

# Graduate Committee for Business

## Structure, Roles and Responsibilities

Smith School of Business, Queen's University

2010

revised October 2022

### **GENERAL**

Senate rules and regulations authorize the School of Graduate Studies and Postdoctoral Affairs (SGSPA), together with Faculties/Schools, to be responsible for the conduct of graduate studies at Queen's University. The mandate of SGSPA is to support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research. It fulfills the mandate in collaboration with Faculties/Schools through the development and implementation of appropriate regulations and operating procedures for admissions, programs of study, and completion of degree requirements and through the support of graduate students.

Each non-departmentalized faculty or school is required to establish a graduate committee to perform the responsibilities outlined in this document. All graduate committees are established under, and are subject to, the oversight of the Graduate Studies Executive Council (GSEC), as required.

The purpose of this document is to establish the guidelines for the organization and operation of the **Graduate Committee for Business** (GCB) which was formally established as of July 1, 2009.

### **MEMBERSHIP OF THE GRADUATE COMMITTEE FOR BUSINESS**

The GCB shall include:

- the Associate Dean (PhD and MSc) of the Smith School of Business, who will serve as Chair of the Committee;
- the Associate Director (Graduate Studies & Research) of the Smith School of Business, who will serve as Secretary to the Committee;
- one representative of each of the academic areas hosting an M.Sc and/or PhD program
- an Associate Dean of the SGSPA;
- an SGPS graduate student from the Smith School of Business;
- a senior officer of the SGSPA, normally the Director (Admissions and Student Services).

Where the Associate Dean (Smith School of Business) is absent or unable to act as Chair, another member shall serve as Chair, with preference given to one of the academic area representatives.

Where, under these rules, the GCB must make a decision whether or not to approve a recommendation submitted by the Associate Dean (Smith School of Business), the Associate Dean (Smith School of Business) may, at his/her discretion, ask another member of the committee to act as Chair while the GCB considers the matter if he or she thinks it appropriate.

## **I. MEETINGS**

At the beginning of the Fall Term, the GCB shall establish a schedule and a location for meetings to be held during the ensuing academic year, and the schedule shall be distributed to all Committee members. The Committee will normally meet at least twice per term. At the request of any of the members of the GCB, additional meetings may be called to address matters arising between scheduled meetings. Meetings shall be scheduled so that business that must go before the GSEC can be dealt with and forwarded in time to be included on the agenda for the relevant GSEC meeting.

Items for the agenda shall be received by the Secretary of the GCB seven days before the meeting is to be scheduled.

## **II. DECISION MAKING WITHIN THE GRADUATE COMMITTEE**

The quorum for meetings of the GCB shall be five, with at least one representative from the SGSPA present. Decisions will be made by consensus where possible. Otherwise decisions will be taken by majority vote.

GCB may delegate authority to make decisions to the Chair and/or Secretary, relating to urgent matters that require attention in circumstances when a proper meeting of the Committee cannot be held, or other tasks (e.g., administrative, degree lists) that require urgent attention. Any such decisions shall be reported to the GCB.

## **III. NOMINATIONS AND ELECTIONS**

The GCB is responsible for electing or appointing one faculty member from its regular membership or from the Smith School of Business to the SGSPA Fellowship Committee (see *Addendum* below) for a term of three years.

The GCB is responsible for electing or appointing one faculty member to serve on the Appeal Board for a term of two years.

The Graduate Committee may determine how these members are elected/appointed.

Details about the two committees are contained in an Addendum.

## **IV. GCB BUSINESS FOR GSEC APPROVAL**

The Secretary shall submit items approved by the GCB to GSEC for its approval.

These items include:

- Calendar material and course offerings

- Graduate degree program requirements and changes to same
- New graduate degree programs

## **V. ROLES AND RESPONSIBILITIES OF THE GRADUATE COMMITTEE FOR BUSINESS**

All aspects of the design and on-going implementation of graduate curricula are the responsibility of GCB; oversight functions are the responsibility of the Graduate Studies Executive Council (GSEC).

