# Graduate Programs in the Faculty of Arts and Science

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The PURPOSE of this manual is to set out the guidelines for the organization and operation of the Faculty of Arts and Science graduate councils, and to assist those involved in these tasks. The guidelines supplement regulations described in the Calendar of the School of Graduate Studies (SGS) and in the Governing Framework for Graduate Studies, April 2009. The guidelines set out in this Manual will be subject to annual review at the first Council meeting of the academic year.

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1. Organization

There shall be two graduate councils from the Faculty of Arts and Science. The Faculty of Arts and Science Graduate Council for the Sciences, (GCS) shall be comprised of programs in the Physical Sciences, Life Sciences, and Mathematics, and the Faculty of Arts and Science Graduate Council for the Social Sciences and Humanities (GCSSH) shall be comprised of programs in the Humanities and Social Sciences.

1.1. Membership

1.1.1. Arts and Science Faculty Members of the School of Graduate Studies include the following:
- Heads/Directors of Departments or Programs offering graduate degree programs
- Instructors of graduate courses in the current academic year, or either of the two preceding academic years
- Supervisors of graduate students in the current academic year, or of the two preceding academic years

1.1.2. The membership of each of the graduate councils from the Faculty of Arts and Science shall include the following:
- All Graduate Coordinators or Graduate Program Directors from the following disciplines:
  (Social Sciences and Humanities) Languages, Humanities, and Social Sciences departments or programs in the Faculty as well as interdisciplinary programs such as Cultural Studies;
  (Physical and Life Sciences and Mathematics) Physical and Life Sciences and Mathematics departments or programs in the Faculty;
  Some interdisciplinary programs, such as Geography, Kinesiology and Health Studies or Environmental Studies, may attend both councils;
- an Associate Dean of the Faculty assigned by the Faculty of Arts and Science
- an Associate Dean of the SGS assigned to that faculty
- a Senior Officer of the SGS, normally, the Director of Admissions and Student Services
- 2 graduate students (1 Master’s, 1 Ph.D.) elected or appointed by the Society of Graduate and Professional Students (SGPS) and subject to ratification by the appropriate graduate council. In the event that the SGPS does not identify graduate student Council members annually by September 30, each graduate council will elected or appoint 2 graduate students (1 Master’s, 1 Ph.D.) as the members of Council for the academic session. The names of the graduate student members of Council shall be reported to the SGPS for information.

Each Council shall elect/appoint an Associate Chair (see 1.3 below).

The Chair shall be nominated by the Nominating Committee of each Faculty of Arts and Science Graduate Council for approval by the respective Graduate Council. The names of the Chairs of the Graduate Councils shall be reported to the Faculty of Arts and Science
1.1.3. Voting members of the graduate councils shall include the following:
- the Associate Dean of the Faculty of Arts and Sciences
- all Graduate Coordinators or Graduate Program Directors of the listed programs (or delegates)
- the Graduate student representatives to Council (or delegate)

1.2. Faculty Associate Dean

The Faculty Associate Dean, appointed by the Dean of the Faculty of Arts and Science (FAS), oversees administrative matters, including local policy development and selection/election of representatives to various committees, represents the FAS on the Graduate Studies Executive Council (GSEC) (with the Chairs of Councils), liaises with the decanal teams in the FAS and the SGS, the FAS Faculty Board and the SGPS, and advises faculty regarding local regulations and procedures.

1.3. Chair and Associate Chair

The Chairs and Associate Chairs are elected for three-year terms (Section 1.5). These terms are partially overlapping to ensure continuity of the Council. The Chair and Associate Chair must be either faculty members of the School of Graduate Studies, Graduate Coordinators, or Graduate Program Directors, and must be from different departments or programs. Liaison with the Department or Programs is chiefly through the Graduate Coordinators/Graduate Program Directors. The Associate Chair may substitute for the Chair in any capacity by mutual agreement. The Associate Chair handles matters relating to students in the Chair’s Program. The Chair of Council is a member of the GSEC and the SGS Fellowship Committee.

1.4. Meetings

1.4.1. All administrative matters pertaining to Council meetings shall be under the auspices of the Faculty of Arts and Science.
1.4.2. A schedule of monthly meetings for the academic year will be provided to Department or Program Heads/Directors, Graduate Coordinators/Graduate Program Directors, and Graduate Assistants for all departments or programs of each Council at the start of the Fall term.
1.4.3. Where there is no business, the Chair may cancel meetings; however, Council will meet no fewer than three meetings a year. Additional meetings can be called by the Chair as necessary, at the request of the Dean or Faculty Associate Dean, or at the written request of six members of Council.
1.4.4. Meetings shall be scheduled so that any business that must come forward to GSEC can be forwarded in time for GSEC’s agenda. Any business of Council that has to be approved by GSEC will be reported to that body using the formats and forms as required by GSEC and according to any GSEC deadlines. Items requiring GSEC approval include: Calendar material and course offerings,
graduate degree program requirements and changes to same, major modifications to degree programs, and new graduate degree programs.

