Faculty of Arts and Science
Graduate Council MANUAL

Graduate Programs in the Faculty of Arts and Science

Department/Program Name	Graduate Degrees and Diplomas
Art Conservation	M.A.C.
Art History	M.A., Ph.D.
Arts Leadership and Arts Management	G.Dipl.A.M., M.A.A.L.
Biology	M.Sc., Ph.D.
Chemistry	M.Sc., Ph.D.
Classics	M.A.
Computing	M.Sc., Ph.D., G.Dipl. B.I, M.B.I.
Cultural Studies	M.A., Ph.D.
Economics	M.A., Ph.D., G. Dipl. R.P.R.
English Language and Literature	M.A., M. Phil., Ph.D.
Environmental Studies	M.E.S., Ph.D.
Film and Media (Screen Cultures and Curatorial Studies)	M.A., Ph.D.
French Studies	M.A., Ph.D.
Gender Studies	M.A., Ph.D.
Geography	M.A., M.Sc., Ph.D.
Geological Sciences and Geological Engineering	M.Sc., Ph.D., M.E.E.R.L.
Global Development Studies	M.A., Ph.D.
History	M.A., Ph.D.
Industrial Relations	M.I.R., P.M.I.R.
Kinesiology and Health Studies	M.A., M.Sc.,Ph.D.
Mathematics and Statistics	M.Sc., Ph.D.
Philosophy	M.A., Ph.D.
Physics, Engineering Physics and Astronomy	M.Sc., Ph.D.
Policy Studies (Public Administration)	M.P.A., P.M.P.A.
Political Studies	M.A., Ph.D.
Psychology	M.Sc., Ph.D.
Religious Studies	M.A.
Sociology	M.A., Ph.D.
Urban and Regional Planning	M.PL.

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The PURPOSE of this manual is to set out the guidelines for the organization and operation of the Faculty of Arts and Science (FAS) Graduate Council and to assist those involved in these tasks. The guidelines supplement regulations described in the Calendar of the School of Graduate Studies and Postdoctoral Affairs (SGSPA) and in the Governing Framework for Graduate Studies, April 2009. The guidelines set out in this Manual will be subject to annual review at the first Council meeting of the academic year.

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1. Organization

Effective September 2019, there shall be one graduate council from the Faculty of Arts and Science (FAS) known as the Faculty of Arts and Science Graduate Council ('the Council', or, 'Council'). The Council merges the previous Faculty of Arts and Science Graduate Council for the Sciences, and the Faculty of Arts and Science Graduate Council for the Social Sciences and Humanities.

1.1. Membership

1.1.1. Arts and Science Faculty Members of the School of Graduate Studies and Postdoctoral Affairs (SGSPA) include the following:
- Heads/Directors of Departments or Programs offering graduate degree and/or graduate diploma programs
- Instructors of graduate courses in the current academic year, or either of the two preceding academic years
- Supervisors of graduate students in the current academic year, or of the two preceding academic years

1.1.2. The membership of the Council shall include the following:
- All Graduate Coordinators or Graduate Program Directors of all Departments/Programs in the FAS with graduate degrees and/or graduate diplomas
- an Associate Dean of the Faculty assigned by the FAS
- an Associate Dean of the SGSPA
- a Senior Officer of the SGSPA, normally, the Director of Admissions and Student Services
- up to 4 graduate students (2 Master's, 2 Ph.D.) elected or appointed by the Society of Graduate and Professional Students (SGPS) and subject to ratification by the council. In the event that the SGPS does not identify graduate student Council members annually by September 30, the Council will elected or appoint up to 4 graduate students (2 Master's, 2 Ph.D.) as the members of Council for the academic session. The names of the graduate student members of Council shall be reported to the SGPS for information. Council will seek equal student representation from all disciplines as well as from both research based and professional graduate programs.

1.1.3. Voting members of the Council shall be
- the Associate Dean of the FAS
- all Graduate Coordinators or Graduate Program Directors (or delegates) of all Departments/Programs in the FAS with graduate degrees and/or graduate diplomas
- the Graduate student representatives to Council (or delegate)

1.2. Faculty Associate Dean

The Faculty Associate Dean, appointed by the Dean of the FAS, oversees administrative matters, including local policy development and selection/election of representatives to various committees, represents the FAS on the Graduate Studies Executive Council (GSEC) (with the Chair of the Council), liaises with the decanal teams in the FAS and the SGSPA, the FAS Faculty Board and the SGPS, and advises faculty regarding local regulations and procedures.

1.3. Chair and Associate Chair

The Chair and Associate Chair are elected for three-year terms (see Section 1.5). These terms are partially overlapping to ensure continuity of this position.   The Chair and Associate Chair must be faculty members from a Department/Program in the FAS with a graduate degree and/or graduate diploma program and must be from different departments or programs. Additionally when the approved Chair is from a Department/Program in the Humanities or Social Sciences, the Associate Chair should be from a program in the Sciences, and vice versa.

Liaison with the Department or Programs is chiefly through the Graduate Coordinators/Graduate Program Directors.

The Chair of the Council is a member of GSEC and the SGS Fellowship Committee.

The Chair shall be nominated by the Nominating Committee of the Council for approval by the Council. The name of the Chair of the Council shall be reported to the FAS Faculty Board for information.

The Council shall also elect/appoint an Associate Chair. The Associate Chair may substitute for the Chair in any capacity by mutual agreement. The Associate Chair handles matters relating to students in the Chair's Department/Program.

1.4. Meetings

    1.4.1. All administrative matters pertaining to Council meetings shall be under the auspices of the FAS.

    1.4.2. A schedule of monthly meetings for the academic year will be provided to Department or Program Heads/Directors, Graduate Coordinators/ Graduate Program Directors, and Graduate Assistants for all departments or programs of the Council at the start of the Fall term.

    1.4.3. Where there is no business, the Chair may cancel meetings; however, the Council will meet no fewer than three meetings a year. Additional meetings can be called by the Chair as necessary, at the request of the Dean or Faculty Associate Dean, or at the written request of six members of the Council.

    1.4.4. Meetings shall be scheduled so that any business that must come forward to GSEC can be forwarded in time for GSEC's agenda. Any business of the Council that has to be approved by GSEC will be reported to that body using the formats and forms as required by GSEC and according to any GSEC deadlines.