In general terms, the GCB is responsible for the following:

- graduate courses and graduate degree program requirements, grades and degree lists, and calendar material for the graduate programs;
- student matters including exemptions, academic integrity issues, withdrawal and appeals;
- providing an omnibus report to GSEC regarding changes in calendar material and course offerings;
- recommending to GSEC new programs and modifications to existing programs;
- other roles and responsibilities as detailed below.

The day-to-day administration of the graduate programs in the Smith School of Business shall be the responsibility of the Associate Dean and Associate Director of the M.Sc and PhD programs. Where the Smith School of Business is given any task or responsibility under these rules, that task or responsibility will normally be carried out by the Associate Dean and/or Associate Director, subject to whatever directions or guidelines are or may be imposed by the Dean of the Smith School of Business and/or the GCB.

### **1. The GCB's Role with regard to Curriculum Review and Recommendation**

#### **(a) Program requirements, course offerings and calendar material**

The GCB is responsible for approving all changes in the SGSPA Calendar material and course offerings relating to the graduate program in the Smith School of Business. Calendar changes approved by the GCB must be submitted to the GSEC for ratification. Changes for an upcoming academic year must be approved no later than the Graduate Committee meeting preceding the February meeting of GSEC.

#### **(b) 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](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 process can be accessed here:  
<https://www.queensu.ca/provost/quality-assurance/templates>

After submission of full Proposal Briefs for new graduate programs to the Graduate Committee for Business, proposals approved by the Committee for new graduate programs, or for major or minor modifications to an existing program, are submitted to GSEC for approval and, as appropriate, to the Faculty Dean and Faculty Board for review.

## **2. The GCB role with regard to student matters**

### **(a) Advanced standing for prior coursework**

Credit may be given to students for prior coursework completed in another program when appropriate. All such requests are considered on their individual merits. Where the request is accepted by the supervisor or area representative and the Associate Dean (Smith School of Business), the student's coursework requirement within the graduate degree program at Queen's will be reduced accordingly. In exercising its discretion in this regard, the Graduate Committee will generally be guided by the following:

1. The prior course was not used by the student to obtain a degree or credential.
2. The prior course was not used to obtain admission.
3. The course does not duplicate the content of another course taken by the student.
4. The course is equivalent in hours and level to the course within the Queen's program for which it is to substitute.

Requests for advanced standing for prior coursework should be made in consultation with the Associate Dean and Associate Director (PhD and MSc programs), and after the student is admitted but prior to the semester in which the class is scheduled.

**PROCEDURE:** A written request documenting the case shall be submitted by the Student to the Associate Director of the PhD Program. Documentation should include a rationale for the request, faculty verification that the course is equivalent in depth and breadth to the Queen's graduate course, and descriptions and/or outlines of the course or courses in question. In evidently straightforward cases, the request may be approved by the Chair and then submitted for approval and action to SGSPA (not GSEC), with a report of the decision by the Chair to the GCB. In other cases, the request shall be placed on the agenda for decision by the GCB at its next meeting.

See also Appendix IV, **Advanced Standing for Prior Course Work:** Coursework completed for a graduate credential that is laddered (or stacked) with a higher graduate credential

**(b) Direct entry/ promotion to the doctoral program** (see SGSPA Calendar, Academic Requirements for Admission):

Students admitted into the Ph.D. program in the Smith School of Business will normally have completed a Master's degree or equivalent before admission. Students without a Master's degree or equivalent may be admitted into the Ph.D. program in the following cases:

(i) **promotion from the Smith School of Business M.Sc. program:** students who have been registered full time for at least one term and before completing three terms in the M.Sc. program who have a first-class standing and have shown exceptional promise in their research may be considered for promotion to the Ph.D. program in the Smith School of Business without completing the M.Sc. degree. Applications for promotion to the doctoral program must be approved by the GCB according to its established requirements and procedures and then approved by the SGSPA.

(ii) **direct entry to the Ph.D program:** students who have obtained unquestionably superior standing in an undergraduate degree may be considered for direct admission to the Ph.D. program in the Smith School of Business. Students admitted in this way must complete all the required coursework.

