

# GRADUATE COMMITTEE FOR LAW

## GENERAL RULES FOR THE GRADUATE COMMITTEE FOR LAW

FACULTY OF LAW AND SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS

QUEEN'S UNIVERSITY

9 MARCH 2010

[APPROVED BY LAW FACULTY BOARD 12 MARCH 2010]

*REVISED JULY 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. Throughout this document degree requirements (or degree programs) refers to all graduate credentials including certificates, diplomas and degrees.

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 **Graduate Committee for Law** which was established as of July 1, 2009, to assume the role formerly played in relation to the graduate program in Law by the committee for Division V of the SGSPA. These guidelines supplement regulations described in the SGSPA Calendar and in the governance framework documentation of the School of Graduate Studies and Postdoctoral Affairs.

The Graduate Committee for Law is a committee under the SGSPA, but it also will work in concert with the Faculty of Law. The existing Graduate Studies Committee in the Faculty of Law, a standing committee of the Law Faculty Board, will continue to exist, and, when it sits with SGSPA representatives as set out below, it will constitute the Graduate Committee for Law.

The provisions set out in this document take effect when approved by the Graduate Studies Executive Council (GSEC) and the Law Faculty Board.

### II. MEMBERSHIP OF THE GRADUATE COMMITTEE FOR LAW

The Graduate Committee for Law shall consist of:

1. the Graduate Studies Committee of the Law Faculty Board, which consists of
  - the Associate Dean (Graduate Studies & Research) of the Faculty of Law;
  - two Law Faculty members; and,

- one SGPS graduate student from the Faculty of Law
  - Graduate Studies Assistant in the Faculty of Law
2. representatives from the School of Graduate Studies and Postdoctoral Affairs, namely:
- an Associate Dean of the SGSPA assigned to the Faculty of Law; and,
  - a senior officer of the SGSPA, normally the Director, Admissions and Student Services.

In these rules, the Associate Dean (Graduate Studies & Research) from the Faculty of Law will be referred to as the “Associate Dean (Law)”, and the Associate Dean of the SGSPA will be referred to as the “Associate Dean (SGSPA)”.

The Associate Dean (Law) shall act as Chair of the Committee. Where the Associate Dean (Law) is absent or unable to act as Chair, another member shall serve as Chair, with preference given to another Law Faculty representative, and then the Associate Dean (SGSPA).

Where, under these rules, the Committee must make a decision whether or not to approve a recommendation submitted by the Associate Dean (Law), the Associate Dean (Law) may ask another member of the Committee to act as Chair while the Committee considers the matter if he or she thinks it appropriate.

When the Committee deals with individual student matters, the SGPS graduate student member of the Committee shall not take part or be present.

The SGPS graduate student member of the Committee shall be selected by the graduate students in the Law Faculty by majority vote or according to a process that they determine collectively, and the SGPS executive shall be informed of the name of the student selected.

### **III. MEETINGS**

The Committee will normally meet once in each of the Fall, Winter and Summer Terms. 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 Committee, and in particular its Chair, to ensure that any business of the 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 Committee for Law shall be three. Decisions will be made by consensus where possible. Otherwise decisions will be taken by majority vote.

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

The Committee is responsible for electing or appointing one graduate Law Faculty member to serve on the Appeal Board for a term of two years.

The Committee is also responsible for providing graduate faculty nominees from their regular membership willing to serve on special committees as needed.

#### **VI. GRADUATE COMMITTEE BUSINESS FOR GSEC APPROVAL**

The Chair, assisted by appropriate spokespeople if necessary, shall submit items approved by the 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 COMMITTEE FOR LAW**

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

In general terms, the Graduate Committee for Law is responsible for the following:

- graduate courses and graduate degree program requirements, and the related calendar material;
- 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 Law shall be the responsibility of the

Law Faculty, and in particular the Associate Dean (Law) and the Law Faculty Board's Graduate Studies Committee. Where the Law Faculty is given any task or responsibility under these rules, that task or responsibility will normally be carried out by the Associate Dean (Law), subject to whatever directions or guidelines are or may be imposed by the Dean of Law and/or the Law Faculty Board.

## **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 Law is responsible for approving all changes in the SGSPA Calendar material and course offerings relating to the graduate program in Law. The forms to be used for adopting new courses, changing course names or descriptions, and program revisions are found in the Appendices to these Rules. Calendar changes approved by the Graduate Committee must be submitted to the GSEC for ratification. Changes for an upcoming academic year must be approved no later than the Committee meeting preceding the February meeting of GSEC.

