I. GENERAL

Under the auspices of Senate, the School of Graduate Studies (SGS), 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 faculty or school shall have a graduate council or 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 Committee For Planning and Policy Programs which is established as of July 1, 2009, to assume the role formerly played in relation to the graduate programs in the School of Policy Studies (SPS), and the School of Urban and Regional Planning (SURP) by Division V of the SGS. These guidelines supplement regulations described in the SGS Calendar and in the governance framework documentation of the School of Graduate Studies.

The Graduate Committee for Planning and Policy Programs is hereby established as a committee under the SGS.

Membership of the Graduate Committee for Planning and Policy Programs

The Graduate Committee for Planning and Policy Programs shall include:

- the Program Director for the Master of Industrial Relations (MIR) programs;
- the Program Director for the Master of Public Administration (MPA) programs;
- The Graduate Admissions Co-ordinator of the School of Urban and Regional Planning
- The Director of the School of Policy Studies, or a designated faculty delegate;
- The Director of the School of Urban and Regional Planning, or a designated faculty delegate;
- an Associate Dean of the SGS assigned to the Committee (who shall not be a voting member);
- a senior officer of the SGS, normally the Director, Admissions and Student Services (who shall not be a voting member);
• a graduate student from SPS or SURP, nominated by the Society of Professional Students (SGPS).

In these rules, the Associate Dean of the SGS will be referred to as the “Associate Dean (SGS)”.

One of the faculty members shall be elected as Chair of the Committee. One of the faculty members shall be elected as Associate Chair of the Committee.

Where, under these rules, the Committee must make a decision whether or not to approve a recommendation submitted by the faculty member who is also the Chair of the Committee, the Associate Chair shall take over the role of Chair of the meeting while the Committee considers the matter.

II. MEETINGS

At the beginning of the Fall Term, the Graduate Committee for Planning and Policy Programs 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 SGS 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 Committee or Chair of the Graduate Committee to ensure that any business of the Graduate 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.

Any member of the School of Graduate Studies from the Planning and Policy Programs may attend these meetings, however, student members and other faculty members shall not be present when matters concerning individual students come before the Graduate Committee for review and discussion.

III. DECISION MAKING WITHIN THE COMMITTEE

The quorum for meetings of the Graduate Committee for Planning and Policy Programs shall be five, with at least one representative from SPS and SURP and one representative from the SGS present. Decisions will be made by consensus where possible.

The Committee may delegate authority to make decisions to the Chair, or to the Chair and one of the SGS 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.

Student Members shall not be present and shall not vote, when matters concerning individual students come before the committee for review and discussion.

IV. NOMINATIONS AND ELECTIONS

The Graduate Committee for Planning and Policy Programs is responsible for electing or appointing one Graduate Faculty member from the Schools of Policy Studies or Urban and Regional Planning
to the SGS Fellowship Committee (see SGS COMMITTEES below) for a term of three years. The Graduate Committee may determine how this member is elected/appointed.

The Graduate Committee for Planning and Policy Programs is responsible for electing or appointing one Graduate Faculty member from the Schools of Policy Studies or Urban and Regional Planning to serve on the Appeal Board for a term of three years.

The Graduate Committee for Planning and Policy Programs is responsible for electing or appointing one Graduate Faculty member from the Schools of Policy Studies or Urban and Regional Planning to serve on Queen’s University Senate for a term of three years.

The Graduate Committee is also responsible for providing Graduate Faculty member nominees willing to serve on special committees as needed.

V. GRADUATE COMMITTEE BUSINESS FOR GSEC APPROVAL

The Chair, assisted by appropriate spokespeople if necessary, shall submit items approved by the Graduate Committee to GSEC for its approval.

These items include:

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

VI. ROLES AND RESPONSIBILITIES OF THE GRADUATE COMMITTEE FOR PLANNING AND POLICY PROGRAMS

The design, implementation and oversight of the graduate curriculum are a shared responsibility between the SGS, the Graduate Studies Executive Council (GSEC) and the Faculty-based Graduate Committees or Councils. 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 graduate programs.

In general terms, the Graduate Committee for Planning and Policy Programs 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.