NOTE: Students admitted to the Ph.D. in the Smith School of Business under (i) or (ii) may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the GCB, and the SGSPA.

In all cases, all other procedures for application and acceptance also apply.

**PROCEDURE:** A written request documenting the case is submitted to the GCB, normally by the student's supervisor, proposed supervisor, or area rep. The request will be placed on the agenda for decision by the GCB at its next meeting.

### **3. Addressing unsatisfactory student performance and procedures relating to withdrawal on academic grounds** (see SGSPA Calendar, General Regulations, Withdrawal on Academic Grounds)

Any academic decision can be appealed by the student under the SGSPA General Regulation *Appeals Against Academic Decisions*. The 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*.

Prior to making a recommendation under the procedures below, the faculty member(s), and/or the Associate Dean responsible for the graduate program, 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 a recommendation of withdrawal shall be made, and shall be informed of the grounds for the recommendation.

Appropriate action shall be taken within the Smith School of Business, by the GCB, and by the SGSPA to address cases in which student academic performance is unsatisfactory, according to the following rules.

**(a) Failure of a Course:** In cases where a student fails to achieve a passing grade (*B-*, *B minus*) in a course, the procedure will be as follow: After consulting the course instructor and area coordinator, the Chair and/or Secretary of the GCB will place an item on the agenda for the next GCB meeting recommending that the student

- (i) repeat the examination or assessment exercise (as the case may be) within one year after the original examination or assessment took place; or,
- (ii) repeat the course; or,
- (iii) take a substitute course approved by the Chair.

In cases that are evidently straightforward, the Chair of the GCB, may approve either (i), (ii) or (iii) above and submit it to the SGSPA (not GSEC) for approval, with a report back to the GCB . In other cases, the matter will be placed on the next GCB agenda. The decision made shall be submitted to the SGSPA (not GSEC) for its approval.

In cases where the Chair of the GCB decides against making recommendation i, ii or iii, or in cases where a recommendation is brought before the GCB but not approved, the Chair of the GCB shall recommend to the GCB that the student be required to withdraw from the program, and the Committee shall decide whether to accept this recommendation or not. The student shall be given fair notice in writing of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the GCB considers the recommendation, alone or with a representative or advisor if he or she wishes, and has a right 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 the GCB, who reserves the right to reschedule the discussion of the matter to another meeting of the GCB if notice is not given. If the student does not wish to attend the meeting, the student can submit a written response to the recommendation, for circulation to the GCB and for discussion by the GCB 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 recommendation by the GCB is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the GCB approves the recommendation of the Chair of the GCB, it shall report the case to the SGSPA, which shall inform the student of the Committee's decision that he or she is required to withdraw.

All such GCB decisions are subject to appeal by the student under the SGSPA General Regulation *Appeals Against Academic Decision*. It is the responsibility of the Chair of the GCB to represent the Committee and explain its decisions to the SGSPA Academic Appeal Board, if/as required.

**(b) Action in the case of general academic concerns:** 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 examination; 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 Program academic committee, the student's overall academic performance in coursework is not acceptable. In such cases, the Chair of the GCB shall recommend to the GCB that the student be required to withdraw from the program, and the Committee shall decide whether to accept this recommendation or not. The student shall be given fair notice in writing of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the GCB considers the recommendation, alone or with a representative or advisor if he or she wishes and has the right 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 the GCB, who reserves the right to reschedule the discussion of the matter to another meeting of the GCB if notice is not given. If the student does not wish to attend the meeting, the student can submit a written response to the recommendation, for circulation to the GCB and for discussion by the GCB 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 recommendation by the GCB is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the GCB approves the recommendation of the Chair of the GCB, it shall report the case to the SGSPA, which shall inform the student of the Committee's decision that he or she is required to withdraw.

All such GCB decisions are subject to appeal by the student under the SGSPA General Regulation *Appeals Against Academic Decision*. It is the responsibility of the Chair of the GCB to represent the Committee and explain its decisions to the SGSPA Academic Appeal Board, if/as required.