1.4.5. Agenda items should be submitted to Council’s administrative assistant one week before a scheduled meeting. Departments or programs with items on the agenda should ensure that the item has received appropriate discussion within the Department or Program, ensure representation by a spokesperson on the matter, and provide supporting materials for circulation at the meeting.

1.4.6. Decisions of Council shall be made only with the consent of a quorum of members, quorum being defined as greater than half of the voting members of Council. Members must be present to vote. Resolutions submitted to Council shall be decided by a majority of votes, and in the case of a tie, the Chair shall have the deciding vote. Unless a poll is demanded, the declaration of the Chair of the meeting recorded in the minutes that a resolution has been carried or has not been carried shall be conclusive evidence of the fact.

1.4.7. Bourinot's Rules of Order, in its most recent edition, shall govern the meetings of Council.

1.5. Nominations and Elections

1.5.1. A Nominating Committee, composed of the Chair, Faculty Associate Dean, and one other Council member and in consultation with the Heads/Directors of Departments or Programs and Graduate Coordinators/Graduate Program Directors will prepare a slate of nominees willing to serve on Senate, standing committees of Council or SGS, and for the position of Associate Chair as needed. This slate will be brought before a meeting of the appropriate Faculty of Arts and Science Graduate Council for approval. Additional nominations may be received at that time.

1.5.2. If the number of nominees exceeds the number of positions, the Chair and Associate Dean will conduct the necessary elections by secret ballot of the voting members of Council.

1.5.3. The nominees approved by Graduate Councils will be forwarded to the SGS, and reported to the Faculty of Arts and Science Faculty Board for information.

2. Student Matters Considered By Council

It is the responsibility of the Graduate Department or Program to ensure that students receive adequate academic counselling with regard to their academic program, which must meet the stated calendar requirements.

2.1. Direct Entry into a Doctoral Degree Program

In exceptional cases, applicants who hold an Honours bachelor's degree with an overall “A” average and who demonstrate advanced research ability may be granted direct admission to a doctoral degree program upon written recommendation of the admitting Graduate Department or Program and approval of the Chair of Council and the SGS. All other procedures for application
and acceptance also apply. Students admitted in this way must complete a minimum of two session-length or four term-length graduate courses during the doctoral program.

NOTE: Students admitted to a doctoral program through direct entry 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 School of Graduate Studies. (See also SGS Calendar, Admission and Registration, Academic Qualifications for Admission)

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the Chair of Council c/o the School of Graduate Studies. 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, and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

2.2. Advanced Standing for Prior Course Work

A. Coursework completed for a graduate credential that is laddered (or stacked) with a higher graduate credential

Courses that are successfully completed as part of a Queen’s University Senate–approved Graduate Certificate or Graduate Diploma may be counted toward the coursework requirements of an appropriate higher graduate credential, where the Graduate Certificate or Graduate Diploma has been designed and approved to ladder to a higher level graduate credential. The number of courses for which advanced standing and equivalent credit may be granted, and the minimum final grade requirement(s), if applicable, in the course(s) under consideration, must be consistent with the approved structure and inter-relationship of the two graduate credentials.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the School of Graduate Studies. 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 will inform the student, the Department/ Program and the Office of the University Registrar (if required). The student’s Queen’s University transcript may be revised to indicate that some or all of the coursework in the Graduate Certificate or Graduate Diploma has been counted towards the higher level graduate credential.

B. Individual course(s)

Some students, after admission, may wish to have related courses of appropriate levels credited to their current graduate program. All such requests are considered on their individual merits. If requested by the Graduate Department or Program and approved by Council, the coursework requirement for the Queen’s graduate degree may be reduced accordingly. The following working rules have been employed:

2.2.1. The course was not used for another degree or credential.
2.2.2. The course was not used to obtain admission.
2.2.3. The course does not duplicate the content of another course taken by the student.
2.2.4. 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 courses should be made prior to admission, but not later than the end of the first term after admission.

**PROCEDURE:** A written request documenting the case is sent by the Graduate Department or Program to the Chair of Council c/o the School of Graduate Studies. Documentation should include a rationale for the request, verification that the course or courses are equivalent in depth and breadth to the Queen’s graduate course, and course description and/or outlines of the course or courses in question. 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 and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

If the request is approved the School of Graduate Studies 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.

