



Graduate Education Council

Tuesday, April 20, 2021
3:00 – 5:00 p.m. via Microsoft Teams

Voting Member Regrets: S. Stevenson (on leave)

AGENDA

1. Approval of the Agenda of Graduate Education Meeting of April 20, 2021.
2. Minutes of the Graduate Education Council Meeting of February 23, 2021
3. Business Arising from the Minutes
4. Dean's Remarks Joshua Barker
5. SGS Updates
6. Motions
 - i. SGS Calendar Regulations
 - a. Section 12.1.2.8 (Thesis)
 - ii. SGS Constitution and By-Laws
 - iii. GAAB Membership
7. Other Business
8. Reports for Distribution
 - i. 2019-20 SGS Admissions & Programs Committee: Executive Summary and Report
9. Closing Remarks

DRAFT Meeting Notes
Graduate Education Council
Tuesday, February 23, 2021

The Dean called the meeting to order at 3:00 p.m. and welcomed members and guests.

The Dean began the meeting by acknowledging the land on which the University of Toronto operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit River. Today, this meeting place is still home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work and study on this land.

1) Approval of the Agenda of the Graduate Education (GEC) Meeting of February 23, 2021.

MOTION (*duly moved by Professor Charmaine Williams and seconded by Professor Gretchen Kerr*)
THAT the agenda of the Graduate Education Council meeting of February 23, 2021 as circulated with the agenda, be approved.

The motion is **CARRIED, unanimous.**

2) Approval of the Minutes of the Graduate Education Council Meeting of October 20, 2020.

The Dean noted that the minutes of the October 20, 2020 meeting were distributed with the agenda.

MOTION (*duly moved by Professor Charmaine Williams and seconded by Professor Gretchen Kerr*)
THAT the minutes of the Graduate Education Council meeting of October 20, 2020, be approved.

The motion is **CARRIED, unanimous.**

3) Business Arising from the Minutes

There was no business arising from the minutes.

4) Dean's Remarks

- a) **Response and Adaptation Committee (RAC) and Fall 2021 Assumptions and Modelling** –The Dean is member of RAC, which is responsible for planning for the summer and fall terms in relation to the COVID-19 pandemic. This is a rapidly evolving situation, it being a race between the COVID-19 variants and the vaccine roll-out. It is expected that the summer session will be almost exclusively held on-line, with exceptions made for essential in-person courses and other activities, such as essential research. Vaccinations are targeted to begin April through June, and there is optimism that in the fall there will be opportunities to be back in-person in a significant way, but with significant constraints around numbers of people being able to gather, physical distancing, masking, etc. We have shown that we are able to shift from in-person back into an online environment, but the other direction is more challenging. It will be prudent to plan for a good amount of in-person activity in the fall, but the University will defer to public health guidance in these matters. Travel restrictions are an area that will be slower to change in order to protect against the new variants. Online delivery is likely to be needed for international students, and possibly for those requiring health accommodations.
- b) The [Provost's Postdoctoral Fellows Program \(PPFP\)](#) funding initiative for underrepresented groups, black and indigenous scholars, has been made a permanent UofT offering. The three-year pilot was very successful and inspired similar programs at other Universities such as York University which just announced a very similar program. A call for applications for the next round has gone out with results to be announced in May 2021.

- c) The [Doctoral Completion Award](#) (DCA) has gone through some revision and will see its budget increased by 20% over the next two years. This award is directed at students who have just left the funding cohort in their research stream program and is designed to provide them with financial support in that critical phase.
- d) The Dean is launching a series of **Virtual Coffee Chats** with graduate students and postdoctoral fellows who wish to share their experiences and concerns. The group this morning were second-year students in the research stream from various faculties. They are doing well and have had good experiences in terms of support from their supervisors. One of the challenges highlighted was the absence of opportunities for more serendipitous interactions that are so often at the heart of new learning and discovery, i.e., the hallway chats and interactions that take place around normal meetings, an advantage of being in-person. SGS will continue to learn from these meetings and to formulate our approaches to graduate education based on what we are learning.
- e) SGS is in the beginning stages of rolling out a new **graduate application system**. Brian Desrosiers-Tam, Director of the Office of the Vice-Provost, Graduate Research and Education, explained that the update to the new graduate application system (SLATE) was required, in part, to meet OADA standards and to provide a user-experience that will be more friendly for students and faculty administrators. SGS has recently completed the first phase of the project where five graduate units (Law, Dentistry, Information, Nursing, and the A&S Department of Chemistry) started reviewing a subset of their applications in the new system. Phase two and three of the project will begin shortly and involves the migration the remaining graduate units into the new system in order for them to start accepting new applications for Fall 2022 in Slate, at which time the old system will be retired. SGS is guided through this project by a Consultant Team and a Steering Committee that meets regularly to provide advice and to make decisions on the implementation.
- a) **Question:** A member asked if SLATE would have an EDI Lens. **Answer:** With the rollout of the new system, SGS has taken the opportunity to include the questions that the Office of the Vice-Provost, Students is using for its Student Census. Many units across the University are working hard to put EDI initiatives into place that will improve the level of representation of underrepresented groups in their programs.
- b) SGS will be hosting an **Award Ceremony** in April for the ~2,000 graduate students who are the successful recipients of some highly competitive and prestigious awards valued at ~\$36 million. This event will take place virtually.
- f) **gradSERU Institutional Survey** - SGS runs two major student surveys every three years. One is the CGPSS which captures all universities in Canada, and the other is the gradSERU, which is a consortium of research intensive universities who have agreed to share survey results for inter-university comparison on topics such as learning remotely during COVID, student life, and student well-being. SGS first participated in the gradSERU survey in 2017; this time a survey of undergraduate students will be taking place at the same time. Last time we learned that 25% of respondents were interested in more information from their supervisors about networking opportunities and career development. This helped SGS improve supports in the Centre for Graduate Professional Development and launch the new Centre for Graduate Mentorship and Supervision.
- g) Professor Gretchen Kerr has accepted the role of Dean in the Faculty of Kinesiology and Physical Education effective July 1, 2021. Professor Kerr joined SGS as the **Vice Dean, Programs and Innovation** in 2018, and over the past few years she has made a real impact on graduate education across the University. She led the Working Group on the Dissertation, oversaw a formative review of both our Graduate Center for Academic Communication (CGAC) and the Graduate Professional Skills (GPS) Programs, and she helped set a new strategic direction for Graduate Professional Development that will come to fruition over the next months. She has been the SGS point person on graduate program reviews, Joint Educational Placements, International Doctoral Clusters, Graduate Faculty Memberships, and much more. This past year she has been instrumental in shaping and implementing the SGS COVID-19 response. The Dean thanked Professor Kerr for her service and congratulated her on her new role.
- h) The Dean provided highlights on the impact of COVID on graduate students, acknowledging that we will only fully understand the longer-term impacts of COVID on student progress in the coming years. SGS will continue to track numbers to gain a better understanding of the impact and adapt our response accordingly.
- Fewer doctoral students reached candidacy in 2019-20 than in previous year.
 - The number of Final Oral Exams decreased in 2019-20 compared to previous years.

- Student attendance at Fall 2020 and Winter 2021 SGS Orientations, as well as offerings from the Graduate Centre for Academic Communications and the Graduate Professional Development Skills programs have increased three to four-fold with the move to online offerings.

5) SGS Updates

a) Vice Dean, Programs & Innovation, Professor Gretchen Kerr

- Professor Gretchen Kerr, Vice-Dean Programs and Innovation reported on priorities of the **Academic Continuity** Working Group. They are developing calendar notices for the Fall session which identify the current and evolving circumstances. Planning continues for Fall 2021 with modeling different teaching scenarios with 20%, 50% capacity, etc. In terms of the summer term, it is *status quo* with online delivery except for those activities that have been deemed essential for in-person.
- In partnership with the Office of the Vice-Provost, Academic Planning and the Director of Online Learning, SGS has developed [Guidelines for Online Learning in Graduate Academic Programs](#). Advantages and disadvantages were identified with the pivot to online learning in March 2020. As we start to prepare for the post-pandemic time, we need to consider what to keep about online delivery and what to change. The [document](#) will be helpful in defining different models of online learning, as well as the requirements for program approval.
- **Revision to the Final Oral Examination SGS Guidelines** - In response to feedback from Units regarding final decision confusion between “minor corrections” and “minor modifications” during Final Oral Examination committee deliberations, SGS undertook a review of voting procedures to provide greater clarity and streamline options. Professor Kerr explained the current decision options and SGS’ proposed modified options for discussion and information:
 - Thesis is accepted in its present form
 - Thesis is acceptable with editorial changes, specifying that these are editorial corrections and nothing more of substance.
 - Thesis is acceptable with minor revisions. There is a slight change in wording, but it makes one category specific to editorial changes, and the other to small or minor revisions, keeping the current one and three-month time periods.
- Following receipt of additional feedback, this will be brought forward to the April GEC for information.
- **The Graduate Pulse Survey** was administered November 2020. Designed to mirror the pulse survey given to faculty and staff earlier in the year, the survey will help SGS better understand some of the challenges students are experiencing as they advance through their academic programs during the pandemic. Topics cover health and well-being, building a sense of community, and awareness of/feedback on supports and resources available. The low response 10% response rate represents 2,000 students. A report will be available on the SGS website shortly. Here is a summary of feedback:
 - Approximately 2/3 of research-stream respondent reported disruption to their research
 - Only 1/3 of respondents engaged in internships or practica agreed or strongly agreed that these are high-quality experiences
 - Respondents reported are aware of health resources and ~40% of respondent accessed these
 - Academic progress, social isolation and poor mental health remain major challenges
 - Support from supervisor/program directors and peers have been key facilitators. Approximately 80% of the respondents *agreed or strongly agreed* that they feel supported by their supervisors/program directors and their peers.
 - Flexibility in expectations, processes for meeting program requirements, when and where work is conducted, has been fundamental to the graduate student experience.

b) **Vice-Dean Students, Professor Charmaine Williams**

- i. The [SGS Mental Health Working Group](#) was established last year as a complement to the activities of the Presidential and Provostial Task Force on Student Mental Health. The SGS group focused on the graduate student experiences and met over 2019-2020 to develop recommendations for integration and more effective responses to graduate student mental health and well-being in SGS activities. The report of the working group is available on the [SGS website](#), as is the response from Dean Barker, accepting all of the recommendations, including the recommendation to form an Advisory Committee that would provide advice and guidance on the implementation of the working group recommendations. The Advisory Committee is Co-Chaired by Professor Charmaine Williams and four (4) graduate students. There are members representing all UTM, UTSC and the St. George Campuses - 18 graduate students, three (3) faculty members, and three (3) staff members, all of whom have a long-term commitment to issues of student mental health and wellness. GEC members are encouraged to reach out with feedback, ideas.
- ii. **Equity, Diversity and Inclusion (EDI)**
 - The SGS EDI website will soon go live. Previously a plan was presented to create a hub within the SGS website to address EDI within SGS, a place where people can learn about our commitments in those areas as well as find their way to resources, initiatives and activities that are happening. The community will also be able to share information about what they are doing regarding EDI in the graduate study space. This page will be regularly updated so we continue to welcome feedback and ideas from members of this group, and the SGS community.
 - **Demographics data collection in admissions** - The student census is using this first year to get feedback from students on the experience and utility of providing an expanded range of demographic information. SGS will be happy to hear feedback that will inform how we move forward with this initiative, which should roll out in the next admission cycle.
- iii. **New Early Career Supervisory Award** - Through the JJ Berry Smith Doctoral Supervision Awards SGS recognizes individuals who have been supervisors for at least 15 years and who have demonstrated excellence in their supervision. SGS has recently established a new [Early Career Supervision Award](#), which is an opportunity to recognize the excellent supervision of faculty members that are within the first six years of their graduate faculty appointment. A joint call for nominations to these supervision awards will be circulated shortly.

c) **Student Academic Services Update** – Josie Lalonde, Director of Student Academic Services provided a summary of graduate admission, deferral, registration, and graduation trends.

- Nearly 8,000, or 58% of admitted applicants ultimately enrolled, which is slightly lower than the 60% from the previous year.
- There was an increase in deferrals compared to previous cycles but given the travel restrictions and other barriers students have faced this is not surprising.
- Registrations have increased slightly from last year.
- 847 students received the COVID-19 fee exemption in Fall 2020, introduced to assist students whose academic progress was impeded due to the pandemic.
- Leave of absence requests decreased.
- The International Visiting Graduate Student program has been heavily affected by pandemic travel restrictions.
- Over 7,000 students crossed the virtual stage in November 2019, March 2020, and June 2020, an 8% increase over the previous year.

d) Graduate Awards and Financial Aid Update

- i. As previously mentioned by the Dean, Laura Stathopoulos, Director reported that there will be a 20% increase in [Doctoral Completion Award](#) (DCA) funds over the next two years. The DCA is supported through SGS funds and managed/administered locally by graduate faculties and units to their eligible students. The DCA provides financial assistance to full-time doctoral students who are beyond the funding cohort, and within the time limit for the degree.
- ii. The **SGS Emergency Grant Program** aims to assist registered full-time graduate students who have encountered an unforeseen financial emergency during the course of their program. While the grant is not intended to replace or make up a shortfall in OSAP or other graduate funding packages, it can serve to provide short-term immediate relief during a financial crisis, or from unexpected expenses due to the recent COVID-19 pandemic. Since mid-March of 2020 SGS has issued over \$500,000 in emergency grant funds to students, and ~\$350,000 of the support was issued to students impacted by COVID-19. SGS is currently working with UofT quarantine program staff to assist those who may not be able to cover the costs of the federally mandated hotel quarantine upon entry to Canada.
- iii. Two reports were distributed with the agenda for information.
 - The **Graduate External Award Report** aims to maintain transparency with regard to the administrative processes at SGS for the centrally adjudicated federal and provincial awards. There is a new section this year regarding Tri-Agency COVID-19 Award extensions. In May 2020 the Canadian government announced that all Tri-Agency student scholarships and fellowships that were due to end between March -August 2020, which had been directly impacted by COVID-19, were eligible for a four-month extension. As a result of these available extensions the SGS Graduate Awards Office distributed award funds to more than 350 Tri-Agency award holders, almost \$3M in COVID support.
 - The **Internal Award Report** summarizes the newly created graduate awards made possible through the generous donations gifted to graduate faculties during the 2020 calendar year. Sixty-four (64) new graduate awards were created across graduate divisions, more than \$6.8M in donor contributions, with a potential annual income of over \$600,000 available for graduate students. Forty-one (41) of these new awards were created in response to the COVID pandemic.

6) Motions

a) New SGS Regulation – Doctor of Public Health

The Dean called on Professor Charmaine Williams to present the first motion

MOTION #1 THAT Graduate Education Council approve the proposed new Doctoral Degree Regulation for the Doctor of Public Health, to be included as section 12.6 under the School of Graduate Studies Degree Regulations (section 12 in the SGS Calendar), effective September 1, 2021.

MOTION (*duly moved and seconded by Professor Gretchen Kerr*)

A member asked if there was an experiential learning component to the program. Professor Erica Di Ruggiero, Director of the Centre for Global Health, confirmed that there is an applied placement component to the program that would allow for students to get an opportunity for more experiential learning. This will also be built into many other facets of the program.

Another member asked how many other universities in Canada have this program. Professor Di Ruggiero reported that it is an established program in several major schools of public health in the United States and United Kingdom, and DLSPH would be the first in Canada to have this program, although the University of Montreal is in the planning stages.

There being no further discussion, the Dean called the vote.

The motion was **CARRIED, unanimous.**

7) Other Business

There was no other business.

8) Closing Remarks

There being no further discussion or questions, the Dean thanked Council members for their participation and adjourned the meeting.

9) Reports for Distribution

Full reports were distributed with the agenda for information. Feedback is welcome to sgs.dean@utoronto.ca.

- a. Report on Postdoctoral Fellows, 2019-2021
- b. Report on Graduate Admissions, Registration and Graduation Trends 2020-2021
- c. Graduate Award Report on New Internal Awards 2020
- d. Graduate Award Report on Federal and Provincial Awards 2020-2021

The Dean called on Professor Charmaine Williams to present the motion to adjourn the meeting

Be it resolved THAT the Graduate Education Council meeting of February 23, 2021 be adjourned.

MOTION (*duly moved and seconded by Professor Gretchen Kerr*)

The motion was **CARRIED, unanimous.**



Appendix to the Minutes
UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL
Record of Attendance – February 23, 2021

Present

(Voting & Non-Voting Members)

Atkinson, Michael
Audet, Julie
Balyut, Ed
Barker, Joshua (Chair)
Buck, Leslie
Burnes, David
Chang, Samantha Chiu-Yang
Couture, Pamela
Domloge, Hanan
Evjen, John
Firdausi, Karishma
Gesink, Dionne
Gu, Yi (Evie)
Harrison, Timothy
Jenne, Amy
Kerr, Gretchen (*ex-officio*)
Labrie, Normand
Lam, Ernie
Lee, Nana (Hyung Ran)
Milkie, Melissa
Mirsanaye, Kamden
Piquette-Miller, Micheline
Pratt, Jay
Reithmeier, Reinhart
Rizzuto, Branden
Rossini, Adriana
Silcox, Mary
Schuurmans, Carol
Sivaparan, Dhanela (*ex-officio*)
Song, Bing Xin (Ella)
Steeves, Craig
Telfer, Frank
Tourangeau, Ann
Van Lieshout, Pascal
Williams, Charmaine (*ex-officio*)

Guests and SGS Staff

Desrosiers-Tam, Brian
DiRuggiero, Erica
Ferranti, Elena
Freeman, Jane
Haley, Lisa
Heximer, Dianne (*Secretary to Council*)
Hurlihay, Victoria
Lalonde, Josie
Phillips, Jules
Reichold, Kristen
Stathopoulos, Laura
Witek, Ted

Absent

Alford, Larry (*ex-officio*)
Bertrand, Jacques
Boon, Heather
Cote, Stephane
Dubber, Markus
Gertler, Meric (*ex-officio*)
Kamaledin, Amin
Levit, Robert
Lyons, Kelly
Mabury, Scott
MacNeil, Heather
Milner, Joseph
Mou, Leping
Murphy, Jennifer
Oxley, Joanne
Packer, Jeremy
Packman, Jeff
Pirvulescu, Mihela
Qiu, Lingling
Ratto, Matt
Regehr, Cheryl
Sargent, Ted
Schmitt, Cannon
Schmuckler, Mark
Sepielli, Andrew
Stevenson, Siobhan
Stirling, Ashley
Thorburn, Malcolm



MOTION
Graduate Education Council
Tuesday, April 20, 2021

Proposal to revise entries in SGS Calendar Regulations.