#### **4. Subcommittees of the Graduate Committee for Business**

The GCB shall establish at its discretion sub-committees (e.g., an Admissions sub-committee) that ensure the normal functioning of the M.Sc and PhD programs in the Smith School of Business. Membership of sub-committees shall include:

- the Associate Dean (PhD and M.Sc Programs) of the Smith School of Business, who will serve as Chair of the Committee;
- the Associate Director (PhD and M.Sc Programs) of the Smith School of Business, who will serve as Secretary to the Committee ;
- one representative of each of the academic areas hosting an M.Sc and/or PhD program
- an SGPS graduate student from the Smith School of Business.

Decisions within sub-committees shall be made by consensus where possible, and by majority vote, if necessary. Other necessary operating procedures shall be established by the sub-committees concerned. All decisions taken by a sub-committee shall be reported to the Graduate Committee at the next meeting.



## Addendum

### **SGSPA COMMITTEES**

#### The Graduate Studies Executive Council (GSEC)

The Graduate Studies Executive Council (GSEC) comprises the following:

- Vice Provost and Dean of SGSPA, (Chair)
- Associate Deans, SGSPA
- Associate Deans of Graduate Studies of the Faculties /Schools
- Chairs of the Faculty Graduate Councils
- Society of Graduate and Professional Students (SGPS) President or delegate
- SGPS Senate Representative

GSEC performs the following functions:

- Ensure that the Faculty Graduate Councils/Committees establish and follow appropriate procedures to carry out their responsibilities associated with graduate programs within the Faculty/School;
- Reviews and revises departmental and faculty /school regulations pertaining to graduate studies in their areas, in matters related but not limited to: admissions standards for graduate studies, graduate degree requirements, progress through the graduate degrees, completion of degree requirements, appeals of graduate students;
- As appropriate refers new programs to Faculty Graduate Councils/Committees for consideration and discussion;
- Reviews program proposals from Faculty Graduate Councils/Committees for recommendation to University Senate;
- As needed, appoints sub-committees to deal with issues related to graduate studies;
- Advises the Dean or Associate Deans on matters affecting graduate studies;
- Considers matters referred to it by the Dean or Faculty Graduate Councils/Committee;
- Considers matters referred to it by the Standing Committees of GSEC;
- Considers matters referred to it by Senate and/or committees of Senate;
- Reviews and approves decisions, as required, made at Faculty Graduate Councils/Committees
- Calls and organizes a Forum of all members of the School of Graduate Studies and Postdoctoral Affairs at least 2 times per academic session. The Dean of the School will serve as Moderator of this Forum.

Decisions made by GSEC are either recommended, or provided as information, to Senate and Senate subcommittees as required by SGSPA or university regulations, and to the Faculty Graduate Councils.

#### The SGSPA Fellowship Committee

Graduate Committees must elected or appoint one graduate faculty member from the faculty/school,

to serve on the SGSPA Fellowship Committee. They are elected for a three-year term.

It is up to the Graduate Committee to determine how the member to the Fellowship Committee is elected/appointed.

The SGSPA Fellowship Committee is responsible for the following:

- Adjudication of applications and competitions for University fellowships, scholarships and awards, and for external fellowship competitions as required
- Reporting its decisions to GSEC
- Making recommendations to GSEC regarding financial assistance for graduate students
- Subject to the authority of the Senate, approving and determining the terms and condition of awards of all fellowships, scholarships, prizes and other awards established in the School, and amend the conditions of award of any fellowships, scholarships, prizes or other awards established in the School, due regard being given to the wishes of the donor
- Submitting annually to GSEC for approval a schedule governing the awarding of fellowships during the following year

Members include:

- The Vice Provost and Dean, and Associate Deans, of the SGSPA
- Representatives from each of the Faculty Graduate Councils
- Representatives from each non-departmentalized Faculty Graduate Committee

Two graduate students, who are members of the SGSPA, to be named by the Society of Graduate and Professional Students, shall be Associate members; except for meetings devoted to the awarding of fellowships, which they may not attend, the student Associate members shall have full membership privileges.

