

GRADUATE STUDIES AND RESEARCH COMMITTEE IN EDUCATION

STRUCTURE, ROLES AND RESPONSIBILITIES

QUEEN'S UNIVERSITY
NOVEMBER 2013
REVISED AUGUST 2022

I. GENERAL

Under the auspices of Senate, the School of Graduate Studies and Postdoctoral Affairs (SGSPA), in concert with the Faculties/Schools, is responsible for the conduct of graduate studies at Queen's University. Its mandate 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/School 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 shall have a Graduate Committee to develop and/or review changes to graduate degree program curriculum, and to perform other responsibilities outlined in this document. These 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 set out the guidelines for the organization and operation of the **Graduate Studies and Research Committee for the Faculty of Education**. These guidelines supplement regulations described in the SGSPA Calendar and in the governance framework documentation of the SGSPA¹.

II. MEMBERSHIP OF THE GRADUATE STUDIES AND RESEARCH COMMITTEE

The Graduate Studies and Research Committee shall include:

- four elected members of the Graduate Faculty;
- the Manager of Education Graduate Studies and Research;
- two graduate student representatives (one M.Ed. and one Ph.D., each elected by the Education Graduate Student Society)²;
- the Associate Dean of Graduate Studies & Research (Education);
- an Associate Dean of the SGSPA assigned to the Education Faculty;
- a senior officer of the SGSPA, normally the Director, Admissions and Student Services.

In this document, the Associate Dean (Graduate Studies & Research) from the Faculty of Education will be referred to as the "Associate Dean (Education)" and the Associate Dean of the SGSPA will be referred to as the "Associate Dean (SGSPA)".

1 Please see additional procedures available at <http://educ.queensu.ca/graduate/current/handbook.html>.

2 Details about the election procedures for graduate student members of the Graduate Studies and Research Committee can be found at: http://orgs.educ.queensu.ca/egss/documents/egss_constitution.pdf.

The Associate Dean (Education) shall act as Chair of the Committee. Where the Associate Dean (Education) is absent or unable to act as Chair, the Associate Chair as elected by the Graduate Studies Committee (Education) will act as Chair.

For issues of privacy the graduate student members cannot attend discussions of particular students' cases as determined by the Chair of Graduate Studies and Research.

III. MEETINGS

At the beginning of the Fall Term, the Graduate Studies and Research Committee 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 the Chair or one of the SGSPA representatives on the Committee, 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 by the Committee and forwarded in time to be included on the agenda for the relevant GSEC meeting.

It is the responsibility of the Graduate Studies and Research Committee or Chair of the Graduate Studies and Research Committee to ensure that any business of the Graduate Studies and Research Committee that has to be approved by GSEC be reported to that body using the formats and forms as required by GSEC and according to any GSEC deadlines.

IV. DECISION MAKING WITHIN THE COMMITTEE

The quorum for meetings of the Graduate Studies and Research Committee shall be four, with at least three being Graduate Faculty members. Decisions will be made by consensus where possible. Otherwise decisions will be taken by majority vote as requested by the Chair or any member of the committee.

The Committee may delegate authority to make decisions to the Chair, or to the Chair and one of the SGSPA representatives on the Committee, relating to urgent matters that require attention in circumstances when a proper meeting of the Committee cannot be held. Decisions made on this basis shall be reported to the Committee.

V. NOMINATIONS AND ELECTIONS

The Graduate Studies and Research Committee is responsible for electing or appointing one graduate Education Faculty member from its regular membership to the SGSPA Fellowship Committee (see *SGSPA COMMITTEES* below) for a term of three years. The Graduate Studies and Research Committee may determine how this member is elected/appointed.

Graduate Studies and Research Committees are also responsible for providing graduate faculty nominees from their regular membership willing to serve on special committees as needed.

VI. GRADUATE STUDIES AND RESEARCH COMMITTEE BUSINESS FOR GSEC APPROVAL

The Chair, assisted by appropriate spokespeople if necessary, shall submit items approved by the

Graduate Studies and Research Committee 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

VII. ROLES AND RESPONSIBILITIES OF THE GRADUATE STUDIES AND RESEARCH COMMITTEE

The design, implementation and oversight of the graduate curriculum are a shared responsibility between the SGSPA, the Graduate Studies Executive Council (GSEC) the Faculty-based Graduate Studies and Research Committee. The responsibility of ensuring that graduate students receive adequate academic counselling with regard to his/her academic program, which must meet the stated calendar requirements, falls to the Faculty of Education.

