

Faculty of Arts and Science Graduate Council MANUAL

Graduate Programs in the Faculty of Arts and Science

Department/Program Name	Graduate Degrees and Diplomas
Art Conservation	M.A.C.
Art History	M.A., Ph.D.
Arts Leadership and Arts Management	G.Dipl.A.M., M.A.A.L.
Biology	M.Sc., Ph.D.
Chemistry	M.Sc., Ph.D.
Classics	M.A.
Computing	M.Sc., Ph.D., G.Dipl. B.I, M.B.I.
Cultural Studies	M.A., Ph.D.
Economics	M.A., Ph.D., G. Dipl. R.P.R.
English Language and Literature	M.A., M. Phil., Ph.D.
Environmental Studies	M.E.S., Ph.D.
Film and Media (Screen Cultures and Curatorial Studies)	M.A., Ph.D.
French Studies	M.A., Ph.D.
Gender Studies	M.A., Ph.D.
Geography	M.A., M.Sc., Ph.D.
Geological Sciences and Geological Engineering	M.Sc., Ph.D., M.E.E.R.L.
Global Development Studies	M.A., Ph.D.
History	M.A., Ph.D.
Industrial Relations	M.I.R., P.M.I.R.
Kinesiology and Health Studies	M.A., M.Sc., Ph.D.

The PURPOSE of this manual is to set out the guidelines for the organization and operation of the Faculty of Arts and Science (FAS) Graduate Council 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

Effective September 2019, there shall be one graduate council from the Faculty of Arts and Science (FAS) known as the Faculty of Arts and Science Graduate Council ('the Council', or, 'Council'). The Council merges the previous Faculty of Arts and Science Graduate Council for the Sciences, and the Faculty of Arts and Science Graduate Council for the Social Sciences and Humanities.

1.1. Membership

- 1.1.1. Arts and Science Faculty Members of the School of Graduate Studies (SGS) 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 the Council shall include the following:
 - All Graduate Coordinators or Graduate Program Directors of all Departments/Programs in the FAS with graduate degrees and/or graduate diplomas
 - an Associate Dean of the Faculty assigned by the FAS
 - an Associate Dean of the SGS
 - a Senior Officer of the SGS, normally, the Director of Admissions and Student Services
 - up to 4 graduate students (2 Master's, 2 Ph.D.) elected or appointed by the Society of Graduate and Professional Students (SGPS) and subject to ratification by the council. In the event that the SGPS does not identify graduate student Council members annually by September 30, the Council will elect or appoint up to 4 graduate students (2 Master's, 2 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. Council will seek equal student representation from all disciplines as well as from both research based and professional graduate programs.
- 1.1.3. Voting members of the Council shall be
 - the Associate Dean of the FAS
 - all Graduate Coordinators or Graduate Program Directors (or delegates) of all Departments/Programs in the FAS with graduate degrees
 - the Graduate student representatives to Council (or delegate)

1.2. Faculty Associate Dean

The Faculty Associate Dean, appointed by the Dean of the 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 Chair of the Council), 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 Chair and Associate Chair are elected for three-year terms (see Section 1.5). These terms are partially overlapping to ensure continuity of this position. The Chair and Associate Chair must be faculty members from a Department/Program in the FAS with a graduate degree and must be from different departments or programs. Additionally when the approved Chair is from a Department/Program in the Humanities or Social Sciences, the Associate Chair should be from a program in the Sciences, and vice versa.

Liaison with the Department or Programs is chiefly through the Graduate Coordinators/Graduate Program Directors.

The Chair of the Council is a member of GSEC and the SGS Fellowship Committee.

The Chair shall be nominated by the Nominating Committee of the Council for approval by the Council. The name of the Chair of the Council shall be reported to the FAS Faculty Board for information.

The Council shall also elect/appoint an Associate Chair. 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 Department/Program.

1.4. Meetings

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FAS at least 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 at the meeting of the Council, and provide supporting materials for circulation prior to the meeting.

- 1.4.6. Decisions of the 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 the Council. Members must be present to vote. Resolutions submitted to the 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.
- 1.4.8. At the last meeting of the Council before the summer session, the Chair will ask the Council to authorize the Chair and Associate Chair to conduct Council business over the summer months.

