchanges on any item in the kit.

Thank You

Pattern Making Kit 2017

C-Thru ruler B-95

C-Thru ruler B-60

Patternmaking hook

Professional tracing wheel (wooden handle)

Linen tester

Lumocolour markers red, blue, green, black 311-WP4

Miniature block outlines on acetate, 6 sheets

Pencil sharpener 2 hole metal

Pencil 2H, 4 pieces 100-2H

15" X 18" manila envelope [can be folded]

3m magic tape 810D

French Curve 1010-17

Price \$79.00

If there is a problem with the contents of your kit, you must report it to us within five days of purchasing it. There are no refunds, substitutions or exchanges on any item in the kit.

Fashion Kit FSN121 FALL 2017

Professional cutting mat 12"x 18"	Rubber cement pickup
Xacto knife XF3601	Xacto knife x3246
Xacto blades #11	Recycled 1" Binder
Hi-Art #27 board 15" x 20" 2 pieces	Mech. pencil .5mm 925 05Bk
Photomount board 11" x 14" 5 pieces	15" x 18" manila envelope (can be folded) (2 pcs)
Colouraid kit - full set 3" x 4.5	Palette plastic watercolour
Figuring pad quad	Bienfang tracing pad 9" x 12" (100sheets per pad)
3M masking tape 1/2"	USB key (flash drive) 16GB
Fineliner pigment black (.1 .3 .5 .7)(4pk) 308 wp4	
Gouache permanent white 15ml #008	
Gouache colbalt blue 15ml #110	
Gouache cyprus green 15ml #304	
Gouache spectrum violet 15ml #445	
Gouache flame red 15ml #517	
Gouache jet black 15ml #041	PRICE \$ 293.00
Gouache ultramarine 15ml #123	
Gouache magenta 15ml #409	
Gouache flame orange 15ml #687	
Gouache spectrum yellow 15ml #676	
Winsor Newton Gouache brilliant green 14ml #0605046	If there is a problem with the contents of your kit, you must report it to us within five days of purchasing it. There are no refunds, substitutions or exchanges on any item in the kit.
Sheet protectors 16 pieces	
Steel corkback ruler 18"	
Mailing tube 4" x 24"	
Watercolour brush 0	Thank You
Watercolour brush 2	
Strathmore series 400 recycled sketch book 9"x12"	
Paper tizano dk gray 06t25030 (2 SHEETS)	
Rubber cement	



**Campus
Store**

FASHION ILLUSTRATION KIT
SEPTEMBER 2017

Pack of **HB** Conté Black
Warm Grey Markers 10%
Warm Grey Marker 30%
Warm Grey Marker 50%
Coloured Pencils (set of 12) prisma-color Scholar
Box of Crayola Crayons (set of 24)
#10 Round Soft Bristle Brush
#4 Round Soft Bristle Brush
Marker Paper 100% Rag Translucent 14 x 17
140 LB Cold Press Paper 14x19 Pad
18x 24 White Bond Paper Pad w/cover
LG. Bamboo Reed Pen
Chart Pak Marker Blender
Pigment liner 0.7mm black
Plastic 10 well mixing tray
Tombow dual brush pen black #ABT-N15
Masque Pen refill (masking fluid 30ml)
Poly Zip Art Profolio 11 x 17
Pencil HB
Pencil 2B
Pencil 4B
Royal India Ink 60ml
Water colours 12 tube set

Price \$ 172.00

If there is a problem with the contents of your kit, you must report it to us within five days of purchasing it. There are no refunds, substitutions or exchanges on any item in the kit.