MOTION

THAT Graduate Education Council approve the changes to the SGS Calendar for the 2021-22 academic year.

- **Section 12.1.2.8** (Thesis);

Consultations

Changes made were made based on the recommendations made by the Dissertation Working Group

Governance

Graduate Education Council approval is final for SGS Calendar regulations.

12.1.2.8 Thesis

The candidate, through the graduate unit, shall present a thesis embodying the results of original investigation, conducted by the candidate, on the approved topic from the major field. The thesis, which is a piece of scholarly writing, shall constitute a significant contribution to the knowledge of the field and must be based on research conducted while registered for the PhD program.

A thesis should have a coherent topic with an introduction presenting the general theme of the research and a conclusion summarizing and integrating the major findings. A common thesis format reflects the original conception of a thesis as a "book" presenting the candidate's research project. This traditional format is organized as a single narrative describing the research problem, the context of the research, the methods used, the findings, and the conclusions. Nonetheless, it may contain a collection of several papers. The collection of papers may be expanded or supplemented by unpublished material, scholarly notes, and necessary appendices. In all theses, pagination should be continuous; there should be a common table of contents and an integrated bibliography for the whole thesis. The publication-based thesis (PBT), also referred to as the manuscript or article-based thesis, is a coherent work consisting of a number of scholarly publications focusing on the same research problem. The PBT, which takes many forms, generally includes an introductory section, the publishable manuscripts, and a cumulative discussion or conclusion chapter. To promote coherence, the introduction and cumulative concluding chapters clearly explain how these separate manuscripts fit together into a unified body of research. All doctoral theses must contain a written component; however, other elements may be included in addition to the written text. Some examples of other elements that may be included with the written text are films or videos, electronically interactive word/image-based texts, poems, novels or sections of a novel, play scripts, short stories, documentation of performances, or pieces of art. A thesis must be prepared in a standard format (see [National Library guidelines and Guidelines for the Preparation of Theses](#)).

The thesis should normally be written in English, but with the permission of the School of Graduate Studies, a graduate unit may permit or require students in that unit to write the thesis in French.

In Division I, the Humanities, permission may be given for a thesis to be written in a language other than English or French when the language has been approved for use in theses by the graduate unit concerned. Before such permission can be granted, the graduate unit chair must certify in writing to the School of Graduate Studies that the candidate has passed a supervised essay type examination, written in English, which demonstrates the candidate's proficiency in writing correct and idiomatic English prose. A supplementary abstract of about 5,000 words in English or French must form part of a thesis that is written in a language other than English or French. No language other than English or French may be used for the conduct of Doctoral Final Oral Examinations.

See also General Regulations sections [8.2 Doctoral and Master's Supervision](#) and [8.4 Submission of Theses](#).

Commented [LH1]: The Dissertation Working Group finalized some updated language regarding the thesis, so perhaps this paragraph could be altered to reflect some of this language?



MOTION
Graduate Education Council
Tuesday, April 20, 2021

Proposal to revise the Constitution of the School of Graduate Studies and its three by-laws.

MOTION

THAT Graduate Education Council recommends to Academic Board the approval of revisions to the Constitution of the School of Graduate Studies and that the Graduate Education Council approves revisions to the three by-laws of the Constitution of the School of Graduate Studies.

Details

The School of Graduate Studies last updated its constitution and by-laws in 2010. In 2019-20, the Dean established a Constitution and By-Laws Ad Hoc Review Committee to review the constitution and by-laws and recommend to the Graduate Education Council (GEC) any changes that they deemed appropriate. The review committee was chaired by the Vice-Dean, Programs and Innovation, Prof. Gretchen Kerr and was composed of volunteer members of GEC.

The Ad Hoc Review Committee met in the Winter 2020 term and consulted with the Chair of the Graduate Academic Appeals Board (By-Law #3), the Chair of the Admissions and Programs Committee, Vice-Dean, Students, School of Graduate Studies (By-Law #2). After consultation, the Ad-Hoc Review Committee determine that only minor changes were required.

The School of Graduate Studies is now bringing forward the following updates to the Constitution in order to:

- Streamline the graduate faculty membership descriptions.

- Update position titles & change of “collaborative programs” to “collaborative specializations”

The School of Graduate Studies is also bringing forward minor updates to the By-Laws in order to:

- Ensure diverse representation of the Graduate Education Council membership by stipulating that the 5 faculty members, 3 administrative staff members, and 3 student members shall represent different graduate units (By-Law #1)
- Reflect more accurately the scope of the work of the committee governed by By-Law #2 by changing the name “Admissions and Programs Committee” to “Non-Standards Admissions and Programs Committee”
- Formalize some of the practices, notably regarding voting procedures and the writing of the Decisions, of the Graduate Academic Appeals Board (By-Law #3)
- Update position titles.

Consultations

The Ad Hoc Review Committee consulted with the Chairs of the Admissions and Programs Committee (By-Law #2) and the Graduate Academic Appeals Board (By-Law #3), as well as staff and leadership at the School of Graduate Studies. The Graduate Education Council received a draft of these amendments in October 2020; amendments were also shared with the VPAP Office in the same month. On April 7, 2021, SGS brought the draft changes for consultation with Provost Advisory Group (PAG).

Governance

- April 20, 2021 – Graduate Education Council: For recommendation to Academic Board for approval (Constitution); for approval (By-Laws)
- May 18, 2021 - Agenda Committee: (Constitution)
- May 27, 2021 - Academic Board Approval: (Constitution)
- June 14, 2021 - Executive Committee Confirmation: (Constitution)



UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

CONSTITUTION OF THE SCHOOL OF GRADUATE STUDIES

1. The School of Graduate Studies and the Graduate Education Council exercise powers and duties, subject to the approval of Governing Council as required, under the provisions of the University of Toronto Act, 1971, as amended.
2. The School of Graduate Studies shall consist of a Dean, Vice-Dean/s, administrative officers and employees, a Graduate Education Council, four divisions, graduate units, graduate programs, and graduate students.

3. DEFINITIONS

In this Constitution and the accompanying by-laws:

1. "SGS" means the School of Graduate Studies;
2. "Council" means the Graduate Education Council, unless otherwise stated;
3. "Graduate Faculty membership" is defined in section 9.2.c. in this Constitution;
4. "administrative staff" means an appointed staff member of the School of Graduate Studies or an appointed staff member working in the administration of graduate studies in a graduate unit or office;
5. "graduate students" means those students who are registered in the School of Graduate Studies;
6. "graduate unit" means a graduate department or academic unit with primary program enrolment responsibilities for graduate students;
7. "Chair" means chair or director of a graduate unit (see 3.6 above) who is appointed according to the Policy on Appointment of Academic Administrators;
8. "program director" means a program director appointed by the chair of a graduate unit to administer a graduate program in a graduate unit administering more than one graduate program, with duties as delegated by the chair under clause 9.2.k.;
9. "division" means one of the SGS divisions: Division I (Humanities); Division II (Social Sciences); Division III (Physical Sciences); and Division IV (Life Sciences);
10. "programs" means graduate degree programs and/or diploma programs and the curriculum of each including graduate courses and other academic assessments or activities approved at the appropriate level of governance;
11. "collaborative ~~programs~~specializations" means graduate collaborative ~~programs~~specializations in which students must be admitted to, and enrol in, one of the collaborating graduate ~~programs~~specializations in addition to the collaborative ~~programs~~specializations, approved at the appropriate level of governance;
12. "combined programs" means graduate combined programs that involve two existing degree programs in different disciplines comprising two graduate programs or a graduate and an undergraduate program, approved at the appropriate level of governance;
13. "courses" means graduate courses which have been approved according to SGS policy and procedures (see also 3.14 below);
14. "other academic assessments (or activities)" means graduate program requirements other than graduate courses which have been approved according to SGS policy and

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UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

procedures, such as graduate unit examinations, language examinations, field work placements, practica, or internships (see also 3.13 above);

15. "Faculty" means a University division, e.g. Faculty of Arts and Science, etc.

4. THE GRADUATE EDUCATION COUNCIL

1. Membership of the Council

Ex-officio voting Members:

- a. the President of the University, or designate;
- b. the Vice-President and Provost of the University or designate;
- c. the Dean of SGS;
- d. the Vice-Dean/s of SGS;
- e. the Chief Librarian of the University;
- f. the Academics Commissioners of the Graduate Students' Union;

Elected voting Members. elected under the rules of Council contained in its By-laws:

- f-g. five full members- (non-Emeritus) of the graduate faculty from each of the four SGS divisions
- g-h. three graduate students from each of the four SGS divisions
- h-i. three members of the administrative staff working in graduate studies: one SGS administrative staff member; two graduate administrative staff members working in graduate units or offices

Non-voting Members:

- i-j. members from associated constituencies may be appointed to the Council as non-voting members at the discretion of the Dean.

2. Officers of Council

- a. The Dean shall be chair of the Council.
- b. The secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

3. Council's Powers, Duties and Responsibilities

The Council shall:

- a. make rules and regulations for governing its proceedings;
- b. make rules and regulations for the government, direction and management of SGS and the affairs and business thereof;
- c. have authority for the academic policies of SGS, including the degree, diploma, and general regulations, and policies and regulations concerning admission, enrolment, registration, program progress and completion for all graduate programs offered in SGS; and shall establish procedures by which exemptions may be considered as contained in the Council's By-laws;
- d. establish SGS policy regarding SGS fellowships, scholarships, bursaries, prizes and other awards in SGS, subject to final approvals, as required;
- e. approve, in accordance with the University of Toronto Policy on Student Awards, SGS policy, and University and SGS procedures, the conditions of awards of all SGS fellowships, scholarships, prizes and other awards established in SGS, and shall amend, where necessary, the conditions of award of any fellowships, scholarships, bursaries, prizes or other awards

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UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

established in SGS, having due regard for the wishes of the donor; approval and amendment of the conditions of these awards is normally delegated from the Council to the SGS Dean;

- f. establish, in accordance with University of Toronto policies and procedures, policy for approval of and membership in the graduate faculty;
 - g. consider and report to the Governing Council upon such matters affecting SGS as requested by the Council;
 - h. have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs; Council shall have the final authority (subject to the approval of Governing Council, as required), in its decision-making capacity or in its advisory role, regarding recommendations brought forward by such committees;
 - i. have a Graduate Academic Appeals Board to deal with and decide upon all appeals by graduate students in connection with the application of SGS academic policy and procedures, and those of its constituent units, subject to an appeal to the Governing Council.
4. Meetings are conducted according to the Rules of Council contained in its By-laws, and as follows:
- a. Normally at least two regular meetings are held during the academic year;
 - b. In the absence of the official chair, the Council may appoint a chair pro tempore from among the members present at the meeting;
 - c. The Dean may, and shall if requested in writing by fifteen members of the Graduate Education Council or the graduate faculty, call a meeting from time-to-time of Council, subject to notice provisions approved by the Council as part of its by-laws.

5. THE DEAN

- 1. The Dean of SGS shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators¹
- 2. The Dean shall be:
 - a. chair of Council;
 - b. ex officio a member of all committees of SGS;
 - c. ex officio a non-voting member of the councils of other Faculties, colleges and schools involved in graduate studies and research.
- 3. The Dean shall:
 - a. exercise power under the authority of the Policy on Appointments of Academic Administrators² which states that "the Dean of the Faculty is the

¹ University of Toronto Policy on Appointment of Academic Administrators applies to the appointment, term of office, and responsibilities of all SGS deans, chairs of graduate departments, and directors of extra-departmental units (EDU:A and EDU:B).

² See footnote #1 above.

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UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

- chief executive officer of the Faculty and reports directly to the Vice-President and Provost";
- b. direct the general policy and regulations of SGS so as to maintain and improve the quality of graduate scholarship in the University;
 - c. retain responsibility for the overall direction of SGS and, in particular, for authority over the budget and other financial matters, although the Dean may delegate authority to other academic administrators in SGS;
 - d. have ultimate authority for the allocation and management of SGS's resources;
 - e. advise the Vice-President and Provost regarding such appointments within SGS as the Vice-President and Provost may be authorized to make or recommend to the Governing Council, including review and confirmation of recommendations for graduate unit chairs/directors;
 - ~~f. appoint the Directors of Graduate Collaborative Programs;~~
 - ~~g-f.~~ determine the list of graduate units comprising each division;
 - ~~h-g.~~ be responsible for the content and production of the School of Graduate Studies calendar, including relevant policies, regulations, and admission and program requirements for all appropriately-approved graduate programs offered at the University of Toronto.
 - ~~h-h.~~ implement and oversee the policy for graduate faculty membership, and shall recommend policy changes to the Council, subject to final University approvals;
 - ~~j-i.~~ establish procedures for graduate faculty membership and review and approve all graduate faculty memberships to ensure that they are in accordance with University and SGS policies and procedures;
 - ~~k-i.~~ advise the Vice-President and Provost regarding such other matters relating to the operation and welfare of SGS as appropriate, or as the Vice-President and Provost may request;
 - ~~h-k.~~ be responsible for the approval and transmission to Governing Council of the names of those candidates who have completed the requirements for each degree;
 - ~~m-l.~~ be responsible for the procedures for the review, approval and awarding of all applications and nominations for SGS fellowships, scholarships, bursaries, and other graduate student prizes and awards in SGS;
 - ~~n-m.~~ appoint examiners to conduct examinations in SGS and to determine the results of such examinations;
 - ~~o-n.~~ be responsible for duties relating to graduate studies and graduate students in accordance with University policies such as the Code of Behaviour on Academic Matters, intellectual policies and procedures, etc.;
 - ~~p-o.~~ advise Council of the resource implications of proposed academic policy decisions;
 - ~~q-p.~~ seek the advice of Council on administrative proposals that may have a significant impact on the academic programs of SGS.

6. THE VICE-DEAN

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UNIVERSITY OF TORONTO SCHOOL OF GRADUATE STUDIES

1. One or more Vice-Deans shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators³.
2. A Vice-Dean shall:
 - a. act on the Dean's behalf in his/her absence;
 - b. discharge such duties as may be assigned by the Dean.

7. THE DIVISIONS

1. There shall be four divisions of SGS as follows:
 - a. Division I -The Humanities
 - b. Division II -The Social Sciences
 - c. Division III -The Physical Sciences
 - d. Division IV - The Life Sciences
2. The Dean may at any time change the number of divisions if the Dean decides that the interests of graduate units and of SGS as a whole will thus be more effectively served.
3. A graduate unit shall normally belong to only one division; graduate programs may, at the request of a graduate unit, be moved from one division to another by the SGS Dean.
4. A graduate unit shall, subject to the approval of the SGS Dean, determine the division to which it shall belong; transfers from one division to another shall require the approval of the SGS Dean.
5. Collaborative Programs, Specializations belong to only one division for administrative purposes, as approved by the SGS Dean.

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8. GRADUATE UNITS

The powers and duties of each graduate unit are:

1. to maintain and improve its standards of instruction, research and examination;
2. to maintain and improve its graduate curriculum subject to governance structures approved by Governing Council, and in accordance with SGS policies and procedures.
3. to approve:
 - a. admission of students to SGS and enrolment in the graduate unit and program conforming to the policies of SGS;
 - b. the program of study for each student in the graduate unit and program;

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³ See footnote #1 on previous page.



UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

4. to recommend to SGS exemptions to admission and program requirements for individual students according to established policy and procedures;
5. to conduct examinations in the graduate unit, to determine the results of such examinations, to report the results of such examinations to SGS, and to recommend to the Dean students eligible for graduate degrees.