C. Graduate courses completed in a combined Bachelor’s/Master’s degree program

Graduate courses that are successfully completed as part of a Queen’s University Senate – approved combined Bachelor’s/Master’s degree program may be counted toward the coursework requirements of both the Bachelor’s degree and the subsequent Master’s degree. The number of courses for which advanced standing may be granted, restrictions on including cross-listed courses, and the minimum final grade requirement(s), if applicable, in the course(s) under consideration, must be consistent with the approved structure and policies of the combined Bachelor’s/Master’s degree program.

**PROCEDURE:** A written request documenting the case is sent by the Graduate Department or Program to the School of Graduate Studies. 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 the Master’s degree.

If the request is approved the School of Graduate Studies 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 of the coursework in the Bachelor’s degree has been counted towards the Master’s degree.

2.3. Withdrawal On Academic Grounds And Appeals Of Same

(see also SGS Calendar, General Regulations, Withdrawal on Academic Grounds)

Any academic decision can be appealed by the student under the SGS General Regulation
Applies Against Academic Decisions. This 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.

Some Graduate Departments or Programs have separate procedures to be followed that would be enacted prior to making a recommendation under the procedures below.

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

Unsatisfactory performance by the student during the program may cause proceedings to be instituted by the Graduate Department or program requiring the student to withdraw. There are several circumstances which may lead to this request, and, as these differ in certain important respects, the procedures of appeal and review also differ. The Council has the following responsibilities in each situation:

2.3.1. Failure of a Primary Course: In cases when a student does not achieve B- (B minus) in a primary course, the Head/Director or Graduate Coordinator/Graduate Program Director of the Graduate Department or program may recommend to the Chair of Council c/o the School of Graduate Studies that the student:

i. repeat the examination (or equivalent) within one year after the original examination (or equivalent), or

ii. repeat the course, or

iii. take a substitute course. If approved, a student may take another course approved by the Chair of Council to allow them the opportunity to complete the degree requirements.

If such a recommendation is not made or, if made, is not approved by the Council, any student who fails to obtain the required standing in any primary course shall be required to withdraw.

The Council, 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
Council shall notify the SGS, who shall inform the student of the Graduate Department's or Program’s recommendation and the confirmation of the recommendation by the Council. The Council 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 Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

All such Council decisions are subject to appeal, under the general regulations of the SGS. It is the responsibility of the Chair or Associate Chair of Council to represent Council and explain Council’s decision to the SGS Academic Appeal Board, if/as required.

2.3.1 Withdrawal on General Academic Grounds: 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 Department or program academic committee, the student's overall academic performance in coursework is not acceptable. For such cases the Graduate Department or program shall recommend withdrawal to Council and shall inform the student in writing that such a recommendation is being made and the grounds for this recommendation.

The Graduate Departmental or Program recommendation shall be taken to a meeting of Council. The Chair of Council shall inform the student that he or she may attend the meeting, with or without a representative, and that he or she is entitled 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 Council, who reserves the right to reschedule the discussion of the matter to another meeting of the Council, if notice is not given. If the student does not wish to attend the meeting of Council, the student can submit a written response to the recommendation, for circulation to the Council and for discussion by the Council 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 Graduate Departmental or Program recommendation by the Council is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Council approves the recommendation of the Graduate Department or Program, the Chair of the Faculty Graduate Council shall report the case to the Dean of the School of
Graduate Studies who shall notify the student in writing of the recommendation by the Council. This letter will also inform the student of the relevant appeal procedure under SGS General Regulation *Appeals Against Academic Decisions* and will inform the student of the academic services provided by the Coordinator of Dispute Resolution Mechanisms and the Society of Graduate and Professional Students’ Student Advisors.

All such Council decisions are subject to appeal, under the SGS General Regulation *Appeals Against Academic Decisions*. It is the responsibility of the Chair or Associate Chair of Council to represent Council and explain the decision to the SGS Academic Appeal Board, if/as required.

The Graduate student representatives to Council will not be permitted to attend that portion of a Council meeting at which student matters pertaining to Sections 2.1, 2.2 or 2.3 are discussed.

**2.4. Master's Thesis Examinations**

Membership of Thesis Examining Committees: Rules on the membership of Thesis Examining Committees for all Master’s degree candidates were established by the Divisions of the School of Graduate Studies and fall under the jurisdiction of the Graduate Councils.

Regulations concerning deadlines and all procedures for the convening of Thesis Examining Committees for all Master’s degree candidates were established by the Divisions of the School of Graduate Studies and fall under the jurisdiction of the Faculty Graduate Councils. Students must consult with their home department or program to determine the administrative procedures they are to follow and the deadlines that must be met. These deadlines and procedures will be strictly enforced by the department or program.

