

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 25 February 2020

FROM: Graduate Studies Committee

SUBJECT: Policy Instrument Approval(s) – Graduate Academic Calendar Migration project

GRADUATE STUDIES COMMITTEE MANDATE:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval
- The Graduate Studies Committee (GSC) has a mandate of maintaining the academic standards set by Academic Council

MOTION:

That, pursuant to the recommendation of GSC, Academic Council hereby approve the:

- Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy, and*
- Graduate Grading System, Research Progress and Academic Standing Policy, and*
- Graduate Academic Appeals Policy, and*
- Graduate Grade Reappraisal and Review of Research Progress Procedures,*

as presented.

BACKGROUND/CONTEXT/RATIONALE:

The Graduate Academic Calendar migration to the Policy Library project is on-going. Several academic policies and procedures have been migrated from the Academic Calendar to the Policy Library over the course of the last year.

According to the Policy Framework, the Policy Library is the central repository for Policy Instruments. Remaining policies and procedures will come forward as they are reviewed.

CONSULTATION:

In conjunction with the Policy Office, the following consultation and approval path was determined:

- Deliberative body: Graduate Studies Committee (GSC) – January 28, 2020
- Approval Authority: Academic Council – February 25, 2020

NEXT STEPS:

- Pending the approval of the Academic Council, the policy and procedure instruments will be migrated from the Graduate Academic Calendar to the Policy Library and the Graduate Academic Calendar text will be updated as presented.

SUPPORTING REFERENCE MATERIALS:

- **Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students policy**
 - Draft Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students policy
 - Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students policy – Policy Summary
 - Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students - Policy Calendar Copy
- **Graduate Grading System, Research Progress and Academic Standing policy**
 - Draft Graduate Grading System, Research Progress and Academic Standing policy
 - Graduate Grading System, Research Progress and Academic Standing – Policy Summary
 - Graduate Grading System, Research Progress and Academic Standing – Policy Calendar Copy
- **Graduate Academic Appeals policy**
 - Graduate Academic Appeals policy
 - No policy summary included as there were no changes to policy
 - Refer to Graduate Grading System, Research Progress and Academic Standing – Policy Calendar Copy
- **Graduate Grade Reappraisal and Review of Research Progress Procedures**
 - Draft Graduate Grade Reappraisal and Review of Research Progress Procedures
 - Graduate Grade Reappraisal and Review of Research Progress Procedures – Procedures Summary
 - Refer to Graduate Grading System, Research Progress and Academic Standing – Policy Calendar Copy



Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-20

RESPONSIBILITIES OF GRADUATE PROGRAM DIRECTORS, FACULTY ADVISORS, RESEARCH SUPERVISORS AND GRADUATE STUDENTS

PURPOSE

1. The purpose of this Policy is to outline the duties and responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and graduate students as it pertains to their role in a graduate program.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Graduate Program Director” means academic administrators with a Graduate Faculty Appointment within an academic unit and help to ensure the success of the program and its students.

“Faculty Advisor” means a member of the graduate student’s home faculty with a Graduate Faculty Appointment that provides mentoring and advising to the student in all aspects of their program.

“Graduate Faculty Appointment” means a faculty member with an academic appointment at the University who has been approved to participate in a graduate program in one of the three categories: Graduate Faculty, Associate Graduate Faculty or Emeritus/Emerita Graduate Faculty.

“Research Supervisor” means a faculty member with a Graduate Faculty Appointment that oversees a graduate student’s research and academic progress towards successful completion of the student’s program.

SCOPE AND AUTHORITY

3. This Policy applies to Graduate Program Directors, Faculty Advisors, Research Supervisors and graduate students.
4. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

The integrity of graduate programs at the University is supported by a number of key stakeholders across the University. Below outlines the roles and responsibilities for the Graduate Program Director, Faculty Advisor, Research Supervisor and graduate students.

All university members involved in graduate studies are expected to be familiar with the University's policies and procedures for graduate studies.

5. Graduate Program Directors

- 5.1.** Each faculty and/or program has a Graduate Program Director. This role is of critical importance to ensuring the success of the program and its students.
- 5.2.** Graduate Program Directors should have a strong interest in students and their success, thoroughly understand the University's policies and procedures for graduate studies and be available on a regular basis to assist students seeking advice on issues related to their studies.
- 5.3.** The Graduate Program Director is accountable to the dean of the faculty and, with respect to graduate activities, to the Dean of Graduate and Postdoctoral Studies.
- 5.4.** The Graduate Program Director is appointed by the dean of the home faculty, in consultation with the Dean of Graduate and Postdoctoral Studies. The duration of the appointment may be two or three years, at the discretion of the home faculty dean, with opportunity for reappointment.
- 5.5.** Each Graduate Program Director has a formal role and responsibilities relating to the Graduate Studies Committee of Academic Council, including nominations, supervisory committees, student awards and similar matters.
- 5.6.** The main duties of the Graduate Program Director include the following:
 - a)** Ensure that all graduate studies policies and procedures are administered fairly and correctly and are communicated to students in their program.
 - b)** Chair the academic committee for the program and make recommendations to the Dean of Graduate and Postdoctoral Studies regarding the admission of applicants.
 - c)** Approve a program of study for each student and provide advice regarding changes to a student's status or program.
 - d)** Appoint a Faculty Advisor or Research Supervisor for each student.
 - e)** Where applicable, work with the student and Research Supervisor to form a supervisory committee and appoint a committee chair.
 - f)** Recommend master's thesis examiners and doctoral external examiners to the Dean of Graduate and Postdoctoral Studies.
 - g)** Consider requests from students to defer an examination.
 - h)** Consider the approval of changes to a student's grade.