1.5. Nominations and Elections

- 1.5.1. A Nominating Committee, composed of the current Chair of the Council, the 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 the Council or SGS, and for the positions of Chair and Associate Chair as needed. This slate will be brought before a meeting of the 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 current Chair and Faculty Associate Dean will conduct the necessary elections by secret ballot of the voting members of the Council.
- 1.5.3. The nominees approved by the Council will be forwarded to the SGS, and reported to the FAS 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.

In their review of these student matters, the Chair or Associate Chair of the Council should consult with each other and others when necessary to ensure they have sufficient information to evaluate the particular case.

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 the Council of

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 the Council, the coursework requirements

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, *Graduate Studies*)

Any academic decision can be appealed by a graduate student under the SGS General Regulation *Appeals* . This SGS regulation (*Academic*) 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*. Note also that the student can pursue an appeal of the decision under the SGS General Regulation as soon as they become aware of the possibility of a recommendation being made to the Council. All steps of the appeal must be allowed for before the Graduate Department/Program makes a recommendation under a. or b. below.

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 the 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 the Council to allow them the opportunity to complete the degree requirements.

The Graduate Department/Program can choose to make no recommendation under i. ii, or iii. above. That means the Graduate Department/Program will make a recommendation that the student be required to withdraw due to failure of a primary courses or courses, under SGS regulation ~~WA 6.1.1~~

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 the Council. The Chair of the 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 recommend(Cy-2(nue(i)-2a5 TD [(acad)es)-5((n)-10(g)d)-2(n(i)-2(s)-1(4.6s)-1(i)-2

3.2. New and Modified Programs

- The Governor General’s Gold Medals competition committees
- The Internal fellowships competition committees.

Subcommittee members from Council may be required to serve as reviewers for other miscellaneous award competitions subject to their availability and as requested by the SGS.

An annual schedule of competitions, the planned deadlines, the schedule for review activities and for final decisions, is available from the School of Graduate Studies.

Each Graduate Department or Program in the Council shall nominate a proportional number of eligible representatives to be assigned as reviewers to at least one of the Council’s fellowship subcommittees in the upcoming academic year. The slate of reviewers shall be presented to the Council for review and approval no later than the first meeting of Council of the academic year.

In all relevant instances and provided a sufficient number of reviewers have been identified, the subcommittees will be further divided so that reviewers can be assigned to competitions in the same general domain as their home department/programs. Specifically, where necessary for the competitions listed above, there shall be a ‘Humanities’ subcommittee, a ‘Social Sciences’ subcommittee, a ‘Life Sciences’ subcommittee and a ‘Natural/Physical Sciences’ subcommittee. For example, for each of the annual SSHRC competitions, the applications and review work shall be divided into a Humanities grouping, and a Social Sciences grouping.

* For these competitions applicants may submit their application in either English or French. Normally all applications are in English. However, the ability to read French is an asset for these subcommittee members.

4.4. Academic Appeal Board

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

Student representatives on the AAB shall be nominated by the Graduate Council 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 of the Council are established as necessary. The constitution and terms of reference of such committees are approved by the Council.

1.2.3. The designated departmental or

- 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 a e32o9.9(n)-4(ces)-4.orme(1)-2 Ee S soit22(ni)-2(ova)4(1)

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

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
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APPENDIX 2: PROMOTION TO THE DOCTORAL PROGRAM

NOTE: In their review of promotion applications, the Chair or Associate Chair should consult with each other and others when necessary to ensure they have sufficient information to evaluate the particular case.

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 who 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, may be accelerated to a Ph.D. program without completing the formal requirements for the Master's degree according to the following:

- a. 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).
- b. The student shall submit a formal application for admission to the Ph.D. program, to the School of Graduate Studies (the application fee is waived). In addition to the normal supporting documents the Graduate

reasons beyond their control, but are otherwise good candidates for promotion,

report the promotion to the 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 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: _____

PART A: PLEASE COMPLETE THE FOLLOWING SECTION:

Insert the proposed $\mathcal{C}\mathcal{H}$ description of the new course in the box below, and delete the example provided. Also delete instruction lines 1 – 5, below

(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. (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. $\mathcal{C}\mathcal{H}$ description: This is the description that will appear in the School of Graduate Studies $\mathcal{C}\mathcal{H}$. **The maximum length for a $\mathcal{C}\mathcal{H}$ 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

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

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: _____

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

Insert the EXISTING \bar{C} 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 $C\bar{H}$ 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 NUMbo1(M)-73(:)-6Rg4(d(g4(/o)-4(t)-(s)-5-4(u)-4(r)-1(s)-5(e)-10W

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: _____

**** 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

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____