Items requiring GSEC approval include: SGSPA calendar material and course offerings, graduate degree and graduate diploma program requirements and changes to same, major modifications to graduate degree and graduate diploma, and new graduate degree and graduate diploma programs.

1.4.5. Agenda items should be submitted to the Council's administrative assistant in FAS at least one week before a scheduled meeting. Departments or programs with items on the agenda should ensure that the item has received appropriate discussion within the Department or Program, ensure representation by a spokesperson on the matter at the meeting of the Council, and provide supporting materials for circulation prior to the meeting.

1.4.6. Decisions of the Council shall be made only with the consent of a quorum of members, quorum being defined as greater than half of the voting members of the Council. Members must be present to vote. Resolutions submitted to the Council shall be decided by a majority of votes, and in the case of a tie, the Chair shall have the deciding vote. Unless a poll is demanded, the declaration of the Chair of the meeting recorded in the minutes that a resolution has been carried or has not been carried shall be conclusive evidence of the fact.

1.4.7. Bourinot's Rules of Order, in its most recent edition, shall govern the meetings of Council.

1.4.8. At the last meeting of the Council before the summer session, the Chair will ask the Council to authorize the Chair and Associate Chair to conduct Council business over the summer months.

1.5. Nominations and Elections

1.5.1. A Nominating Committee, composed of the current Chair of the Council, the Faculty Associate Dean, and one other Council member and in consultation with the Heads/Directors of Departments or Programs and Graduate Coordinators/ Graduate Program Directors will prepare a slate of nominees willing to serve on Senate, standing committees of the Council or SGSPA, and for the positions of Chair and Associate Chair as needed. This slate will be brought before a meeting of the Council for approval. Additional nominations may be received at that time.

1.5.2. If the number of nominees exceeds the number of positions, the current Chair and Faculty Associate Dean will conduct the necessary elections by secret ballot of the voting members of the Council.

1.5.3. The nominees approved by the Council will be forwarded to the SGSPA, and reported to the FAS Faculty Board for information.

2. Student Matters Considered By Council

It is the responsibility of the Graduate Department or Program to ensure that students receive adequate academic counselling with regard to their academic program, which must meet the stated calendar requirements.

In their review of these student matters, the Chair or Associate Chair of the Council should

consult with each other and others when necessary to ensure they have sufficient information to evaluate the particular case.

2.1. Direct Entry into a Doctoral Degree Program

In exceptional cases, applicants who hold an Honours bachelor's degree with an overall "A" average and who demonstrate advanced research ability may be granted direct admission to a doctoral degree program upon written recommendation of the admitting Graduate Department or Program and approval of the Chair of the Council and the SGSPA. All other procedures for application and acceptance also apply. Students admitted in this way must complete a minimum of two session-length or four term-length graduate courses during the doctoral program.

NOTE: Students admitted to a doctoral program through direct entry may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the SGSPA. (See also SGSPA Calendar, *Admission and Registration, Academic Qualifications for Admission)*

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the Chair of the Council c/o the SGSPA. If the program of application is the same Graduate Department/Program as the Chair of the Council, the request will be sent to the Associate Chair of the Council c/o the SGSPA. If the case is evidently straightforward, it may be approved by the Chair/Associate Chair of the Council and then must be submitted for approval and action to SGSPA, and also reported back to the Council. Otherwise, the request will be placed on the agenda for decision by the Council at its next meeting.

2.2. Advanced Standing for Prior Course Work

   A. Coursework completed for a graduate credential that is laddered (or stacked) with a
        higher graduate credential

Courses that are successfully completed as part of a Queen's University Senate –approved Graduate Certificate or Graduate Diploma may be counted toward the coursework requirements of an appropriate higher graduate credential, where the Graduate Certificate or Graduate Diploma has been designed and approved to ladder to a higher level graduate credential. The number of courses for which advanced standing and equivalent credit may be granted, and the minimum final grade requirement(s), if applicable, in the course(s) under consideration, must be consistent with the approved structure and inter-relationship of the two graduate credentials.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the SGSPA. Documentation should include a rationale for the request, and the department's/program's verification that the course or courses are eligible to be counted towards a higher level graduate credential.

If the request is approved the SGSPA will inform the student, the Department/ Program and the Office of the University Registrar (if required). The student's Queen's University transcript may

be revised to indicate that some or all of the coursework in the Graduate Certificate or Graduate Diploma has been counted towards the higher level graduate credential.

B. Individual course(s)

Some students, after admission, may wish to have related courses of appropriate levels credited to their current graduate program. All such requests are considered on their individual merits. If requested by the Graduate Department or Program and approved by the Council, the coursework requirements for the Queen's graduate degree or graduate diploma may be reduced accordingly. The following working rules have been employed:

2.2.1. The course was not used for another degree or diploma or credential.

2.2.2. The course was not used to obtain admission.

2.2.3. The course does not duplicate the content of another course taken by the student.

2.2.4. The course is equivalent in hours and level to a course of the Queen's program for which it is to substitute.

Requests for advanced standing for courses should be made no later than the end of the first term after admission.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the Chair of the Council c/o the SGSPA. If the student is in the same Graduate Department/Program as the Chair of the Council, the request will be sent to the Associate Chair of the Council c/o the SGSPA. Documentation should include a rationale for the request, verification that the course or courses are equivalent in depth and breadth to a graduate course or courses of the Queen's program for which it is to substitute, and course description and/or outlines of the course or courses in question. If the case is evidently straightforward, it may be approved by the Chair/Associate Chair of the Council and then must be submitted for approval and action to SGSPA and also reported back to the Council. Otherwise, the request will be placed on the agenda for decision by the Council at its next meeting.

If the request is approved the SGSPA will inform the student, the Department/Program and the Office of the University Registrar (if required). The student's Queen's University transcript may be revised to indicate that a course or courses previously completed has or have been counted towards the current graduate degree or graduate diploma.