In general terms, the Graduate Studies and Research Committee is responsible for the following:

- graduate courses and graduate degree program requirements, and the related calendar material of their established graduate programs;
- student matters including “advanced standing”, promotion, withdrawal and appeals;
- establishing and following a clear process for Master’s oral thesis examinations;
- 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.

1. The Graduate Studies and Research Committee’s Role with regard to Curriculum Review and Recommendation

(a) Program requirements, course offerings and calendar material

The Graduate Studies and Research Committee is responsible for approving all changes in the SGSPA Calendar material and course offerings relating to the graduate program in Education. (Please see appendices I, II and III.) Calendar changes approved by the Graduate Studies and Research Committee must be submitted to the Education Faculty Board for approval and then to the GSEC for ratification. Calendar changes for an upcoming academic year must be approved no later than the Graduate Studies and Research Committee and Faculty Board 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

The QUQAP website is:

<https://www.queensu.ca/provost/teaching-and-learning/quality-assurance/quqap-processes>

The templates to be used for the QUQAP process can be accessed here:

<https://www.queensu.ca/provost/teaching-and-learning/quality-assurance/new-program>

The Graduate Studies and Research Committee must review and approve proposals for new graduate programs and substantive revisions to existing graduate programs. The procedure for the Committee shall be as follows:

1. Creates a Letter of Intent (LOI) in consultation with the Faculty
2. Inform the Faculty Board through the Associate Dean's monthly report
3. Submit the LOI to GSEC for review and initial decision
4. In consultation with the Faculty, create a full proposal
5. Submit the proposal to the Faculty Board for approval
6. Submit the proposal to GSEC for review and, if accepted, forward with its recommendations to the University Senate.

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

Students who have been registered full time for at least two terms 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 approval of the Associate Dean of Graduate Studies and Research in Education according to its established procedures, and the approval of the SGSPA.

The Associate Dean of Graduate Studies and Research in Education shall review the application. If the case is evidently straightforward, it can be approved by him/her. If the Associate Dean of Graduate Studies and Research in Education recommends the candidate, the SGSPA shall notify the student and the department or program concerned. The Associate Dean of Graduate Studies and Research in Education shall report the promotion to the Graduate Studies and Research Committee at the next meeting.

See Appendix IV for the policies and procedures.

All such Graduate Studies and Research committee (GS&R) decisions are subject to appeal, under the SGSPA General Regulation Appeals Against Academic Decisions. It is the responsibility of the Chair of the Graduate Studies and Research Committee (GS&R) to represent the GS&R committee and explain the decision to the SGSPA Academic Appeal Board, if/as required.

The Graduate student representatives to the GS&R Committee will not be permitted to attend that portion of a meeting at which student matters are discussed.

3. The Graduate Studies and Research Committee's Role with regard to Student Matters

Advanced standing for prior coursework

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 Associate Dean (Education) to the SGSPA. 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 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)

Credit may be given to students for prior coursework completed in another program when appropriate. Such requests are considered on their individual merits. Where the request is accepted by the Associate Dean (Education) and approved by the Graduate Studies and Research Committee, the student's coursework requirement within their graduate degree program at Queen's will be reduced accordingly. In exercising its discretion in this regard, the Graduate Studies and Research Committee will generally apply the following guidelines:

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

Requests for advanced standing for prior coursework should be made after the student is admitted and prior to initial registration, but not later than the end of the first term after admission.

PROCEDURE: A written request documenting the case shall be submitted to the Chair of the Graduate Studies and Research Committee. Documentation should include a rationale for the request, Education 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 Graduate Studies and Research Committee. In other cases, the request shall be placed on the agenda for decision by the Graduate Studies and Research Committee 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.

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

Appropriate action shall be taken within the Faculty of Education, by the Graduate Studies and Research Committee, and by the SGSPA to address cases in which student academic performance is unsatisfactory, according to the following rules.