The Fellowship Committee elects its own Chair annually. A senior officer of the SGSPA serves as Secretary to the committee. The Secretary does not have a vote on the committee.

#### The SGSPA Academic Appeal Board

The fairness or consequences of academic assessments, decisions or regulations may be appealed. Course marks or examination committee decisions cannot be overturned but alternative actions (including the possibility of further examinations) may be mandated. Appeal procedures are published in the Calendar of the School.

The SGSPA Academic Appeal Board (AAB) decision is final with the only exception being the right of further appeal to the University Student Appeal Board when the appeal is based on grounds of unfair procedures or allegations of bias.

The SGSPA requires the following to be members of the AAB from the non- departmentalized faculties/schools:

- 1 representative from each non departmentalized Faculty/School; nominated by the Dean of the Faculty/School.
- 1 student representative from each non departmentalized Faculty/School; nominated by the Society of Graduate and Professional Students (SGPS).

Faculty and student representatives from each Faculty Graduate Council, and alternates from each Faculty Graduate Council (from different departments than the principal members) nominated by the Dean of the Faculty/School, are also on the AAB.

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

The SGSPA appoints, for a two-year term, one faculty member to act as Chair and another to act as an alternate Chair (in the event of a conflict-of-interest situation or a multiplicity of hearings).

For each appeal, the AAB consists of one member of faculty and one student selected from the appeal board panel and representing the Faculty Graduate Council of the appellant, and the Chair or alternate Chair.

If the appellant is a graduate student from a non-departmentalized faculty, the faculty and student representatives on the AAB for that case MAY NOT be from the same faculty as the appellant.

Each member of the AAB has a vote.

The Director of Admissions and Student Services, SGSPA, shall serve as Secretary to the AAB and does not have vote. The Secretary of the AAB shall be responsible for all administrative activities of the Board, such as but not limited to, scheduling all required meetings, distributing all documents for the appeal, including the final report of the AAB, and corresponding with all parties about the appeal process.

**SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
REVISION OF A GRADUATE COURSE  
FOR APPROVAL BY GRADUATE COMMITTEE FOR BUSINESS**

**For EACH course revision, please complete the entire form.**

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

MGMT-963\* Mathematical Programming

This is a seminar designed to permit students to become familiar with the more advanced topics in mathematical programming. Topics covered will include: Kuhn-Tucker theory, non-linear programming, network theory, integer programming, and current topics from the literature.

**Insert the REVISED *Title and Calendar description* in the box below, and delete the example provided.**

MGMT-963\* Mathematical Programming

This is a seminar designed to permit students to become familiar with the more advanced topics in mathematical programming. Topics covered will include: optimization theory, linear and non-linear programming, network theory, integer programming, and current research topics from the literature.

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 Graduate Committee for Business for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

1. Title change: 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 title must be no longer than 30 characters, including spaces.
2. Calendar description change: Provide the new description along with the reason for this change. The maximum length for a *Calendar* description is 350 characters. Besides revising the current description itself, other descriptors to change might include a change in format (labs replaced by in class demonstrations; the addition of tutorials; lectures changed to seminars, etc.), or the addition or deletion of an ancillary fee.

3. Prerequisite change: Provide details and reason for the change(s). If this change affects courses listed in other departments, indicate that the other department(s) have been notified. If none, omit.
4. Exclusion change: Provide details and reason for the change(s). If this change affects courses listed in other departments, indicate that the other department(s) have been notified. If none, omit.
5. Submission Contact: Name: \_\_\_\_\_  
Internal Phone # \_\_\_\_\_  
E-mail: \_\_\_\_\_
6. EMAIL the completed forms and any attachments to the Graduate Committee for Business administrative assistant, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by Graduate Committee for Business: \_\_\_\_\_

Date of approval at Graduate Studies Executive Council: \_\_\_\_\_

Appendix II

**SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
NEW GRADUATE COURSE  
FOR APPROVAL BY GRADUATE COMMITTEE FOR BUSINESS APPROVAL**