C. Graduate courses completed in a combined Bachelor's/Master's degree program

Graduate courses that are successfully completed as part of a Queen's University Senate – approved combined Bachelor's/Master's degree program may be counted toward the coursework requirements of both the Bachelor's degree and the subsequent Master's degree. The number of courses for which advanced standing may be granted, restrictions on including cross-listed courses, and the minimum final grade requirement(s), if applicable, in the course(s) under consideration, must be consistent with the approved structure and policies of the combined Bachelor's/Master's degree program.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the SGSPA. Documentation should include a rationale for the request, and the

department's/program's verification that the course or courses are eligible to be counted towards the Master's degree.

If the request is approved the SGSPA will inform the student, the Department/Program and the Office of the University Registrar (if required). The student's Queen's University transcript may be revised to indicate that some of the coursework in the Bachelor's degree has been counted towards the Master's degree.

2.3 Withdrawal On Academic Grounds And Appeals Of Same

(see also SGSPA Calendar, *General Regulations, Withdrawal on Academic Grounds*)

Any academic decision can be appealed by a graduate student under the SGSPA General Regulation *Appeals Against Academic Decisions*. This SGSPA regulation (*Withdrawal on Academic Grounds*) does not apply to the appeal of an academic decision but rather outlines the procedures whereby a graduate department or program recommends that a student be required to withdraw on academic grounds, and the procedures and responsibilities for deciding on the outcome of this recommendation. Note that a recommendation under a. or b. below, may be appealed by the student under the SGSPA General Regulation *Appeals Against Academic Decisions*. Note also that the student can pursue an appeal of the decision under the SGSPA General Regulation as soon as they become aware of the possibility of a recommendation being made to the Council. All steps of the appeal must be allowed for before the Graduate Department/Program makes a recommendation under a. or b. below.

Some Graduate Departments or Programs have separate procedures to be followed that would be enacted prior to making a recommendation under the procedures below.

Prior to making a recommendation under the procedures below, the faculty member(s), and/or Graduate Coordinator and/or Graduate Department or Program Head shall meet with the student to discuss their academic situation, the possible recommendation of withdrawal, and the grounds for the recommendation. The student may invite a representative to the meeting. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours' notice to the department/program/faculty attendees who reserve the right to reschedule the meeting if notice is not given. If the student does not wish to attend the meeting, the student can submit a written statement. If the student does not respond to an invitation to attend the meeting, or does not make a written statement, the process will continue without the student's input.

The student shall be informed in writing when the Graduate Department or Program shall be making a recommendation of withdrawal to the Council, and shall be informed of the grounds for the recommendation.

Unsatisfactory performance by the student during the program may cause proceedings to be instituted by the Graduate Department or Program requiring the student to withdraw. There are several circumstances which may lead to this request, and, as these differ in certain important respects, the procedures of appeal and review also differ. The Council has the following responsibilities in each situation:

2.3.1. Failure of a Primary Course: In cases when a student does not achieve B- (B minus) in a primary course, the Head/Director or Graduate Coordinator/Graduate Program Director of the Graduate Department or program may recommend to the Chair of the Council c/o the SGSPA that the student:

      i. repeat the examination (or equivalent) within one year after the original examination(or equivalent), or
      ii. repeat the course, or
      iii. take a substitute course. If approved, a student may take another course approved by the Chair of the Council to allow them the opportunity to complete the degree or diploma requirements.

The Graduate Department/Program can choose to make no recommendation under i. ii, or iii. above. That means the Graduate Department/Program will make a recommendation that the student be required to withdraw due to failure of a primary courses or courses, under SGSPA regulation *Withdrawal on Academic Grounds, a. Withdrawal due to Failure of a Primary Course*.

The Council, or its duly empowered Chair or Associate Chair, shall examine the case to see that proper procedures were followed, and if this is ascertained, the Chair of the Council shall notify the SGSPA, who shall inform the student of the Graduate Department's or Program's recommendation and the confirmation of the recommendation by the Council. The Council or its duly empowered Chair or Associate Chair, is to limit review to procedural matters and is not to review the academic decision.

If the case is evidently straightforward, it may be approved by the Chair/Associate Chair and then must be submitted for approval and action to SGSPA (not GSEC), and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

If such a recommendation is made to the Council, but is not approved by the Council, any student who fails to obtain the required standing in any primary course shall be required to withdraw, under SGSPA regulation *Withdrawal on Academic Grounds, a. Withdrawal due to Failure of a Primary Course*.

All such Council decisions are subject to appeal, under the general regulations of the SGSPA. It is the responsibility of the Chair or Associate Chair of the Council to represent the Council and explain the Council's decision to the SGS Academic Appeal Board, if/as required.

2.3.2 Withdrawal on General Academic Grounds: There are other academic circumstances that could lead to a recommendation that the student be required to withdraw. To cite several examples: in the judgment of the supervisor or a supervisory committee the student may be making unsatisfactory progress in research; the student may have failed the comprehensive/qualifying examination (or equivalent); there may have been marginal performance in seminars; preliminary drafts of chapters of the thesis may reveal an unsatisfactory standard of scholarship; or in the judgment of the supervisor or a supervisory committee or other Graduate Department or Program academic committee, the student's overall

academic performance in coursework is not acceptable. For such cases the Graduate Department or Program shall recommend withdrawal to the Council and shall inform the student in writing that such a recommendation is being made and the grounds for this recommendation.

The Graduate Departmental or Program recommendation shall be taken to a meeting of the Council. The Chair of the Council shall inform the student that he or she may attend the meeting, with or without a representative, and that he or she is entitled to present the case. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours' notice to the Chair of Council, who reserves the right to reschedule the discussion of the matter to another meeting of the Council, if notice is not given. If the student does not wish to attend the meeting of Council, the student can submit a written response to the recommendation, for circulation to the Council and for discussion by the Council at the meeting. If the student does not respond to an invitation to attend the meeting, or does not make a written submission, the process will continue without the student's input.

Review of the Graduate Departmental or Program recommendation by the Council is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Council approves the recommendation of the Graduate Department or Program, the Chair of the Council shall report the case to the Dean of the SGSPA who shall notify the student in writing of the recommendation by the Council. This letter will also inform the student of the relevant appeal procedure under SGSPA General Regulation *Appeals Against Academic Decisions* and will inform the student of the academic services provided by the Office of the Ombudsman and the Society of Graduate and Professional Students' Student Advisors.