- i) Liaise regularly with the Dean of Graduate and Postdoctoral Studies and, as needed, with the Registrar.
- j) Maintain student records and forward to the appropriate office(s), as required.
- k) Provide advice, as needed, to units and bodies such as the Graduate Studies Committee of Academic Council.
- l) Help ensure that graduate students have the necessary resources, facilities and support.
- m) Co-ordinate financial assistance (including assistantships and fellowships) for graduate students.
- n) Help monitor the research and academic progress of graduate students.
- o) Provide input and assistance, as requested, for the creation and review of graduate programs.
- p) Mediate, as needed, in conflicts or disputes between a graduate student and their Research Supervisor.
- q) Co-ordinate graduate student recruitment activities for the program.

6. Student Supervision

6.1. Graduate student supervision is performed by university members with a Graduate Faculty Appointment in the program.

- a) Each master's and doctoral student has a Faculty Advisor or Research Supervisor to provide guidance throughout the program.
- b) In programs that do not require a thesis, project or major paper, the student is guided by a Faculty Advisor throughout the program.
- c) A student registered in a program that requires a thesis, project or major paper may initially have a Faculty Advisor but will be assigned a Research Supervisor when the student begins their research.
- d) In some cases, a student may have co-supervisors, with the terms established through an agreement for co-supervision and made clear at the outset to all involved.

6.2. Faculty Advisors

- a) The Graduate Program Director is responsible for assigning Faculty Advisors.
- b) The Faculty Advisor is a member of the student's home faculty and holds a Graduate Faculty Appointment.
- c) The main responsibilities of the Faculty Advisor include the following:
 - Consult with the student, recommend a program of study and submit it to the Graduate Program Director for approval.

- Help the student choose an appropriate area of research, if applicable.
- Ensure that the student understands all degree requirements and regulations, as well as applicable policies.
- Be knowledgeable about, and inform the student of, key deadlines and related information.
- Be reasonably available to the student to discuss the program of study, as well as any academic concerns.
- If requested, advise the student on academic or personal student services or resources.
- Monitor the student's academic progress.

6.3. Research Supervisors

- a) The relationship between the student and the Research Supervisor is most important to the student's successful completion of a graduate degree.
- b) The Graduate Program Director will seek input from the student before assigning a Research Supervisor(s).
- c) All Research Supervisors must hold a Graduate, Associate Graduate or Emeritus/Emerita Graduate Faculty Appointment to the program in which they are supervising.
- d) Faculty members with a Graduate Faculty Appointment may sole-supervise, whereas those with an Associate or Emeritus/Emerita Graduate Faculty Appointment may only co-supervise. ~~See graduate faculty appointments for details.~~
- e) All research supervisory appointments must be approved by the dean of the home faculty in which the student is registered.
- f) Before approving the appointment of a Research Supervisor, the dean should give careful consideration to the faculty member's research activities, supervisory experience and training, previous performance in graduate student supervision, the number of graduate students already being supervised, any imminence of leave (i.e., research, maternity or administrative) or retirement and any other relevant factors.
- g) In extraordinary circumstances, research supervisory appointments may be approved on an individual basis by the Dean of Graduate and Postdoctoral Studies.
- h) Specific responsibilities of the Research Supervisor include the following:
 - Be sufficiently familiar with the field of research to provide guidance and/or be willing to gain that familiarity before agreeing to act as a Research Supervisor.
 - Be accessible to the student for consultation and discussion of the student's academic progress and research.

- Help the student select and plan a suitable, timely and manageable research topic.
- Co-operate with the student and Graduate Program Director to establish a supervisory committee to convene meetings, normally at least once annually, to evaluate the student's progress.
- Respond in a timely, consistent and thorough manner to written work submitted by the student, with constructive and well-informed suggestions for improvement and continuation.
- Provide a research environment that is safe, healthy, tolerant and free from harassment, discrimination and conflict.
- Within the norms appropriate to the discipline, provide financial support and/or help the student obtain financial support from all reasonable sources.
- Endeavour to achieve consensus and resolve differences in the best interests of all involved when there is conflicting advice, or when there are different expectations on the part of co-supervisors or members of a student's supervisory committee.
- Appropriately acknowledge the contributions of the student in presentations and published material, in many cases via joint authorship.
- Be sensitive to cultural factors which may influence the individual student's learning and research behaviour and experience.
- Make arrangements for continuity of the student's supervision before beginning an extended leave of absence.

6.4. Graduate Students

a) Students have the following responsibilities:

- Familiarize themselves with the general information, rules and regulations contained in the calendar, in the university's policy library, and with the specific information, rules and regulations of the faculty or faculties in which they are registered or enrolled or seek registration or enrolment, as well as the specific requirements of each degree sought.
- To ensure that the courses they choose are consistent with program requirements.
- Make a commitment and show substantial effort, initiative and dedication to gain the background knowledge and skills needed to pursue the research project successfully.
- Work with their Research Supervisor to develop a plan and a timetable for completion of all stages of the research project and work assiduously to adhere to a schedule and to meet appropriate deadlines.
- Meet regularly with their Research Supervisor and report fully and regularly on progress and results.

