Graduate Committee for Business

Structure, Roles and Responsibilities

Senate rules and regulations authorize the School of Grad
Faculties/Schools, to be responsible for the conduct of gr
mandate of SGS is to support student achievement consi
standards in graduate degree programs and to foster exc
mandate in collaboration with Faculties/Schools through the de
appropriate regulations and operating procedures for adm
degree requirements and through the support of graduate s

Each non-departmentalized faculty or school is required to
the responsibilities outlined in this document. All graduate
subject to the oversight of the Graduate Studies Executive

The purpose of this document is to establish the guidelines
Graduate Committee for Business (GCB) which was formall

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EMBERSHIP OF THE GRADUATE COMMITTEE FOR BUSINESS

The GCB shall include:

- the Associate Dean (PhD and MSc) of the Smith School of Business, who will serve as Chair of the Committee;
- the Associate Director (Graduate Studies & Research) of the Smith School of Business who will serve as Secretary to the Committee;
- one representative of each of the academic areas hosting an MSc and/or PhD program
- an Associate Dean of the SGS;
- an SGPS graduate student from the Smith School of Business
- must make a decision whether or not to approve a recommendation submitted by the Associate Dean (Smith School of Business), the Associate Dean (Smith School of Business) may at his/her discretion, ask another member of the committee to act as Chair while the G71-it1(c)

- Graduate degree program requirements and changes to same
- New graduate degree programs

V. ROLES AND RESPONSIBILITIES OF THE GRADUATE COMMITTEE FOR BUSINESS

All aspects of the design and ongoing implementation of graduate curricula are the responsibility of GCB; oversight functions are the responsibility of the Graduate Studies Executive Committee (GSEC).

In general terms, the GCB is responsible for the following:

- graduate courses and graduate degree program requirements, grade lists and degree lists, and calendar material for the graduate programs
- student matters including exemptions, academic integrity issues, withdrawal and appeals;
- providing an omnibus report to GSEC regarding changes in calendar material and course offerings;
- recommending to GSEC new programs and modifications to existing programs;
- other roles and responsibilities as detailed below.

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Business, proposals approved by the Committee for new graduate programs, or for major or minor

modifications to an existing program, are submitted to GSEC for approval and, as appropriate, to the Faculty Dean and Faculty Board for review.

2. The GCB role with regard to student matters

(a) Advanced standing for prior coursework

Credit may be given to students for prior coursework completed in another program when appropriate. All such requests are considered on their individual merits. Where the request is accepted by the supervisor or area representative and the Associate Dean (Smith School of Business), the student's coursework requirement within the graduate degree program at Queen's will

who have a first class standing and have shown exceptional promise in their research may be considered for promotion to the PhD program in the Smith School of Business without completing the Masters degree. Applications for promotion to the doctoral program must be approved by the GCB according to its established requirements and procedures and then approved by the School of Graduate Studies.

(ii) direct entry to the Ph.D program: students who have obtained unquestionably superior standing in an undergraduate degree may be considered for direct admission to the Ph.D. program in the Smith School of Business. Students admitted in this way must complete all the required coursework.

NOTE: Students admitted to the Ph.D. in the Smith School

committee or other Graduate Program academic committee, the student's overall academic performance in coursework is not acceptable. In such cases, the Chair of the GCB shall recommend to the GCB that the student be required to withdraw from the program, and the Committee shall decide whether to accept this recommendation or not. The student shall be given fair notice in writing of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the GCB considers the recommendation, alone or with a representative or advisor if he or she wishes and has the right to present the case. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours notice to the Chair of the GCB, who reserves the right to reschedule the discussion of the matter to another meeting of the GCB if notice is not given. If the student does not wish to attend the meeting, the student can submit a written response to the recommendation, for circulation to the GCB and for discussion by the GCB at the meeting. If the student does not respond to an invitation to attend the meeting, or does not make a written submission, the process will continue without the student's input.

Review of the recommendation by the GCB is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the GCB approves the recommendation of the Chair of the GCB, it shall report the case to the SGS, which shall inform the student of the Committee's decision that he or she is required to withdraw.