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UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

9. THE CHAIR OF A GRADUATE UNIT

1. The chair of each graduate unit shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators
2. The chair of each graduate unit, in accordance with SGS and University policy and procedures, and subject to SGS review, shall:
 - a. in association with the graduate faculty, maintain and improve the quality of scholarship in the graduate unit;
 - b. initiate graduate faculty membership in the graduate unit;
 - i. those of professorial rank, including existing members of teaching staff of the University of Toronto, or those appointed to the University from affiliated institutions, and members of teaching staff holding status-only University appointments, to be Full or Associate Members of the graduate faculty;
 - ii. other appropriate individuals from within or outside the University with a University of Toronto appointment, whether holding professorial rank or not, to be Associate Members of the graduate faculty for continuing or for limited terms; and
 - iii. retiring Full Members of the graduate faculty to the category of Member Emeritus for a limited term.
 - c. initiate graduate faculty membership, in one of three categories of membership: Full, Associate and Emeritus.
 - i. Full Members shall, where required, act as the sole or major supervisor of doctoral and master's theses and as a member of thesis committees; serve as chair or voting member of final oral examination committees, where such examinations are required by SGS, and perform all duties associated therewith; assume responsibility for the setting and marking of comprehensive (general) examinations; teach, set and mark examinations for graduate courses and give such other direction to graduate students as may be required. Such memberships are normally continuing.
 - ii. Associate Members shall be permitted to undertake all the duties of a full member but shall not serve as a sole or major supervisor, whether formally or otherwise, of doctoral students nor act as the chair of final doctoral oral examinations. Graduate activities of an Associate Member may be restricted, according to policy and procedures. Such memberships may be continuing or for limited terms.
 - iii. Members Emeriti shall be permitted to undertake all duties of a Full Member, but shall only take on new master's or doctoral supervision with the approval of the graduate chair or director. Such memberships are normally for limited terms.
 - d. remove from graduate faculty membership, those who, through completion of term, retirement, resignation, death, or for any other reason, are no longer eligible for graduate faculty membership in the graduate unit;

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UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

- e.c. maintain up-to-date records of graduate faculty memberships according to SGS-established procedures and report all changes to SGS;
- f.d. in accordance with SGS policy and procedures, ensure that every graduate student in the graduate unit has a graduate faculty member who serves as the student's advisor/supervisor throughout the program;
- g.e. ensure that the graduate unit's courses, other academic assessments or activities, and admission and program requirements are duly approved;
- h.f. ensure that the content of the graduate unit's graduate program entry in the SGS Calendar is accurate, and up-to-date;
- i.g. normally call a meeting at least once a year of the members of the graduate unit;
- j.h. in graduate units admitting students, appoint a Full Member of the graduate faculty as graduate coordinator who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair; the chair may fulfill both roles, at the chair's discretion;
- k.i. in graduate units with more than one graduate program, at the discretion of the chair, for each graduate program appoint a program director from among the unit's graduate faculty members who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair.

10. Constitutional Review and Amendment

1. The Constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regular meeting to which there has been three days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of the Council present and voting. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.
2. At periods of not more than ten years, the Dean shall establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

11. By-Laws

1. The procedures of Council and its committees and boards will be set forth in the By-Laws.
2. The By-Laws of Council shall be approved by Council.
3. The By-Laws of the Council may be amended at any meeting of the Council by affirmative vote of two thirds of those members present and voting; notice of the proposed amendment should be provided at the previous regular meeting.

12. Revision History:

Statute No. 2961 of the School of Graduate Studies:
Passed by the Senate, December 9, 1966.
Approved by the Board of Governors, January 26, 1967.

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UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

As amended by:

- Statute No. 3011, passed by the Senate, March 8, 1968, and approved by the Board of Governors, March 28, 1968;
- Statute No. 3019, passed by the Senate, October 10, 1968, and approved by the Board of Governors, October 24, 1968;
- Statute No. 3031, passed by the Senate, February 14, 1969, and approved by the Board of Governors, February 27, 1969;
- Statute No. 3047, passed by the Senate, May 8, 1970, and approved by the Board of Governors, May 28, 1970;
- Resolution of the Governing Council passed June 21, 1973, upon the recommendation of the Academic Affairs Committee of the Governing Council made May 22, 1973;
- Resolution of the Governing Council passed March 28, 1974, upon the recommendation of the Academic Affairs Committee of the Governing Council made February 19, 1974;
- Resolution of the Executive Committee of the Governing Council passed October 15, 1974, upon the recommendation of the Academic Affairs Committee made October 3, 1974, and reported to the Governing Council October 24, 1974;
- Resolution of the Governing Council passed June 19, 1980, upon the recommendation of the Academic Affairs Committee of the Governing Council made May 29, 1980;
- Resolution of the Governing Council passed December 17, 1981, upon the recommendation of the Academic Affairs Committee of the Governing Council made November 12, 1981;
- Resolution of the Governing Council passed November 17, 1983, upon the recommendation of the Academic Affairs Committee of the Governing Council; and
- Resolution of the Governing Council passed February 26, 1996, upon the recommendation of the Academic Board of the Governing Council made February 15, 1996.
- Resolution of the Academic Board passed September 4, 1997 and confirmed by the Executive Committee of Governing Council on September 8, 1997.
- Resolution of the Academic Board passed on March 30, 2006 and confirmed by the Executive Committee of Governing Council on April 21, 2006.
- Resolution of the Academic Board passed on November 25, 2010, and confirmed by the Executive Committee of Governing Council on December 6, 2010.
- Resolution of the Academic Board passed on May 27, 2021 and confirmed by the Executive Committee of Governing Council on June 14, 2021.

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BY-LAW #1 RULES OF THE GRADUATE EDUCATION COUNCIL

CHAIR OF THE GRADUATE EDUCATION COUNCIL:

Chair

1. The Dean of the School shall be Chair of the Graduate Education Council, hereinafter referred to as "Council". The Dean may designate a person to serve in this capacity in the case of a planned absence from a meeting. Otherwise, in the absence of the Dean, or acting Dean, Council may appoint a Chair *pro tempore* from among the members present at the meeting.

Membership

1.1 The membership of the Council is assembled according to the SGS Constitution and the following procedures:

Ex-officio voting Members:

- a) The President of the University, or designate;
- a)b) the Vice-President and Provost of the University, or designate;
- b)c) the Dean of SGS;
- e)d) the Vice-Dean/s of SGS;
- e)e) the Chief Librarian of the University;
- f) the Academics Commissioners of the Graduate Students' Union;

Elected voting Members:

- e)g) five full members (non-Emeritus) of the graduate faculty from each division: ~~four~~ five elected by all members of the graduate faculty of each division - candidates shall be nominated by two members of the graduate faculty of the division, and election shall be by secret ballot; ~~one chair from each division to be nominated by one chair in the division and elected by the chairs of the division - election shall be by secret ballot.~~ Membership shall be for staggered periods of three years; retiring members shall be eligible for immediate re-election for one additional three-year term and, thereafter, are not eligible for immediate re-election. Graduate faculty members shall not be members of the same graduate unit.
- f)h) three graduate students from each division to be elected by the graduate students of the division; each candidate shall be nominated by two graduate students in the division, and election shall be by secret ballot. Membership shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year. Graduate student members shall not be members of the same graduate unit.
- g)i) three members of the administrative staff working in graduate studies: one SGS administrative staff member to be elected by members of the SGS administrative staff ; two administrative staff members working in graduate units or offices to be elected by administrative staff working in graduate units or offices; the SGS candidate/s shall be nominated by two members of the SGS administrative staff. Each of the remaining two candidates shall be nominated by two staff members working in graduate units or offices. Elections shall be by secret ballot. Membership on Council shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year.

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Non-voting Members:

h) 14 members from associated constituencies; these may be appointed to the Council as non-voting members at the discretion of the Dean.

k) a secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

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MEETINGS OF COUNCIL:

Regular meetings

2. Regular meetings of Council shall be held according to the SGS Constitution (traditionally these have been held on the third or fourth Tuesday of the month, at three o'clock in the afternoon). The time allotted or meetings is usually three hours in length, or for a length of time to be determined by the Dean; the meeting may be adjourned on completion of the business on the agenda for that meeting if earlier than the end time stated on the agenda, unless Council agrees to extend the time of adjournment as hereinafter provided.

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Discretion of the Dean to hold meetings

3. The Dean of the School, at their his or her discretion, may cancel regular meetings of Council or vary meeting dates; normally at least two regular meetings are held during the academic year.

Special meetings, how called

4. The Secretary shall call a special meeting of Council when requested to do so by

4.1 the President, or

4.2 the Dean, or the a Vice-Dean acting on the Dean's behalf, or

4.3 written requisition signed by not fewer than fifteen members of Council or the graduate faculty.

A special meeting called as aforesaid may transact only that business for which it is called and which is set out in the notice of the meeting.

Meetings on a University of Toronto campus unless Chair determines other location

5. Any regular or special meeting of Council shall be held on a campus of the University unless the Chair determines that it should be held elsewhere.

Notice of Meetings

6. Notice of the time and place of any regular or special meeting of Council shall be given by the Secretary to each member thereof and to chairs and directors of graduate departments, centres and institutes not less than three clear business days (in the case of regular meetings) and not less than one clear business day (in the case of special meetings) before the day on which the meeting is held. The day of giving notice and the day of the meetings shall not be counted when computing such clear days.

Notice sufficiently given

7. Any notice of meeting shall be sufficiently given to a member, chair, or director if it is sent through the University mail delivery service, or by electronic mail communications, or by courier, or by electronic facsimile (FAX).

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Roll of members

8. The Secretary shall keep a roll showing the names and [email](#) addresses for service of notice of all members. It is the responsibility of members who change their [email](#) address from that recorded on the roll of members to notify the Secretary in writing of the change.

Meeting not invalidated

9. The failure of the Secretary to give notice to a member or to a chair or director as provided herein shall not invalidate the proceedings of the meeting for which the notice was given or any part thereof.

Content of notice of meeting

10. The notice of any meeting of Council shall set forth the general nature of the business that will come before the meeting. Failure to give notice of any particular item of business shall not invalidate the proceedings of the meeting (or any part thereof) for which the notice was given.

Reconsider, 2/3 majority

11. No matter decided by Council may be considered again within one calendar year of the date of the meeting at which the matter was decided unless a motion for consideration is carried by a two-thirds majority of the members present and voting.

Votes of members

12. Each voting member present, including the Chair, is entitled to one vote, and only the members present may vote on any question.

Questions decided by majority vote

13. All questions that come before Council shall be decided by a majority of the members present and voting unless otherwise expressly provided herein. In the case of an equality of votes, the question shall be deemed to be decided in the negative.

Decisions by resolution, to be recorded

14. The decision of Council upon any matter coming before it shall be made by resolution and shall be recorded in the minutes of Council.

Absence from meetings

15. Any elected member of Council who fails to attend more than two consecutive regular meetings of Council, not having the leave of Council or of the Dean acting on its behalf, shall be deemed to have resigned ~~his or her~~ their membership of Council, and the seat shall be declared vacant.

Quorum

16. The quorum required for transaction of business by Council shall be not less than one third of the number of elected members of Council currently serving.

DEBATE IN COUNCIL:

Openness

17. Meetings of Council shall be open to the public except that Council may at any time, by majority vote, move into closed session.

Non-members to withdraw if in closed session

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18.1 When Council conducts its proceedings in closed session, all persons who are not members of Council or of its Secretariat shall withdraw from the chamber except such named persons as may be specifically invited to remain by the Chair with the consent of Council.

Confidentiality

18.2 The proceedings of any meeting or part of a meeting of Council, which is conducted in closed session, including the minutes of and other records concerning any such meeting or part thereof, shall be kept in confidence by every member and officer of Council and by any other person invited or permitted to attend any such meeting or part thereof.

Non-member may not participate in debate unless invited

19. A person who is not a member of Council may not participate in debate in any meeting of Council unless such person be invited by the Chair to participate in a specified manner, and any person so invited to participate shall be bound by the rules of order of Council.

RULES OF ORDER:

Authority in matters of order not provided for

20. In matters of order arising at a meeting that are not provided for herein, *Bourinot's Rules of Order*, most recent edition, shall govern.

Chair to rule on points of order

21. The Chair shall rule on all points of order. The Chair's ruling may be appealed by any member, and in such case the meeting shall decide by the majority of the members present and voting, but without amendment and without debate, save that the member making the appeal shall state briefly the grounds therefore; provided that if the Chair considers that a successful appeal from ~~their his or her~~ ruling would constitute a suspension of these rules of order, the Chair shall rule that section 45 hereof applies to such appeal, and accordingly such appeal shall be deemed to be defeated if any member supports the ruling under appeal. A ruling by the Chair that section 45 hereof applies to an appeal of a previous ruling shall be conclusive and shall not be subject to further appeal.

Agenda

22. The agenda for each regular meeting shall be prepared by the Dean of the School in consultation with the Secretary and shall set forth the items of business to be discussed at that meeting.

Order of business as on agenda

23. The order of business at a meeting shall be the order set out on the agenda unless varied or added to as hereinafter provided.

Vary order of business

24. A motion to vary the order in which the items on the agenda are to be taken up shall be in order at any time except when another motion is being debated or voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion shall not be debatable.

Add to agenda, 2/3 majority

25. A substantive matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof be agreed to by two thirds of the members present and voting. The

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mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

Member may give notice of motion at any meeting, to be considered at next meeting

26. At any meeting of Council a member may give notice of a motion to be presented at a subsequent meeting of Council. A motion of which notice is given as aforesaid shall be considered at the regular meeting next following the meeting at which the aforesaid notice of the motion had been given.

Member to be recognized

27. Any member desiring to speak during a meeting of Council shall signify such intention to the Chair. No member shall speak until he or she has been recognized by the Chair, and when so recognized the member shall address the Chair.

No member to be interrupted except by Chair

28. The Chair at any time may call to order any member, including the member who is speaking, but otherwise no member shall interrupt any other member. A member called to order by the Chair shall sit down.

Member may speak more than once only at discretion of Chair

29. A member is entitled to speak only once to a motion but at the discretion of the Chair may be permitted to speak again to the same motion.

Length of speeches

30. No member or other person invited to address Council shall speak for more than five minutes at one time, except by leave of the majority of the members present and voting, which leave shall be granted or refused without debate.

Member may require question to be stated

31. Any member may require the question under discussion to be stated at any time during the debate but not so as to interrupt a speaker.

No speaking after question put

32. No member shall speak to a question after it has been put to vote by the Chair.

Motions to be seconded

33. All motions, except those for adjournment of the meeting or of a debate, shall be seconded before being debated or put by the Chair. The Chair, at ~~their~~ ~~his or her~~ discretion, may require that a motion be put in writing before being debated or put by the Chair.

Chair may permit question period before debate

34.1 After the mover and seconder have spoken to a motion presented to Council for debate, the Chair, at ~~their~~ ~~his or her~~ discretion, may allow members to ask questions to obtain information regarding the motion. Such questions shall be directed to the Chair who may request an answer from any member or any person present. During this period of questioning no further motion, except a motion to adjourn the meeting or a motion to extend the time of the meeting, may be put. The Chair shall determine and declare when the period of questioning is ended and upon such declaration shall call for further formal debate on the motion.

Question may be permitted for clarification

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34.2 The Chair may permit a member to address a question to a member who has completed speaking in debate upon a motion, for the purpose of obtaining clarification of some matter raised in the address of the member to whom the question is directed.

Procedural Motions

35. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as follows:

Not debatable 35.1 to adjourn the meeting,

Not debatable 35.2 to extend the time of adjournment,

Not debatable 35.3 to adjourn the debate,

Not debatable 35.4 to put the question,

Not debatable 35.5 to withdraw the motion,

Debatable 35.6 to refer or commit,

Debatable 35.7 to amend,

Not debatable 35.8 to divide.

Adjourn meeting

36. A motion to adjourn the meeting shall always be in order and shall be decided without amendment and without debate.

Extend time of adjournment

37. A motion to extend the time of adjournment shall not be debatable.

Adjourn debate

38. A motion to adjourn the debate shall always be in order and shall be decided without amendment and without debate. The item so adjourned shall appear as of course on the agenda for the next ~~regular meeting~~ regular meeting.

Put the question

39. A motion to put the question shall be decided without amendment and without debate. If the motion to put the question is resolved in the affirmative, the question under debate shall be put forthwith without further amendment and without further debate. If the motion to put the question is not carried, debate on the question shall continue.

Withdraw

40. When a motion has been made and seconded, it shall be disposed of unless, at the request of the mover, it is allowed to be withdrawn. In such case, consent shall be understood if no objection is made to the motion being withdrawn, but if objection is made, the Chair shall put the question "that this motion be withdrawn," which shall be decided without debate. A motion so withdrawn may be placed on the agenda for another meeting of Council before a calendar year has expired.

Refer or commit

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41. A motion to refer the question back to the originating party, to a division committee or a special committee, or to commit it to a division committee or a special committee for consideration and report, shall be debatable.

Limit of two amendments on floor

42.1 If two amendments are before the meeting at one time, no motion to amend further shall be in order until one of the amendments has been disposed of. When no further amendments remain to be disposed of, the motion (as amended if amendments be passed) shall be put.

Amendment not to contravene sense of motion

42.2 An amendments which contravenes the sense of the motion to which it is proposed or negates it shall be out of order.

Divide

43. A motion to divide the question under consideration into parts that can be considered and voted on separately may not be introduced while an amendment to the question is being considered. Such motion shall not be debatable, but the mover may briefly explain reasons why the question should be divided.

Voting procedure

44. When a question is put to vote by the Chair, members shall indicate their vote in such manner as the Chair may direct. The Chair shall declare the result of the vote, and such declaration shall be conclusive.

Suspend rule of rules of order

45. None of the foregoing rules of order contained in sections 23 to 44 inclusive shall be suspended at any meeting if any member present expresses objection to the suspension.

AMENDMENTS AND ENTRY INTO FORCE:

Amendment to by-laws

46.1 Notice of any motion to enact, amend, or repeal the Rules of Council shall be given for a regular meeting of Council at which the motion is to be presented.

46.2

A motion to enact, amend, or repeal the Rules of Council shall be carried by a two thirds affirmative vote of voting members of Council present at the meeting; notice of the proposed amendment should be provided at the previous regular meeting.