- Keep their Graduate Program Director fully informed regarding any matter relevant to their status in the program and seek advice from their Research Supervisor, as appropriate.
- Meet agreed-upon performance standards and deadlines of funding organizations to the extent possible when financing has been provided by the University, funding agency or through a contract or grant.
- Adhere to the standards of research ethics, health and safety, and respect the requirements of academic integrity, honesty and professionalism. This includes, but is not limited to, acknowledging and crediting any source of ideas, assistance, materials and/or data provided by others.

6.5. Change in Supervisor

- a) Since continuity of supervision is important in all graduate work, a change of Research Supervisor may be made only for strong reasons and after extensive consultation with all involved.
- b) A request for a change may come from the student, the Research Supervisor, the Graduate Program Director or the dean.
- c) It should normally be sent, in writing, to the Graduate Program Director accompanied by the reasons for the proposed change.
- d) If the home faculty dean concurs with the request, the recommendation for change should be sent to the Dean of Graduate and Postdoctoral Studies for final approval.

6.6. Conflicts Between Students and Faculty Advisor or Research Supervisor

- a) It is the responsibility of the University and its faculties to ensure that all graduate students receive appropriate and fair supervision.
- b) Due to the nature of the relationship between the student and Research Supervisor, conflicts may arise.
- c) In such instances, the first step must be to attempt to resolve the conflict informally between the student and Research Supervisor.
- d) It is the responsibility of the Graduate Program Director to act as a mediator.
- e) A student who believes the conflict has not been resolved should contact the dean of the student's home faculty.
- f) If the conflict persists, the student may pursue appropriate resolution through the Dean of Graduate and Postdoctoral Studies.

6.7. Conflict of Interest in Supervision

- a) The University's conflict of interest in research policy states: "Conflict of interest may take various forms and may arise in various contexts. Broadly speaking, a conflict of interest will exist whenever a university member has an interest that adversely affects or provides an incentive to affect the member's conduct of [their] university activities."
- b) When a faculty member chooses to supervise a graduate student, they should be aware of the University's conflict of interest in research policy and must disclose any conflict of interest or perceived conflict of interest to the Dean of Graduate and Postdoctoral Studies.
- c) The [conflict of interest in research policy](#) can be found in the [University's policy library](#).

MONITORING AND REVIEW

7. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

8. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

9. Conflict of Interest Policy
Graduate Faculty Appointments Policy
Graduate Academic Calendar

Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy.
Purpose	Added purpose per policy instructions.
Definitions	Definitions created for each role. Where possible, used existing calendar language. Some minor edits for clarity.
Scope and Authority	Solely GR.
Policy	Added general policy statement, per policy instructions.
Graduate Program Directors	Existing GR calendar section added. 5.6 n) added wording "research and academic" for better clarity.
Student Supervision	Existing GR calendar section added.
Faculty Advisors	Existing GR calendar section added.
Research Supervisors	Existing GR calendar language added. Section split into Research Supervisors and new section 6.5 Change in Supervisor. Existing language. Editorial change to remove reference to "see graduate faculty appointments for more details".
Graduate Students	Two bullets from "Calendar Notice and Disclaimer" re responsibilities of students. Existing GR calendar section added. Title change from Student Responsibilities to Graduate Students.
Conflicts between Students and Faculty Advisor or Research Supervisor	Existing GR calendar section added. Title change to include faculty advisor.
Conflict of Interest in Supervision	Existing GR calendar section added.

Policy Calendar Copy

The following sections of the Graduate Academic Calendar are impacted by the proposed Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students policy.

SECTION: Administration of Graduate Studies

Graduate program directors

Each faculty and/or program has a graduate program director. This role is of critical importance to ensuring the success of the program and its students.

Graduate program directors should have a strong interest in students and their success, thoroughly understand the University's policies and procedures for graduate studies and be available on a regular basis to assist students seeking advice on issues related to their studies.

For more information on responsibilities and appointment of graduate program directors, see the University's policy on Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students [insert link].

SECTION: Student Supervision

Graduate student supervision is performed by university members with a graduate faculty appointment in the program.

Each master's and doctoral student has a faculty advisor or research supervisor to provide guidance throughout the program.

The following are addressed by the University's policy on Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students [insert link]:

- Faculty advisor appointments
- Faculty advisor responsibilities
- Research supervisor appointments
- Research supervisor responsibilities

Student responsibilities

Graduate students are expected to be familiar with the University's policies and procedures for graduate studies and other applicable university-wide policies. The Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students [insert link] provides additional information on graduate student responsibilities.

Other relevant university policies can be found on the [University's policy library](#).

Student-research supervisor conflicts

It is the responsibility of the University and its faculties to ensure that all graduate students receive appropriate and fair supervision. This relationship is important a student's successful completion of a graduate program.

Information on student and faculty advisor or research supervisor conflict can be found in the University's policy on Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students [insert link].

Additional information on discussing and aligning expectations of supervisors and graduate students can be found on the School of Graduate and Postdoctoral Studies [website](#).

Conflict of interest in supervision

The University's conflict of interest in research policy states: "Conflict of interest may take various forms and may arise in various contexts. Broadly speaking, a conflict of interest will exist whenever a university member has an interest that adversely affects or provides an incentive to affect the member's conduct of [their] university activities."