JUDY CONTRACT / \$100.00 COMPULSORY FEE & DEPOSIT

	Condition of Judy upon Return
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- **All 2nd, 3rd and 4th year apparel students are required to pay \$100.00 for the use of a Judy/Jimmy for the current school year (\$75 deposit to be returned and \$25 administration fee). This is to ensure that Judies/Jimmies used by students are returned in the same condition as received, which will extend the life of these expensive and easily damaged pieces of equipment (cost of a new Judy/Jimmy is over \$1,000).**
- Once Judies have been inspected at the end of the school year, (end of Fall term for those going on exchange) and are found to be in satisfactory condition, the \$75 deposit will be returned to students. The deposit slip is to be taken to the Ryerson Cashiers office for redemption.
- **NOTE: Each student is financially responsible for any damages to their Judy/Jimmy due to direct cause or neglect or loss of their Judy/Jimmy. The cost for repairs or replacement of Judies/Jimmies and/or parts will be calculated on a case-by-case basis.**

The following chart outlines the approximate costs:

Item	Approximate Cost
Lost wheels	\$10
Wheel Cleaning	\$10/wheel
Surface damage/marks (pen, pencil, marker, paint, etc.)	\$25 and up
Stand damage	\$35 - \$125
Recovering	\$125
Body damage (crushed bust, shoulders collapsed, etc.)	\$225
Replacement	\$1,000

*Final charges will reflect **actual** repair/replacement costs.

- Satisfactory condition means that the wheels are free of dirt, threads and all other debris and that the overall condition of the Judy has not deteriorated (i.e. no markings, cuts, vandalism) from the state that it was received in.
- Judy inspections will take place during exams in April and deposits must be claimed by the end of the school term. Deposit monies not claimed by the official end of term (as stated in the course calendar) will be used to clean Judies and to pay for general repairs, as needed.

I have read and agreed to the above conditions:

	PRINT Student Name	Signature	Section/Year	Deposit Taken by	Deposit Refunded (Student signature)
1					
2					
3					
4					

School of Fashion Council (School Council) By-Laws

I. **Function:**

To develop and recommend policy relevant to the School of Fashion in a manner which is consistent with the general policy of Ryerson University. The **School of Fashion Council** shall simultaneously act as the **Undergraduate Program Council**. The School has a separate **Graduate Program Council**.

II. **Roles and Responsibilities:**

- (a) The School of Fashion Council (hereafter called "School Council") is the consultative and collegial body responsible for academic matters specific to the School of Fashion and its programs. Depending on the nature of the matter, the School Council approves, reports, or makes recommendations to Chairs/Directors and/or the Dean or designate, and/or Senate.
- (b) Approves policy and procedure with significance and effect exclusive to the School. Endorsement by the Chair/Director, and consultation with, and endorsement by, the Dean or designate is required before implementation of significant changes.
- (c) Formulates and communicates recommendations regarding policies and procedures with implications beyond the School to the Chair/Director and/or the relevant Dean and/or designate. Endorsement of such recommendations by the Chair/Director and the relevant Dean or designate is required. If there are no ramifications beyond the Faculty, the matter may be settled there. If there are broader ramifications, the matter shall be submitted to Senate, its standing committees (e.g., ASC) or, when relevant, to the YSGS Council.
- (d) May report directly to Senate on information items that affect only the School, and/or on matters of general interest.

III. **Membership:**

A. The School Council shall be composed as follows:

- i) Chair of the School
- ii) All full-time faculty members of the School.
 - (a) Faculty on leave who indicate in advance to the Council Chair that they will be present at meetings during their leave remain full members for the purposes of quorum calculation. Faculty above the level of Chair/Director (e.g. Associate Dean, Dean, Vice Provost, Provost) are excluded from Council membership.
- iii) One instructor from the part-time/sessional faculty within the School.
 - (a) At the start of each academic year, instructors will be asked to nominate someone or self-nominate. If no nominations are received the School of Fashion Chair's Council will nominate a representative.
- iv) Chang School, Academic Coordinator, Fashion (non-voting)
- v) Full time students in good academic standing elected by and from their respective years, as follows:
 - (a) One student from first year to represent the first year student body
 - (b) Two students from second year to represent the second year student body, i.e. one student majoring in the Design option to represent students majoring in the Design option; and one student majoring in the Communication option to represent students majoring in the Communication option.
 - (c) Two students from third year to represent the third year student body, i.e. one Design option student and one Communication option student.
 - (d) Two students from fourth year to represent the fourth year student body, i.e. one Design and one Communication Option student.