Entry into force

47. The Rules of Council enter into force when enacted by Council. The Rules were originally established on December 14, 1976 and amended April, 1998. This by-law of the Graduate Education Council was created on May 8, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. This by-law is amended and approved by the Graduate Education Council on October 19, 2010, and is in effect as of January 1, 2011. [This by-law is further amended and approved by the Graduate Education Council on April 20, 2021, and is in effect as of July 1, 2021.](#)

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BY-LAW #2
NON-STANDARD ADMISSIONS AND PROGRAMS
COMMITTEE
(NSA&P Committee)

TERMS OF REFERENCE

1. The SGS Non-Standard Admissions and Programs Committee is a standing committee of the Graduate Education Council.
2. The Committee will have the power to waive or modify in individual student cases the application of:
 - (a) a General Regulation of the School, where it concerns admissions standards and procedures, registration policies and procedures, enrolment policies and procedures, and policies on good academic standing and satisfactory academic progress;
 - (b) a Degree Regulation of the School; or
 - (c) a program requirement governing a graduate program.

In addition, the Committee will consider requests from graduate units on other cases requiring exemptions, including, but not limited to:

- (d) non-standard admissions;
- (e) leaves of absence that do not fall within the provisions of the School's leave policy;
- (f) the School's deadlines for course extensions;
- (g) grade revisions and grade reporting procedures;
- (h) the School's time limits for the completion of program requirements; the School's time limits for the completion of degrees; and
- (i) posthumous degrees.

The Committee will consider requests for individual student exemptions only when submitted by the Chair or Director or designate of the relevant graduate unit.

3. The Committee will consist of eight members, plus an alternate student member, the secretary ~~or secretaries to the committee~~ (non-voting), and the Director of SGS Student Academic Student Services (non-voting), as follows (members listed below having voting privileges unless otherwise noted):
 - a) SGS Vice-Dean, Students, *ex officio* (Chair);
 - b) SGS Vice-Dean, Research and Programs Innovation, *ex officio*;

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- c) ~~One~~ Graduate Faculty representative from each of the four divisions of SGS;
- d) ~~One~~ graduate student representative and ~~one~~ alternate student representative;
- e) Dean of the School of Graduate Studies, *ex officio*;
- f) ~~The Manager, Front-line Student Academic Services Director of SGS Student Services, ex officio (non-voting); SGS Student Service Officers~~ will serve as secretaries to the Committee (non-voting) ~~as required; the Director will assign "senior" secretary duties to one of the Student Service Officers~~ for the purpose of annually establishing the committee and its schedule of meetings and any other general business.

Five voting members shall be a quorum. Meetings will be chaired by the Vice-Dean, Students. The Vice-Dean, Research and Programs Innovation, shall serve as Chair in the absence of the Vice-Dean, Students. Decisions will be made by a majority of those voting members present at the meeting.

- 4. The four Graduate Faculty representatives, one from each of the four SGS Divisions, shall be appointed by the Council upon the recommendation of the Dean. Faculty representatives will serve for a three-year term. An appointment may be renewed by the Dean for further one-year periods indefinitely.

The graduate student member and alternate shall be appointed by the Dean from among the elected student members of Council, or appointed by the Dean upon the recommendation of the elected student members of Council. The alternate graduate student member will be invited to attend meetings in the absence of the regular graduate student member. The graduate student member (and alternate) will serve for a one-year term. An appointment may be renewed by the Dean for a further one-year periods ~~s indefinitely~~.

- 5. The Committee normally shall meet monthly, as required, but not normally in July or August. The Committee normally shall meet at least once a year.
- 6. The Committee will grant exemptions to the School's regulations, as in clause #2 above, only in exceptional cases and only on the recommendation of the Chair or Director of the relevant graduate unit. The onus will be on the graduate unit applying for the exemption to show that waiving or modifying the requirement in the individual student case under consideration would be reasonable in the circumstances, would be in the best interests of the student or applicant concerned, would not give an unfair academic advantage to the student or applicant concerned, and would not undermine the integrity of the School's regulations or degree requirements.
- 7. The Committee will decide each case on its merits, in a reasonable and fair manner. An exception to a regulation will be granted only with a majority affirmative vote of voting members present. Decisions of the Committee, and of

any of its sub-committees, shall be final. In cases where new information, which was not reasonably available at the time of the application becomes available following the original decision, a graduate unit may request that the Committee reconsider its decision.

8. The Vice-Dean, Students or the Vice-Dean, Programs Research and Program Innovation may act on behalf of the Committee, and may delegate such authority ~~to the Manager an SGS Student Services Officer~~, as appropriate. A graduate unit may appeal to the full Committee an adverse decision made by the Vice-Dean (or ~~delegate Student Services Officer~~) acting on behalf of the Committee. Decisions made by the Vice-Dean, including those made by the ~~delegate Student Services Officers~~, on behalf of the Committee, shall be reported to the Committee at a subsequent meeting of the Committee.

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~~8-9.~~ SSub-committees of the Committee may be struck, at the discretion of the Chair ~~and Alternate Chair~~, to review such commonly occurring exemptions as non-standard admissions and deadline extensions, insofar as such subcommittees are able to maintain consistency of decisions as per clause #6 above. A list of sub-committees will be maintained as an appendix to this bylaw; the appendix may be updated by the Dean on behalf of the Graduate Education Council. The sub-committee will report annually to the full Committee.

10. The Non-Standard Admissions and Programs Committee, including reports of any subcommittees or delegated decision-making, shall report annually to the Graduate Education Council.

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ENTRY INTO FORCE

11. The Terms of Reference for the Non-Standard Admissions and Programs Committee enter into force when enacted by Council. Prior to its existence as the Admission and Program Committee, the A&P Committee was preceded by four committees named the "Degree Committees", one for each SGS Division. The Degree Committees were restructured into one committee that was named the Admissions and Programs Committee at the February 27, 1996 meeting of the SGS Council effective summer 1996. The Terms of Reference of the Admissions and Programs Committee were amended on May 9, 2006 and January 27, 2004. This by-law of the Graduate Education Council was created on May 6, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. The revised by-law was approved by the SGS Graduate Education Council on October 19, 2010 and is ~~in~~ effective immediately. This by-law is further revised and approved by the SGS Graduate Education Council on April 20, 2021, and is effective immediately.

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APPENDIX

~~The following Sub-Committees to the SGS Admissions and Programs Committee (A&P) have been struck (see clause 9 above):~~

- ~~1. Sub-Committee to review non-standard admissions cases to the Executive MBA Program.~~
- ~~2.1. Sub-Committee to review requests to continue coursework extensions beyond the School's deadline.~~

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BY-LAW #3 GRADUATE ACADEMIC APPEALS BOARD (GAAB)

PREAMBLE

1. The Graduate Academic Appeals Board (hereinafter referred to as "the Board") is a standing committee of the Graduate Education Council of the School of Graduate Studies (hereinafter referred to as "the Council").

REPEAL

2. These Terms of Reference repeal and replace all former terms of reference.

JURISDICTION

3. a. The Board shall hear and determine appeals of students registered in the School of Graduate Studies concerning grades in a course or in a component of a grade in a course, or concerning any other decision with respect to the application of academic regulations and requirements to a student. Except by leave of the Board in exceptional circumstances, an appeal shall not be heard by the Board until all prior levels of academic appeal established for students in the School of Graduate Studies have been completed and determined. *EXCEPTION: Appeals related to failure of a final doctoral examination or related to termination of registration in a program should be made directly to the SGS Graduate Academic Appeals Board – Step 4(b) (see SGS Calendar entry on Academic Appeals). In some cases, the Chair of GAAB may refer the appeal to the Graduate Department Academic Appeals Committee for prior consideration. The GDAAC will not have the right to overturn a failed doctoral examination result or a termination of registration, but may recommend that such a decision be considered further by GAAB.*

b. In an appeal other than a grade appeal, the Board may vacate, reverse, or amend the decision appealed from, and in the case of a grade appeal, the Board may not change a grade other than for technical reasons and only then if it is clear that the grade was incorrect because of some technical error such as, for example, an incorrect calculation or failure to follow Department rules on what numerical marks convert to which grades. In all other cases of grade appeal the Board may, if it finds a procedural error of a grade, may order a re-evaluation of the student in such manner and on such terms and conditions as the Board considers appropriate. The Board may recommend to the University that fees of a student be rebated or cancelled in whole or in part, but shall not otherwise recommend or award any monetary or other compensation. The Board shall not award costs of the appeal to or against the University.

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c. For the purposes of this section, "student" shall include a person who is no longer enrolled as a student in the School of Graduate Studies, but who was so enrolled at the time of the decision which is being appealed.

d. A decision of the Board shall take effect as if it were a decision of the Council.

COMPOSITION

4. The Board shall be composed of:

- a. The Chair who shall be a member or retired member of the teaching staff of the University, or a person with academic credentials, and who shall be appointed by the Council upon the recommendation of the SGS Dean. Normally the Chair shall be legally qualified.
- b. The Alternate Chairs who shall be members or retired members of the teaching staff of the University, or persons with academic credentials, and shall be appointed by the Council upon the recommendation of the SGS Dean. The Alternate Chairs may, but need not be, faculty members who are appointed to the Board to represent a division. Normally, Alternate Chairs shall be legally qualified.
- c. Twelve Graduate Faculty members, that is, three members from each of the four SGS Divisions, who shall be members or retired members of the teaching staff of the School of Graduate Studies. The members shall be appointed by the Graduate Education Council, upon the recommendation of the SGS Vice-Dean, Students. The Graduate Faculty members shall not be members of the same graduate unit.
- d. Three members, each of whom shall be registered as students within the School of Graduate Studies, who shall be appointed by the Council upon the recommendation of the student members of the Council. The student members shall not be registered as students in the same graduate unit.

5. The membership of the Board shall be reported to the Council annually, for information.

6. a. Where no Chair or Alternate Chair is available to hear and determine an appeal which has been filed, and it appears to the SGS Dean that there is no reasonable likelihood of such person becoming available or being permanently replaced without creating undue delay in the hearing of an appeal, the Dean may appoint *ad hoc* an appropriately-qualified person to act as Chair for the hearing of such appeal.

b. Where no Graduate Faculty member from a division, or no student member is available to hear and determine an appeal which has been filed, and it appears to the SGS Dean that there is no reasonable likelihood of such person becoming available or being permanently replaced without creating undue delay in the hearing of the appeal, the Dean may appoint *ad hoc* some person from the same

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constituency as the member who is unavailable, as a member of the Board for the purposes of determining that appeal.

TERM

7. a. The Chair and the Alternate Chairs may each hold office for a maximum of five years from the date of their respective appointments. An appointment may be renewed by the SGS Dean for further one-year periods indefinitely.
- b. Graduate Faculty Members representing the teaching staff of the divisions shall each hold office for a maximum of three years from the date of the appointment. An appointment may be renewed for further three-year periods indefinitely.
- c. Student members shall each hold office for a period of one year from the date of the appointment. An appointment may be renewed for further ~~one-year~~one-year periods indefinitely.
- d. Where, at the expiration of the term of a Chair, Alternate Chair, teaching staff member or student member, that person is a member of a Hearing Panel that has commenced the hearing of an appeal, that person may continue as a member of the Board for the purpose of hearing and determining that appeal, notwithstanding that the person's appointment is not otherwise renewed, and notwithstanding that the person may no longer be eligible to be a member of the Board except for this provision.

SECRETARY

8. a. The SGS Dean shall appoint a member of the administrative staff of the School of Graduate Studies to act as Secretary to the Board. The Secretary shall carry out such functions for the Board as the Chair, with the approval of the Dean, shall designate.
- b. If the Secretary is unable to act, the SGS Dean may appoint an Acting Secretary.

INSTITUTION AND HEARING OF APPEALS

9. Except by leave of the Chair or Alternate Chair, a Notice of Appeal shall be filed by the student with the Board not later than eight weeks after the decision at the immediately prior level of appeal has been communicated to the student.
10. a. After the Notice of Appeal has been filed with the Board, the Secretary, under the direction of the Chair or an Alternate Chair, shall establish a Hearing Panel to hear and determine the appeal at the earliest possible date, normally within six to eight weeks from the deadline given to the Student by the Secretary to submit all materials in support of the Notice of Appeal.
- b. After the deadline for the Student to submit all materials, the Secretary shall provide a copy to the graduate unit chair or director with a request for a written Response normally within four weeks.

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c. After the graduate unit's Response is received, the Secretary shall provide a copy to the Student with a request for a written Reply normally within one week.

d. Subject to Paragraph 13, a Hearing Panel shall consist of:

- i. a chair, who shall be the Chair or Alternate Chair or a person appointed *ad hoc* pursuant to Paragraph 6 to act as Chair;
- ii. a teaching staff member who is a Graduate Faculty Member from each of the divisions of the School of Graduate Studies or a person appointed *ad hoc* pursuant to Paragraph 6 to act in place of a member and
- iii. a student member or a student appointed *ad hoc* pursuant to Paragraph 6 to act in place of a student member.

e. A copy of the appeal package, including the Notice of Appeal and supporting materials, the graduate unit's Response, and the Student's Reply, if any, shall be provided to members of the Hearing Panel and the parties.

11. If, after a Hearing Panel has been constituted to hear and determine an appeal, but before the hearing has commenced, the Panel Chair becomes unable to act, another Panel Chair shall be appointed. The replacing Panel Chair shall be the Chair, an Alternate Chair or a person appointed *ad hoc* pursuant to Paragraph 6. If a teaching staff or student member of the Hearing Panel becomes unable to act, another member of the Board from the same constituency, or a person appointed *ad hoc* pursuant to Paragraph 6 shall be appointed.

12. After a Hearing Panel has commenced to hear an appeal, if the Panel Chair becomes unable to act, he or she shall cease to be a member of the panel and shall not take further part in the hearing or determination of the appeal. The other members of the Hearing Panel may either select one of themselves to act as Panel Chair until the appeal is determined, or may terminate the hearing and remit the appeal to be reheard by a reconstituted Hearing Panel.

13. After a Hearing Panel has commenced to hear an appeal, if a member of the Hearing Panel other than the Panel Chair becomes unable to act, he or she shall cease to be a member of that panel, and shall not take further part in the hearing or determination of the appeal. The remaining members of the Hearing Panel shall continue to hear and determine the appeal, so long as at least four members, including the Panel Chair, are present. If there are fewer than four members, including the Panel Chair, able to act, the proceedings before that Hearing Panel shall terminate, and a new Hearing Panel shall be constituted to hear and determine the appeal.

14. The student who is appealing and representatives of the University may attend, present evidence, and submit argument at meetings of the Hearing Panel, except meetings or portions thereof when the panel is deliberating, and may be represented by counsel or other agent. "Entitled Persons", as defined by the

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Rules of the Board, may attend, present evidence and be represented by counsel or other agents, to the extent permitted by the Panel Chair.

15. The hearing of the appeal shall be open to the public, unless the Hearing Panel decides that the hearing shall be closed. A hearing shall be closed only in circumstances where a hearing to which the Ontario *Statutory Powers Procedure Act* applies may be closed.
16. Decisions of the Hearing Panel shall be made by a simple majority of the members, other than the Chair. The Panel Chair shall not vote except in the case of a tie, but may take part in the deliberations of the Panel, and is responsible for writing the Panel's decision. Decisions, unless urgent, shall always be in writing with reasons. If a decision is urgent, it can be made orally with written reasons to follow. Decisions -normally shall be provided to the Secretary for distribution to the parties within four weeks from the date of the hearing. ~~Decisions shall be submitted in writing with reasons.~~
17. A decision of a Hearing Panel shall take effect as a decision of the Board.

POWERS OF THE CHAIR

18. The Chair may determine:
 - a. that an appeal or some part thereof is outside the jurisdiction of the Board;
 - b. that an appeal to the Board has been filed prematurely without completion of all previous steps of the appeal process, if any, and may remit the appeal for determination at the appropriate stage;
 - c. that an appeal submitted late may be accepted if requested in writing; alternatively, the Chair may refer the written request to the Board;
 - d. that a request may be granted for extension of any operative deadline.

The decision of the Chair shall be final, and shall take effect as a decision of the Board.

19. The Chair shall determine issues of the law of Ontario or of Canada that may arise with respect to an appeal. Where the interpretation of an internal statute, regulation or rule of the University is required in order to determine an appeal, that issue shall be decided by the Hearing Panel.
20. The Chair may determine all interim or interlocutory matters which may arise concerning the hearing of the appeal, and the admissibility of evidence. If the Chair considers it proper, such matter, other than admissibility of evidence, may be referred to the Hearing Panel for determination.
21. The Chair may determine that certain persons are "Entitled Persons", as defined under the rules of the Board, and may direct the Secretary to give such persons notice of the proceedings in an appeal, and give directions as to copies of

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documents that shall be supplied to those persons and as to the manner and degree of participation of such persons in the hearing of the appeal.

22. Prior to the establishment of a Hearing Panel to hear and determine an appeal, the powers and duties of the Chair shall be exercised by the Chair, or, if the Chair is unavailable to act, or so requests, by an Alternate Chair.

23. After the establishment of a Hearing Panel to hear and determine an appeal, the powers and duties of the Chair with respect to that appeal shall be exercised by the Panel Chair.

RULES

24. The Board may make rules for the institution and conduct of appeals to the Board. Rules and procedures existing at the time this resolution comes into effect shall remain in force until repealed or amended by the Board.

ENTRY INTO FORCE

25. The Graduate Academic Appeals Board and its Terms of Reference enter into force when enacted by the Graduate Education Council of the School of Graduate Studies. (Prior to its existence as the Graduate Academic Appeals Board, the GAAB was preceded by a committee named "The Applications and Memorials Committee.") The Board and its Terms of Reference were originally established by SGS Council at its meeting of May 22, 2001.

The GAAB and its Terms of Reference were amended by the SGS Council on:

January 29, 2002;
October 22, 2002;
May 25, 2004;
April 26, 2005.

This By-law of the Graduate Education Council was originally created on May 9, 2006 and approved by the Graduate Education Council on May 23, 2006.