**For EACH new course, please complete the entire form.**

**Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.**

**EXAMPLE:**

|  |            |                      |
|--|------------|----------------------|
| <b>(1a)</b>  | <b>(2)</b> | <b>(1b)</b>          |
| MGMT-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. |            |                      |
| <b>(3)</b>   |            |                      |
| PREREQUISITE MGMT -852* or equivalent. <b>(4)</b>  |            |                      |
| EXCLUSION: MGMT -953* <b>(5)</b>   |            |                      |

1. Course number and title: 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 title must be no longer than 30 characters, including spaces.
2. Weight (e.g. 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 SGSPA *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any ancillary 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 department, but also in other departments. It is the responsibility of the department creating a new course to contact other departments that may offer courses with similar content in order to make this assessment. If none, omit.

**Provide the following detailed information for each new course:**

6. Expanded Course Description: Attach a detailed course description, expanding on course content. Include potential readings, texts, instructional methods (i.e. lectures, seminars, etc.) and student evaluation. Explain how this course will fit into the department's program requirements. Is this course intended as a requirement, an option or an elective?
7. Impact (if any) on other departments: If the new course will have any impact on programs offered by other departments, please indicate which programs may be affected by this new course, i.e., the course could be included in another concentration or the course content might overlap with courses offered by another department. Please indicate which department(s)

has been contacted.

8. Schedule: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?
9. Staffing: Provide faculty/staff information for the coming year and foreseeable future.
10. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.
11. Enrolment: Indicate the anticipated enrolment in this course.
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    |  |

14. Submission Contact: Name: \_\_\_\_\_  
Internal Phone # \_\_\_\_\_  
E-mail: \_\_\_\_\_

15. EMAIL the completed forms and any attachments to the Graduate Committee for Business administrative assistant, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by Graduate Committee for Business: \_\_\_\_\_

Date of approval at Graduate Studies Executive Council: \_\_\_\_\_

Appendix III

**SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
DELETION OF GRADUATE COURSE  
FOR APPROVAL BY  
GRADUATE COMMITTEE FOR BUSINESS**

**COURSE CODE/NUMBER:**

**\*\* For EACH course deletion, please complete the section above AND items 1 through 3.**

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: How will this deletion affect the department? Will this deletion have any impact on programs offered by other departments? If so, please indicate which department(s) has been contacted **and include copies of relevant correspondence.**

Submission Contact: Name: \_\_\_\_\_

Internal Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

EMAIL the completed forms and any attachments to the Graduate Committee for Business administrative assistant, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by Graduate Committee for Business: \_\_\_\_\_

Date of approval at Graduate Studies Executive Council: \_\_\_\_\_



**SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
GRADUATE DEGREE PROGRAM REVISION  
FOR APPROVAL BY  
GRADUATE COMMITTEE FOR BUSINESS**

**DEGREE PROGRAM NAME:** \_\_\_\_\_

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

1. Description of Change: Indicate the degree program and/or SGSPA Calendar section to be revised.
2. Rationale: Provide a detailed justification explaining the proposed change(s).
3. Calendar copy: This is the text that will appear in the SGSPA Calendar. Provide the revised text with revisions **in bold**.
4. Timing: 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. 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.

Submission Contact: Name: \_\_\_\_\_

Internal Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

EMAIL the completed forms and any attachments to the Graduate Committee for Business administrative assistant, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by Graduate Committee for Business: \_\_\_\_\_

Date of approval at Graduate Studies Executive Council: \_\_\_\_\_

**Appendix V Advanced Standing for Prior Course Work**, for 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 School of Graduate Studies and Postdoctoral Affairs. Documentation should include a rationale for the request, and the department's/programs verification that the course or courses are eligible to be counted towards a higher level graduate credential.

If the request is approved the School of Graduate Studies and Postdoctoral Affairs will inform the Office of the University Registrar. The student's Queen's University transcript will 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.

Note that currently laddered programs in the Smith School of Business fall under the jurisdiction of a different committee, not the Graduate Committee for Business.