B. Other Members:

All sessional and part-time instructors are invited to attend meetings. At the discretion of the Council Chair, advisory personnel and other interested persons may be invited to attend School Council meetings, but such persons may not have voting privileges.

IV. Voting:

Under the provisions of membership, voting members of School Council will be determined at the first School Council meeting of the academic year. They consist of:

- (a) Chair of the School.
- (b) All full-time faculty members of the School.
- (c) One instructor from the part-time/sessional faculty within the School.
- (d) Student representatives from each year of the School of Fashion program. Voting student representatives shall include a number of elected students to the ratio of not less than one third and not more than one half of the total number of faculty members on the School Council. No fewer than 7 students shall be eligible to vote (1 from first year; 2 each from second, third, and fourth years).

V. Chair of School Council

The Chair of the School, or designate, shall act as Chair of School Council (hereafter called "Council Chair").

VI. Council Secretary:

The Council Secretary shall be elected by and from the faculty members of the School Council for one year. The Council Secretary shall be responsible for informing council members of meetings, working with the Council Chair to determine meeting agendas, recording proceedings of each meeting and arranging for distributing the minutes to all School Council members.

VII. School Council Quorum:

A quorum for full School Council shall consist of 50% of the total voting membership.

VIII. Schedule of Meetings:

- (a) School Council meetings may be called at any time by the Council Chair but must be held at least twice per academic year, once in each of the fall and winter semesters.
- (b) A notice, in writing, of a School Council meeting shall be given by the Council Chair or the Council Secretary to each member of School Council and be posted at least seven (7) days prior to the date of the meeting. C. The agenda and formal motions shall be given to each member at least three (3) days before each regular meeting but for an emergency meeting, they may be given out at the meeting.
- (c) A meeting may be called by a request in writing to the Council Chair by no fewer than four (4) members of the Council. Such meetings must be called and convened within seven (7) calendar days.

IX. Minutes:

- (a) The Council Secretary shall distribute copies of the minutes to:
 - i. Each member of the School Council.
 - ii. The Dean, Faculty of Communication & Design.
 - iii. The Academic Coordinator, School of Fashion.
- (b) Each student member shall report back to their year or section the results of the meetings.

X. Standing Committee:

The Standing Committee of the School Council shall be:

Curriculum and Course Development Committee (hereafter called "Curriculum Committee").

Student representation on the Curriculum Committee will consist of invitations to specific Curriculum Committee meetings to receive proposed course revisions, to disseminate to class representatives, and to provide input to specific aspects of the curriculum.

XI. Special Committee:

- (a) Special Committees may be appointed by School Council at any time. The School Council shall decide on the composition of such committees.
- (b) The conveners of such committees shall be voting members of School Council.

XII. Quorum for Committee Meetings:

A quorum for a meeting of a standing committee or special committee shall be not less than 50% of the total membership of the committee.

XIII. Emergency Committee Meetings:

In the event that an emergency situation arises at a time when it is not possible to contact members of a committee because of holiday periods, a meeting of a standing or special committee consisting of less than quorum may be convened. Such holiday periods include the winter holiday from the end of classes in December until classes commence again in January, and the period of the summer holidays from the end of classes in April until classes commence again in September.

XIV. Amendments:

- (a) The School Council may revoke, amend or re-enact these bylaws provided that notice in writing is given to each School Council member at least 14 days before the next meeting of the School Council.
- (b) Revocation, amendment or re-enactment of these bylaws shall not come into force until and unless it ratified by Senate.

Approved by School Council October 2013