See Appendix 1 for the policies and procedures to be followed by students, staff and faculty members in Graduate Departments or Programs in the Faculty of Arts and Science.

**2.5. Doctoral Thesis Examinations**

Membership and Convening of Thesis Examination Committee for Doctoral students shall follow the General Regulations of the SGS.

**2.6. Promotion to the Doctoral Degree Program without completion of the Master’s**

Students who have been registered full time for at least one term and before completing five terms in a master's program at Queen's University, who have first-class standing, and who show exceptional promise in their research, may be considered for promotion to a doctoral program in the same Department or Program, without completion of the master's degree. Promotion to a doctoral program requires the recommendation of the Department or Program, the approval of the Chair of the Faculty Graduate Council according to its established procedures, and the approval of the School of Graduate Studies.

The Chair of Council shall review the application. If the case is evidently straightforward, it can be approved by the Chair. If the Chair accepts the candidate, the School of Graduate Studies
shall notify the student and the Department or Program concerned. The Chair of Council shall report the promotion to the Graduate Council at the next meeting.

See Appendix 2 for the policies and procedures to be followed by students, staff and faculty members in Graduate Departments or Programs in the Faculty of Arts and Science.

3. Program Matters Considered By Council

3.1. Calendar Material and Course Offerings

Graduate Departments or Programs submit changes to their Calendar material (degree programs information) and course offerings (new courses, course deletions, course number or title changes, course description text changes) to Council for approval (Guidelines and forms pertaining to changes in the SGS Calendar are available on the SGS website, and as Appendices 3-6). Other changes to calendar material are submitted directly to the SGS. Calendar changes approved by Council are submitted to GSEC for ratification. Changes for an upcoming academic year should be approved no later than the Council meeting preceding the March meeting of GSEC. Proposals for new or revised courses approved by Council are submitted to the Faculty of Arts and Science as appropriate, for review and consideration of resource issues, prior to submission to GSEC for ratification.

3.2. 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: https://qshare.queensu.ca/Groups/VPA/Quality%20Assurance/QUQAPsFinalApr28-11.pdf?ticket=t_30hxGrsb

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

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

4. Committees And Committee Links

4.1. Graduate Studies Executive Council

The Faculty Associate Dean and the Chairs of each FASGC serve on GSEC.

4.2. School of Graduate Studies Fellowship Committee

4.2.1. The Chair and one other elected member from each Council’s Fellowship Subcommittee serve on the SGS Fellowship Committee. They are elected for a
three-year term.

4.3. Faculty of Arts and Science Graduate Council Fellowship Subcommittees

4.3.1. The Humanities and Social Sciences Graduate Council’s subcommittee of the SGS Fellowship Committee shall consist of the Chair of the Graduate Council (who shall chair the Fellowship subcommittee), the Associate Chair, and two other members of the Humanities and Social Sciences Graduate Council. Also, one of the two other members must be from a graduate department or program in the Arts and Humanities, and one must be from a graduate department or program in the Social Sciences.

The Chair of the Humanities and Social Sciences Graduate Council is a member of the SGS Fellowship Committee. One of the two other members of the awards subcommittee shall be the elected member to the SGS fellowship committee from the Humanities and Social Sciences Graduate Council.

This Council Subcommittee is responsible for reviewing and ranking all its nominees for the Queen's Graduate Fellowships competition, the selection of the Humanities and Social Sciences Graduate Council’s candidate for the Governor General's Academic Gold Medals and the selection of Humanities and Social Sciences Graduate Council candidates for various external competitions (for example, the SSHRC competitions). Other awards may be adjudicated as requested by the SGS Fellowship Committee.

Ability to read French is normally required for all members of this subcommittee.

4.3.2. In the Science Graduate Council, there shall be an NSERC Life Sciences subcommittee, an NSERC Physical Sciences subcommittee, and a 3rd separate subcommittee to adjudicate all other internal and external awards competitions, such as the Queen’s graduate Fellowships competition, and the selection of the Science Graduate Council’s candidates for various internal and external awards. Other awards may be adjudicated as requested but the SGS Fellowship Committee. The Associate Chair of the Science Graduate Council is normally a member of the subcommittee for internal and external awards competitions.

The Chair of the Science Graduate Council is a member of the SGS Fellowship committee. One of the other awards subcommittee members shall be the elected member to the SGS fellowship committee from the Science Graduate Council.

The Chair of the Science Graduate Council will coordinate the activities of all fellowship subcommittees.

Each Department or Program shall nominate one representative to be assigned to one of the 3 Science Graduate Council award subcommittees. The Chair will
present the final composition of the 3 subcommittees to the Science Graduate Council for review and approval.

4.4. Academic Appeal Board

Faculty members serving on the SGS Academic Appeal Board (AAB) shall be nominated by the Graduate Councils.