When a faculty member chooses to supervise a graduate student, they should be aware of the University's conflict of interest in research policy and must disclose any conflict of interest or perceived conflict of interest to the Dean of Graduate and Postdoctoral Studies.

The [conflict of interest in research policy](#) can be found in the [University's policy library](#).



Classification	ACD-1510
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-2020

GRADUATE GRADING SYSTEM, RESEARCH PROGRESS AND ACADEMIC STANDING POLICY

PURPOSE

1. The purpose of this Policy is to provide the framework for the University's graduate-level letter grade system, research progress evaluations and graduate Academic Standing.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

"Academic Standing" means a student's official status of enrolment at the University as evaluated at the end of each Semester; used to assess whether students are meeting the standards prescribed for continuing in the University and/or their programs.

"Coursework Reappraisal" means a graduate student request to review a specific piece of tangible coursework.

"Cumulative Grade Point Average (CGPA)" means the weighted average of the grade points awarded in all courses completed and included for the achievement of the degree and/or major the student is registered in.

"Deferred Examination" means an Examination written outside of the originally scheduled day and/or time.

"Examination" means a form of testing intended to assess the level of students' knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory examinations. This does not include PhD candidacy, master's or doctoral thesis examinations.

"Final Grade Reappraisal" means a graduate student request to review a final grade in a course.

"Grade Point Average (GPA)" means the weighted average of the grade points awarded on the basis of academic performance during a single Semester.

"Semester" means sixty days of lectures and a final Examination period.

"Transcripts" means the complete report of a student's academic record.

SCOPE AND AUTHORITY

3. This Policy applies to the graduate-level letter grading system, research progress evaluations and graduate Academic Standing.
4. This Policy does not apply to the undergraduate-level letter grading system and Academic Standing. For more information regarding the undergraduate-level grading system or Academic Standing please refer to the Undergraduate Grading System and Academic Standing Policy.
5. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. Grading System

- 6.1. Final grades for all courses will be submitted to the Registrar's office on a letter grade scale.
- 6.2. Credit is granted only for those courses completed with a grade of B-minus or better.
- 6.3. Faculties may require higher grades in some courses to meet degree requirements.
- 6.4. If a student's grade is not available when final grades are approved at the end of a Semester, special designation is temporarily added to their record.
- 6.5. The following grading scheme outlines the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion.
 - a) **A+:** Percentage 90-100; Grade Point 4.3; Grade Point Description: Very Good to Excellent. Student demonstrated mastery of the course material.
 - b) **A:** Percentage 85-89; Grade Point 4; Grade Point Description: Very Good to Excellent. Student demonstrated mastery of the course material.
 - c) **A-:** Percentage 80-84; Grade Point 3.7; Grade Point Description: Very Good to Excellent. Student demonstrated mastery of the course material.
 - d) **B+:** Percentage 77-79; Grade Point 3.3; Grade Point Description: Acceptable to Good. Student demonstrated adequate knowledge of course material.
 - e) **B:** Percentage 73-76; Grade Point 3; Grade Point Description: Acceptable to Good. Student demonstrated adequate knowledge of course material.
 - f) **B-:** Percentage 70-72; Grade Point 2.7; Grade Point Description: Acceptable to Good. Student demonstrated adequate knowledge of course material.
 - g) **F:** Percentage 0-69; Grade Point 0; Grade Point Description: Inadequate. Student did not perform to academic expectations
 - h) **PAS or FAL:** Courses designated for pass/fail grading will be assigned a grade of PAS (pass) or FAL (fail). For such courses, only failing grades are included in the calculation of the Grade Point Average (GPA). The grade of FAL has a weighting of 0.0 grade points.

- i) **T:** A grade of T will be assigned at the time that a transfer credit is awarded.
 - j) **WF:** A failing grade of WF may be assigned if a student is administratively withdrawn for non-attendance.
 - k) **AW:** A grade of AW may be assigned for administrative withdrawal.
 - l) **CO:** Graduate continuance courses are assigned a grade of CO (continuance) and are not included in GPA calculations.
 - m) **DEF:** If a Deferred Examination has been granted, a grade of DEF will be assigned.
 - n) **INC:** If a portion of the work required for the course is incomplete, a grade of INC may be recorded. These grades may satisfy prerequisites for further courses on a temporary basis, but not beyond the end of the subsequent Semester after which these grades revert to F.
- 6.6. For graduate students taking a standard undergraduate Course, the minimum grade required for a pass is B-minus.
 - 6.7. For undergraduate students taking a Course at a graduate level, the student's work should be graded according to the existing undergraduate grading scheme.
 - 6.8. Exceptional undergraduates who enrol in a graduate-level course should have a minimum 3.7 GPA in their last two years of undergraduate studies. Undergraduate students must be enrolled in their fourth year of undergraduate studies in order to be eligible for consideration to enrol in a graduate-level course.

7. Grade Changes

- 7.1. After grades have been officially approved and released, any grade changes must be submitted ~~in writing to the School of Graduate and Postdoctoral Studies~~ to the Office of the Registrar.
- 7.2. Grade changes may result from the submission of course work, the writing of a Deferred Examination, clerical errors, or an approved examination re-read.
- 7.3. All grade changes must be approved by the course instructor and the graduate program director or designate.

8. Coursework Reappraisals

- 8.1. Matters concerning Semester work normally fall within the authority of the instructor.
- 8.2. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested.
- 8.3. All Semester work must be submitted by the last day of classes, unless an earlier date has been specified.