All such Council decisions are subject to appeal, under the SGSPA General Regulation *Appeals Against Academic Decisions*. It is the responsibility of the Chair or Associate Chair of the Council to represent Council and explain the decision to the SGSPA Academic Appeal Board, if/as required.

The graduate student representatives to Council will not be permitted to attend that portion of a Council meeting at which student matters pertaining to Sections 2.1, 2.2 or 2.3 are discussed.

2.3. Master's Thesis Examinations

Membership of Thesis Examining Committees: Rules on the membership of Thesis Examining Committees for all Master's degree candidates were established by the Divisions of the SGSPA and fall under the jurisdiction of the Faculty Graduate Councils/Graduate Committees.

Regulations concerning deadlines and all procedures for the convening of Thesis Examining Committees for all Master's degree candidates were established by the Divisions of SGSPA and fall under the jurisdiction of the Faculty Graduate Councils/Graduate Committees. Students must consult with their home department or program to determine the administrative procedures they are to follow and the deadlines that must be met. These deadlines and procedures will be strictly enforced by the department or program.

See Appendix 1 for the policies and procedures to be followed by students, staff and faculty members in Graduate Departments or Programs in the FAS.

2.4. Doctoral Thesis Examinations

Membership and Convening of Thesis Examination Committee for Doctoral students shall follow the General Regulations of the SGSPA.

2.5. Promotion to the Doctoral Degree Program without completion of the Master's

Students who have been registered full time for at least one term and before completing five terms in a master's program at Queen's University, who have first-class standing, and who show exceptional promise in their research, may be considered for promotion to a doctoral program in the same Department or Program, without completion of the master's degree. Promotion to a doctoral program requires the recommendation of the Department or Program, the approval of the Chair/Associate Chair of the Council according to its established procedures, and the approval of the SGSPA.

The Chair of the Council shall review the application. If the case is evidently straightforward, it can be approved by the Chair. If the Chair accepts the candidate, the SGSPA shall notify the student and the Department or Program concerned. The Chair of Council shall report the promotion to the Council at the next meeting.

If the student is in the same graduate department/program as the Chair, the case shall be reviewed by the Associate Chair.

See Appendix 2 for the policies and procedures to be followed by students, staff and faculty members in Graduate Departments or Programs in the FAS.

3. Program Matters Considered By Council

3.1. Calendar Material and Course Offerings

Graduate Departments or Programs submit changes to their SGSPA calendar material (minor changes to degree/diploma program information) and course offerings (new courses, course deletions, course number or title changes, course description text changes) to the Council for approval (Guidelines and forms pertaining to changes in the SGSPA Calendar are available on the SGSPA web site, and as Appendices 3-6 of this document). Other changes to calendar material are submitted directly to the SGSPA. Calendar changes approved by the Council are submitted to GSEC for ratification. Changes for an upcoming academic year should be approved no later than the Council meeting preceding the March meeting of GSEC. Proposals for new or revised courses approved by the Council are submitted to the FAS as appropriate, for review and consideration of resource issues, prior to submission to GSEC for ratification.

3.2. New and Modified Programs

The processes for approval of new graduate programs, or modifications to an existing graduate program, are outlined in detail in the Queen's University Quality Assurance Processes (QUQAP) document approved by Senate in November 2010, which can be found here:

https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded_files/policies/ senateandtrustees/Queen's%20University%20Quality%20Assurance% 20Processes_QUQAP_November%202022.pdf

The QUQAP website is:
https://www.queensu.ca/provost/queens-university-quality-assurance-processes

The templates to be used for the QUQAP processes can be accessed at:
https://www.queensu.ca/provost/quality-assurance/templates

Proposals approved by the Council for new graduate programs, or for major or minor modifications to existing programs are submitted to GSEC for approval and, as appropriate, to the FAS Dean and/or FAS Faculty Board for review.

4.   Committees And Committee Links

4.1. Graduate Studies Executive Council (GSEC)

The FAS Associate Dean and the Chair of the Council are members of GSEC.

4.2. School of Graduate Studies and Postdoctoral Affairs Fellowship Committee
The Chair of Graduate Council is an ex-officio member of the SGSPA Fellowship Committee. At least one member of any of the Council's Fellowship Subcommittees (see below) shall be required to attend any SGSPA Fellowship Committee meetings at which the university-level competition decisions are made, as the Chair's delegate. For example, at least one of the members of Council's NSERC Doctoral Award competition committee shall attend the SGSPA Fellowship Committee meeting where final selection decisions are made.

4.3. Faculty of Arts and Science Graduate Council Fellowship Subcommittees
In order to have representatives involved in the adjudication of all annual major external and internal graduate award competitions the following Fellowship Subcommittees of the Council shall be established on an annual basis:

- The Vanier Canada Graduate Scholarship competition committees*
- The NSERC Doctoral Award competition committees*
- The SSHRC Doctoral Award competition committees*
- The NSERC Canada Graduate Scholarship –Master's award competition committees*

- The SSHRC Canada Graduate Scholarship –Master's award competition committees*
- The Graduate Dean's Doctoral Field Travel award competition
- The Governor General's Gold Medals competition committees
- The Internal fellowships competition committees.

Subcommittee members from Council may be required to serve as reviewers for other miscellaneous award competitions subject to their availability and as requested by the SGSPA.

An annual schedule of competitions, the planned deadlines, the schedule for review activities and for final decisions, is available from the SGSPA.

Each Graduate Department or Program in the Council shall nominate a proportional number of eligible representatives to be assigned as reviewers to at least one of the Council's fellowship subcommittees in the upcoming academic year. The slate of reviewers shall be presented to the Council for review and approval no later than the first meeting of Council of the academic year.

In all relevant instances and provided a sufficient number of reviewers have been identified, the subcommittees will be further divided so that reviewers can be assigned to competitions in the same general domain as their home department/programs. Specifically, where necessary for the competitions listed above, there shall be a 'Humanities' subcommittee, a 'Social Sciences' subcommittee, a 'Life Sciences' subcommittee and a 'Natural/Physical Sciences' subcommittee. For example, for each of the annual SSHRC competitions, the applications and review work shall be divided into a Humanities grouping, and a Social Sciences grouping.