The day-to-day administration of the graduate programs in SPS and SURP shall be the responsibility of the respective Schools and in particular the graduate co-ordinators for the units involved.
1. The Graduate Committee’s Role with regard to Curriculum Review and Recommendation

(a) Program requirements, course offerings and calendar material

The Graduate Committee for Planning and Policy Programs is responsible for approving all changes in the SGS Calendar material (fields of research, degree programs information) and course offerings (new courses, course deletions, course number or title changes, course description text changes) for the MIR, MPA and MPL degree programs. Guidelines and forms pertaining to changes in the calendar are available from the SGS Office and as appendices in this document. Other changes to calendar material are submitted directly to the SGS. Calendar changes approved by the Graduate Committee for Planning and Policy Programs are submitted to GSEC for ratification. Changes for an upcoming academic year should be approved no later than the Graduate Committee for Planning and Policy Programs meeting preceding the February meeting of GSEC.

(b) New and modified programs

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


The templates to be used for the processes can be accessed at:
http://www.queensu.ca/provost/responsibilities/qualityassurance/Templates.html

At the discretion of Graduate Committee for Planning and Policy Programs, an ad hoc subcommittee of the Committee may be established to review the proposal and prepare a report for Graduate Committee for Planning and Policy Programs on the academic merits of the proposed program.

After submission of full Proposal Briefs for new graduate programs to the Graduate Committee for Planning and Policy Programs, 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 Dean/Associate Dean of the School of Graduate Studies for review.

2. The Graduate Committee’s 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. Such requests are considered on their individual merits. Where the request is accepted by the appropriate graduate co-ordinator and approved by the Graduate Committee for Planning and Policy Programs, 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 Committee will generally apply the following guidelines:

1. The prior course was not used by the student to obtain a degree.
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 the course within the Queen’s program for which it is to substitute.

5. A graduate course from the Queen’s program taken as part of a co-ordinated degree program may be considered for advanced standing, notwithstanding 1. and 2. above.

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 by the program graduate co-ordinator to the Graduate Committee. 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 SGS (not GSEC), with a report of the decision by the Chair to the Graduate Committee. In other cases, the request shall be placed on the agenda for decision by the Graduate Committee for Planning and Policy Programs at its next meeting.

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

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

Prior to making a recommendation under the procedures below, the faculty member(s), and/or Graduate Coordinator and/or Graduate Department/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 a recommendation of withdrawal shall be made, and shall be informed of the grounds for the recommendation.

Appropriate action shall be taken within the graduate program, by the Graduate Committee for Planning and Policy Programs, and by the SGS to address cases in which student academic performance is unsatisfactory, according to the following rules.

**a) Failure of a Course:** In accordance with the General Regulations of the SGS, in cases where a student fails to achieve a passing grade (currently, B-, B minus) in a course, the Director, after consulting with the course instructor and the faculty committee reviewing student progress, may recommend to the Chair of the Graduate Committee for Planning and Policy Programs that the
(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. If approved, a student may take another course approved by the Chair of the Graduate Committee for Planning and Policy Programs.

or

(iv) be asked to withdraw from the Program.

Students failing two courses will be asked to withdraw from the Program.

The Graduate Committee for Planning and Policy Programs, 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 Graduate Committee for Planning and Policy Programs shall notify the SGS, who shall inform the student of the recommendation and the confirmation of the recommendation by the Graduate Committee for Planning and Policy Programs. The Graduate Committee for Planning and Policy Programs 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 SGS (not GSEC), and also reported back to the Graduate Committee for Planning and Policy Programs. Otherwise, the request will be placed on the agenda for decision by the Graduate Committee for Planning and Policy Programs at its next meeting. 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 Graduate Committee for Planning and Policy Programs 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 Graduate Committee for Planning and Policy Programs, who reserves the right to reschedule the discussion of the matter to another meeting of the Graduate Committee for Planning and Policy Programs 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 Graduate Committee for Planning and Policy Programs and for discussion by the Graduate Committee for Planning and Policy Programs 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 Graduate Committee for Planning and Policy Programs is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Graduate Committee for Planning and Policy Programs approves the recommendation of the Director, it shall report the case to the SGS, which shall inform the student of the Committee’s decision that he or she is required to withdraw.

All such Graduate Committee for Planning and Policy Programs decisions are subject to appeal, under the general regulations of the SGS. It is the responsibility of the Chair or Associate Chair of the Committee to represent the Graduate Committee for Planning and Policy Programs and explain
the Committee’s decision to the SGS 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 Director, after consulting with the course instructor and the faculty committee reviewing student progress, may recommend to the Graduate Committee for Planning and Policy Programs 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 Graduate Committee for Planning and Policy Program 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 Graduate Committee for Planning and Policy Programs, who reserves the right to reschedule the discussion of the matter to another meeting of the Graduate Committee for Planning and Policy Programs 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 Graduate Committee for Planning and Policy Programs and for discussion by the Committee 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 Graduate Committee for Planning and Policy Programs is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Graduate Committee for Planning and Policy Programs approves the recommendation of the Director, it shall report the case to the SGS, which shall inform the student of the Committee’s decision that he or she is required to withdraw.