This By-law (#3) was amended by the SGS Graduate Education Council on:

October 19, 2010;
April 19, 2011;

[April 20, 2021.](#)

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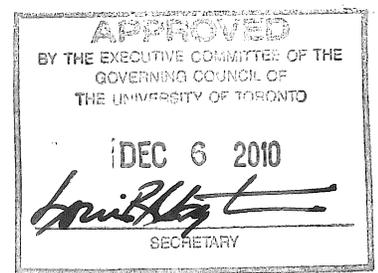
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CONSTITUTION OF THE SCHOOL OF GRADUATE STUDIES

1. The School of Graduate Studies and the Graduate Education Council exercise powers and duties, subject to the approval of Governing Council as required, under the provisions of the University of Toronto Act, 1971, as amended.
2. The School of Graduate Studies shall consist of a Dean, Vice-Dean/s, administrative officers and employees, a Graduate Education Council, four divisions, graduate units, graduate programs, and graduate students.
3. **DEFINITIONS**

In this Constitution and the accompanying by-laws:

 1. "SGS" means the School of Graduate Studies;
 2. "Council" means the Graduate Education Council, unless otherwise stated;
 3. "Graduate Faculty membership" is defined in section 9.2.c. in this Constitution;
 4. "administrative staff" means an appointed staff member of the School of Graduate Studies or an appointed staff member working in the administration of graduate studies in a graduate unit;
 5. "graduate students" means those students who are registered in the School of Graduate Studies;
 6. "graduate unit" means a graduate department or academic unit with primary program enrolment responsibilities for graduate students;
 7. "Chair" means chair or director of a graduate unit (see 3.6 above) who is appointed according to the Policy on Appointment of Academic Administrators;
 8. "program director" means a program director appointed by the chair of a graduate unit to administer a graduate program in a graduate unit administering more than one graduate program, with duties as delegated by the chair under clause 9.2.k.;
 9. "division" means one of the SGS divisions: Division I (Humanities); Division II (Social Sciences); Division III (Physical Sciences); and Division IV (Life Sciences);
 10. "programs" means graduate degree programs and/or diploma programs and the curriculum of each including graduate courses and other academic assessments or activities approved at the appropriate level of governance;
 11. "collaborative programs" means graduate collaborative programs in which students must be admitted to, and enrol in, one of the collaborating graduate programs in addition to the collaborative program, approved at the appropriate level of governance;
 12. "combined programs" means graduate combined programs that involve two existing degree programs in different disciplines comprising two graduate programs or a graduate and an undergraduate program, approved at the appropriate level of governance;
 13. "courses" means graduate courses which have been approved according to SGS policy and procedures (see also 3.14 below);
 14. "other academic assessments (or activities)" means graduate program requirements other than graduate courses which have been approved according to SGS policy and procedures, such as graduate unit examinations, language examinations, field work placements, practica, or internships (see also 3.13 above);
 15. "Faculty" means a University division, e.g. Faculty of Arts and Science, etc.
4. **THE GRADUATE EDUCATION COUNCIL**
 1. Membership of the Council

Ex-officio voting Members:

 - a. the President of the University, or designate;
 - b. the Vice-President and Provost of the University or designate;
 - c. the Dean of SGS;
 - d. the Vice-Dean/s of SGS;
 - e. the Chief Librarian of the University;

Constitution of the School of Graduate Studies

- f. the Academics Commissioner of the Graduate Students' Union;
- Elected voting Members, elected under the rules of Council contained in its By-laws:
- g. five full members (non-Emeritus) of the graduate faculty from each of the four SGS divisions
 - h. three graduate students from each of the four SGS divisions
 - i. three members of the administrative staff working in graduate studies: one SGS administrative staff member; two administrative staff members working in graduate units
- Non-voting Members:
- j. members from associated constituencies may be appointed to the Council as non-voting members at the discretion of the Dean.
2. Officers of Council
- a. The Dean shall be chair of the Council.
 - b. The secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.
3. Council's Powers, Duties and Responsibilities
- The Council shall:
- a. make rules and regulations for governing its proceedings;
 - b. make rules and regulations for the government, direction and management of SGS and the affairs and business thereof;
 - c. have authority for the academic policies of SGS, including the degree, diploma, and general regulations, and policies and regulations concerning admission, enrolment, registration, program progress and completion for all graduate programs offered in SGS; and shall establish procedures by which exemptions may be considered as contained in the Council's By-laws;
 - d. establish SGS policy regarding SGS fellowships, scholarships, bursaries, prizes and other awards in SGS, subject to final approvals, as required;
 - e. approve, in accordance with the University of Toronto Policy on Student Awards, SGS policy, and University and SGS procedures, the conditions of awards of all SGS fellowships, scholarships, prizes and other awards established in SGS, and shall amend, where necessary, the conditions of award of any fellowships, scholarships, bursaries, prizes or other awards established in SGS, having due regard for the wishes of the donor; approval and amendment of the conditions of these awards is normally delegated from the Council to the SGS Dean;
 - f. establish, in accordance with University of Toronto policies and procedures, policy for approval of and membership in the graduate faculty;
 - g. consider and report to the Governing Council upon such matters affecting SGS as requested by the Council;
 - h. have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs; Council shall have the final authority (subject to the approval of Governing Council, as required), in its decision-making capacity or in its advisory role, regarding recommendations brought forward by such committees;
 - i. have a Graduate Academic Appeals Board to deal with and decide upon all appeals by graduate students in connection with the application of SGS academic policy and procedures, and those of its constituent units, subject to an appeal to the Governing Council.
4. Meetings are conducted according to the Rules of Council contained in its By-laws, and as follows:
- a. Normally at least two regular meetings are held during the academic year;
 - b. In the absence of the official chair, the Council may appoint a chair *pro tempore* from among the members present at the meeting;
 - c. The Dean may, and shall if requested in writing by fifteen members of the Graduate Education Council or the graduate faculty, call a meeting from time-to-time of Council, subject to notice provisions approved by the Council as part of its by-laws.

5. THE DEAN

1. The Dean of SGS shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators¹.
2. The Dean shall be:
 - a. chair of Council;
 - b. ex officio a member of all committees of SGS;
 - c. ex officio a non-voting member of the councils of other Faculties, colleges and schools involved in graduate studies and research.
3. The Dean shall:
 - a. exercise power under the authority of the *Policy on Appointments of Academic Administrators*² which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost”;
 - b. direct the general policy and regulations of SGS so as to maintain and improve the quality of graduate scholarship in the University;
 - c. retain responsibility for the overall direction of SGS and, in particular, for authority over the budget and other financial matters, although the Dean may delegate authority to other academic administrators in SGS;
 - d. have ultimate authority for the allocation and management of SGS’s resources;
 - e. advise the Vice-President and Provost regarding such appointments within SGS as the Vice-President and Provost may be authorized to make or recommend to the Governing Council, including review and confirmation of recommendations for graduate unit chairs/directors;
 - f. appoint the Directors of Graduate Collaborative Programs;
 - g. determine the list of graduate units comprising each division;
 - h. be responsible for the content and production of the School of Graduate Studies calendar, including relevant policies, regulations, and admission and program requirements for all appropriately-approved graduate programs offered at the University of Toronto.
 - i. implement and oversee the policy for graduate faculty membership, and shall recommend policy changes to the Council, subject to final University approvals;
 - j. establish procedures for graduate faculty membership and review and approve all graduate faculty memberships to ensure that they are in accordance with University and SGS policies and procedures;
 - k. advise the Vice-President and Provost regarding such other matters relating to the operation and welfare of SGS as appropriate, or as the Vice-President and Provost may request;
 - l. be responsible for the approval and transmission to Governing Council of the names of those candidates who have completed the requirements for each degree;
 - m. be responsible for the procedures for the review, approval and awarding of all applications and nominations for SGS fellowships, scholarships, bursaries, and other graduate student prizes and awards in SGS;
 - n. appoint examiners to conduct examinations in SGS and to determine the results of such examinations;
 - o. be responsible for duties relating to graduate studies and graduate students in accordance with University policies such as the Code of Behaviour on Academic Matters, intellectual policies and procedures, etc.;
 - p. advise Council of the resource implications of proposed academic policy decisions;
 - q. seek the advice of Council on administrative proposals that may have a significant impact on the academic programs of SGS.

¹ The University of Toronto Policy on Appointment of Academic Administrators applies to the appointment, term of office, and responsibilities of all SGS deans, chairs of graduate departments, and directors of extra-departmental units (EDU:A and EDU:B).

² See footnote #1 above.

6. THE VICE-DEAN

1. One or more Vice-Deans shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators³.
2. A Vice-Dean shall:
 - a. act on the Dean's behalf in his/her absence;
 - b. discharge such duties as may be assigned by the Dean.

7. THE DIVISIONS

1. There shall be four divisions of SGS as follows:
 - a. Division I — The Humanities
 - b. Division II — The Social Sciences
 - c. Division III — The Physical Sciences
 - d. Division IV — The Life Sciences
2. The Dean may at any time change the number of divisions if the Dean decides that the interests of graduate units and of SGS as a whole will thus be more effectively served.
3. A graduate unit shall normally belong to only one division; graduate programs may, at the request of a graduate unit, be moved from one division to another by the SGS Dean.
4. A graduate unit shall, subject to the approval of the SGS Dean, determine the division to which it shall belong; transfers from one division to another shall require the approval of the SGS Dean. Collaborative Programs belong to only one division for administrative purposes, as approved by the SGS Dean.

8. GRADUATE UNITS

The powers and duties of each graduate unit are:

1. to maintain and improve its standards of instruction, research and examination;
2. to maintain and improve its graduate curriculum subject to governance structures approved by Governing Council, and in accordance with SGS policies and procedures.
3. to approve:
 - a. admission of students to SGS and enrolment in the graduate unit and program conforming to the policies of SGS;
 - b. the program of study for each student in the graduate unit and program;
4. to recommend to SGS exemptions to admission and program requirements for individual students according to established policy and procedures;
5. to conduct examinations in the graduate unit, to determine the results of such examinations, to report the results of such examinations to SGS, and to recommend to the Dean students eligible for graduate degrees.

³ See footnote #1 above.

9. THE CHAIR OF A GRADUATE UNIT

1. The chair of each graduate unit shall be appointed in accordance with the University of Toronto *Policy on Appointment of Academic Administrators*⁴.
2. The chair of each graduate unit, in accordance with SGS and University policy and procedures, and subject to SGS review, shall:
 - a. in association with the graduate faculty, maintain and improve the quality of scholarship in the graduate unit;
 - b. initiate graduate faculty membership in the graduate unit for:
 - i. those of professorial rank, including existing members of teaching staff of the University of Toronto, or those appointed to the University from affiliated institutions, and members of teaching staff holding status-only University appointments, to be Full or Associate Members of the graduate faculty;
 - ii. other appropriate individuals from within or outside the University with a University of Toronto appointment, whether holding professorial rank or not, to be Associate Members of the graduate faculty for continuing or for limited terms; and
 - iii. retiring Full Members of the graduate faculty to the category of Member Emeritus for a limited term.
 - c. initiate graduate faculty membership, in one of three categories of membership: Full, Associate and Emeritus.
 - i. Full Members shall, where required, act as the sole or major supervisor of doctoral and master's theses and as a member of thesis committees; serve as chair or voting member of final oral examination committees, where such examinations are required by SGS, and perform all duties associated therewith; assume responsibility for the setting and marking of comprehensive (general) examinations; teach, set and mark examinations for graduate courses and give such other direction to graduate students as may be required. Such memberships are normally continuing.
 - ii. Associate Members shall be permitted to undertake all the duties of a full member but shall not serve as a sole or major supervisor, whether formally or otherwise, of doctoral students nor act as the chair of final doctoral oral examinations. Graduate activities of an Associate Member may be restricted, according to policy and procedures. Such memberships may be continuing or for limited terms.
 - iii. Members Emeriti shall be permitted to undertake all duties of a Full Member, but shall only take on new master's or doctoral supervision with the approval of the graduate chair or director. Such memberships are normally for limited terms.
 - d. remove from graduate faculty membership, those who, through completion of term, retirement, resignation, death, or for any other reason, are no longer eligible for graduate faculty membership in the graduate unit;
 - e. maintain up-to-date records of graduate faculty memberships according to SGS-established procedures and report all changes to SGS;
 - f. in accordance with SGS policy and procedures, ensure that every graduate student in the graduate unit has a graduate faculty member who serves as the student's advisor/supervisor throughout the program;
 - g. ensure that the graduate unit's courses, other academic assessments or activities, and admission and program requirements are duly approved;
 - h. ensure that the content of the graduate unit's graduate program entry in the SGS Calendar is accurate, and up-to-date;
 - i. normally call a meeting at least once a year of the members of the graduate unit;
 - j. in graduate units admitting students, appoint a Full Member of the graduate faculty as graduate coordinator who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair; the chair may fulfill both roles, at the chair's discretion;

⁴ See footnote #1 above.

- k. in graduate units with more than one graduate program, at the discretion of the chair, for each graduate program appoint a program director from among the unit's graduate faculty members who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair.

10. Constitutional Review and Amendment

1. The Constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regular meeting to which there has been three days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of the Council present and voting. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.
2. At periods of not more than ten years, the Dean shall establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

11. By-Laws

1. The procedures of Council and its committees and boards will be set forth in the By-Laws.
2. The By-Laws of Council shall be approved by Council.
3. The By-Laws of the Council may be amended at any meeting of the Council by affirmative vote of two thirds of those members present and voting; notice of the proposed amendment should be provided at the previous regular meeting.

Revision History:

Statute No. 2961 of the School of Graduate Studies:

Passed by the Senate, December 9, 1966.

Approved by the Board of Governors, January 26, 1967.

As amended by:

- Statute No. 3011, passed by the Senate, March 8, 1968, and approved by the Board of Governors, March 28, 1968;
- Statute No. 3019, passed by the Senate, October 10, 1968, and approved by the Board of Governors, October 24, 1968;
- Statute No. 3031, passed by the Senate, February 14, 1969, and approved by the Board of Governors, February 27, 1969;
- Statute No. 3047, passed by the Senate, May 8, 1970, and approved by the Board of Governors, May 28, 1970;
- Resolution of the Governing Council passed June 21, 1973, upon the recommendation of the Academic Affairs Committee of the Governing Council made May 22, 1973;
- Resolution of the Governing Council passed March 28, 1974, upon the recommendation of the Academic Affairs Committee of the Governing Council made February 19, 1974;
- Resolution of the Executive Committee of the Governing Council passed October 15, 1974, upon the recommendation of the Academic Affairs Committee made October 3, 1974, and reported to the Governing Council October 24, 1974;
- Resolution of the Governing Council passed June 19, 1980, upon the recommendation of the Academic Affairs Committee of the Governing Council made May 29, 1980;
- Resolution of the Governing Council passed December 17, 1981, upon the recommendation of the Academic Affairs Committee of the Governing Council made November 12, 1981;
- Resolution of the Governing Council passed November 17, 1983, upon the recommendation of the Academic Affairs Committee of the Governing Council; and
- Resolution of the Governing Council passed February 26, 1996, upon the recommendation of the Academic Board of the Governing Council made February 15, 1996.
- Resolution of the Academic Board passed September 4, 1997, and confirmed by the Executive Committee of Governing Council on September 8, 1997.
- Resolution of the Academic Board passed on March 30, 2006 and confirmed by the Executive Committee of Governing Council on April 21, 2006.
- Resolution of the Academic Board passed on November 25, 2010, and confirmed by the Executive Committee of Governing Council on December 6, 2010.

BY-LAW #1

RULES OF THE GRADUATE EDUCATION COUNCIL

CHAIR OF THE GRADUATE EDUCATION COUNCIL:

Chair

1. The Dean of the School shall be Chair of the Graduate Education Council, hereinafter referred to as "Council". The Dean may designate a person to serve in this capacity in the case of a planned absence from a meeting. Otherwise, in the absence of the Dean, or acting Dean, Council may appoint a Chair *pro tempore* from among the members present at the meeting.

Membership

- 1.1 The membership of the Council is assembled according to the SGS Constitution and the following procedures:
Ex-officio voting Members:
 - a. the Vice-President and Provost of the University;
 - b. the Dean;
 - c. the Vice-Dean/s;
 - d. the Chief Librarian of the University;
 - e. the Academics Commissioner of the Graduate Students' Union;Elected voting Members:
 - f. five full members (non-Emeritus) of the graduate faculty from each division: four elected by all members of the graduate faculty of each division - candidates shall be nominated by two members of the graduate faculty of the division, and election shall be by secret ballot; one chair from each division to be nominated by one chair in the division and elected by the chairs of the division - election shall be by secret ballot. Membership shall be for staggered periods of three years; retiring members shall be eligible for immediate re-election for one additional three-year term and, thereafter, are not eligible for immediate re-election.
 - g. three graduate students from each division to be elected by the graduate students of the division; each candidate shall be nominated by two graduate students in the division, and election shall be by secret ballot. Membership shall be for

periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year.

h. three members of the administrative staff working in graduate studies: one SGS administrative staff member to be elected by members of the SGS administrative staff ; two administrative staff members working in graduate units to be elected by administrative staff working in graduate units; the SGS candidate/s shall be nominated by two members of the SGS administrative staff. Each of the remaining two candidates shall be nominated by two staff members working in graduate units. Elections shall be by secret ballot. Membership on Council shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year.

Non-voting Members:

- i. 14 members from associated constituencies; these may be appointed to the Council as non-voting members at the discretion of the Dean.
- j. a secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

MEETINGS OF COUNCIL:

Regular meetings

- 2. Regular meetings of Council shall be held according to the SGS Constitution (traditionally these have been held on the third or fourth Tuesday of the month at three o'clock in the afternoon). The time allotted for meetings is usually three hours in length, or for a length of time to be determined by the Dean; the meeting may be adjourned on completion of the business on the agenda for that meeting if earlier than

the end time stated on the agenda, unless Council agrees to extend the time of adjournment as hereinafter provided.