Student representatives on the AAB shall be nominated by the Graduate Councils or by the Society for Graduate and Professional Students.

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

4.5. Ad Hoc Committees

Ad Hoc committees are established as necessary. The constitution and terms of reference of such committees are approved by Council.

Note: At the last meeting of Council before the summer session, the Chair will ask Council to authorize the Chair and Associate Chair to conduct Council business over the summer months.
Appendix 1: Thesis Examination Committee: Master’s students

1. Examination Committees in the Humanities

1.1. Membership and Convening of Committees:

The supervisor, in consultation with the Head of the Department, shall nominate members for the Master’s 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. The applicable departmental form is completed and signed by the supervisor and the Head of the Department.

The Master’s Thesis Examination Committee for Master’s students in graduate departments or programs in the Humanities shall comprise at least the following members:

- Chair of Committee: Head of the Department (or Head’s Delegate) (may be from outside Department)
- Supervisor(s)
- At least one other faculty member, who may be:
  - From the department OR
  - External to the department, OR
  - In exceptional circumstances, external to Queen’s

NOTES

1. In the exceptional case, where a faculty member of another Department, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for the approval of the Dean of the School of Graduate Studies.
2. The Chair of the Master’s Thesis examination committee is not a voting member of the committee.
3. In cases where ALL members of the Master’s Thesis Examination Committee are internal to the department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.

1.2. Processing Master’s Oral Thesis Examinations

1.2.1. The completed signed departmental form to schedule a Master’s Oral Thesis Examination shall be delivered to the designated departmental person no less than ten working days prior to the scheduled date of the examination.

1.2.2. The candidate shall deliver a copy of the thesis to each member of the Thesis Examining Committee, including the Chair of the Committee no later than ten working days before the tentative examination date. Individual departments or programs may stipulate a longer minimum number of days before the scheduled date of the examination.
1.2.3. The designated departmental or program person shall confirm the date, time and place of the examination via an email to all committee members and the candidate.

1.2.4. 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 #1.2.5 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. Examiners are required to bring a hard copy report to the oral thesis examination. This report shall be read aloud at the beginning of the examination by the Chair.

1.2.5. 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 a designated departmental person who could either be the Chair of the committee, or the Graduate Coordinator in the candidate’s home department. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.

1.2.6. If two negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The School of Graduate Studies 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 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 shall be informed when an oral thesis examination has been postponed due to two negative reports.

1.2.7. After the oral thesis examination, examiners are to submit reports (a standard form shall be provided) on the conduct of the examination to the Head of the Department or Graduate Coordinator. In particular, any member of the committee who is external to the candidate’s home department shall submit this report.

2. Examination Committees in the Social Sciences

2.1. Membership and Convening of Committees
The supervisor, in consultation with the Head of the Department, shall nominate members for the Master’s 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. The applicable departmental form is completed and signed by the supervisor and the Head of the Department.
The Master’s Thesis Examination Committee for Master’s students in Graduate Departments or Programs in the Social Sciences shall comprise at least the following members:

- Chair of Committee: Head of the Department (or Head’s Delegate) (may be from outside Department)
- Supervisor(s)
- At least one other faculty member, who may be:
  - From the department OR
  - External to the department, OR
  - In exceptional circumstances, external to Queen’s

NOTES

i. In the exceptional case, where a faculty member of another Department, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for the approval of the Dean of the School of Graduate Studies.

ii. The Chair of the Master’s Thesis examination committee is not a voting member of the committee.

iii. In cases where ALL members of the Master’s Thesis Examination Committee are internal to the department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.

2.2. Processing Master’s Oral Thesis Examinations

2.2.1. The completed signed departmental form to schedule a Master’s Oral Thesis Examination shall be delivered to the designated departmental person no later than 10 working days prior to the scheduled date of the examination. The designated departmental person shall indicate on the departmental form whether the student has met the course requirements for graduation.

2.2.2. The candidate shall deliver a copy of the thesis to each member of the examining committee no later than 10 working days prior to the scheduled date of the examination.

2.2.3. The designated departmental person 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 Department or program form to the SGS Thesis Coordinator.

2.2.4. 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 #2.2.5 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.

2.2.5. 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 a designated departmental person who could be either the Chair of the committee, or the Graduate Coordinator in the candidate’s home department. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled. I

2.2.6. If two or more negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The SGS shall be notified whenever two or more examiners recommend that the oral thesis 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 SGS shall be informed when an oral thesis examination has been postponed due to negative reports.

2.2.7. 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) and will provide a report to the Head/Director of the Department or program or Graduate Coordinator and to the SGS. The result of the defense, copyright forms, and reports, are forwarded by the Chair to the SGS Thesis Coordinator.