- 8.4. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents valid reasons of illness, etc., with appropriate documentation.
- 8.5. In the event that a student wishes a grade on a specific piece of tangible work to be reappraised, they should, in the first instance, bring the disputed piece of work directly to the course instructor to seek informal resolution.
- 8.6. A Coursework Reappraisal may result in the original grade on the disputed piece of work being raised, lowered or confirmed.
- 8.7. If this course of action does not satisfy the student, they may seek a Final Grade ~~appeal~~ Reappraisal.

9. **Final Grade Reappraisals**

- 9.1. Students may, with sufficient academic grounds, request that a final grade in a course be ~~appealed~~ reappraised.
- 9.2. A Final Grade ~~appeal~~ Reappraisal may result in the original grade being raised, lowered or confirmed.
- 9.3. The deadline for submitting Final Grade ~~appeal~~ Reappraisal is three weeks after the release of final grade reports in any Semester.
- 9.4. A Final Grade Reappraisal This will comprise only the review of specific pieces of tangible, but not oral, work.
- 9.5. Grounds not related to academic merit are not relevant for Final Grade ~~appeals~~ Reappraisals.
- 9.6. **Informal Grade Reappraisal**
 - a) Students are expected to contact the course instructor first to discuss the final grade received and to request that their tangible work be reviewed.
- 9.7. **Formal Grade Reappraisal**
 - a) Following the outcome of the informal ~~appeal~~ Final Grade Reappraisal, the students may subsequently make a formal request to the School of Graduate and Postdoctoral Studies to have a final grade in a course reappraised.

10. **Research Progress**

- 10.1. Student research progress is evaluated at the end of each Semester for every student in programs with a thesis, project or major paper, starting when the student is engaged in their research.
- 10.2. The student's research supervisory committee is responsible for evaluating their research progress in relation to the student's overall research plan.
- 10.3. Students may receive an evaluation of Satisfactory Research Progress, Difficulties with Research Progress or Unsatisfactory Research Progress.
 - a) Satisfactory Research Progress means that the student is developing their research adequately relative to the stage in their research program. There

may be minor problems with progress in an overall evaluation of satisfactory progress.

- b) Difficulties with Research Progress indicates that a student has some important issue or issues that need to be addressed in order for the student to attain reasonable progress relative to the stage in the student's research program.
- c) Unsatisfactory Research Progress indicates that a student has some fundamental problem or problems with their research progress relative to the stage in the student's research program.

- 10.4. Normally, students who are not progressing well will be given an evaluation of Difficulties with Research Progress as their first indication of serious lack of progress.
- 10.5. Students with an evaluation of Difficulties with Research Progress must subsequently receive a satisfactory evaluation on their next research progress report in order to remain in clear standing.
- 10.6. Students with an evaluation of Difficulties with Research Progress who do not achieve a satisfactory evaluation on their next research progress report will receive an Unsatisfactory Research Progress evaluation.
- 10.7. Clear and significant cases of lack of research progress may result in an Unsatisfactory Research Progress evaluation without first receiving an evaluation of Difficulties with Research Progress.
- 10.8. Students who receive an Unsatisfactory Research Progress evaluation will be assigned an Academic Standing of ~~probationary status~~ and will remain on probation until such time as they successfully achieve a satisfactory evaluation on their research progress report.
- 10.9. A student who receives a second Unsatisfactory Research Progress evaluation will ~~shall~~ be dismissed. Student research progress reports are submitted to the School of Graduate and Postdoctoral Studies to determine Academic Standing.

11. Review of Unsatisfactory Research Progress Evaluation

- 11.1 Students may, with sufficient academic grounds, request that an unsatisfactory research progress evaluation be appealed~~reviewed~~.
- 11.2 The deadline for appealing~~submitting a request to review~~ a research progress evaluation is the last day of the final examination period or three weeks after receiving the evaluation, whichever is later.
- 11.3 **Informal Resolution**
 - a) Students are normally expected to contact their research supervisor to discuss their evaluation and seek an informal resolution.

11.4 Formal Resolution

- a) If the concern is not resolved, they may request a research progress evaluation [appeal review](#).
- b) The student ~~will shall~~ lodge the [appeal review](#) with the supervisor's dean(s), specifying the rationale for the request and making clear the components to be re-evaluated.

12. Academic Standing

Graduate Academic Standing is determined based on academic progress which includes course work and research progress (in research or project-based programs), and is recorded on the student's Transcript.

12.1. Academic Standing is determined each Semester.

12.2. The minimum Cumulative GPA required for graduation is 2.7 and satisfactory completion of thesis, project or major paper, where applicable.

12.3. Academic Standing Scale:

- a) **Clear Standing:** Students are required to maintain a minimum grade of B-minus (GPA: 2.7) in all graded components of the program as well as satisfactory research progress in programs with a thesis, project or major paper.
- b) **Probation:** Students are placed on probation if they receive a failing grade in a course or if they receive an evaluation of unsatisfactory on a research progress report.

Students placed on probation for failing a course will remove this reason for probation when they have successfully completed the failed course or an approved alternative course, as outlined by their graduate program director.