Discretion of the Dean to hold meetings

3. The Dean of the School, at his or her discretion, may cancel regular meetings of Council or vary meeting dates; normally at least two regular meetings are held during the academic year.

Special meetings, how called

4. The Secretary shall call a special meeting of Council when requested to do so by
 - 4.1 the President, or
 - 4.2 the Dean, or the Vice-Dean acting on the Dean's behalf, or
 - 4.3 written requisition signed by not fewer than fifteen members of Council or the graduate faculty.

A special meeting called as aforesaid may transact only that business for which it is called and which is set out in the notice of the meeting.

Meetings on a University of Toronto campus unless Chair determines other location

5. Any regular or special meeting of Council shall be held on a campus of the University unless the Chair determines that it should be held elsewhere.

Notice of Meetings

6. Notice of the time and place of any regular or special meeting of Council shall be given by the Secretary to each member thereof and to chairs and directors of graduate departments, centres and institutes not less than three clear business days (in the case of regular meetings) and not less than one clear business day (in the case of special meetings) before the day on which the meeting is held. The day of giving notice and the day of the meetings shall not be counted when computing such clear days.

Notice sufficiently given

7. Any notice of meeting shall be sufficiently given to a member, chair, or director if it is sent through the University mail delivery service, or by electronic mail, or by courier, or by electronic facsimile (FAX).

Roll of members

8. The Secretary shall keep a roll showing the names and addresses for service of notice of all

members. It is the responsibility of members who change their address from that recorded on the roll of members to notify the Secretary in writing of the change.

Meeting not invalidated

9. The failure of the Secretary to give notice to a member or to a chair or director as provided herein shall not invalidate the proceedings of the meeting for which the notice was given or any part thereof.

Content of notice of meeting

10. The notice of any meeting of Council shall set forth the general nature of the business that will come before the meeting. Failure to give notice of any particular item of business shall not invalidate the proceedings of the meeting (or any part thereof) for which the notice was given.

Reconsider, 2/3 majority

11. No matter decided by Council may be considered again within one calendar year of the date of the meeting at which the matter was decided unless a motion for consideration is carried by a two-thirds majority of the members present and voting.

Votes of members

12. Each voting member present, including the Chair, is entitled to one vote, and only the members present may vote on any question.

Questions decided by majority vote

13. All questions that come before Council shall be decided by a majority of the members present and voting unless otherwise expressly provided herein. In the case of an equality of votes, the question shall be deemed to be decided in the negative.

Decisions by resolution, to be recorded

14. The decision of Council upon any matter coming before it shall be made by resolution and shall be recorded in the minutes of Council.

Absence from meetings

15. Any elected member of Council who fails to attend more than two consecutive regular meetings of Council, not having the leave of Council or of the Dean acting on its behalf, shall be deemed to have resigned his or her membership of Council, and the seat shall be declared vacant.

Quorum

16. The quorum required for transaction of business by Council shall be not less than one third of the number of elected members of Council currently serving.
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DEBATE IN COUNCIL:

Openness

17. Meetings of Council shall be open to the public except that Council may at any time, by majority vote, move into closed session.

Non-members to withdraw if in closed session

- 18.1 When Council conducts its proceedings in closed session, all persons who are not members of Council or of its Secretariat shall withdraw from the chamber except such named persons as may be specifically invited to remain by the Chair with the consent of Council.

Confidentiality

- 18.2 The proceedings of any meeting or part of a meeting of Council, which is conducted in closed session, including the minutes of and other records concerning any such meeting or part thereof, shall be kept in confidence by every member and officer of Council and by any other person invited or permitted to attend any such meeting or part thereof.

Non-member may not participate in debate unless invited

19. A person who is not a member of Council may not participate in debate in any meeting of Council unless such person be invited by the Chair to participate in a specified manner, and any person so invited to participate shall be bound by the rules of order of Council.
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RULES OF ORDER:

Authority in matters of order not provided for

20. In matters of order arising at a meeting that are not provided for herein, *Bourinot's Rules of Order*, most recent edition, shall govern.

Chair to rule on points of order

21. The Chair shall rule on all points of order. The Chair's ruling may be appealed by any member, and in such case the meeting shall

decide by the majority of the members present and voting, but without amendment and without debate, save that the member making the appeal shall state briefly the grounds therefore; provided that if the Chair considers that a successful appeal from his or her ruling would constitute a suspension of these rules of order, the Chair shall rule that section 45 hereof applies to such appeal, and accordingly such appeal shall be deemed to be defeated if any member supports the ruling under appeal. A ruling by the Chair that section 45 hereof applies to an appeal of a previous ruling shall be conclusive and shall not be subject to further appeal.

Agenda

22. The agenda for each regular meeting shall be prepared by the Dean of the School in consultation with the Secretary and shall set forth the items of business to be discussed at that meeting.

Order of business as on agenda

23. The order of business at a meeting shall be the order set out on the agenda unless varied or added to as hereinafter provided.

Vary order of business

24. A motion to vary the order in which the items on the agenda are to be taken up shall be in order at any time except when another motion is being debated or voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion shall not be debatable.

Add to agenda, 2/3 majority

25. A substantive matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof be agreed to by two thirds of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

Member may give notice of motion at any meeting, to be considered at next meeting

26. At any meeting of Council a member may give notice of a motion to be presented at a subsequent meeting of Council. A motion of which notice is given as aforesaid shall be considered at the regular meeting next following the meeting at which the aforesaid notice of the motion had been given.

Member to be recognized

27. Any member desiring to speak during a meeting of Council shall signify such intention to the Chair. No member shall speak until he or she has been recognized by the Chair, and when so recognized the member shall address the Chair.

No member to be interrupted except by Chair

28. The Chair at any time may call to order any member, including the member who is speaking, but otherwise no member shall interrupt any other member. A member called to order by the Chair shall sit down.

Member may speak more than once only at discretion of Chair

29. A member is entitled to speak only once to a motion but at the discretion of the Chair may be permitted to speak again to the same motion.

Length of speeches

30. No member or other person invited to address Council shall speak for more than five minutes at one time, except by leave of the majority of the members present and voting, which leave shall be granted or refused without debate.

Member may require question to be stated

31. Any member may require the question under discussion to be stated at any time during the debate but not so as to interrupt a speaker.

No speaking after question put

32. No member shall speak to a question after it has been put to vote by the Chair.

Motions to be seconded

33. All motions, except those for adjournment of the meeting or of a debate, shall be seconded before being debated or put by the Chair. The Chair, at his or her discretion, may require that a motion be put in writing before being debated or put by the Chair.

Chair may permit question period before debate

34.1 After the mover and seconder have spoken to a motion presented to Council for debate, the Chair, at his or her discretion, may allow members to ask questions to obtain information regarding the motion. Such questions shall be directed to the Chair who may request an answer from any member or any person present. During this period of questioning no further motion, except a motion to adjourn the meeting or a motion to

extend the time of the meeting, may be put. The Chair shall determine and declare when the period of questioning is ended and upon such declaration shall call for further formal debate on the motion.

Question may be permitted for clarification

34.2 The Chair may permit a member to address a question to a member who has completed speaking in debate upon a motion, for the purpose of obtaining clarification of some matter raised in the address of the member to whom the question is directed.

Procedural Motions

35. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as follows:

Not debatable

35.1 to adjourn the meeting,

Not debatable

35.2 to extend the time of adjournment,

Not debatable

35.3 to adjourn the debate,

Not debatable

35.4 to put the question,

Not debatable

35.5 to withdraw the motion,

Debatable

35.6 to refer or commit,

Debatable

35.7 to amend,

Not debatable

35.8 to divide.

Adjourn meeting

36. A motion to adjourn the meeting shall always be in order and shall be decided without amendment and without debate.

Extend time of adjournment

37. A motion to extend the time of adjournment shall not be debatable.

Adjourn debate

38. A motion to adjourn the debate shall always be in order and shall be decided without amendment and without debate. The item so adjourned shall appear as of course on the agenda for the next regular meeting.

Put the question

39. A motion to put the question shall be decided

without amendment and without debate. If the motion to put the question is resolved in the affirmative, the question under debate shall be put forthwith without further amendment and without further debate. If the motion to put the question is not carried, debate on the question shall continue.

Withdraw

40. When a motion has been made and seconded, it shall be disposed of unless, at the request of the mover, it is allowed to be withdrawn. In such case, consent shall be understood if no objection is made to the motion being withdrawn, but if objection is made, the Chair shall put the question "that this motion be withdrawn," which shall be decided without debate. A motion so withdrawn may be placed on the agenda for another meeting of Council before a calendar year has expired.

Refer or commit

41. A motion to refer the question back to the originating party, to a division committee or a special committee, or to commit it to a division committee or a special committee for consideration and report, shall be debatable.

Limit of two amendments on floor

- 42.1 If two amendments are before the meeting at one time, no motion to amend further shall be in order until one of the amendments has been disposed of. When no further amendments remain to be disposed of, the motion (as amended if amendments be passed) shall be put.

Amendment not to contravene sense of motion

- 42.2 An amendments which contravenes the sense of the motion to which it is proposed or negates it shall be out of order.

Divide

43. A motion to divide the question under consideration into parts that can be considered and voted on separately may not be introduced while an amendment to the question is being considered. Such motion shall not be debatable, but the mover may briefly explain reasons why the question should be divided.

Voting procedure

44. When a question is put to vote by the Chair, members shall indicate their vote in such

manner as the Chair may direct. The Chair shall declare the result of the vote, and such declaration shall be conclusive.

Suspend rule of rules of order

45. None of the foregoing rules of order contained in sections 23 to 44 inclusive shall be suspended at any meeting if any member present expresses objection to the suspension.

AMENDMENTS AND ENTRY INTO FORCE:

Amendment to by-laws

- 46.1 Notice of any motion to enact, amend, or repeal the Rules of Council shall be given for a regular meeting of Council at which the motion is to be presented.
- 46.2 A motion to enact, amend, or repeal the Rules of Council shall be carried by a two-thirds affirmative vote of voting members of Council present at the meeting; notice of the proposed amendment should be provided at the previous regular meeting.

Entry into force

47. The Rules of Council enter into force when enacted by Council. The Rules were originally established on December 14, 1976 and amended April, 1998. This by-law of the Graduate Education Council was created on May 8, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. This by-law is amended and approved by the Graduate Education Council on October 19, 2010, and is in effect as of January 1, 2011.

BY-LAW #2
ADMISSIONS AND PROGRAMS COMMITTEE
(A&P Committee)

TERMS OF REFERENCE

1. The SGS Admissions and Programs Committee is a standing committee of the Graduate Education Council.

2. The Committee will have the power to waive or modify in individual student cases the application of:
 - (a) a General Regulation of the School, where it concerns admissions standards and procedures, registration policies and procedures, enrolment policies and procedures, and policies on good academic standing and satisfactory academic progress;
 - (b) a Degree Regulation of the School; or
 - (c) a program requirement governing a graduate program.

In addition, the Committee will consider requests from graduate units on other cases requiring exemptions, including, but not limited to:

- (a) non-standard admissions;
- (b) leaves of absence that do not fall within the provisions of the School's leave policy;
- (c) the School's deadlines for course extensions;
- (d) grade revisions and grade reporting procedures;
- (e) the School's time limits for the completion of program requirements; the School's time limits for the completion of degrees; and
- (f) posthumous degrees.

The Committee will consider requests for individual student exemptions only when submitted by the Chair or Director or designate of the relevant graduate unit.

3. The Committee will consist of eight members, plus an alternate student member, the secretary or secretaries to the committee (non-voting), and the Director of SGS Student Services (non-voting), as follows (members listed below having voting privileges unless otherwise noted):
 - a) SGS Vice-Dean, Students, *ex officio* (Chair);
 - b) SGS Vice-Dean, Programs, *ex officio*;
 - c) 1 Graduate Faculty representative from each of the four divisions of SGS;

Approved by the School of Graduate Studies Council: October 19, 2010
ADMISSIONS AND PROGRAMS COMMITTEE (A&P)
GRADUATE EDUCATION COUNCIL
School of Graduate Studies
University of Toronto
Page 2

- d) 1 graduate student representative and 1 alternate student representative;
- e) Dean of the School of Graduate Studies, *ex officio*;
- g) f) Director of SGS Student Services, *ex officio* (non-voting) ;SGS Student Service Officers will serve as secretaries to the Committee (non-voting) as required; the Director will assign “senior” secretary duties to one of the Student Service Officers for the purpose of annually establishing the committee and its schedule of meetings and any other general business.

Five voting members shall be a quorum. Meetings will be chaired by the Vice-Dean, Students. The Vice-Dean, Programs, shall serve as Chair in the absence of the Vice-Dean, Students. Decisions will be made by a majority of those voting members present at the meeting.

4. The four Graduate Faculty representatives, one from each of the four SGS Divisions, shall be appointed by the Council upon the recommendation of the Dean. Faculty representatives will serve for a three-year term. An appointment may be renewed by the Dean for further one-year periods indefinitely.

The graduate student member and alternate shall be appointed by the Dean from among the elected student members of Council, or appointed by the Dean upon the recommendation of the elected student members of Council. The alternate graduate student member will be invited to attend meetings in the absence of the regular graduate student member. The graduate student member (and alternate) will serve for a one-year term. An appointment may be renewed by the Dean for further one-year periods indefinitely.

5. The Committee normally shall meet monthly, as required, but not normally in July or August. The Committee normally shall meet at least once a year.
6. The Committee will grant exemptions to the School’s regulations, as in clause #2 above, only in exceptional cases and only on the recommendation of the Chair or Director of the relevant graduate unit. The onus will be on the graduate unit applying for the exemption to show that waiving or modifying the requirement in the individual student case under consideration would be reasonable in the circumstances, would be in the best interests of the student or applicant concerned, would not give an unfair academic advantage to the student or applicant concerned, and would not undermine the integrity of the School’s regulations or degree requirements.
7. The Committee will decide each case on its merits, in a reasonable and fair manner. An exception to a regulation will be granted only with a majority

affirmative vote of voting members present. Decisions of the Committee, and of any of its sub-committees, shall be final. In cases where new information, which was not reasonably available at the time of the application becomes available following the original decision, a graduate unit may request that the Committee reconsider its decision.

8. The Vice-Dean, Students or the Vice-Dean, Programs may act on behalf of the Committee, and may delegate such authority to an SGS Student Services Officer, as appropriate. A graduate unit may appeal to the full Committee an adverse decision made by the Vice-Dean (or Student Services Officer) acting on behalf of the Committee. Decisions made by the Vice-Dean, including those made by the Student Services Officers, on behalf of the Committee, shall be reported to the Committee at a subsequent meeting of the Committee.
9. Sub-committees of the Committee may be struck, at the discretion of the Chair and Alternate Chair, to review such commonly occurring exemptions as non-standard admissions and deadline extensions, insofar as such sub-committees are able to maintain consistency of decisions as per clause #6 above.. A list of sub-committees will be maintained as an appendix to this by-law; the appendix may be updated by the Dean on behalf of the Graduate Education Council. The sub-committee will report annually to the full Committee.
10. The Admissions and Programs Committee, including reports of any sub-committees or delegated decision-making, shall report annually to Council.

ENTRY INTO FORCE

11. The Terms of Reference for the Admissions and Programs Committee enter into force when enacted by Council. Prior to its existence as the Admission and Program Committee, the A&P Committee was preceded by four committees named the "Degree Committees", one for each SGS Division. The Degree Committees were restructured into one committee that was named the Admissions and Programs Committee at the February 27, 1996 meeting of the SGS Council effective summer 1996. The Terms of Reference of the Admissions and Programs Committee were amended on May 9, 2006 and January 27, 2004. This by-law of the Graduate Education Council was created on May 6, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. The revised by-law was approved by the SGS Graduate Education Council on October 19, 2010 and is in effective immediately.

APPENDIX

The following Sub-Committees to the SGS Admissions and Programs Committee (A&P) have been struck (see clause 9 above):

1. Sub-Committee to review non-standard admissions cases to the Executive MBA Program.
2. Sub-Committee to review requests to continue coursework extensions beyond the School's deadline.

BY-LAW #3

GRADUATE ACADEMIC APPEALS BOARD (GAAB)

PREAMBLE

1. The Graduate Academic Appeals Board (hereinafter referred to as "the Board") is a standing committee of the Graduate Education Council of the School of Graduate Studies (hereinafter referred to as "the Council").

REPEAL

2. These Terms of Reference repeal and replace all former terms of reference.

JURISDICTION

3. a. The Board shall hear and determine appeals of students registered in the School of Graduate Studies concerning grades in a course or in a component of a grade in a course, or concerning any other decision with respect to the application of academic regulations and requirements to a student. Except by leave of the Board in exceptional circumstances, an appeal shall not be heard by the Board until all prior levels of academic appeal established for students in the School of Graduate Studies have been completed and determined. *EXCEPTION: Appeals related to failure of a final doctoral examination or related to termination of registration in a program should be made directly to the SGS Graduate Academic Appeals Board – Step 4(b) (see SGS Calendar entry on Academic Appeals). In some cases, the Chair of GAAB may refer the appeal to the Graduate Department Academic Appeals Committee for prior consideration. The GDAAC will not have the right to overturn a failed doctoral examination result or a termination of registration, but may recommend that such a decision be considered further by GAAB.*
- b. The Board may vacate, reverse, or amend the decision appealed from, and in the case of an appeal of a grade, may order a re-evaluation of the student in such manner and on such terms and conditions as the Board considers appropriate. The Board may recommend to the University that fees of a student be rebated or cancelled in whole or in part, but shall not otherwise recommend or award any monetary or other compensation. The Board shall not award costs of the appeal to or against the University.
- c. For the purposes of this section, "student" shall include a person who is no longer enrolled as a student in the School of Graduate Studies, but who was so enrolled at the time of the decision which is being appealed.
- d. A decision of the Board shall take effect as if it were a decision of the Council.