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

4. Subcommittees of the Graduate Committee for Business

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Addendum

SGS COMMITTEES

The Graduate Studies Executive Council (GSEC)

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

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

GSEC performs the following functions:

- Ensure that the Faculty Graduate Councils/Committees establish and follow appropriate procedures to carry out their responsibilities associated with graduate programs within the Faculty/School;
- Reviews and revises departmental and faculty /school regulations pertaining to graduate studies in their areas, in matters related but not limited to: admissions standards for graduate studies, graduate degree requirements, progress through the graduate degrees, completion of degree requirements, appeals of graduate students;
- As appropriate refers new programs to Faculty Graduate Councils/Committees for consideration and discussion;
- Reviews program proposals from Faculty Graduate Councils/Committees for recommendation to University Senate;
- As needed, appoints subcommittees to deal with issues related to graduate studies;
- Advises the Dean or Associate Deans on matters relating to graduate studies;
- Considers matters referred to it by the Dean or Faculty Graduate Councils/Committees;
- Considers matters referred to it by the Standing Committees of GSEC;
- Considers matters referred to it by Senate and/or committees of Senate;
- Reviews and approves decisions, as required, made at Faculty Graduate Councils/Committees
- Calls and organizes a Forum of all members of the School of Graduate Studies at least 2 times per academic session. The Dean of the School will serve as Moderator of this Forum.

Decisions made by GSEC are either recommended, or provided as information, to Senate and Senate subcommittees as required by SGS or university regulations, and to the Faculty Graduate Councils.

The SGS Fellowship Committee

Graduate Committees must elected or appoint one graduate faculty member from the faculty/school, to serve on the SGS Fellowship Committee. They are elected for a three year term.

It is up to the Graduate Committee to determine how the member to the Fellowship Committee is elected/appointed.

The SGS Fellowship Committee is responsible for the following:

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

Members include:

- The Vice Provost and Dean, and Associate Deans, of the SGS
- Representatives from each of the Faculty Graduate Councils
- Representatives from each non-departmentalized Faculty Graduate Committee

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

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

<u>The SGS Academic Appeal Board</u>

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

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

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

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

Faculty and student representatives from each Faculty Graduate Council, and alternates from each Faculty Graduate Council (from different departments than the principals) nominated by the Dean of the Faculty/School, are also on the AAB.

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

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

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

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

Each member of the AAB has a vote.

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

Appendix I

SCHOOL OF GRADUATE STUDIES
REVISION OF A GRADUATE COURSE
FOR APPROVAL BY GRADUATE COMMITTEE FOR BUSINESS

For EACH course revision, please complete the entire form.

Insert the EXISTING Title and Calendardescriptionin the box below, and delete the example provided.

MGMT-963* Mathematical Programming
This is a seminar designed to permit students to become familiar with the more advancef4 10.14 0 T

3. Prerequisite change: Provide details and reason for the change(s). If this change affects courses listed in other departments, indicate that the other department(s) have been notified. If none, omit.

4. Exclusion change: Provide details and reason for the change(s). If this change affects courses listed in other departments, indicate that the other department(s) have been notified. If none, omit.

5. Submission Contact: Name:_____

Internal Phone #_____

E-mail: _____

6. EMAIL the completed forms and any attachments to the Graduate Committee for Business administrative assistant, on or before the deadline for agenda items for 7 ____

Appendix II

SCHOOL OF GRADUATE STUDIES
NEW GRADUATE COURSE
FOR APPROVAL BY GRADUATE COMMITTEE FOR BUSINESS APPROVAL

For EACH new course, please complete the entire form.

Insert the proposed Calendar description of the new course in the box below, and delete the example provided.

EXAMPLE:

(1a)	(2)	(1b)
MGMT-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

has been contacted.

8. Schedule: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?

9. Staffing: Provide faculty/staff information for the coming year and foreseeable future.

10. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.

Appendix III

SCHOOL OF GRADUATE STUDIES
DELETION OF GRADUATE COURSE
FOR APPROVAL BY
GRADUATE COMMITTEE FOR BUSINESS

COURSE CODE/NUMBER :

** For EACH course deletion, please complete the section above AND items 1 through 3.

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. How will this deletion affect the department? Will this deletion have any impact on programs offered by other departments? If so, please indicate which department(s) has been contacted and include copies of relevant correspondence.

Submission Contact: Name: _____

Internal Phone # _____

E-mail: _____

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

FOR SGS OFFICE USE ONLY:

Date of approval by Graduate Committee for Business: _____

Date of approval at Graduate Studies Executive Council: _____