### **(b) New and modified programs**

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

[https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded\\_files/policies/senateandtrustees/QUQAP%20.pdf](https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded_files/policies/senateandtrustees/QUQAP%20.pdf)

The QUQAP website is:

<https://www.queensu.ca/provost/queens-university-quality-assurance-processes>

The templates to be used for the QUQAP processes can be accessed at:

<https://www.queensu.ca/provost/quality-assurance/templates>

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

## **2. The Role of the Graduate Committee for Law with regard to Student Matters**

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

- i. 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 (Law) to the School of Graduate Studies and Postdoctoral Affairs. Documentation should include a rationale for the request, and the department's/programs verification that the course or courses are eligible to be counted towards a higher level graduate credential.

If the request is approved the School of Graduate Studies and Postdoctoral Affairs will inform the 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.

ii. 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 (Law) and approved by the Graduate Committee for Law, 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 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 of 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 by the Associate Dean (Law) to the Graduate Committee. Documentation should include a rationale for the request, verification by the Associate Dean (Law) that the course is equivalent in depth and breadth to a course of the Queen's program, 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 Committee. In other cases, the request shall be placed on the agenda for decision by the Graduate Committee for Law at its next meeting.

If the request is approved the School of Graduate Studies and Postdoctoral Affairs 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.

**(b) Waiving graduate seminar requirements for LL.M. and Ph.D. students**

The program requirements for the Ph.D. program in Law state that students must take the two mandatory graduate seminars in the Queen's LL.M. program, LAW-880 *Legal Research Methods & Perspectives* and LAW-881 *Advanced Legal Research* unless they have already taken these courses as LL.B., JD or LL.M. students at Queen's, or "substantially similar" courses at another institution.

In considering whether to waive one or both graduate seminars, consideration may be given to courses that were taken as part of the degree requirements for an LL.M. or other undergraduate or graduate degree in law at another institution, and the courses may have constituted part of the academic record upon which the student was admitted (in contrast to the criteria for advanced standing for previous course work in (a) above). In determining whether a course is "substantially similar" to one of the graduate seminars at Queen's, emphasis shall be placed on comparing basic or core course objectives rather than the specific details or methods employed in each.

In special circumstances, the LAW-881 *Advanced Legal Research* requirement may be waived where a Ph.D. student has engaged in a sustained period of legal practice and/or legal-academic work (teaching and/or publishing) prior to commencing doctoral studies, such that, in the opinion of the Committee, the student has effectively met the course requirement.

Requests to have one or both of the mandatory graduate seminars waived are normally made during the student's first term.

**PROCEDURE:** The Faculty of Law's Course Exemption Request form including a course description that shows the course was "substantially similar" to LAW-881 *Advanced Legal Research* requirement shall be submitted by the student to the Associate Dean (Law). In evidently straightforward cases, the request may be approved by the Associate Dean (Law) and then submitted for approval and action to SGSPA (not GSEC), with a report of the decision by the Associate Dean (Law) to the Committee. In other cases, the request shall be placed on the agenda for decision by the Committee at its next meeting.

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

Students admitted into the Ph.D. program in Law will normally have completed a Master of Laws (LL.M.) degree or equivalent before admission. Students without an LL.M. degree or equivalent may be admitted into the Ph.D. program in the following cases:

- (i) **promotion from the Queen's LL.M. program:** students who have been registered full time for at least one term and before completing three terms in the Queen's LL.M. program and who have a first-class standing and have shown exceptional promise in their research

may be considered for promotion to the Ph.D. program in Law without completing the LL.M. degree. Applications for promotion to the doctoral program must be approved by the Graduate Committee for Law according to its established requirements and procedures and then approved by the School of Graduate Studies and Postdoctoral Affairs.

(ii) **direct entry to the Queen's Ph.D. program in Law:** students who have obtained unquestionably superior standing in an LL.B., J.D., or equivalent undergraduate law degree may be considered for direct admission to the Ph.D. program in Law. Students admitted in this way must complete a minimum of two session-length or four term-length graduate courses as part of their doctoral program.

NOTE: Students admitted to the Queen's Ph.D. program in Law under (i) or (ii) may revert to the Queen's LL.M. program in exceptional circumstances and with the approval of the supervisor(s), the Graduate Committee for Law and the School of Graduate Studies and Postdoctoral Affairs.

In all cases, all other procedures for application and acceptance also apply. The Faculty may recommend to the Graduate Committee their best students for entry to the Ph.D. program under (i) or (ii).

**PROCEDURE:** A written request documenting the case is submitted to the Chair of the Committee, normally by the student's supervisor or proposed supervisor. If the case is evidently straightforward, the request may be approved by the Chair and then submitted for approval and action to the SGSPA (not GSEC), with a report back to the Committee. In other cases, the request will be placed on the agenda for decision by Committee at its next meeting.

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

Prior to making a recommendation under the procedures below, the faculty member(s), and/or the Associate Dean (Law), shall meet with the student to discuss his/her 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 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 Faculty of Law, by the Graduate Committee for Law, and by the SGSPA to address cases in which student academic performance is unsatisfactory, according to the following rules.