* For these competitions applicants may submit their application in either English or French. Normally all applications are in English. However, the ability to read French is an asset for these subcommittee members.

4.4. Academic Appeal Board

Faculty members serving on the SGSPA Academic Appeal Board (AAB) shall be nominated by the Council.

Student representatives on the AAB shall nominated by the Graduate Council or by the Society for Graduate and Professional Students.

Faculty members on the AAB will be elected/appointed for two-year terms, and student members in the AAB will be elected/appointed for one-year terms. Both terms normally commence as of July 1 and are renewable.

4.5. Ad Hoc Committees

Ad Hoc committees of the Council are established as necessary. The constitution and terms of reference of such committees are approved by the Council.

APPENDIX 1: THESIS EXAMINATION COMMITTEE: MASTER'S STUDENTS

1. Examination Committees in the Humanities

1.1. Membership and Convening of Committees:

The supervisor, in consultation with the Head of the Department, shall nominate members for the Master's Oral Thesis Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/ she nominates for the committee. The applicable departmental form is completed and signed by the supervisor and the Head of the Department.

The Master's Thesis Examination Committee for Master's students in graduate departments or programs in the Humanities shall comprise at least the following members:

- Chair of Committee: Head of the Department (or Head's Delegate) (may be from outside Department)
- Supervisor(s)
- At least one other faculty member, who may be:
  - From the department OR
  - External to the department, OR
  - In exceptional circumstances, external to Queen's

NOTES
1. In the exceptional case, where a faculty member of another Department, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for the approval of the Dean of the SGSPA.
2. The Chair of the Master's Thesis examination committee is not a voting member of the committee.
3. In cases where ALL members of the Master's Thesis Examination Committee are internal to the department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.

1.2. Processing Master's Oral Thesis Examinations

1.2.1. The completed signed departmental form to schedule a Master's Oral Thesis Examination shall be delivered to the designated departmental person no less than ten working days prior to the scheduled date of the examination.

1.2.2. The candidate shall deliver a copy of the thesis to each member of the Thesis Examining Committee, including the Chair of the Committee no later than ten working days before the tentative examination date. Individual departments or programs may stipulate a longer minimum number of days before the scheduled date of the examination.

1.2.3. The designated departmental or program person shall confirm the date, time and place of

the examination via an email to all committee members and the candidate.

1.2.4. The examiners do not submit reports on the thesis **prior** to the oral thesis examination, unless they wish to submit a "negative report"; that is, if it is their opinion that the oral thesis examination should NOT proceed (see #1.2.5 below). If no negative report is submitted, it is presumed that the examiner agrees that the oral thesis examination should be held as scheduled and that they will attend the oral thesis examination. Examiners are required to bring a hard copy report to the oral thesis examination. This report shall be read aloud at the beginning of the examination by the Chair.

1.2.5. If, on the basis of the thesis submitted for oral examination, any committee member feels the examination should NOT proceed, he or she must submit a report which lists some substantive reasons why the thesis should not proceed to examination, no later than 3 working days prior to the scheduled date of the examination. The "negative report" shall be submitted to a designated departmental person who could either be the Chair of the committee, or the Graduate Coordinator in the candidate's home department. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.

1.2.6. If two negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The SGSPA shall be notified whenever two or more examiners recommend that the thesis oral examination not proceed. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. The SGSPA shall be informed when an oral thesis examination has been postponed due to two negative reports.

1.2.7. After the oral thesis examination, examiners are to submit reports (a standard form shall be provided) on the conduct of the examination to the Head of the Department or Graduate Coordinator. In particular, any member of the committee who is external to the candidate's home department shall submit this report.

2. Examination Committees in the Social Sciences

2.1. Membership and Convening of Committees
The supervisor, in consultation with the Head of the Department, shall nominate members for the Master's Oral Thesis Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/ she nominates for the committee. The applicable departmental form is completed and signed by the supervisor and the Head of the Department.

The Master's Thesis Examination Committee for Master's students in Graduate Departments or Programs in the Social Sciences shall comprise at least the following members:

- Chair of Committee: Head of the Department (or Head's Delegate) (may be from outside Department)
- Supervisor(s)
- At least one other faculty member, who may be:
  - From the department OR
  - External to the department, OR
  - In exceptional circumstances, external to Queen's

NOTES

i. In the exceptional case, where a faculty member of another Department, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for the approval of the Dean of the SGSPA
ii. The Chair of the Master's Thesis examination committee is not a voting member of the committee.
iii. In cases where ALL members of the Master's Thesis Examination Committee are internal to the department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.

2.2. Processing Master's Oral Thesis Examinations

2.2.1. The completed signed departmental form to schedule a Master's Oral Thesis Examination shall be delivered to the designated departmental person no later than 10 working days prior to the scheduled date of the examination. The designated departmental person shall indicate on the departmental form whether the student has met the course requirements for graduation.

2.2.2. The candidate shall deliver a copy of the thesis to each member of the examining committee no later than 10 working days prior to the scheduled date of the examination.

2.2.3. The designated departmental person shall confirm the date, time and place of the examination to all committee members and the candidate no later than 10 working days prior to the scheduled date of the examination, and shall send a copy of the Department or program form to the SGSPA Thesis Coordinator.

2.2.4. The examiners do not submit reports on the thesis prior to the oral thesis examination, unless they wish to submit a "negative report"; that is, if it is their opinion that the oral thesis examination should NOT proceed (see #2.2.5 below). If no negative report is submitted, it is presumed that the examiner agrees that the oral thesis examination should be held as scheduled and that they will attend the oral thesis examination.

2.2.5. If, on the basis of the thesis submitted for oral examination, any committee member feels the examination should NOT proceed, he or she must submit a report which lists some substantive reasons why the thesis should not proceed to examination, no later than 3 working days prior to the scheduled date of the examination. The "negative report" shall be submitted to a designated departmental person who could be either the Chair of the

committee, or the Graduate Coordinator in the candidate's home department. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled. I

2.2.6.   If two or more negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The SGSPA shall be notified whenever two or more examiners recommend that the oral thesis examination not proceed. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral thesis examination be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. The SGSPA shall be informed when an oral thesis examination has been postponed due to negative reports.