Students on probation for unsatisfactory research progress remove this reason for probation when they receive a satisfactory evaluation on a research progress report.
- c) **Dismissal:** Students will be dismissed for lack of academic progress. Lack of academic progress includes, but is not limited to: an evaluation of Not Acceptable in a thesis, project, major paper, or a second unsatisfactory evaluation in a PhD candidacy examination for students in a doctoral degree program; or any of the following: two failed courses; two unsatisfactory research progress reports; or one failed course and one unsatisfactory research progress report.

Graduate students who have been dismissed from the University are not eligible to apply for readmission.

12.4. Repeating Courses

- a) Graduate students who fail one course are assigned [an Academic Standing of probation](#) ~~probationary status~~ and remain on probation until such time as they successfully complete the required course (within a maximum period of 12 months).
- b) They are required to maintain good standing (minimum B-minus grade) in all course work and satisfactory performance in all project/thesis work undertaken during this probationary period.
- c) The graduate program director or designate provides progress reports to the School of Graduate and Postdoctoral Studies each Semester for the duration of the probation. Once the course in question has been completed successfully, the ~~probationary status is removed~~ [Academic Standing is updated to clear standing](#).
- d) Graduate students who fail two courses, whether in the same Semester or in different Semesters, students who do not repeat their failed course, or approved alternative, within 12 months, and/or students who do not receive a satisfactory performance in all projects/thesis work during their probation status are dismissed from the University.

[12.5. The impact on Academic Standing of a research progress report with a determination of difficulties with research progress or unsatisfactory research progress is outlined under the Research Progress section of this policy.](#)

MONITORING AND REVIEW

13. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

14. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

15. Graduate Grade Reappraisal and Review of Research Progress Procedures
Graduate Academic Appeals Policy
Graduate Academic Calendar

Graduate Grading System, Research Progress and Academic Standing

Section	Notes on updates/changes
Editorial updates	<p>Added “undergraduate where appropriate to clarify”.</p> <p>Capitalized defined terms throughout the policy.</p> <p>Changed “term” to Semester to be consistent with definitions and undergraduate language.</p> <p>Grade “appeals” changed to “reappraisals”.</p> <p>Research progress “appeals” changed to “review”.</p> <p>“Appeal” now refers to appealing the decision/outcome of a reappraisal or review.</p> <p>Per the policy drafting guidelines, instances of “shall” were amended to “will”.</p>
Definitions	Definitions added.
Scope and Authority	Solely GR.
Grading System	<p>Existing GR calendar language added.</p> <p>Added “T” for transfer credit.</p> <p>Added “AW” for consistency with transcript legend.</p>
Grade Changes	<p>Existing GR calendar language added.</p> <p>Changed to reflect current practice.</p>
Coursework Reappraisals	New section with language from “Grade reappraisals and appeals” and “requesting a grade appeal”. This instance refers to a specific piece of coursework.
Final Grade reappraisals	<p>From “Grade Appeals”.</p> <p>Added headings “informal” and “formal” to provide greater clarity and mirror undergrad policy.</p>
Research Progress	<p>Existing GR calendar language added.</p> <p>10.8 editorial language amendment for clarity.</p>
Review of unsatisfactory research progress evaluation	<p>Existing GR calendar language added.</p> <p>Editorial language changes.</p>

Graduate Grading System, Research Progress and Academic Standing

Academic Standing	<p>Existing GR calendar language added.</p> <p>Policy statement clarifying that academic standing at the graduate level includes both grades and research progress and is record on transcript.</p> <p>12.4 from “repeating courses section” due to its relevance to academic standing. Editorial changes for clarity.</p> <p>12.5 new language to refer to research progress section for information on outcomes of research progress reports and their impact on academic standing.</p>
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Policy Calendar Copy

The following sections of the Graduate Academic Calendar are impacted by the proposed Graduate Grading System, Research Progress and Academic Standing policy.

SECTION: Registration policies and regulations

Grading, research progress and academic standing

Grading and grading scheme

The University uses a letter grade scale. At the graduate level, credit is granted only for those courses completed with a grade of B-minus or better. The grading scheme outlines the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion. The University's transcript legend for EDI can be found on the [Student Records](#) website.

The University's Graduate Grading System, Research Progress and Academic Standing policy [insert link] outlines important information on grading and the University's graduate-level grading scheme.

Undergraduate students taking a graduate course will be graded in accordance with the University's policy on Graduate Grading System, Research Progress and Academic Standing policy [insert link].

Research progress

Student research progress is evaluated at the end of each semester for every student in programs with a thesis, project or major paper, starting when the student is engaged in their research.

The student's research supervisory committee is responsible for evaluating their research progress in relation to the student's overall research plan. Students may receive an evaluation of Satisfactory Research Progress, Difficulties with Research Progress or Unsatisfactory Research Progress.

The Research Progress Report form can be found on the School of Graduate and Postdoctoral Studies [Research progress reports](#) website.

For more information on research progress evaluations, see the University's policy on Graduate Grading System, Research Progress and Academic Standing policy [insert link].

Academic standing

Academic standing is determined by the semester. The categories of academic standing include: clear standing, probation and dismissal. For more information on academic standing, see the University's policy on Graduate Grading System, Research Progress and Academic Standing policy [insert link].

Grade changes

After grades have been officially approved and released, any grade changes must be submitted in writing to Office of the Registrar. Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors or an approved examination reread. All grade changes must be approved by the course instructor and the graduate program director or designate.

For more information on grade changes, see the University's policy on Graduate Grading System, Research Progress and Academic Standing policy [insert link].