COMPOSITION

4. The Board shall be composed of:
 - a. The Chair who shall be a member or retired member of the teaching staff of the University, or a person with academic credentials, and who shall be appointed by the Council upon the recommendation of the SGS Dean. Normally the Chair shall be legally qualified.
 - b. The Alternate Chairs who shall be members or retired members of the teaching staff of the University, or persons with academic credentials, and shall be appointed by the Council upon the recommendation of the SGS Dean. The Alternate Chairs may, but need not be, faculty members who are appointed to the Board to represent a division. Normally, Alternate Chairs shall be legally qualified.
 - c. Twelve Graduate Faculty members, that is, three members from each of the four SGS Divisions, who shall be members or retired members of the teaching staff of the School of Graduate Studies. The members shall be appointed by the Graduate Education Council, upon the recommendation of the SGS Vice-Dean, Students. The Graduate Faculty members shall not be members of the same graduate unit.
 - d. Three members, each of whom shall be registered as students within the School of Graduate Studies, who shall be appointed by the Council upon the recommendation of the student members of the Council. The student members shall not be registered as students in the same graduate unit.
5. The membership of the Board shall be reported to the Council annually, for information.
6. a. Where no Chair or Alternate Chair is available to hear and determine an appeal which has been filed, and it appears to the SGS Dean that there is no reasonable likelihood of such person becoming available or being permanently replaced without creating undue delay in the hearing of an appeal, the Dean may appoint *ad hoc* an appropriately-qualified person to act as Chair for the hearing of such appeal.
 - b. Where no Graduate Faculty member from a division, or no student member is available to hear and determine an appeal which has been filed, and it appears to the SGS Dean that there is no reasonable likelihood of such person becoming available or being permanently replaced without creating undue delay in the hearing of the appeal, the Dean may appoint *ad hoc* some person from the same constituency as the member who is unavailable, as a member of the Board for the purposes of determining that appeal.

TERM

7.a. The Chair and the Alternate Chairs may each hold office for a maximum of five years from the date of their respective appointments. An appointment may be renewed by the SGS Dean for further one-year periods indefinitely.

b. Graduate Faculty Members representing the teaching staff of the divisions shall each hold office for a maximum of three years from the date of the appointment. An appointment may be renewed for further three-year periods indefinitely.

c. Student members shall each hold office for a period of one year from the date of the appointment. An appointment may be renewed for further one year periods indefinitely.

d. Where, at the expiration of the term of a Chair, Alternate Chair, teaching staff member or student member, that person is a member of a Hearing Panel that has commenced the hearing of an appeal, that person may continue as a member of the Board for the purpose of hearing and determining that appeal, notwithstanding that the person's appointment is not otherwise renewed, and notwithstanding that the person may no longer be eligible to be a member of the Board except for this provision.

SECRETARY

8.a. The SGS Dean shall appoint a member of the administrative staff of the School of Graduate Studies to act as Secretary to the Board. The Secretary shall carry out such functions for the Board as the Chair, with the approval of the Dean, shall designate.

b. If the Secretary is unable to act, the SGS Dean may appoint an Acting Secretary.

INSTITUTION AND HEARING OF APPEALS

9. Except by leave of the Chair or Alternate Chair, a Notice of Appeal shall be filed by the student with the Board not later than eight weeks after the decision at the immediately prior level of appeal has been communicated to the student.

10.a. After the Notice of Appeal has been filed with the Board, the Secretary, under the direction of the Chair or an Alternate Chair, shall establish a Hearing Panel to hear and determine the appeal at the earliest possible date, normally within six to eight weeks from the deadline given to the Student by the Secretary to submit all materials in support of the Notice of Appeal.

b. After the deadline for the Student to submit all materials, the Secretary shall provide a copy to the graduate unit chair or director with a request for a written Response normally within four weeks.

c. After the graduate unit's Response is received, the Secretary shall provide a copy to the Student with a request for a written Reply normally within one week.

d. Subject to Paragraph 13, a Hearing Panel shall consist of:

i) a chair, who shall be the Chair or Alternate Chair or a person appointed *ad hoc* pursuant to Paragraph 6 to act as Chair;

ii) a teaching staff member who is a Graduate Faculty Member from each of the divisions of the School of Graduate Studies or a person appointed *ad hoc* pursuant to Paragraph 6 to act in place of a member and

iii) a student member or a student appointed *ad hoc* pursuant to Paragraph 6 to act in place of a student member .

e. A copy of the appeal package, including the Notice of Appeal and supporting materials, the graduate unit's Response, and the Student's Reply, if any, shall be provided to members of the Hearing Panel and the parties.

11. If, after a Hearing Panel has been constituted to hear and determine an appeal, but before the hearing has commenced, the Panel Chair becomes unable to act, another Panel Chair shall be appointed. The replacing Panel Chair shall be the Chair, an Alternate Chair or a person appointed *ad hoc* pursuant to Paragraph 6. If a teaching staff or student member of the Hearing Panel becomes unable to act, another member of the Board from the same constituency, or a person appointed *ad hoc* pursuant to Paragraph 6 shall be appointed.

12. After a Hearing Panel has commenced to hear an appeal, if the Panel Chair becomes unable to act, he or she shall cease to be a member of the panel and shall not take further part in the hearing or determination of the appeal. The other members of the Hearing Panel may either select one of themselves to act as Panel Chair until the appeal is determined, or may terminate the hearing and remit the appeal to be reheard by a reconstituted Hearing Panel.

13. After a Hearing Panel has commenced to hear an appeal, if a member of the Hearing Panel other than the Panel Chair becomes unable to act, he or she shall cease to be a member of that panel, and shall not take further part in the hearing or determination of the appeal. The remaining members of the Hearing Panel shall continue to hear and determine the appeal, so long as at least four members, including the Panel Chair, are present. If there are fewer than four members, including the Panel Chair, able to act, the proceedings before

that Hearing Panel shall terminate, and a new Hearing Panel shall be constituted to hear and determine the appeal.

14. The student who is appealing and representatives of the University may attend, present evidence, and submit argument at meetings of the Hearing Panel, except meetings or portions thereof when the panel is deliberating, and may be represented by counsel or other agent. "Entitled Persons", as defined by the Rules of the Board, may attend, present evidence and be represented by counsel or other agents, to the extent permitted by the Panel Chair.

15. The hearing of the appeal shall be open to the public, unless the Hearing Panel decides that the hearing shall be closed. A hearing shall be closed only in circumstances where a hearing to which the Ontario *Statutory Powers Procedure Act* applies may be closed.

16. Decisions of the Hearing Panel shall be made by a simple majority of the members. The Panel Chair shall not vote except in the case of a tie, but may take part in the deliberations of the Panel. Decisions normally shall be provided to the Secretary for distribution to the parties within four weeks from the date of the hearing. Decisions shall be submitted in writing with reasons.

17. A decision of a Hearing Panel shall take effect as a decision of the Board.

POWERS OF THE CHAIR

18. The Chair may determine:

- a. that an appeal or some part thereof is outside the jurisdiction of the Board;
- b. that an appeal to the Board has been filed prematurely without completion of all previous steps of the appeal process, if any, and may remit the appeal for determination at the appropriate stage;
- c. that an appeal submitted late may be accepted if requested in writing; alternatively, the Chair may refer the written request to the Board;
- d. that a request may be granted for extension of any operative deadline.

The decision of the Chair shall be final, and shall take effect as a decision of the Board.

Approved by the School of Graduate Studies Council: April 19, 2011
BY-LAW #3: GRADUATE ACADEMIC APPEALS BOARD (GAAB)
GRADUATE EDUCATION COUNCIL
School of Graduate Studies
University of Toronto
Page #6

19. The Chair shall determine issues of the law of Ontario or of Canada that may arise with respect to an appeal. Where the interpretation of an internal statute, regulation or rule of the University is required in order to determine an appeal, that issue shall be decided by the Hearing Panel.

20. The Chair may determine all interim or interlocutory matters which may arise concerning the hearing of the appeal, and the admissibility of evidence. If the Chair considers it proper, such matter, other than admissibility of evidence, may be referred to the Hearing Panel for determination.

21. The Chair may determine that certain persons are "Entitled Persons", as defined under the rules of the Board, and may direct the Secretary to give such persons notice of the proceedings in an appeal, and give directions as to copies of documents that shall be supplied to those persons and as to the manner and degree of participation of such persons in the hearing of the appeal.

22. Prior to the establishment of a Hearing Panel to hear and determine an appeal, the powers and duties of the Chair shall be exercised by the Chair, or, if the Chair is unavailable to act, or so requests, by an Alternate Chair.

23. After the establishment of a Hearing Panel to hear and determine an appeal, the powers and duties of the Chair with respect to that appeal shall be exercised by the Panel Chair.

RULES

24. The Board may make rules for the institution and conduct of appeals to the Board. Rules and procedures existing at the time this resolution comes into effect shall remain in force until repealed or amended by the Board.

ENTRY INTO FORCE

25. The Graduate Academic Appeals Board and its Terms of Reference enter into force when enacted by the Graduate Education Council of the School of Graduate Studies. (Prior to its existence as the Graduate Academic Appeals Board, the GAAB was preceded by a committee named "The Applications and Memorials Committee.") The Board and its Terms of Reference were originally established by SGS Council at its meeting of May 22, 2001.

The GAAB and its Terms of Reference were amended by the SGS Council on:
January 29, 2002;
October 22, 2002;
May 25, 2004;
April 26, 2005.

Approved by the School of Graduate Studies Council: April 19, 2011
BY-LAW #3: GRADUATE ACADEMIC APPEALS BOARD (GAAB)
GRADUATE EDUCATION COUNCIL
School of Graduate Studies
University of Toronto
Page #7

This By-law of the Graduate Education Council was originally created on May 9, 2006 and approved by the Graduate Education Council on May 23, 2006.
This By-law (#3) was amended by the SGS Graduate Education Council on:
October 19, 2010;
April 19, 2011.



MOTION

Graduate Education Council

Tuesday, April 20, 2021

ITEM

Proposal to approve appointments to the **Graduate Academic Appeals Board (GAAB)** for the 2020-2021 and 2021-2022 academic years:

MOTION

THAT Graduate Education Council approve the appointment of three faculty members and two student members to serve on the Graduate Academic Appeals Board for the 2020-2021 and 2021-2022 academic years as follows:

Graduate Faculty Member (Division 3)

Ron Kluger, Chemistry (New - April 20, 2021 to April 19, 2024)

Jane Howe, Mechanical and Industrial Engineering (New-July 1, 2021 to June 30, 2024)

Graduate Faculty Member (Division 2)

David Burnes, Social Work (Renewal -July 1, 2021 to June 30, 2024)

Student Members:

John Evjen, Germanic Languages and Literature, Division I (New - May 1, 2021 to April 30, 2022)

Branden Rizzuto, Anthropology, Division II (New - May 1, 2021 to April 30, 2022)

About Graduate Academic Appeals Board (GAAB):

The Graduate Academic Appeals Board (GAAB) is a standing committee of Graduate Education Council (GEC). Appointment of the Chair of GAAB is approved by GEC upon the nomination of the Dean of the School of Graduate Studies. Appointment of faculty members is approved by GEC upon the recommendation of the Vice-Dean, Students. Appointment of student members is approved by GEC upon the recommendation of the student members of the Council.

GAAB Membership 2020-2021:

With GEC approval, the full membership of GAAB for 2020-2021 will be as follows:

Chair: Jim Phillips, Faculty of Law (*July 1, 2018 to June 30, 2023*)
Alternates: Ron Levi, Munk School of Global Affairs (*January 1, 2019 to December 31, 2023*)
Mariana Prado, Faculty of Law (*September 1, 2020 to August 31, 2025*)

Division I Faculty Members

Members: Greig Henderson, English (*July 1, 2020 to June 30, 2023*)
Paul Thompson, History and Philosophy of Science & Technology (*July 1, 2020 to June 30, 2023*)
Keren Rice, Linguistics (*July 1, 2020 to June 30, 2023*)

Division II Faculty Members

Members: Lynne Howarth, Information (*July 1, 2020 to June 30, 2023*)
Michele Peterson-Badali, Human Development & Applied Psychology (*July 1, 2019 to June 30, 2022*)
David Burnes, Social Work (*July 1, 2018 to June 30, 2021*)

Division III Faculty Members

Members: Chris Damaren, Aerospace Studies (*July 1, 2020 to June 30, 2023*)
Willy Wong, Electrical and Computer Engineering (*July 1, 2020 to June 30, 2021*)
Ron Kluger, Chemistry (*April 20, 2021 to April 19, 2024*)

Division IV Faculty Members

Members: Luc De Nil, Speech-Language Pathology (*July 1, 2020 to June 30, 2023*)
Michael J. Wiley, Surgery (*July 1, 2019 to June 30, 2022*)
Peter Donnelly, Exercise Sciences, (*January 1, 2020 to December 31, 2023*)

Graduate Student Members

Members: John Evjen, Germanic Languages and Literature, Division I (*May 1, 2021 to April 30, 2022*)
Branden Rizzuto, Anthropology, Division II (*May 1, 2021 to April 30, 2022*)
Chaim Katz, Biomedical Engineering, Division III (*October 22, 2020 to October 21, 2021*)

Further Governance

GEC approval is final.

GAAB Membership 2021-2022:

With GEC approval, the full membership of GAAB for 2021-2022 will be as follows:

Chair: Jim Phillips, Faculty of Law (*July 1, 2018 to June 30, 2023*)
Alternates: Ron Levi, Munk School of Global Affairs (*January 1, 2019 to December 31, 2023*)
Mariana Prado, Faculty of Law (*September 1, 2020 to August 31, 2025*)

Division I Faculty Members

Members: Greig Henderson, English (*July 1, 2020 to June 30, 2023*)
Paul Thompson, History and Philosophy of Science & Technology (*July 1, 2020 to June 30, 2023*)
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Branden Rizzuto, Anthropology, Division II (*May 1, 2021 to April 30, 2022*)
Chaim Katz, Biomedical Engineering, Division III (*October 22, 2020 to October 21, 2021*)

Further Governance

GEC approval is final.



UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

2019-2020 SGS ADMISSIONS & PROGRAMS COMMITTEE: EXECUTIVE SUMMARY AND REPORT

**Prepared by: Victoria Hurliey
School of Graduate Studies**

For: Graduate Education Council

April 2020

victoria.hurliey@utoronto.ca

SGS Admissions and Programs Committee: 2019-2020 Executive Summary

Mandate:

The SGS Admissions & Programs Committee and its delegates are responsible for making decisions on various non-standard cases including, (but not limited to), admission cases, third/fourth program extensions, requests for non-standard grade revisions, requests for second course extensions, and requests for second candidacy extensions, and requests to modify program requirements. This report does not include statistics on daily, standard files that are acted upon by the School.

Committee Membership:

Members of the 2019-2020 A&P Committee were:

Chair: Charmaine Williams, SGS Vice-Dean, Students

Alternate Chair: Gretchen Kerr, SGS Vice-Dean, Programs and Innovation

Secretary: Victoria Hurlihey, Manager, Front-line Services, (non-voting member)

Ex-Officio Members: Joshua Barker, SGS Dean

Josie Lalonde, Director, SGS Student Services (non-voting member)

Division I Faculty Member: Alison Keith, Department of Classics

Division II Faculty Member: Anna Korteweg, Sociology

Division III Faculty Member: Julie Audet, Institute of Biomaterials & Biomedical Engineering

Division IV Faculty Member: Howard Mount, Institute of Medical Science

Graduate Student Member: Samantha Chang, Div I

Alternate Graduate Student Member: Chaim Katz, Div III

Activity Report, September 1, 2019 – August 31, 2020

The Admissions and Programs Committee or its delegates dealt with a total of 1118 cases in 2019-2020, a decrease from the 1273 cases in 2018-19. The majority of cases (55%) are in Division II.

Cases by Division

	2018-2019			2019-2020		
	Cases	Registered Students ¹	Cases as a % of Registered Students	Cases	Registered Students ¹	Cases as a % of Registered Students
Div. I	182	1,667	10.9%	140	1,674	8.4%
Div. II	624	8,288	7.5%	619	8,819	7.0%
Div. III	185	3,963	5.0%	163	4,336	3.8%
Div. IV	282	5,293	5.3%	196	5,579	3.1%
TOTAL	1,273	19,211	6.6%	1,118	20,408	6.0%

¹ Total number of registered students excludes visiting students.

Cases by Program Type

2018-2019		2019-2020	
Doctoral stream Master's	310	Doctoral stream Master's	272
Professional Master's	361	Professional Master's	395
Doctoral	599	Doctoral	445
Special Student	3	Special Student	5
Diploma	0	Diploma	1
Total	1,273	Total	1,118

There are two broad categories of cases: admission cases and program cases. Program cases continue to account for the majority of non-standard activity again this year. Of the total 1118 cases, 461 (41%) were admissions cases and 657 (59%) were programs cases. Of the 1118 total cases this year, 1100 (98%) were approved and 18 (2%) were refused. This approval rate is slightly lower than last year's rate of 99%.

Admissions

Non-standard admissions cases are submitted for applicants who do not meet minimum English Language Proficiency (ELP) requirements or minimum degree or grade average requirements. This year we approved 99% of non-standard admission cases (last year 99% were approved). There were a total of 13,245 admission offers made for the 2019-2020 academic year and of these 458 (4%) were non-standard admissions.