(a) **Failure of a Course:** In cases where a student fails to achieve B-minus in a course, the

course instructor, after consulting the student's supervisor and the Associate Dean (Law), may recommend to the Graduate Committee for Law 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 (Law), in his or her capacity as Chair of the Committee, may approve the recommendation and then submit it to the SGSPA (not GSEC) for its approval, with a report back to the Committee of the decision made. In other cases, the matter will be placed on the agenda for decision by the 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 course instructor does not make such a recommendation, or in cases where the Associate Dean (Law) decides against making recommendation (i), (ii), or (iii), or in cases where a recommendation is brought before the Committee but not approved, the Associate Dean (Law) shall recommend to the 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 in writing of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the committee 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 Associate Dean (Law), who reserves the right to reschedule the discussion of the matter to another meeting of the Committee 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 Committee 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 by the Committee of the recommendation is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Committee approves the recommendation of the Associate Dean (Law), it shall report the case to the SGSPA, which shall inform the student of the Committee's decision that he or she is required to withdraw.

All such Committee decisions are subject to appeal by the student under the SGSPA general regulation, "Appeals Against Academic Decisions". It is the responsibility of the Chair of the Committee to represent the Committee and explain its decisions to the SGSPA Academic Appeal Board, if/as required.

**(b) Action in the case of general academic concerns:** There are other academic circumstances that could lead to a recommendation that the student be required to withdraw. To cite several examples: in the judgment of the supervisor or a supervisory committee the student may be making unsatisfactory progress in research; the student may have failed the Qualifying 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 Associate Dean (Law) shall recommend to the Committee 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 Committee 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 Associate Dean (Law), who reserves the right to reschedule the discussion of the matter to another meeting of the Committee 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 Committee 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 by the Committee of the recommendation is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Committee approves the recommendation of the Associate Dean (Law), it shall report the case to the SGSPA, which shall inform the student of the Committee's decision that he or she is required to withdraw.

All such Committee decisions are subject to appeal by the student under the SGSPA general regulation, "Appeals Against Academic Decisions". It is the responsibility of the Chair of the Committee to represent the Committee and explain its decisions to the SGSPA Academic Appeal Board, if/as required.

## **VIII. LL.M. Oral Thesis Examinations** (see SGSPA General Regulation Thesis)

### **A. Scheduling LL.M. Oral Exams**

1. The supervisor, in consultation with the Associate Dean (Law), shall nominate members for the LL.M. Oral Thesis Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/she nominates for the Committee. A notice of exam form with the above information shall then be completed and signed by the supervisor and the Associate Dean (Law).
2. The completed notice of exam form shall be prepared by the Graduate Studies Assistant in the Law Faculty no later than 10 working days prior to the scheduled date of the examination. The Graduate Studies Assistant shall indicate on the form whether the student has met the course requirements for graduation.
3. The candidate shall deliver a copy of the thesis to the Graduate Assistant in Law no later than 10 working days prior to the scheduled date of the examination.

4. The Graduate Studies Assistant shall confirm the date, time and place of the examination to all Committee members and the candidate no later than 10 working days prior to the scheduled date of the examination, and shall send a copy of the notice of exam form to the SGSPA Thesis Coordinator.
5. The examiners do not submit reports on the thesis prior to the oral thesis examination, unless they wish to submit a “negative report”; that is, if it is their opinion that the oral thesis examination should NOT proceed (see #6 below). If no negative report is submitted, it is presumed that the examiner agrees that the oral thesis examination should be held as scheduled and that they will attend the oral thesis examination.
6. If, on the basis of the thesis submitted for oral examination, any Committee member feels the examination should NOT proceed, he or she must submit a report which lists some substantive reasons why the thesis should not proceed to examination, no later than 3 working days prior to the scheduled date of the examination. The “negative report” shall be submitted to either the Chair of the Examination Committee or the Associate Dean (Law). If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.
7. If two or more negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee and/or the Associate Dean (Law) to see if they wish to proceed with the oral thesis examination. The School of Graduate Studies and Postdoctoral Affairs shall be notified whenever two or more examiners recommend that the thesis oral examination not proceed. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral thesis examination be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. The School of Graduate Studies and Postdoctoral Affairs shall be informed when an oral thesis examination has been postponed due to negative reports.
8. After the oral thesis examination, the Chair will ask for comments from the Examining Committee on the conduct of the examination (a standard form shall be provided). The Graduate Studies Assistant will report the results of the oral thesis examination to the Associate Dean (Law). The result of the defense, copyright forms, and reports, shall be forwarded by the Graduate Studies Assistant to the SGSPA Thesis Coordinator.

