

**GRADUATE STUDIES AND RESEARCH COMMITTEE**

**SENATE, RESEARCH AND STUDIES**

**QUEEN'S UNIVERSITY**

**NOVEMBER 2018**

**RESEARCH 2018**

**GENERAL**

Under the auspices of Senate, the School of Graduate Studies (SGS), in concert with the Faculties/Schools, is responsible for the conduct of graduate studies at Queen's University. Its mandate is to support student achievement consistent with the highest possible academic standards in graduate degree programs established for each discipline subject to the oversight of the Senate and the Graduate Studies Executive Council (GSEC) as required.

The purpose of this document is to set out the guidelines for the organization and operation of the Graduate Studies and Research Committee for the Faculty of Education. These guidelines are consistent with the regulations described in the SGS Calendar and in the governance framework documentation of the School of Graduate Studies.

**MEMBERSHIP OF THE GRADUATE STUDIES AND RESEARCH COMMITTEE**

The Graduate Studies and Research Committee shall include:

- four elected members of the Graduate Faculty;
- the Manager of Education Graduate Studies and Research;
- two graduate student representatives (one M.Ed. and one Ph.D., each elected by the Education Graduate Student Society).

The Associate Dean (Education) shall act as Chair of the Committee. Where the Associate Dean (Education) is absent or unable to act as Chair, the Associate Chair as elected by the Graduate Studies Committee (Education) will act as Chair.

For issues of privacy the graduate student members cannot attend discussions of particular students' cases as determined by the Chair of Graduate Studies and Research.

### III. MEETINGS

At the beginning of the Fall Term, the Graduate Studies and Research Committee shall establish a schedule and a location for meetings to be held during the ensuing academic year, and the schedule shall be distributed to all Committee members. The Committee will normally meet at least twice per term. At the request of the Chair or one of the SGS representatives on the Committee, additional meetings may be called to address matters arising between scheduled meetings. Meetings shall be scheduled so that business that must go before the GSEC can be dealt with by the Committee and forwarded in time to be included on the agenda for the relevant GSEC meeting.

It is the responsibility of the Graduate Studies and Research Committee Chair of the Graduate Studies and Research Committee to ensure that any business of the Graduate Studies and Research Committee that has to be approved by GSEC be reported to that body using the formats and forms as required by GSEC and according to any GSEC deadlines.

### IV.

Graduate Studies and Research Committee for its approval. These items include:

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

VII. R



PROCEDURE: A written request documenting the case is sent by the Associate Dean (Education) to the School of Graduate Studies. Documentation should include a rationale for the request, and the department's/programs verification that the

(a) Failure of a Course: Instructors should communicate any potential problems with a student as early as possible with the Associate Dean. In cases where a student fails to achieve a passing grade (currently B) in a course, the student's course instructor, the student's previous course instructors, the student's advisor/supervisor and the Associate Dean (Education), may recommend to the Graduate Studies and Research Committee that the student

- (i) repeat the examination/assessment exercise (as the case may be) within one year after the original examination/assessment took place; or
- (ii) repeat the course; or,
- (iii) take a substitute course approved by the Chair.

In cases that are evidently straightforward, the Associate Dean (Education), in his or her capacity as Chair of the Graduate Studies and Research Committee may approve the recommendation and then submit it to the SGS (not GSEC) for its approval, with a report to the Graduate Studies and Research Committee of the decision made. In other cases, the matter will be placed on the agenda for decision by the Graduate Studies and Research Committee at its next meeting, which decision, once made, shall be submitted to the SGS (not GSEC) for its approval.

In the event that the student's course instructor does not make such a recommendation, the Associate Dean (Education) may, after considering the supervisor's reasons and after consulting the course instructors, make his or her own recommendation concerning the student, recommending either (i), (ii) or (iii) above, to the Graduate Studies and Research Committee, which shall either approve the recommendation or not.

In cases where the student's supervisor decides against making a recommendation and the Associate Dean (Education) also decides against making a recommendation, or in cases where a recommendation is brought before the Graduate Studies and Research Committee but not approved, the student shall be required to withdraw from the program.

In any case where a student is not satisfied with the decision made, he or she may ask the Graduate Studies and Research Committee or the Chair to review the case to ensure that procedures were followed in a fair manner. Such reviews shall be restricted to procedural as opposed to academic grounds. When the review is complete, the Committee shall make a recommendation to the SGS, through its Chair, and the SGS shall inform the student of both the Committee's recommendation and the final SGS decision.

Student appeals from Graduate Studies and Research Committee decisions may be made under the general regulations of the SGS. The SGS Academic Appeal Board. In such an appeal, the Chair of the Graduate Studies and Research Committee shall present the Committee and explain its decisions to the SGS Academic Appeal Board, if/as required.

