

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)

Graduate Studies and Research Committee (GSEC) for its approval. These items include:

- x Calendar material and course offerings
- x Graduate degree program requirements and changes to same
- x New graduate degree programs

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

The design, implementation and oversight of the graduate curriculum is shared responsibility between the SGSP, the Graduate Studies Executive Council (GSEC) the Faculty based Graduate Studies and Research Committee. The responsibility of ensuring (bi)-3 ()TJ [(r)3 (e4O74 12.11 0.004 st1 Tc)

The QUQAP website is:

<https://www.queensu.ca/provost/teachingandlearning/qualityassurance/quqaprocesses>

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

<https://www.queensu.ca/provost/teachingandlearning/qualityassurance/newprogram>

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 recommendation

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

If the request is approved the SGSPA 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 SGSPACalendar, 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 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 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 and 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.

SGSPA COMMITTEES

The Graduate Studies Executive Council (GSEC)

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

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

GSEC performs the following functions:

- x 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;
- x Reviews and revises departmental and faculty regulations pertaining to graduate

x

The SGSP Fellowship Committee is responsible for the following:

- x Adjudication of applications and competitions for University fellowships, scholarships and awards, and for external fellowship competitions as required
- x Reporting its decisions to GSEC

the Dean of the Faculty/School, are also on the AAB.

Faculty members on the AAB will be elected/appointed for two 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 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, 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.

3.

Appendix II
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
NEW GRADUATE COURSE, FOR GRADUATE STUDIES AND RESEARCH

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.

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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 ~~SGS~~ ~~SPAC~~ 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 ~~SGS~~ ~~SPAC~~ 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,

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 student 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 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

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.