SECTION: ~~Grade reappraisals and appeals~~ Coursework and final grade reappraisals

Graduate students may request a coursework reappraisal for a specific piece of tangible work in their course, or may request a final grade reappraisal. Students are encouraged to resolve any issues informally with the course instructor prior to requesting a formal final grade reappraisal. Final grade reappraisal requests must be submitted by the University's deadline.

The coursework reappraisals and final grade reappraisals are governed by the University's policy on Graduate Grading System, Research Progress and Academic Standing policy [insert link].

In the event the student wishes to request a reappraisal, the student should follow the Graduate Grade Reappraisal and Review of Research Progress Evaluation procedures [insert link].

SECTION: ~~Appeal~~ Review of unsatisfactory research progress evaluation

Students may, with sufficient academic grounds, request a review of unsatisfactory research progress evaluation. Students are normally expected to contact their research supervisor to discuss their evaluation and seek an informal resolution. If the concern is not resolved, they may request a review of research progress evaluation. All requests for review must be submitted by the University's deadline.

The review of unsatisfactory research progress evaluation is governed by the University's policy on Graduate Grading System, Research Progress and Academic Standing policy [insert link].

In the event the student wishes to request a review, the student should follow the Graduate Grade Reappraisal and Review of Research Progress Evaluation procedures [insert link].

NEW SECTION: Academic Appeals

Students wishing to appeal the outcome of a reappraisal, based on procedural irregularity, should refer to the University's policy on Graduate Academic Appeals [insert link].

Students wishing to appeal the outcome of a review, based on procedural irregularity, should refer to the University's policy on Graduate Academic Appeals [insert link].



Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-20

GRADUATE ACADEMIC APPEALS POLICY

PURPOSE

1. The purpose of this Policy is to outline graduate-level formal decisions that are eligible for Appeal.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:
“Appeal” means a graduate student request to Appeal the outcome of a Final Grade Reappraisal or Review of Research Progress Evaluation based on procedural irregularity.
“Final Grade Reappraisal” means a graduate student request to review a final grade in a course.
“Graduate Faculty Appointment” means a faculty member with an academic appointment at the University who has been approved to participate in a graduate program in one of the three categories: Graduate Faculty, Associate Graduate Faculty or Emeritus/Emerita Graduate Faculty.

SCOPE AND AUTHORITY

3. This Policy applies to graduate-level formal decisions that are eligible for Appeal.
4. This Policy does not apply to undergraduate-level formal decisions that are eligible for Appeal. For more information regarding undergraduate-level Appeals, please refer to the Academic Appeals Policy.
5. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. **Appeal of Final Grade Reappraisal**
 - 6.1. In the event that a student feels that the Appeal procedures have not been followed appropriately, the student may submit, in writing, a formal request for a grade Appeal to the Graduate Studies Committee.
 - 6.2. Such Appeals can only be considered on the grounds of procedural irregularity.

- 6.3. Appeals must be submitted within 15 working days of notification of the decision.
- 6.4. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate and Postdoctoral Studies, including at least one graduate student and at least two faculty members with a Graduate Faculty Appointment.
- 6.5. The Appeal hearing shall be chaired by the Dean of Graduate and Postdoctoral Studies or designate, who shall be counted as a panel member.
- 6.6. At the discretion of the relevant Appeals panel, the student and/or the course instructor may be invited to meet with the panel to present their case(s) orally.
- 6.7. The panel's decision is taken in camera.
- 6.8. It is expected that parties will be informed of the decision in writing within 20 working days of the filing of the Appeal.

7. Appeal of Research Progress Evaluation Review

- 7.1. In the event that a student feels that the procedures have not been followed appropriately, the student may submit, in writing, a formal request for an Appeal to the Graduate Studies Committee.
- 7.2. Such Appeals can only be considered on the grounds of procedural irregularity.
- 7.3. Appeals must be submitted within 15 working days of notification of the decision.
- 7.4. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate and Postdoctoral Studies, including at least one graduate student and at least two faculty members with a Graduate Faculty Appointment.
- 7.5. The Appeal hearing shall be chaired by the Dean of Graduate and Postdoctoral Studies or designate, who shall be counted as a panel member.
- 7.6. At the discretion of the relevant Appeals panel, the student and/or the research supervisor may be invited to meet with the panel to present their case(s) orally.
- 7.7. The panel's decision is taken in camera.
- 7.8. It is expected that the parties will be informed of the decision in writing within 20 working days of the filing of the Appeal.

MONITORING AND REVIEW

8. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

9. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 10.** Graduate Grading System, Research Progress and Academic Standing Policy
Graduate Grade Reappraisal and Review of Research Progress Procedures
Graduate Academic Calendar



Classification Number	
Parent Policy	Graduate Grading System, Research Progress and Academic Standing Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-20

GRADUATE GRADE REAPPRAISAL AND REVIEW OF RESEARCH PROGRESS EVALUATION PROCEDURES

PURPOSE

1. The purpose of these Procedures is to outline the process for submitting a request for grade reappraisal or review of research progress evaluation to the School of Graduate and Postdoctoral Studies.

DEFINITIONS

For the purposes of these Procedures the following definitions apply:

“Appeal” means a graduate student request to Appeal the outcome of a Final Grade Reappraisal or Review of Research Progress Evaluation based on procedural irregularity.