2.2.7.   After the oral thesis examination, the Chair will ask for comments from the Examining Committee on the conduct of the examination (a standard form shall be provided) and will provide a report to the Head/Director of the Department or program or Graduate Coordinator and to the SGSPA. The result of the defense, copyright forms, and reports, are forwarded by the Chair to the SGSPA Thesis Coordinator.

3. Examination Committees in the Life Sciences

3.1. Membership and Convening of the Committee

The supervisor(s) shall nominate members for the Master's Thesis Examination Committee and propose a date, time and place for the oral thesis examination. The supervisor(s) must obtain commitments from those nominated for the committee to serve as examiners and to attend the oral thesis examination as scheduled. In all cases, potential examiners should refer to the appropriate Senate document to determine if a conflict of interest exists. The applicable Program form is completed and signed by the supervisor(s) and the Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor).

The Thesis Examination Committee for Master's students in the departments or programs in the Life Sciences shall be composed of the following members:
- Chair of Committee
- Supervisor (s)
- Head/Director (or delegate)
- At least 2 examiners

NOTES

i. At least one member of the Thesis Examination Committee shall be external to the candidate's Graduate Department or Program.
   a) Normally, the Chair of the Thesis Examination Committee for Master's students shall be external to the candidate's Graduate Department or Program. However, a Chair from the candidate's Graduate Department or program is permitted, provided that one of the

examiners is external to the candidate's Graduate Department or Program. The Chair of the Master's Thesis Examination Committee is not a voting member of the committee.
b) Normally, one of the examiners shall be external to the candidate's Graduate Department or Program. However, all examiners could be from the candidate's Graduate Department or Program, provided that the Chair of Committee is external to the candidate's Graduate Department or Program.

ii. The Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor) shall be responsible for approving the composition of the Examining Committee and signing the applicable departmental form.

3.2. **Processing Master's Oral Thesis Examinations**

3.2.1   The completed signed Graduate Department or program form to schedule a Master's Oral Thesis Examination shall be delivered to the designated Department or program person no later than 10 working days prior to the scheduled date of the examination. The designated Department or program person shall indicate on the Department or program form whether the student has met the course requirements for graduation.

3.2.2   The candidate shall deliver a copy of the thesis to each member of the examining committee no later than 10 working days prior to the scheduled date of the examination.

3.2.3   The designated Department or program person shall confirm the date, time and place of the examination to all committee members and the candidate no later than 10 working days prior to the scheduled date of the examination, and shall send a copy of the Department or program form to the SGSPA Thesis Coordinator.

3.2.4   The examiners are not required to submit reports on the thesis prior to the oral thesis examination, unless they wish to submit a "negative report"; that is, if it is their opinion that the oral thesis examination should NOT proceed (see #3.2.5 below). If no negative report is submitted, it is presumed that the examiner agrees that the oral thesis examination should be held as scheduled and that they will attend the oral thesis examination.

3.2.5   If, on the basis of the thesis submitted for oral examination, any committee member feels the examination should NOT proceed, he or she must submit a report which lists the substantive reasons why the thesis should not proceed to examination, no later than 3 working days prior to the scheduled date of the examination. The "negative report" shall be submitted to a designated Department or program person who could be either the Chair of the committee, or the Graduate Coordinator in the candidate's Program. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.

3.2.6   If two or more negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The SGSPA shall be notified whenever two or more examiners recommend that the oral thesis examination not proceed. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees

that the oral thesis examination be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. The SGSPA shall be informed when an oral thesis examination has been postponed due to negative reports.

3.2.7   After the oral thesis examination, the Chair will ask for comments from the Examining Committee on the conduct of the examination (a standard form shall be provided) and will provide a report to the Head/Director of the Department or program or Graduate Coordinator and to the SGSPA. The result of the defense, copyright forms, and reports, are forwarded by the Chair to the SGSPA Thesis Coordinator.

4. Examination Committees in the Natural and Physical Sciences, Mathematics and Statistics, and Computing

4.1 Membership and Convening of the Committee

The supervisor(s) shall nominate members for the Master's Thesis Examination Committee and propose a date, time and place for the examination. The supervisor(s) must obtain commitments from those nominated to serve as examiners. The applicable departmental form is completed and signed by the supervisor(s) and the Departmental Graduate Coordinator (see Note (i) below).

The Thesis Examination Committee for Master's students in
Departments or Programs in the Physical Sciences, Mathematics and Statistics, and Computing is comprised of at least the following members:
- Chair of Committee: Head of the Department or Head's Delegate (see Notes (ii) and (iii) below).
- Supervisor (s)
- One other member of the Department
- One other faculty member, who may be (see Note (iv) below):
  - external to the Department, OR
  - external to Queen's University, OR
  - from within the Department

NOTES:

i. In cases where ALL members of the Master's Thesis Examination Committee are internal to the department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.
ii. The Chair of the Master's Thesis Examination Committee is not a voting member of the committee.
iii. The student and/or the supervisor(s) may request that the Chair be external to the student's home department. If this is the case, the Head or Head's Delegate would assume a seat on the Examination Committee and would be a voting member.
iv. Departments or programs should try to find a suitable faculty member external to the student's home department to serve on the committee. Where a faculty member external to the Department

or Program, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for approval by the Dean of the SGSPA. However, a faculty member from within the student's home department is also permitted (see Note (i) above).

4.2 Procedures Regarding Processing Master's Oral Thesis Examinations

4.2.1   The completed departmental form to schedule a Master's Oral Thesis Examination will be delivered to the departmental graduate assistant by the supervisor no later than 10 working days prior to the scheduled date of the examination. The departmental form will include a list of the examiners and the Chair of the committee, the date of the examination and its location.

4.2.2   On receipt of the completed departmental form, the graduate assistant will email the notice of the examination and the Examination Report Form to all members of the Examining Committee.

4.2.3   A copy of the thesis will be distributed to each member of the Examining Committee no later than 10 working days prior to the examination.