(a) Failure of a Course: Instructors should communicate any potential problems with a student as early as possible with the Associate Dean. In cases where a student fails to achieve a passing grade (currently B-) in a course, the student's course instructor, the student's previous course instructors, the student's advisor/supervisor and the Associate Dean (Education), may recommend to the Graduate Studies and Research Committee 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 Associate Dean (Education), in his or her capacity as Chair of the Graduate Studies and Research Committee, may approve the recommendation and then submit it to the SGSPA (not GSEC) for its approval, with a report back to the Graduate Studies and Research Committee of the decision made. In other cases, the matter will be placed on the agenda for decision by the Graduate Studies and Research Committee at its next meeting, which decision, once made, shall be submitted to the SGSPA (not GSEC) for its approval.

In the event that the student's course instructor does not make such a recommendation, the Associate Dean (Education) may, after considering the supervisor's reasons and after consulting the course instructors, make his or her own recommendation concerning the student, recommending either (i), (ii) or (iii) above, to the Graduate Studies and Research Committee, which shall either approve the recommendation or not.

In cases where the student's supervisor decides against making a recommendation and the Associate Dean (Education) also decides against making a recommendation, or in cases where a recommendation is brought before the Graduate Studies and Research Committee but not approved, the student shall be required to withdraw from the program.

In any case where a student is not satisfied with the decision made, he or she may ask the Graduate Studies and Research Committee or the Chair to review the case to ensure that procedures were followed in a fair manner. Such reviews shall be restricted to procedural as opposed to academic grounds. When the review is complete, the Committee shall make a recommendation to the SGSPA, through its Chair, and the SGSPA shall inform the student of both the Committee's recommendation and the final SGSPA decision.

Student appeals from Graduate Studies and Research Committee decisions may be made, under the general regulations of the SGSPA, to the SGSPA Academic Appeal Board. In such an appeal, the Chair of the Graduate Studies and Research Committee shall 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: Where, aside from failure of a course, there are serious concerns of a general nature about a student's academic performance – for example, where the supervisor or supervisory committee concludes that the student has made unsatisfactory progress in research; where preliminary drafts of thesis chapters reveal an unsatisfactory standard of scholarship; where a doctoral student has failed his or her qualifying oral exam or has submitted a final thesis proposal that is considered unacceptable – the Associate Dean (Education) shall recommend to the Graduate Studies and Research Committee 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 of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the Graduate Studies and Research Committee considers the recommendation, alone or with a representative or advisor if he or she wishes, and the student shall have an opportunity at this meeting, before a decision is made, either directly or through his or her representative or advisor, to present arguments and/or reasons why the recommendation for withdrawal should not be accepted by the Graduate Studies and Research Committee. If the Graduate Studies and Research Committee approves the recommendation of the Associate Dean (Education), it shall report the case to the SGSPA, which shall inform the student of the Graduate Studies and Research Committee's decision.

Student appeals from Graduate Studies and Research Committee decisions may be made, under the general regulations of the SGSPA, to the SGSPA Academic Appeal Board. In such an appeal, the Chair of the Graduate Studies and Research Committee shall represent the Committee and explain its decision to the SGSPA Academic Appeal Board, if/as required.

5. Master's Oral Thesis Examinations (see SGSPA General regulation *Thesis*)

Scheduling Master's oral thesis examinations: Regulations concerning deadlines and all procedures for the convening of Thesis Examining Committees for all Master's degree candidates were established by the former Divisions of the SGSPA and fall under the jurisdiction of the Graduate Studies and Research Committee.

The Graduate Studies and Research Committee shall ensure that there is an established, clear, documented process for scheduling M.Ed. oral thesis examinations, which includes the administrative procedures all parties are to follow and the deadlines that must be met. These deadlines and procedures will be strictly enforced by the Faculty of Education.

Membership of M.Ed. Thesis Examining Committees: Rules on the membership of Thesis Examining Committees for all Master's degree candidates were established by the former Divisions of the SGSPA and fall under the jurisdiction of the Graduate Studies and Research Committee.

The Graduate Studies and Research Committee shall ensure that there is an established, clear, documented process explaining the composition of their Master's oral thesis examination committees. These details are located in the *Graduate Studies in Education: A Handbook* – see “*Procedures for Scheduling Oral Thesis Examinations in the Faculty of Education*”.