“Coursework Reappraisal” means a graduate student request to review a specific piece of tangible coursework.

“Final Grade Reappraisal” means a graduate student request to review a final grade in a course.

“Graduate Faculty Appointment” means a faculty member with an academic appointment at the University who has been approved to participate in a graduate program in one of the three categories: Graduate Faculty, Associate Graduate Faculty or Emeritus/Emerita Graduate Faculty.

SCOPE AND AUTHORITY

2. These Procedures apply to all graduate-level grade reappraisals and review of research progress evaluation.
3. These Procedures do not apply to undergraduate-level grade reappraisals and academic standing reviews. For more information regarding undergraduate level reappraisals and academic standing reviews, please refer to the relevant policy.
4. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

5. Coursework Reappraisal

- 5.1. A student wishing a grade on a specific piece of tangible coursework to be reappraised, should make an appointment to meet with the course instructor to request the disputed piece of coursework be reappraised.
- 5.2. If this course of action does not satisfy the student, they may seek a Final Grade Reappraisal.

6. Final Grade Reappraisal

6.1. Request for an informal Final Grade Reappraisal

- a) Student may, with sufficient academic grounds, request a Final Grade Reappraisal.
- b) Prior to engaging in a formal Final Grade Reappraisal process, students are expected to contact the instructor to discuss the grade received and to request a review of their course work.
- c) Students should be aware that a request for a formal or informal grade reappraisal may result in the original grade being raised, lowered or confirmed.

6.2. Request for a Formal Final Grade Reappraisal

- a) If the student wishes to request a formal appeal-Final Grade Reappraisal, the student shall lodge a request with the School of Graduate and Postdoctoral Studies, who will contact the graduate program director and collect fees from the student for the appeal-reappraisal.
- b) Students must specify the rationale for their appeal-request by making clear the component of the final grade upon which they seek appeal-reappraisal.
- c) The graduate program director is responsible for:
 - ensuring that the work is reappraised by an appropriate faculty member with a graduate faculty appointment;
 - ensuring anonymity of both the student and the reappraiser during the reappraisal process; and,
 - communicating the result of the appeal-reappraisal (including the reappraiser's comments) and the route of appeal-reappraisal to both the student and the course instructor.
- d) The reappraiser is given the nature of the assignment and the rationale for the original grade.
- e) It is expected that every effort will be made to render the decision within 30 days of the reappraiser's receipt of the work.

- f) In the event that a student feels that the appeal-reappraisal procedures have not been followed appropriately, the student may submit, in writing, a formal request for a grade Appeal to the Graduate Studies Committee. Such Appeals can only be considered on the grounds of procedural irregularity.

7. Review of Unsatisfactory Research Progress Evaluation

- 7.1. Students may, with sufficient academic grounds, request that an unsatisfactory research progress evaluation be reviewed.

7.2. Request for Informal Review

- a) Students are normally expected to contact their research supervisor to discuss their evaluation and seek an informal resolution.

7.3. Request for Formal Review

- a) The appeal-request will be reviewed by a research progress evaluation appeal-review committee.
- b) This committee will be established by the supervisor's dean(s) and the program dean(s), should these be different.
- c) Should there be more than one dean involved, the deans will establish which dean(s) shall be responsible for managing the appeal-review.
- d) The research progress appeal-review committee will be comprised of the dean(s)' delegate as chair and two faculty members with a Graduate Faculty Appointment to the student's program.
- e) In reviewing the appeal-request, the committee shall meet with the student, who is entitled to be accompanied by a campus advisor at this meeting, provided 48 hours' notice is given as to the identity of the advisor.
- f) The committee may also meet with the research supervisor and the supervisory committee involved in the assessment.
- g) The committee will then conduct a thorough review of the matter and recommend a resolution to the dean. The dean will notify the student of the decision in writing.
- h) It is expected that every effort will be made to render the decision within 30 days of the committee having received the request.
- i) In the event that a student feels that the procedures have not been followed appropriately, the student may submit, in writing, a formal request for an Appeal to the Graduate Studies Committee.

MONITORING AND REVIEW

- 8. These Procedures will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

9. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

10. Graduate Academic Appeals Policy
Graduate Grading System, Research Progress and Academic Standing Policy
Graduate Academic Calendar

Graduate Grade Reappraisal and Review of Research Progress Evaluation Procedures

Section	Notes on updates/changes
Editorial updates	<p>Capitalized defined terms throughout the policy.</p> <p>Grade “appeal” changed to “reappraisal”.</p> <p>Research progress “appeals” changed to “request” or “review”.</p> <p>“Appeal” now refers to appealing the decision/outcome of a reappraisal or review.</p>
Definitions	Definitions added.
Scope and Authority	Solely GR.
Coursework Reappraisal	<p>Existing GR calendar language added.</p> <p>Section includes language from “Grade reappraisals and appeals” and “requesting a grade appeal”. This instance refers to a specific piece of coursework.</p>
Final Grade Reappraisal	Existing GR calendar language added.
Request for a Formal Final Grade Reappraisal	<p>Existing GR calendar language added.</p> <p>6.2 c) Bullet points added for clarity.</p> <p>6.2 c) language added to clarify anonymity during the reappraisal process.</p>
Review of Unsatisfactory Research Progress Evaluation	<p>Existing GR calendar language added.</p> <p>Added headings “informal” and “formal” to provide greater clarity.</p>