Review of New Graduate Policies 2014

Grad courses to be done in term

Instructors are required to submit a grade for all students at the end of term (at the same time as the undergraduate marks are due). If you have students that are not done the course, they should get an INCOMPLETE. After one term if that incomplete has not been changed to a grade the student will get an F.

If you have a student that will have an incomplete mark beyond the next term (120 days), a memo will have to be sent to Grad School requesting an extension of the policy.

Failure policy:

In the course is primary to a student's program the student must attain a minimum grade of B- (B minus)

b. Failure of a primary course : In cases where a student does not achieve a B- grade in a primary course, the Head or Graduate Coordinator of the Graduate Department/Program may recommend to the Faculty Graduate Council/Committee 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 Faculty Graduate Council/Committee to allow he/she the opportunity to complete the degree requirements.

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

Graduate Departments/Programs may also recommend that a student be required to withdraw due to the failure of a primary course (see Withdrawal on Academic Grounds).

The failed course and grade will not normally be removed from the transcript.

http://www.queensu.ca/calendars/sgsr/Course_Work_Requirements.html

Computers for Graduate Students:

Supervisors are now responsible for providing computers for their Graduate Students. The University policy is that all computers must be purchased at the Computer Store.

Note: If there is computer still available from last year you can use it otherwise you will have to purchase a new computer.

To have your student's computers set up you will need to make a request from Applied Science IT. http://www.mine.queensu.ca/Department/It-support-requests.html

Printing: There is a printer for graduate student use in the workroom on the 4th floor, and students will need to coordinate with FEAS IT to get this activated.

Times to completion:

Effective for students admitted after September 1, 2013 and for all subsequent years:

Master's programs are designed and approved such that requirements can be completed within one year (3 terms for M.Eng.) or two years (6 terms for M.A.Sc.) of initial full-time registration in the program. Doctoral programs are designed and approved such that requirements can be completed within four years (12 terms) of initial full-time registration in the program. This standard timeframe for doctoral programs may not account for discipline-related requirements (for example, required internships, archival research or fieldwork) or individual circumstances that can extend the time to completion. When circumstances are discipline-related, the Department/Program may grant to all doctoral students an extension to five years (15 terms), otherwise extensions may be granted to individual students by the Department/Program no later than two weeks prior to the end of term 13 of a PhD program. Extensions for Master's students may be granted by the Department/Program no later than two weeks prior to the end of term 4 or term 7 of a one- or two-year Master's program, respectively. All extensions follow the Extension of Time Limits policy.

NOTE: The academic year is divided into 3 terms: Fall (September-December), Winter (January-April) and Summer (May-August). Each term is 4 months long.

Ph.D. Advisory committee.

Procedures for PhD Advisory Committees and Progress Reports

1. Each PhD student must have an Advisory Committee consisting of three faculty members: the supervisor plus two additional faculty members, one of whom could be a co-supervisor. Final authority governing the membership of the Committee rests with the Department Graduate Coordinator, but its members will normally be nominated by the supervisor.

2. The Advisory Committee shall assess a student's progress and provide feedback on the basis of a written Progress Report. The report must be sent by email to the Graduate Assistant, who in turn will

circulate it to members of the committee, and each member of the committee is required to respond with an assessment of "satisfactory" or "unsatisfactory". It is the responsibility of the student to submit the report in a timely fashion to the Graduate Assistant. In the event that an "unsatisfactory" assessment is received from any of the committee members, it is the responsibility of the supervisor to ensure that a Committee meeting is held to review the report and reach a collective decision of "satisfactory" or "unsatisfactory", and submit a copy of the decision to the Graduate Coordinator. More frequent meetings may be convened if requested by the student, the supervisor, or the Graduate Coordinator.

3. In the event that the Advisory Committee assesses the student's progress as unsatisfactory, a memorandum must be submitted to the Graduate Coordinator providing the rationale for the decision, along with recommendations to rectify the situation. The Graduate Coordinator shall, in consultation with the student and the supervisor, decide upon the timing of the next meeting of the Advisory Committee (and submission of the next Progress Report). This meeting must be held within the year, but no earlier than 4 months from the date of the meeting whose outcome was unsatisfactory. A student will normally be required to withdraw upon receipt of two consecutive unsatisfactory progress assessments.

4. It is the responsibility of the student to communicate to the Advisory Committee any special circumstances that should be considered by the Committee in reaching its assessment.

Notes:

These procedures are intentionally silent on: 1) format of Progress Report, 2) format of meeting (some departments require a formal oral presentation), 3) whether there is more than one report in a given year (some departments require 3 reports per year) and 4) coordination with requirements for Comprehensive Exam. It assumed that these points will be covered by procedures specific to each Department. It is expected that the Supervisory Committee for the Comprehensive will become the Advisory Committee.

The key elements that must be followed by every department are: a) every PhD student must write and submit a progress report, at least once per year, b) Advisory Committee members must sign-off on the report as being "satisfactory" or "unsatisfactory", and must meet with the student in the event of an unsatisfactory assessment from any one member, and c) two consecutive unsatisfactory reports from the Advisory Committee are grounds for withdrawal.