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:

- Ensures 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 SGSPA 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

The Graduate Studies and Research Committee must elect or appoint one graduate faculty member from the faculty/school, to serve on the SGSPA Fellowship Committee for a three-year term. It is up to the Graduate Studies and Research 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 AVP and Dean and Associate Deans of the SGSPA
- Representatives from each of the Faculty Graduate Councils
- Representatives from each non-departmentalized Faculty Graduate Studies and Research 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.

Appendix I
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
GRADUATE COURSE REVISION, FOR GRADUATE STUDIES AND RESEARCH
COMMITTEE/FACULTY BOARD APPROVAL

FACULTY OF EDUCATION/PROGRAM NAME: _____

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.

EDUC-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.

EDUC-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 Studies and Research Committee/Faculty Board 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.

Graduate Studies and Research Committee/Faculty Board Approval: Provide the date that this course was approved at the department level, if applicable:

_____ / _____

5. Submission Contact: Name: _____

Internal Phone # _____

E-mail: _____

6. EMAIL the completed forms and any attachments to the Graduate Studies and Research Committee secretary, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by appropriate Council/Committee: _____

Date of approval at Graduate Studies Executive Council: _____

Appendix II
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
NEW GRADUATE COURSE, FOR GRADUATE STUDIES AND RESEARCH
COMMITTEE/FACULTY BOARD APPROVAL

FACULTY OF EDUCATION/PROGRAM NAME: _____

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:

(1a) EDUC 814/3.0	(2)	(1b) Curriculum Design Contemporary issues arising from curriculum design will be addressed, and students will gain exposure to a broad cross-section of theories and examples in this field.
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1. Course number and title: The number chosen for this course should not have been used in the past 5 years. 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 credit units, 6.0 credit units): The course weight must be consistent with the course content.
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. Graduate Studies and Research Committee/Faculty Board Approval: Provide the date that this course was approved at the department level, if applicable:

_____ / _____

15. Submission Contact: Name: _____

Internal Phone # _____

E-mail: _____

16. EMAIL the completed forms and any attachments to the Graduate Studies and Research Committee secretary, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by appropriate Council/Committee: _____

Date of approval at Graduate Studies Executive Council: _____

Appendix III
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
GRADUATE COURSE DELECTION, FOR GRADUATE STUDIES AND RESEARCH
COMMITTEE/FACULTY BOARD APPROVAL

FACULTY OF EDUCATION/PROGRAM NAME: _____
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.**

Graduate Studies and Research Committee/Faculty Board Approval: Provide the date that this course was approved at the department level, if applicable:

_____ / _____

Submission Contact: Name: _____

Internal Phone # _____

E-mail: _____

EMAIL the completed forms and any attachments to the Graduate Studies and Research Committee secretary, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by appropriate Council/Committee: _____

Date of approval at Graduate Studies Executive Council: _____

**Appendix IV
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
GRADUATE DEGREE PROGRAM REVISION
FOR GRADUATE STUDIES AND RESEARCH COMMITTEE/FACULTY BOARD
APPROVAL**

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 Studies and Research Committee secretary, on or before the deadline for agenda items for the next Committee meeting.

<p>FOR SGSPA OFFICE USE ONLY:</p> <p>Date of approval by appropriate Council/Committee: _____</p> <p>Date of approval at Graduate Studies Executive Council: _____</p>

Appendix V

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

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 thesis 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 three courses towards the Master's degree requirement, or equivalent. For students who have taken less than three 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 for the first year of the doctoral program, 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

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 Associate Dean of Graduate Studies and Research in Education shall review the application.

If the case is evidently straightforward, it can be approved by the Associate Dean of Graduate Studies and Research in Education. If he/she accepts the candidate, the file is sent to the SGSPA for approval. If approved the SGSPA will notify the student and the Associate Dean of Graduate Studies and Research in Education. The Chair of Graduate Studies and Research committee shall report the promotion to the GS&R committee and to Faculty Board.

Appendix V (con't)

If the Associate Dean is in doubt about the candidate's acceptability, the application for promotion shall be referred to the next GS&R meeting.

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.