3. Examination Committees in the Life Sciences

3.1. Membership and Convening of the Committee

The supervisor(s) shall nominate members for the Master’s Thesis Examination Committee and propose a date, time and place for the oral thesis examination. The supervisor(s) must obtain commitments from those nominated for the committee to serve as examiners and to attend the oral thesis examination as scheduled. In all cases, potential examiners should refer to the appropriate Senate document to determine if a conflict of interest exists. The applicable Program form is completed and signed by the supervisor(s) and the Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor).

The Thesis Examination Committee for Master’s students in the departments or programs in the Life Sciences shall be composed of the following members:

- Chair of Committee
- Supervisor(s)
- Head/Director (or delegate)
- At least 2 examiners

NOTES

i. At least one member of the Thesis Examination Committee shall be external to the candidate’s Graduate Department or Program.
a) Normally, the Chair of the Thesis Examination Committee for Master’s students shall be external to the candidate’s Graduate Department or Program. However, a Chair from the candidate’s Graduate Department or program is permitted, provided that one of the examiners is external to the candidate’s Graduate Department or Program. The Chair of the Master’s Thesis Examination Committee is not a voting member of the committee.  
b) Normally, one of the examiners shall be external to the candidate’s Graduate Department or Program. However, all examiners could be from the candidate’s Graduate Department or Program, provided that the Chair of Committee is external to the candidate’s Graduate Department or Program.

ii. The Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor) shall be responsible for approving the composition of the Examining Committee and signing the applicable departmental form.

3.2. Processing Master’s Oral Thesis Examinations

3.2.1 The completed signed Graduate Department or program form to schedule a Master’s Oral Thesis Examination shall be delivered to the designated Department or program person no later than 10 working days prior to the scheduled date of the examination. The designated Department or program person shall indicate on the Department or program form whether the student has met the course requirements for graduation.

3.2.2 The candidate shall deliver a copy of the thesis to each member of the examining committee no later than 10 working days prior to the scheduled date of the examination.

3.2.3 The designated Department or program person 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 Department or program form to the SGS Thesis Coordinator.

3.2.4 The examiners are not required to 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 #3.2.5 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.

3.2.5 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 the 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 a designated Department or program person who could be either the Chair of the committee, or the Graduate Coordinator in the candidate’s Program. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.

3.2.6 If two or more negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if
they wish to proceed with the oral thesis examination. The SGS shall be notified whenever two or more examiners recommend that the oral thesis 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 SGS shall be informed when an oral thesis examination has been postponed due to negative reports.

3.2.7 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) and will provide a report to the Head/Director of the Department or program or Graduate Coordinator and to the SGS. The result of the defense, copyright forms, and reports, are forwarded by the Chair to the SGS Thesis Coordinator.

4. Examination Committees in the Natural and Physical Sciences, Mathematics and Statistics, and Computing

4.1 Membership and Convening of the Committee

The supervisor(s) shall nominate members for the Master’s Thesis Examination Committee and propose a date, time and place for the examination. The supervisor(s) must obtain commitments from those nominated to serve as examiners. The applicable departmental form is completed and signed by the supervisor(s) and the Departmental Graduate Coordinator (see Note (i) below).

The Thesis Examination Committee for Master’s students in Departments or Programs in the Physical Sciences, Mathematics and Statistics, and Computing is comprised of at least the following members:

- Chair of Committee: Head of the Department or Head’s Delegate (see Notes (ii) and (iii) below).
- Supervisor (s)
- One other member of the Department
- One other faculty member, who may be (see Note (iv) below):
  - external to the Department, OR
  - external to Queen’s University, OR
  - from within the Department

NOTES:

i. In cases where ALL members of the Master’s Thesis Examination Committee are internal to the department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.
ii. The Chair of the Master's Thesis Examination Committee is not a voting member of the committee.
iii. The student and/or the supervisor(s) may request that the Chair be external to the student’s home department. If this is the case, the Head or Head’s Delegate would assume a seat on the Examination Committee and would be a voting member.

iv. Departments or programs should try to find a suitable faculty member external to the student’s home department to serve on the committee. Where a faculty member external to the Department or Program, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for approval by the Dean of the School of Graduate Studies. However, a faculty member from within the student’s home department is also permitted (see Note (i) above).

4.2 Procedures Regarding Processing Master’s Oral Thesis Examinations

4.2.1 The completed departmental form to schedule a Master’s Oral Thesis Examination will be delivered to the departmental graduate assistant by the supervisor no later than 10 working days prior to the scheduled date of the examination. The departmental form will include a list of the examiners and the Chair of the committee, the date of the examination and its location.