## **B. Constitution of the Examination Committee**

1. The LL.M. Thesis Examination Committee shall comprise at least the following members:
  - (a) Chair of Committee: Dean of Law or Dean’s Delegate (may be from outside the Faculty);
  - (b) Supervisor(s);
  - (c) At least two other faculty members, one of whom may be:
    - i. from a faculty other than Law; or,

ii. in exceptional circumstances, external to Queen's.

2. The exceptional circumstances that would warrant an examiner external to Queen's are those when there are no faculty members within the Law Faculty or within another faculty at Queen's with sufficient expertise to examine the thesis. In such cases, a suitable member from another nearby institution may be recommended for the approval of the Dean of the School of Graduate Studies and Postdoctoral Affairs.
3. The Chair of the LL.M. Thesis Examination Committee is not a voting member of the Committee.
4. In cases where ALL members of the LL.M. Thesis Examination Committee are internal to the Law Faculty, approval of the **Associate Dean (Law)**, or, where the Associate Dean (Law) is the student's supervisor, approval of another Law Faculty member of the Graduate Committee for Law, shall be required.

**IX. Convening and Membership of Thesis Examination Committee- Doctoral students:**

Membership and Convening of Thesis Examination Committee for Doctoral students shall follow the General Regulations of the School of Graduate Studies and Postdoctoral Affairs.

## **SGSPA COMMITTEES**

### The Graduate Studies Executive Council (GSEC)

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

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

GSEC performs the following functions:

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

### The SGSPA Fellowship Committee

Graduate Committees must elected or appoint one graduate faculty member from the faculty/school, to serve on the SGSPA Fellowship Committee. They are elected for a three-year term. It is up to the Graduate Committee to determine how the member to the Fellowship Committee is elected/appointed.

The SGSPA Fellowship Committee is responsible for the following:

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

Members include:

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

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

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

#### The SGSPA Academic Appeal Board

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

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

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

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

Faculty and student representatives from each Faculty Graduate Council, and alternates from each Faculty Graduate Council (from different departments than the principal members)

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

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

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

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

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

Each member of the AAB has a vote.

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

**APPENDIX 1**

**GRADUATE COURSE ADDITION  
FACULTY OF LAW GRADUATE COMMITTEE  
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
Curriculum Submission**

**COURSE CODE/NUMBER:**

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): \_\_\_\_\_

**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:**

<b>(1a)</b>	<b>(2)</b>	<b>(1b)</b>
ECON-853*	3.0	Applied Econometrics

This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The course focuses on time series methods that have 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. 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 and Postdoctoral Affairs *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. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.
13. Course component(s): What component(s) make up this course (enter Y for any that apply):

Lecture	
Seminar	
Laboratories	
Tutorials	

FOR OFFICE USE ONLY:

Date of approval by Faculty of Law Graduate Committee: \_\_\_\_\_

Date of approval at GSEC: \_\_\_\_\_



**APPENDIX 2**

**GRADUATE COURSE REVISION  
FACULTY OF LAW GRADUATE COMMITTEE  
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
Curriculum Submission**

**COURSE CODE/NUMBER:**

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): \_\_\_\_\_

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

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

**EXAMPLE**

**(1a)**            **(2)**            **(1b)**  
ECON-853\*    3.0            Applied Econometrics

This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The course focuses on 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**

**(1a)**            **(2)**            **(1b)**  
ECON-853\*    3.0            Applied Econometrics

This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The topics include, but are not limited to, time series regressions, univariate and multivariate stationary time series models and possibly some spectral analysis and generalized method of moments (GMM). PREREQUISITE: ECON-852\* or equivalent. (4)

EXCLUSION: Students who take ECON-953\* for credit cannot take ECON-853\* for credit.(5)

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 Faculty of Law Graduate Committee 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.

FOR OFFICE USE ONLY:

Date of approval by Faculty of Law Graduate Committee: \_\_\_\_\_

Date of approval at GSEC: \_\_\_\_\_

**APPENDIX 3  
GRADUATE COURSE DELETION  
FACULTY OF LAW GRADUATE COMMITTEE  
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
Curriculum Submission**

**COURSE CODE/NUMBER:**

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): \_\_\_\_\_

**\*\* For EACH course deletion, please complete the section above AND items 1 through 4.**

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.**

FOR OFFICE USE ONLY:

Date of approval by Faculty of Law Graduate Committee: \_\_\_\_\_

Date of approval at GSEC: \_\_\_\_\_

**APPENDIX 4**

**GRADUATE DEGREE PROGRAM REVISION  
FACULTY OF LAW GRADUATE COMMITTEE  
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS  
Curriculum Submission**

**DEGREE PROGRAM:**

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): \_\_\_\_\_

**Program revision documentation should be submitted for approval 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.**

**For EACH program revision, COMPLETE SECTIONS 1 through 5:**

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 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.

FOR OFFICE USE ONLY:

Date of approval by Faculty of Law Graduate Committee: \_\_\_\_\_

Date of approval at GSEC: \_\_\_\_\_