(b) Action in the case of general academic concerns: Where, aside from failure of a course, there are serious concerns of a general nature about a student's academic performance – for example, where the supervisor or supervisory committee concludes that the student has made unsatisfactory progress in research where preliminary drafts of thesis chapters reveal an unsatisfactory standard of scholarship; where a doctoral student has failed his or her qualifying oral exam or has submitted a final thesis proposal that is considered unacceptable. Also, the Associate De

(Education) shall recommend to the Graduate Studies and Research Committee that the student be required to withdraw from the program, and the Committee shall decide whether to accept this recommendation or not. The student shall be given fair notice of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the Graduate Studies and Research Committee considers the recommendation, alone or with a representative or advisor if he or she wishes, and the student shall have an opportunity at this meeting, before a decision is made, either directly or through his or her representative or advisor, to present arguments and/or reasons why the recommendation for withdrawal should not be accepted by the Graduate Studies and Research Committee. If the Graduate Studies and Research Committee approves the recommendation of the

- 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



during the following year

Members include:

- The AVP and Dean and Associate Deans of the SGS
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| IE    | <b>Title and</b> | <b>Calendar description</b> | <b>initials</b> |            |         |         |         |         |

EDUC-963\* Mathematical Programming  
 This is a seminar designed to permit students to become familiar with the more advanced topics in mathematical programming. Topics covered will include: ~~Knicker~~ theory, non-linear programming, network theory, integer programming, and current topics from the literature.

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EDUC-963\* Mathematical Programming  
 This is a seminar designed to permit students to become familiar with the more advanced topics in mathematical programming. Topics covered will include: optimization theory, linear and nonlinear programming, network theory, integer programming, and current research topics from the literature.

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 Graduate Studies and Research Committee/Faculty Board for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

1. Title change: 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 title must be no longer than 30 characters, including spaces.
2. Calendar description change: Provide the new description along with the reason for this change. The maximum length for a *Calendar* description is 350 characters. Besides revising the current description itself, other descriptors to change might include a change in format (labs replaced by in class demonstrations; the addition of tutorials; lectures changed to seminars, etc.), or the addition or deletion of an ancillary fee.

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.

Graduate Studies and Research Committee/Faculty Board Approval: Provide the date that this course was approved at the department level, if applicable:

\_\_\_\_\_ / \_\_\_\_\_

5. Submission Contact: Name:           Marlene Sayers          

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 EDUC 8143.0      Curriculum Design  
 Contemporary issues arising from curriculum design will be addressed, and students will gain exposure to a broad cross-section of theories and examples in this field.

1. Course number and title: The number chosen for this course should not have been used in the past 5 years. In order to fit on the student transcript, the title must be no longer than 30 characters, including spaces.
2. Weight (e.g. 3.0 credit units, 6.0 credit units): The course weight must be consistent with the course content.
3. *Calendar* description: This is the description that will appear in the School of Graduate Studies *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any ancillary fees that will be borne by the student (3b). If none, omit.
4. Prerequisites: Please list prerequisites; if none, omit.
5. Exclusions: List courses with sufficient content overlap, not only in your department, but also in other departments. It is the responsibility of the department creating a new course to contact other departments that may offer courses with similar content in order to make this assessment. If none, omit.

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.
11. Enrolment: Indicate the anticipated enrolment in this course.
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 ~~apply~~ that

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| Lecture |  |
| Seminar |  |

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**UNIVERSITY OF QUEENSBURY**  
**SCHOOL OF GRADUATE STUDIES**  
**DEGREE REVISION**  
**APPLICATION FORM**

**Forms** 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 program and/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**
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 able to continue in their plans (grandparenting arrangements).
5. Resources If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TAs, etc., please provide details. Will any new funds be required for these changes? If so, how will these costs be covered? Please include any relevant correspondence.

Submission Contact:      Name:           Marlene Sayers            
    Internal Phone #           74251            
    E-mail:           marlene.sayers@queensu.ca          

EMAIL the completed forms and any attachments to the Graduate Studies and Research Committee secretary, on or before the deadline for agenda items for the next Committee meeting.

**FOR SGS OFFICE USE ONLY:**

Date of approval by appropriate Council/Committee: \_\_\_\_\_

Date of approval at Graduate Studies Executive Council: \_\_\_\_\_



~~PH.D. PROGRAM~~  
AIV

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.

#### **AIV**

If the Associate Dean is in doubt about the candidate's acceptability, the application for promotion shall be referred to the next GS&R meeting

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