All such Graduate Committee for Planning and Policy Programs decisions are subject to appeal by the student under the SGS General Regulation Appeals Against Academic Decision. It is the responsibility of the Chair of the Graduate Committee for Planning and Policy Programs to represent the Committee and explain its decisions to the SGS Academic Appeal Board, if/as required.


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 SGS and fall under the jurisdiction of the Graduate Committees.

The Graduate Committee for Planning and Policy Programs shall ensure that there is an established,
clear, documented process for scheduling 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 applicable graduate program.

**Membership of 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 School of Graduate Studies and fall under the jurisdiction of the Graduate Committees.

The Graduate Committee for Planning and Policy Programs shall ensure that there is an established, clear, documented process explaining the composition of their Master’s oral thesis examination committees.

Refer to the applicable policies of the School of Urban and Regional Planning.
SGS COMMITTEES

The Graduate Studies Executive Council (GSEC)

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

- Associate Vice Principal and Dean of SGS, (Chair)
- Associate Deans, SGS
- Associate Deans of Graduate Studies of the Faculties /Schools
- Chairs of the Faculty and Planning and Policy Programs 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 at least 3 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 SGS or university regulations, and to the Faculty Graduate Councils.

The SGS Fellowship Committee

Graduate Committees must elected or appoint one graduate faculty member from the faculty/school, to serve on the SGS 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 SGS 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 SGS
• Representatives from each of the Faculty Graduate Councils
• Representatives from each non-departmentalized Faculty Graduate Committee

Two graduate students, who are members of the SGS, 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 SGS serves as Secretary to the committee. The Secretary does not have a vote on the committee.

The SGS 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 Academic Appeal Board decision is final with the only exception being the right of further appeal to the Senate Grievance Board when the appeal is based on grounds of unfair procedures or allegations of bias.

The SGS requires the following to be members of the Academic Appeal Board 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 Dean of the Faculty/School.

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 Academic Appeal Board.

Members of the Academic Appeal Board serve three-year terms and are then eligible for re-appointment. The SGS appoints, for a three-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 Academic Appeal Board 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 from a graduate program in a non-departmentalized faculty/school, the faculty and student members on the Academic Appeal Board will NOT be from the appellant’s faculty/school.

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

Each member of the Academic Appeal Board has a vote.

A senior officer of the SGS serves as Secretary to the Academic Appeal Board and does not have vote. The Secretary will notify members of the panel of the formation of an Academic Appeal Board; he or she shall notify an alternate member in cases where there is a conflict of interest or there is a multiplicity of hearings.
APPENDIX 1
GRADUATE COURSE ADDITION
GRADUATE COMMITTEE FOR PLANNING AND POLICY PROGRAMS
SCHOOL OF GRADUATE STUDIES
Curriculum Submission

Graduate Course Additions must be submitted to the Graduate Committee for Planning and Policy Programs for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

GRADUATE PROGRAM:

COURSE CODE/NUMBER:

Submission Contact
Name:

Phone #:

Email:

Date:

Signature of Department/Program Head: _____________________________

Signature of Graduate Coordinator: _____________________________

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.
EXAMPLE:

<table>
<thead>
<tr>
<th>(1a)</th>
<th>(2)</th>
<th>(1b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON-853*</td>
<td>3.0</td>
<td>Applied Econometrics</td>
</tr>
</tbody>
</table>

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 become popular and widely used in economics, and economic examples will often be used as motivation.

(3)
PREREQUISITE: ECON-852* or equivalent. (4)
EXCLUSION: Students who take ECON-953* for credit cannot take ECON-853* for credit. (5)

1. Course number (1a) and title (1b): 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 course title must be no longer than 30 characters, including spaces.

2. Weight (e.g. 1.5, 3.0, 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 School of Graduate Studies **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 program, but also in other programs. It is the responsibility of the program creating a new course to contact other 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 program requirements. Is this course intended as a requirement or an elective? If this course is to be included in an existing degree program, please submit a **Program 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/Programs:
   a) If the new course will have any impact on programs offered by other graduate departments/programs, please indicate which programs may be affected by this new course, i.e., the course content might overlap with courses offered by another program, course prerequisites may be affected etc..
   
   b) Please indicate which departments/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. Enrolment: Indicate the anticipated enrolment in this course.

13. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.
14. Course component(s): What component(s) make up this course (enter Y for any that apply):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Lecture</td>
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<td>Seminar</td>
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<tr>
<td>Laboratories</td>
<td></td>
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<tr>
<td>Tutorials</td>
<td></td>
</tr>
</tbody>
</table>

15. Program Approval: Provide the date that this course was approved at the program level, if applicable:

___________________________________

16. Submission Contact: Name: __________________________

Internal Phone # ______________________

E-mail: ______________________

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

FOR SGS USE ONLY:

Date of approval by GCPPP: __________________________

Date of approval at GSEC: __________________________
Graduate Course Revisions must be submitted to the Graduate Committee for Planning and Policy Programs for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

**GRADUATE PROGRAM:**

**COURSE CODE/NUMBER:**

Submission Contact  Name:

Phone #:

Email:

Date:

Signature of Department/Program Head:  _________________________________________

Signature of Graduate Coordinator:                _________________________________________

**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**

<table>
<thead>
<tr>
<th>(1a)</th>
<th>(2)</th>
<th>(1b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON-853*</td>
<td>3.0</td>
<td>Applied Econometrics</td>
</tr>
</tbody>
</table>

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 become popular and widely used in economics, and economic examples will often be used as motivation.

(3)  
PREREQUISITE: ECON-852* or equivalent. (4)  
EXCLUSION: Students who take ECON-953* for credit cannot take ECON-853* for credit.(5)
Insert the REVISED Calendar description in the box below, and delete the example provided.
EXAMPLE

<table>
<thead>
<tr>
<th>(1a)</th>
<th>(2)</th>
<th>(1b)</th>
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</tr>
<tr>
<td>PREREQUISITE: ECON-852* or equivalent. (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXCLUSION: Students who take ECON-953* for credit cannot take ECON-853* for credit. (5)</td>
<td></td>
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</tr>
</tbody>
</table>

NOTE: Normally, 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 Planning and Policy Programs 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 programs: If the revised course will have any impact on programs offered by other Programs, please indicate which programs may be affected by this revised course, i.e., the course could be included in another concentration or the course content might overlap with courses offered by another program. Please indicate which Graduate 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.
7. Submission Contact: Name: ________________________

                              Internal Phone # ________________________

                              E-mail: ________________________

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

FOR SGS OFFICE USE ONLY:

Date of approval by GCPPP: ________________________________

Date of approval at GSEC: ________________________________
APPENDIX 3
GRADUATE COURSE DELETION
GRADUATE COMMITTEE FOR PLANNING AND POLICY PROGRAMS
SCHOOL OF GRADUATE STUDIES
Curriculum Submission

Graduate Course Deletions must be submitted to the Graduate Committee for Planning and Policy Programs for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

DEPARTMENT/PROGRAM:

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _________________________________

Signature of Coordinator of Graduate Studies: _________________________________

** For EACH course deletion, please complete the section above AND items 1 through 6.

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: How will this deletion affect the department/program?

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

                             Internal Phone # ____________________________

                             E-mail: ____________________________

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

FOR SGS OFFICE USE ONLY:

Date of approval by GCPPP: ____________________________

Date of approval at GSEC: ____________________________
APPENDIX 4
GRADUATE DEGREE PROGRAM REVISION
GRADUATE COMMITTEE FOR PLANNING AND POLICY PROGRAMS
SCHOOL OF GRADUATE STUDIES
Curriculum Submission

Graduate Degree Program Revisions must be submitted to the Graduate Committee for Planning and Policy Programs for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

DEPARTMENT/PROGRAM:

DEGREE PROGRAM:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _________________________________

Signature of Coordinator of Graduate Studies: ____________________________________

Program revision forms should be submitted whenever a course addition, course deletion or course revision affects the graduate degree program requirements OR whenever a substantive change to current degree program requirements is proposed. Examples of substantive changes: reducing the coursework requirement of the degree program; restructuring of core course requirements.

For EACH program revision, COMPLETE SECTIONS 1 through 7:

1. **Description of Change:** Indicate the degree program or SGS 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 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 programs before this change will be allowed to continue in their programs (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.

6. **Submission Contact:**
   
   Name: _______________________

   Internal Phone # _________________

   E-mail: _______________________

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

FOR SGS USE ONLY:

Date of approval by GCPPP: _______________________________

Date of approval at GSEC: _______________________________