4.2.4   Examiner's Report

a. The decision of each examiner as to whether or not the examination is to proceed is to be received by the departmental graduate assistance no later than 3 working days prior to the examination.

b. In case of the positive decision, a report, if provided, can be submitted up to the time of the examination.

c. In case of a negative decision, a report must accompany the decision. This report must provide substantive reasons why the thesis should not proceed to examination.

d. If one or more negative reports are received no later than 3 working days prior to the examination, these will be forwarded to the Chair of the Examining Committee and to the supervisor, who, in consultation with the candidate, will decide whether or not the examination is to proceed. If the candidate agrees that the oral thesis examination be postponed, the Chair of the Examining Committee must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised. These revisions must be completed before the examination can be rescheduled to a later date. Once the revised thesis has been resubmitted, the oral thesis examination must be held. The SGSPA shall be informed when an oral thesis examination has been postponed due to negative reports.

4.2.5   The report on the outcome of the examination as well as the report on the conduct of the examination (if required) will be forwarded by the Chair of the Examining Committee to the SGSPA.

APPENDIX 2: PROMOTION TO THE DOCTORAL PROGRAM

NOTE: In their review of promotion applications, the Chair or Associate Chair should consult with each other and others when necessary to ensure they have sufficient information to evaluate the particular case.

1. For students in Departments or Programs in the Humanities and Social Sciences

It is to be emphasized that acceleration of a student into a Ph.D. program without completing the Master's program should be reserved for exceptional students. Students who have been registered full time for at least two terms and normally before completing five terms in a Master's program at Queen's University, may be accelerated to a Ph.D. program without completing the formal requirements for the Master's degree according to the following:

a. The request for promotion must be submitted at least 2 weeks prior to the last business day of the first term in which the Ph.D. program will commence (2 weeks prior to January 31 for Winter term, 2 weeks prior to May 31 for Summer term, 2 weeks prior to September 30 for Fall term).

b. The student shall submit a formal application for admission to the Ph.D. program, to the SGSPA (the application fee is waived). In addition to the normal supporting documents the Graduate Department or Program shall also submit a letter supporting the promotion, to the Chair of the Council, c/o the SGSPA.

c. The Chair of the Council shall review the application. If the Chair is in doubt about the candidate's acceptability, the application for promotion shall be referred to the next Council meeting for decision. If the Chair accepts the candidate, the Chair shall notify the SGSPA and report the acceptance to the Council at the next meeting.

If the student is from the same graduate Department or Program as the Chair, the request shall be reviewed for approval by the Associate Chair.

NOTE: Students admitted to a doctoral program through promotion may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the SGSPA.

2. For students in Departments or Programs in the Sciences

It is to be emphasized that acceleration of a student into a Ph.D. program without completing the Master's program should be reserved for exceptional students. Promotion into a doctoral program without completing the Master's degree requirements is reserved for students who meet the following criteria:

1. Must have been registered full time for at least two terms and normally before completing five terms in a Master's program at Queen's University.
2. Must have completed at least two courses towards the Master's degree requirement, or equivalent. For students who have taken less than 2 courses for

reasons beyond their control, but are otherwise good candidates for promotion, the final year of undergraduate studies will be taken into consideration.

3. Must have an overall first class average (A-) in graduate courses completed.
4. Should have an undergraduate honours degree with a minimum overall average of B.
5. Must have a documented commitment from the proposed Ph.D. supervisor of financial support, as well as an indication that there is a current Master's project that has the potential to be developed into a Ph.D. research project/dissertation.
6. Must meet departmental or program criteria for demonstrating promise and ability at research, which must be supported by documentation. Examples of evidence of research ability and/or potential could be:
   - publications (conference or journal)
   -undergraduate research experience
   -letter(s) of support from current supervisor and/or graduate course instructors

Students shall qualify for promotion at the Department or Program level according to the approved policies and procedures of the Department or Program. Then the request for promotion will be submitted to the Chair of the Council for review and approval. If the student is from the same graduate Department or Program as the Chair, the request shall be reviewed for approval by the Associate Chair.

The Department or program shall submit all materials outlining the case for promotion to the Chair of the Council c/o the SGSPA for review and decision. Required materials are:
1. All undergraduate and graduate transcripts (photocopies of originals are acceptable)
2. A letter of support from the Department Graduate Coordinator or Department Head
3. A letter from the student to acknowledge that they agree with the proposal to promote them.
4. A letter of support from the current research supervisor that addresses the student's outstanding research potential, as well as a statement of expected financial support and evidence that the current Master's project has the potential to be developed into a PhD research project/dissertation.
5. At least one other letter of support from a faculty member other than the current supervisor who has recently taught or supervised the student. A report from the Departmental or Program supervisory committee or equivalent is acceptable in lieu of this letter.
6. An application to the Ph.D. completed and signed by the student. Departments or programs can contact the SGSPA for a paper application form (the application fee is waived).

The request for promotion must be submitted at least 2 weeks prior to the last business day of the first term in which the Ph.D. program will commence (2 weeks prior to January 31 for Winter term, 2 weeks prior to May 31 for Summer term, 2 weeks prior to September 30 for Fall term).

The Chair of the Council shall review the application. If the case is evidently straightforward, it can be approved by the Chair. If the Chair accepts the candidate, the SGSPA shall notify the student and the Department or Program concerned. The Chair of Council shall report the promotion to the Council at the next meeting.

If the Chair is in doubt about the candidate's acceptability, the application for promotion shall be referred to the next Council meeting for decision.

NOTE: Students admitted to a doctoral program either through direct entry or promotion may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the SGSPA.

APPENDIX 3: GRADUATE COURSE ADDITION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES AND
POSTDOCTORAL AFFAIRS
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact   Name:

                                 Phone #:

                                 Email:

                                 Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

PART A: PLEASE COMPLETE THE FOLLOWING SECTION:
Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.   Also delete instruction lines 1 – 5, below

---

 (1a)   **(2)**   **(1b)**
ECON-853*/3.0   Applied Econometrics
This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The course focuses on time series methods that have been become popular and widely used in economics. **(3)**
PREREQUISITE: ECON-852* or equivalent. **(4)**
EXCLUSION: ECON-953* **(5)**

---

1. Course number (1a) and title (1b): The number chosen for this course should not have been used in the past 5 years. The asterisk * is used to denote a one-term graduate course.
   In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.

2. Weight (e.g. 1.5, 3.0, 6.0): The course weight must be consistent with the course content. Generally, a one-term course is weighted at 3.0 credit units.