4.2.2 On receipt of the completed departmental form, the graduate assistant will email the notice of the examination and the Examination Report Form to all members of the Examining Committee.

4.2.3 A copy of the thesis will be distributed to each member of the Examining Committee no later than 10 working days prior to the examination.

4.2.4 Examiner’s Report

a. The decision of each examiner as to whether or not the examination is to proceed is to be received by the departmental graduate assistant no later than 3 working days prior to the examination.

b. In case of the positive decision, a report, if provided, can be submitted up to the time of the examination.

c. In case of a negative decision, a report must accompany the decision. This report must provide substantive reasons why the thesis should not proceed to examination.

d. If one or more negative reports are received no later than 3 working days prior to the examination, these will be forwarded to the Chair of the Examining Committee and to the supervisor, who, in consultation with the candidate, will decide whether or not the examination is to proceed. If the candidate agrees that the oral thesis examination be postponed, the Chair of the Examining Committee must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised. These revisions must be completed before the examination can be rescheduled to a later date. Once the revised thesis has been resubmitted, the oral thesis examination must be held. The SGS shall be informed when an oral thesis examination has been postponed due to negative reports.
4.2.5 The report on the outcome of the examination as well as the report on the conduct of the examination (if required) will be forwarded by the Chair of the Examining Committee to the School of Graduate Studies.
Appendix 2: Promotion To The Doctoral Program Without Completion Of The Master’s

1. For students in Departments or Programs in the Humanities and Social Sciences

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. Students may be accelerated from a master’s to a doctoral program without completing the formal requirements for the Master’s degree according to the following:

The student shall submit a formal application for admission to the Ph.D. program, to the School of Graduate Studies. In addition to the normal supporting documents the Graduate Department or program shall also submit a letter supporting the promotion, to the Chair of the Social Sciences and Humanities Graduate Council, c/o the School of Graduate Studies.

The Chair of Council shall review the application. If the Chair is in doubt about the candidate’s acceptability, the application for promotion shall be referred to the next Social Sciences and Humanities Graduate Council meeting for decision. If the Chair accepts the candidate, the Chair shall notify the Head/Graduate Coordinator of the Graduate Department or program concerned and report the acceptance to the Social Sciences and Humanities Graduate Council at the next meeting.

If the student is from the same graduate Department or Program as the Chair, the request shall be reviewed for approval by the Associate Chair.

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 School of Graduate Studies.

2. For students In Departments or Programs in the Sciences

It is to be emphasized that acceleration of a student into a Ph.D. program without completing the Master’s program should be reserved for exceptional students. Promotion into a doctoral program without completing the Master's thesis is reserved for students who meet the following criteria:

1. Must have been registered full time for at least two terms and normally before completing five terms in a Master's program at Queen's University.
2. Must have completed at least two courses towards the Master’s degree requirement, or equivalent. For students who have taken less than 2 courses for reasons beyond their control, but are otherwise good candidates for promotion, the final year of undergraduate studies will be taken into consideration.
3. Must have an overall first class average (A-) in graduate courses completed.
4. Should have an undergraduate honours degree with a minimum overall average of B.
5. Must have a documented commitment from the proposed Ph.D. supervisor of financial support, 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

Students shall qualify for promotion at the Department or Program level according to the approved policies and procedures of the Department or Program. Then the request for promotion will be submitted to the Chair of Science Graduate Council for review and approval. If the student is from the same graduate Department or Program as the Chair, the request shall be reviewed for approval by the Associate Chair.

The Department or program shall submit all materials outlining the case for promotion to the Chair of Science Graduate Council c/o the School of Graduate Studies for review and decision. Required materials are:
1. All undergraduate and graduate transcripts (photocopies of originals are acceptable)
2. A letter of support from the Department Graduate Coordinator or Department Head
3. A letter from the student to acknowledge that he/she agrees with the proposal to promote him/her.
4. A letter of support from the current research supervisor that addresses the student’s outstanding research potential, as well as a statement of expected financial support and evidence that the current Master’s project has the potential to be developed into a PhD research project/dissertation.
5. At least one other letter of support from a faculty member other than the current supervisor who has recently taught or supervised the student. A report from the Departmental or Program supervisory committee or equivalent is acceptable in lieu of this letter.
6. An application to the Ph.D. completed and signed by the student. Departments or programs can contact the School of Graduate Studies for a paper application form (the application fee is waived).

The request for promotion must be submitted at least 2 weeks prior to the last business day of the first term in which the Ph.D. program will commence (2 weeks prior to January 31 for Winter term, 2 weeks prior to May 31 for Summer term, 2 weeks prior to September 30 for Fall term).

The Chair of Council shall review the application. If the case is evidently straightforward, it can be approved by the Chair. If the Chair accepts the candidate, the School of Graduate Studies shall notify the student and the Department or Program concerned. The Chair of Council shall report the promotion to the Science Graduate Council at the next meeting.

If the Chair is in doubt about the candidate’s acceptability, the application for promotion shall be referred to the next Science Graduate Council meeting for decision.

NOTE: Students admitted to a doctoral program either through direct entry or 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 School of Graduate Studies.
APPENDIX 3: GRADUATE COURSE ADDITION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _________________________________

Signature of Coordinator of Graduate Studies: ____________________________________

Submission to which lead Council?  ARTS   SCIENCE

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. Also delete instruction lines 1 – 5, below

<table>
<thead>
<tr>
<th>(1a)</th>
<th>(2)</th>
<th>(1b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON-853*/3.0</td>
<td>Applied Econometrics</td>
<td></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 been become popular and widely used in economics. (3)

PREREQUISITE:  ECON-852* or equivalent. (4)

EXCLUSION:  ECON-953* (5)

1. Course number (1a) and title (1b): The number chosen for this course should not have been used in the past 5 years. The asterisk * is used to denote a one-term graduate course.
   In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.

2. Weight (e.g. 1.5, 3.0, 6.0): The course weight must be consistent with the course content.
   Generally, a one-term course is weighted at 3.0 credit units.

3. Calendar description: This is the description that will appear in the School of Graduate Studies Calendar. The maximum length for a Calendar description is 350 characters (3a). Remember to include any cost recovery 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 plan, but also in other plans. It is the responsibility of the department or program creating a new course to contact other departments or 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 plan requirements. Is this course intended as a requirement or an elective? If this course is to be included in an existing degree plan, please submit a Plan 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 or Programs:
   a) If the new course will have any impact on plans offered by other graduate departments or programs, please indicate which plans may be affected by this new course, i.e., the course content might overlap with courses offered by another department or program, course prerequisites may be affected etc.,

   b) Please indicate which departments or 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):

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<tr>
<th>Lecture</th>
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<tbody>
<tr>
<td>Seminar</td>
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<td>Laboratories</td>
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<td>Tutorials</td>
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APPENDIX 4: GRADUATE COURSE REVISION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact  Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _________________________________

Signature of Coordinator of Graduate Studies: _________________________________

Submission to which lead Council?    ARTS     SCIENCE

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 popular, widely used time series methods and economic examples will often be used as motivation. (3) PREREQUISITE: ECON-852*/3.0 or equivalent. (4) EXCLUSION: ECON-953*/3.0 (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. (3) PREREQUISITE: ECON-852*/3.0 or equivalent. (4) EXCLUSION: ECON-953*/3.0 (5)
NOTE: ANY change to the current course NUMBER and/or course WEIGHT are to be treated as course additions and/or deletions, not revisions.

Revisions made to any of the information noted above must be submitted to the GCS or GCSSH 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 departments or programs: If the revised course will have any impact on plans offered by other departments or programs, please indicate which plans may be affected by this revised course, i.e., the course could be included in another plan or the course content might overlap with courses offered by another department or program. Please indicate which Graduate Department(s) or 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 FASGC: ________________________________________

Review by Faculty of Arts and Science: ________________________________________

Date of approval at GSEC: ________________________________________
APPENDIX 5: GRADUATE COURSE DELETION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact  Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _________________________________

Signature of Coordinator of Graduate Studies: _________________________________

Submission to which lead Council?  ARTS  SCIENCE

** If multiple courses are to be deleted for the same reason(s) and impact(s), you may list multiple deletions on this form. Otherwise, submit a separate form for each course

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 or program: How will this deletion affect the Department or Program?

4. Impact outside of department or programs: Will this deletion have any impact on programs offered by other Graduate Departments or Programs and/or students in other Graduate Departments or Programs? If so, please indicate the impact and indicate which departments(s) or program(s) have been contacted and include copies of relevant correspondence.
APPENDIX 6: GRADUATE DEGREE PLAN REVISION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

DEGREE PLAN:

Submission Contact  Name:

                  Phone #:

                  Email:

                  Date:

Signature of Department Head/Program Director: _________________________________

Signature of Coordinator of Graduate Studies: _________________________________

Submission to which lead Council?   ARTS               SCIENCE

Degree plan 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 plan 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 plans before this change will be allowed to continue in their plans (grandparenting arrangements).

5. Impact (if any) on other departments or programs: If the revised degree plan will have any impact on degree plans offered by other departments or programs, please indicate which plans may be affected by the revision. Please indicate which Graduate Departments or Programs 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.
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<thead>
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<th>FOR OFFICE USE ONLY:</th>
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<tr>
<td>Review by Faculty of Arts and Science:</td>
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