3. *Calendar* description: This is the description that will appear in the School of Graduate Studies and Postdoctoral Affairs (SGSPA) *Calendar*. **The maximum length for a *Calendar* description is 350 characters** (3a). Remember to include any cost recovery fees that will be borne by the student (3b). If none, omit.

4. Prerequisites: Please list prerequisites; if none, omit.

5. Exclusions: List courses with sufficient content overlap, not only in your plan, but also in other plans. It is the responsibility of the department or program creating a new course to contact other departments or programs that may offer courses with similar content in order to make this assessment. If none, omit.

   PART B: Comment on the following, as they apply to the new graduate course. If they do not apply, indicate "not applicable N/A".

6. Application: Explain how this course will fit into the degree or diploma plan requirements. Is this course intended as a requirement or an elective?   If this course is to be included in an existing degree or diploma plan, please submit a Plan Revisions form as well.

7. Impact (if any) on other courses in your department or program: If the new course will have any impact on other courses offered by your department or program, indicate which courses may be affected, i.e., the course should be added as an exclusion to an existing course, the prerequisites for other courses should change to include the new course, etc. Indicate the changes required.

8. Impact (if any) on other Departments or Programs:
   a) If the new course will have any impact on plans offered by other graduate departments or programs, please indicate which plans may be affected by this new course, i.e., the course content might overlap with courses offered by another department or program, course prerequisites may be affected etc.,

   b) Please indicate which departments or programs have been contacted.

9. Timing of Offering: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?

10. Staffing: Provide faculty/staff information for the coming year and foreseeable future.

11. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, TAs, etc. Will any new funds be required for this course? If so, how will these costs be covered? Please include any relevant correspondence.

12. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.

13. Course component(s): What component(s) make up this course (enter Y for any that apply):

Lecture	
Seminar	
Laboratories	
Tutorials	

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

APPENDIX 4: GRADUATE COURSE REVISION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact   Name:

                              Phone #:

                              Email:

                              Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

PART A: For EACH course revision, COMPLETE THE FOLLOWING SECTION and sections 1 through 4:

Insert the EXISTING *Calendar* description in the box below, and delete the example provided.
EXAMPLE

(1a)   **(2)**   **(1b)** ECON-853*/3.0   Applied Econometrics This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The course focuses on popular, widely used time series methods and economic examples will often be used as motivation. **(3)** PREREQUISITE: ECON-852*/3.0 or equivalent. **(4)** EXCLUSION: ECON-953*/3.0 **(5)**

Insert the REVISED C*alendar* description in the box below, and delete the example provided.
EXAMPLE

(1a)   **(2)**   **(1b)** ECON-853*/3.0   Applied Econometrics This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. **(3)** PREREQUISITE: ECON-852*/3.0 or equivalent. **(4)**

EXCLUSION: ECON-953*/3.0 **(5)**

NOTE: ANY change to the current course NUMBER and/or course WEIGHT are to be treated as course additions and/or deletions, not revisions.

Revisions made to any of the information noted above must be submitted to the Council for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

1. Title change (1b): Provide the new title along with the reason for this change (eg. title does not reflect content, etc.). **In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.**

2. Calendar description change (3): Provide the new description along with the reason for this change. **The maximum length for a *Calendar* description is 350 characters**.

3. Prerequisite change (4): Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate which department(s) or program(s) have been notified and include copies of the relevant correspondence.

4. Exclusion change (5): Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate that the other department(s) or program(s) have been notified and include copies of the relevant correspondence.

    PART B: Comment on the following, as they apply to the revised graduate course. If they do not apply, indicate "not applicable N/A".

5. Impact (if any) on other departments or programs: If the revised course will have any impact on plans offered by other departments or programs, please indicate which plans may be affected by this revised course, i.e., the course could be included in another plan or the course content might overlap with courses offered by another department or program.   Please indicate which Graduate Department(s) or Program(s) have been contacted.

    6. Resources: If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TAs., etc., please provide details. Will any new funds be required for these changes? If so how will these costs be covered? Please include any relevant correspondence.

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

APPENDIX 5: GRADUATE COURSE DELETION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS

Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact   Name:

                        Phone #:

                        Email:

                        Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

** If multiple courses are to be deleted for the same reason(s) and impact(s), you may list multiple deletions on this form. Otherwise, submit a separate form for each course

1.   Course number and title: Note that this number may not be reused for five years.

2.   Reason for deletion: Provide a detailed rationale for this deletion, eg. staffing, resources, archaism, replacement by new course(s), etc.

3.   Impact inside of department or program: How will this deletion affect the Department or Program?

4.   Impact outside of department or programs: Will this deletion have any impact on programs offered by other Graduate Departments or Programs and/or students in other Graduate Departments or Programs? If so, please indicate the impact and indicate which departments(s) or program(s) have been contacted **and include copies of relevant correspondence.**

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

APPENDIX 6: GRADUATE PLAN REVISION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission

DEPARTMENT OR PROGRAM:

DEGREE/DIPLOMA PLAN:

Submission Contact   Name:

                                     Phone #:

                                     Email:

                                     Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

Degree/diploma plan revisions should be submitted whenever a course addition, course deletion or course revision affects the graduate degree/diploma program requirements OR whenever a minor change to the current degree/diploma program requirements is proposed.

1. <u>Description of Change</u>: Indicate the degree/diploma or SGSPA Calendar section to be revised.

2. <u>Rationale</u>: Provide a detailed justification explaining the proposed change(s).

3. <u>Calendar copy</u>: This is the text that will appear in the SGSPA Calendar. Provide the revised text with revisions **in bold**.

4. <u>Timing</u>: Please provide dates when these changes will come into effect. Describe how you will ensure that students who began their plans before this change will be allowed to continue in their plans (grandparenting arrangements).

5. <u>Impact (if any) on other departments or programs</u>: If the revised degree/diploma plan will have any impact on degree/diploma plans offered by other departments or programs, please indicate which plans may be affected by the revision. Please indicate which Graduate Departments or Programs have been contacted.

6. <u>Resources</u>: If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TAs, etc., please provide details. Will any new funds be required for these changes? If so, how will these costs be covered? Please include any relevant

correspondence.

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____