Division	2018-2019		2019-2020	
	Approved	Refused	Approved	Refused
I	22	0	22	1
II ²	335	5	363	2
III	48	0	36	0
IV	32	0	37	0
Total	437	5	458	3

Most of this year's 458 cases fall into three categories: applicants who did not meet SGS minimum grade requirements³ (263); applicants who did not meet our English language facility requirements (86); applicants who did not have the equivalent to a four-year degree, or master's degree if applicable (44).

² These figures include EMBA cases. Note: there were no GEMBA admissions during the 2019-2020 year due to the COVID-19 pandemic because the program has an international travel component that was not possible.

³ Mid B for admission to a master's, B+ for admission to a doctoral program, or A- for direct admission to a doctoral program

Programs

Program cases include non-standard leaves, third/fourth program extensions, second course extensions, second candidacy extensions, non-standard transfer credit requests, changes to program requirements, etc. Of the total 657 cases, 642 (99%) were approved and 15 (2%) were refused. The ratio of 657 programs cases to the total 20,408 registered students in the 2019-2020 academic year is 3%.

Division	2018-2019		2019-2020	
	Approved	Refused	Approved	Refused
I	158	2	117	0
II	283	1	251	3
III	132	5	119	8
IV	248	2	155	4
Total	821	10	642	15

The most common cases are non-standard leaves of absence (274), third/fourth program extensions (92), PhD second candidacy extensions (18), non-standard program transfers (90), and late course withdrawals (62). Compared to last year's numbers, non-standard leaves have decreased from 280 to 274, third/fourth program extensions have decreased from 181 to 92, non-standard program transfers have decreased from 99 to 90, PhD second candidacy extensions have decreased from 63 to 18, and late course withdrawals have increased from 57 to 62.

COVID-19 Issues

2019-2020 was a challenging year for many students. In 88 programs cases, students reported reasons relating to COVID-19 in their rationale. Of these 88 programs cases, reasons relating to COVID-19 were submitted in 37 non-standard leave of absence requests, 5 program extension requests, 5 change to program requirements requests, 9 non-standard coursework extension requests, 15 requests to withdraw late without academic penalty from courses, 1 program transfer request, 11 fifth program extension requests, and 5 candidacy extension requests.

Progress Report for Non-standard Admissions Approved from September 1, 2018 to August 31, 2019

	A average in first year	B average in first year	Failed 1 or more courses in first year	Withdrew from program	Grades un-available	Did not register	Deferred admission to Sept, 2020	TOTAL
Applicant did not meet SGS minimum ELP requirement	60	20	3	1	1	15	4	104
Applicant did not have equivalent to 4-year degree (or masters degree if applicable)	33	3	0	0	0	16	4	56
Applicant did not meet SGS minimum mid B, B+ or A- requirement	139	40	5	1	0	47	12	244
Applicant had ungraded previous degree	1	0	0	0	0	0	0	1
Applicant had and applied degree from a Canadian college	15	1	1	0	0	6	2	25
Applicant had a 3-yr European degree	0	0	0	0	0	2	0	2
Admission - other	4	0	0	0	0	1	0	5
TOTAL	252	64	9	2	1	87	22	437

The School of Graduate Studies follows up on the progress of non-standard admits annually. Of 437 non-standard applicants who were admitted during 2018-2019, 325 (74%) registered, 252 (58%) maintained an A average, 64 (15%) maintained a B average and 9 (2%) students failed.

SGS Admissions and Programs Committee: 2019-2020 Report

Non-standard Admissions and Program Cases from September 1, 2019– August 31, 2020

DIVISION I

Issue	Cases Approved	Cases Refused	Comments
Applicant did not meet SGS minimum ELP requirement	6	0	
Applicant did not have equivalent to 4-year degree (or master's degree if applicable)	2	0	
Applicant did not meet SGS minimum mid B, B+ or A- requirement	5	1	
Applicant had an applied degree from a Canadian college	8	0	
Applicant had a three-year European degree	0	0	
Ungraded previous degree	1	0	
Applicant did not meet work requirement for flexible-time PhD admission	0	0	
Other - admission	0	0	
Change program requirements	0	0	
Third program extension –old policy	0	0	
Third or fourth program extension – new policy:			
• Third	5	0	
• Fourth	15	0	
Non-standard leave:			
• Beyond 3 sessions	19	0	4 COVID-19 related
• Retroactive	22	0	2 COVID-19 related
Non-standard transfer credit	0	0	
Non-standard course work extension	23	0	4 COVID-19 related
Non-standard grade revision:			
• From WDR, INC, FZ, NCR to letter grade, CR or vice-versa	3	0	
• More than 1 step up or down	0	0	
Non-standard program transfer:			

• Beyond 24 months in program	0	0	
• Doctoral to Master's	7	0	
Non-standard reinstatement (10 or more years since last registration)	0	0	
Late course withdrawal (non-medical reasons)	2	0	1 COVID-19 related
Second candidacy extension	11	0	
Non-standard collaborative program	1	0	
Non-standard program withdrawal	0	0	
Other - program	9	0	6 fifth program extensions (4 COVID-19 related); 1 fourth candidacy extension; 2 third candidacy extensions (2 COVID-19 related)
TOTAL	139	1	140

Department	Cases Approved		Cases Refused		Total
	Admission	Program	Admission	Program	
Art	0	5	0	0	5
Cinema Studies	0	1	0	0	1
Classics	0	5	0	0	5
Comparative Literature	0	2	0	0	2
Drama	0	5	0	0	5
East Asian Studies	1	4	0	0	5
English	1	11	0	0	12
French	0	0	0	0	0
German	0	2	0	0	2
History	1	14	0	0	15
History & Phil. of Science & Technology	0	5	0	0	5
Italian	0	5	0	0	5
Linguistics	1	7	0	0	8
Medieval Studies	0	5	0	0	5
Music	16	20	1	0	37
Near & Middle Eastern Civil.	0	9	0	0	9
Philosophy	0	3	0	0	3
Religion	0	6	0	0	6
Slavic	0	2	0	0	2
Spanish & Portuguese	1	3	0	0	4

Women & Gender Studies	1	3	0	0	4
TOTAL	22	117	1	0	140

SUMMARY: Doctoral Stream Masters: 35 Professional Masters: 0 Doctoral: 104 Special Student: 1 TOTAL: 140

Mature Student Admission cases: 4

VH: Approved: 91 Refused: 0
 CCW: Approved: 48 Refused: 1

DIVISION II

Issue	Cases Approved	Cases Refused	Comments
Applicant did not meet SGS minimum ELP requirement	48	0	
Applicant did not have equivalent to 4 year degree (or master's degree if applicable)	41	0	
Applicant did not meet SGS minimum mid B, B+ or A- requirement	225	2	
Applicant had an applied degree from a Canadian college	30	0	
Applicant had a three-year European degree	1	0	
Ungraded previous degree	3	0	
Applicant did not meet work requirement for flexible-time PhD admission	14	0	
Other - admission	1	0	
Change program requirements	2	0	
Third program extension –old policy	0	0	
Third or fourth program extension – new policy:			
• Third	20	0	1 COVID-19 related
• Fourth	13	0	
Non-standard leave:			
• Beyond 3 sessions	42	0	6 COVID-19 related
• Retroactive	92	0	10 COVID-19 related
Non-standard transfer credit	1	0	

Non-standard course work extension	24	0	5 COVID-19 related
Non-standard grade revision:			
• From WDR, INC, FZ, NCR to letter grade, CR or vice-versa	7	0	
• More than 1 step up or down	0	0	
Non-standard program transfer:			
• Beyond 24 months in program	0	0	
• Doctoral to Master's	3	0	
Non-standard reinstatement (10 or more years since last registration)	3	0	
Late course withdrawal (non-medical reasons)	21	3	7 COVID-19 related
Second candidacy extension	4	0	
Non-standard collaborative program	5	0	
Non-standard program withdrawal	0	0	
Other - program	14	0	6 fifth program extensions (4 COVID-19 related); 1 third master's program extension; 7 third candidacy extensions (2 COVID-19 related)
TOTAL	614	5	619

Department	Cases Approved		Cases Refused		Total
	Admission	Program	Admission	Program	
Anthropology	1	8			9
Architecture	0	5			5
Criminology	0	1			1
Economics	2	2			4
European, Russian, and Eurasian Studies	1	0			1
Geography/Planning	0	5			5
Global Affairs	2	5			7
Industrial Relations	2	3			5
Information	11	16			27
Law	50	4			54
Management – professional master's	84	16	1		101
Management – PhD	1	3			4
Management and Innovation	12	7		2	21
OISE – APHD	22	14			36

OISE – CTL	73	37	1		111
OISE – SJE	29	40		1	70
OISE – LHAE	68	58			126
Political Science	0	13			13
Public Policy	0	0			0
Social Work	5	7			12
Sociology	0	7			7
TOTAL	363	251	2	3	619

SUMMARY: Doctoral Stream Masters: 60 Professional Masters: 395 Doctoral: 162 Diploma: 1 Special Student: 1 TOTAL: 619

Mature Student Admission cases: 218

VH: Approved: 429 Refused: 0
 CCW: Approved: 179 Refused: 5
 GK: Approved: 6 Refused: 0

EMBA/GEMBA: Approved: 22 Refused: 0

(these admission cases were approved by the EMBA/GEMBA programs, which have the authority to approve certain non-standard admission cases. **Note:** there were no admissions to the GEMBA program in the 2019-2020 academic year due to the COVID-19 pandemic. The GEMBA program has an international travel component, which was not possible during the pandemic).

DIVISION III

Issue	Cases Approved	Cases Refused	Comments
Applicant did not meet SGS minimum ELP requirement	22	0	
Applicant did not have equivalent to 4 year degree (or master's degree if applicable)	0	0	
Applicant did not meet SGS minimum mid B, B+ or A- requirement	12	0	
Applicant had an applied degree from a Canadian college	1	0	
Applicant had a three-year European degree	1	0	
Ungraded previous degree	0	0	
Applicant did not meet work requirement for flexible-time PhD admission	0	0	
Other - admission	0	0	

Change program requirements	0	0	
Third program extension –old policy	0	0	
Third or fourth program extension – new policy:			
• Third	9	0	2 COVID-19 related
• Fourth	9	0	2 COVID-19 related
Non-standard leave:			
• Beyond 3 sessions	8	0	
• Retroactive	35	0	2 COVID-19 related
Non-standard transfer credit	2	0	
Non-standard course work extension	3	0	
Non-standard grade revision:			
• From WDR, INC, FZ, NCR to letter grade, CR or vice-versa	3	0	
• More than 1 step up or down	0	0	
Non-standard program transfer:			
• Beyond 24 months in program	1	0	
• Doctoral to Master’s	14	0	
Non-standard reinstatement (10 or more years since last registration)	1	0	
Late course withdrawal (non-medical reasons)	26	8	4 COVID-19 related
Second candidacy extension	3	0	1 COVID-19 related
Non-standard collaborative program	2		
Non-standard program withdrawal	0		
Other - program	3		1 third master’s program extension; 1 fifth program extension; 1 third candidacy extension
TOTAL	155	8	163

Department	Cases Approved		Cases Refused		Total
	Admission	Program	Admission	Program	
Aerospace Science and Engineering	4	7	0	0	11
Astronomy and Astrophysics	0	0	0	0	0
Biomedical Engineering	1	11	0	0	12

Chemical Engineering	0	11	0	2	13
Chemistry	2	15	0	1	18
Civil Engineering	3	5	0	0	8
Computer Science	6	16	0	1	23
Earth Sciences	2	0	0	0	2
Electrical and Computer Engineering	9	13	0	0	22
Materials Science and Engineering	0	5	0	0	5
Mathematical Finance	0	0	0	0	0
Mathematics	0	4	0	0	4
Mech. and Industrial. Engineering	5	23	0	3	31
Physical and Environmental Sciences	4	2	0	0	6
Physics	0	2	0	0	2
Statistics	0	5	0	1	6
TOTAL	36	119	0	8	163

SUMMARY: Doctoral Stream Masters: 79 Professional Masters: 0 Doctoral: 84 Special Student: 0 TOTAL: 163

Mature Student Admission cases: 7

VH: Approved: 96 Refused: 1
 CCW: Approved: 59 Refused: 7

DIVISION IV

Issue	Cases Approved	Cases Refused	Comments
Applicant did not meet SGS minimum ELP requirement	10	0	
Applicant did not have equivalent to 4 year degree (or master's degree if applicable)	1	0	
Applicant did not meet SGS minimum mid B, B+ or A- requirement	21	0	
Applicant had an applied degree from a Canadian college	1	0	
Applicant had a three-year European degree	0	0	
Ungraded previous degree	3	0	
Applicant did not meet work requirement for flexible-time PhD admission	0	0	

Other - admission	1	0	
Change program requirements	11	0	5 COVID-19 related
Third program extension –old policy	0	0	
Third or fourth program extension – new policy:			
• Third	7	0	
• Fourth	14	0	
Non-standard leave:			
• Beyond 3 sessions	22	0	5 COVID-19 related
• Retroactive	34	0	8 COVID-19 related
Non-standard transfer credit	0	0	
Non-standard course work extension	16	0	
Non-standard grade revision:			
• From WDR, INC, FZ, NCR to letter grade, CR or vice-versa	2	0	
• More than 1 step up or down	1	0	
Non-standard program transfer:			
• Beyond 24 months in program	6	0	
• Doctoral to Master’s	17	0	1 COVID-19 related
Non-standard reinstatement (10 or more years since last registration)	0	0	
Late course withdrawal (non-medical reasons)	13	4	3 COVID-19 related
Second candidacy extension	0	0	
Non-standard collaborative program	4	0	
Non-standard program withdrawal	0	0	
Other - program	8	0	5 fifth program extensions (3 COVID-19 related); 1 fourth master’s program extension; 2 third candidacy extensions
TOTAL	192	4	196

Department	Cases Approved		Cases Refused		Total
	Admission	Program	Admission	Program	
Biochemistry	0	1	0	0	1
Biotechnology	0	0	0	0	0

Cell and Systems Biology	0	10	0	0	10
Dentistry	0	5	0	0	5
Ecology and Evolutionary Biology	1	5	0	0	6
Exercise Sciences	0	3	0	0	3
Forestry	3	8	0	0	11
Health Policy, Management, and Evaluation	6	24	0	0	30
Immunology	0	2	0	1	3
Laboratory Medicine and Pathology	3	4	0	0	7
Medical Biophysics	2	7	0	0	9
Institute of Medical Science	1	18	0	0	19
Molecular and Medical Genetics	1	9	0	0	10
Nursing	0	7	0	0	7
Nutritional Sciences	0	0	0	0	0
Occupational Therapy	0	1	0	0	1
Pharmaceutical Sciences	3	4	0	1	8
Pharmacology	0	1	0	0	1
Physical Therapy	0	1	0	0	1
Physiology	2	3	0	0	5
Psychology	0	10	0	0	10
Public Health Sciences	15	28	0	1	44
Rehabilitation Science	0	4	0	1	5
Speech-Language Pathology	0	0	0	0	0
TOTAL	37	155	0	4	196

SUMMARY: Doctoral Stream Masters: 98 Professional Masters: 0 Doctoral: 95 Diploma: 0 Special Student: 3 TOTAL: 196

Mature Student Admission cases: 22

VH: Approved: 101 Refused: 1
CCW: Approved: 90 Refused: 3
JL: Approved: 1 Refused: 0

Student Progress Report for Non-standard Admissions Approved from September 1, 2018 to August 31, 2019

DIVISION I

	A average in first year	B average in first year	Failed in first year	Withdrew from program	Grades Unavailable	Did not register	Deferred Admission to Sept. 2020	TOTAL
Applicant did not meet SGS minimum ELP requirement	5	0	0	0	0	2	1	8
Applicant did not have equivalent to 4 year degree (or master's degree if applicable)	2	0	0	0	0	5	1	8
Applicant did not meet SGS minimum mid B, B+ or A- requirement	4	0	0	0	0	1	1	6
Applicant had an applied degree from a Canadian college	1	0	0	0	0	0	0	1
Applicant had a Bologna European degree	0	0	0	0	0	0	0	0
Ungraded previous degree	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
TOTAL	12	0	0	0	0	8	3	23

Doctoral Stream Masters: 19 Professional Master's: 0 Doctoral: 4 Special Student: 0 TOTAL: 23

Mature Student cases: 9

DIVISION II

	A average in first year	B average in first year	Failed in first year	Withdrew from program	Grades Unavailable	Did not register	Deferred Admission to Sept. 2020	TOTAL
Applicant did not meet SGS minimum ELP requirement	24	16	1	0	0	8	2	51
Applicant did not have equivalent to 4 year degree (or master's degree if applicable)	29	3	0	0	0	10	3	45
Applicant did not meet SGS minimum mid B, B+ or A- requirement	115	39	3	0	0	44	9	210
Applicant had an applied degree from a Canadian college	12	1	0	0	0	6	2	21
Applicant had a Bologna European degree	0	0	0	0	0	1	0	1
Ungraded previous degree	1	0	0	0	0	0	0	1
Other	3	0	0	0	0	1	0	4
TOTAL	184	59	4	0	0	70	16	333

Doctoral Stream Masters: 21 Professional Masters: 291 Doctoral: 21 Special Student: 0 Diploma: 0 TOTAL: 333

Mature Student cases: 204

DIVISION III

	A average in first year	B average in first year	Failed in first year	Withdrew from program	Grades Unavailable	Did not register	Deferred Admission to Sept. 2020	TOTAL
Applicant did not meet SGS minimum ELP requirement	23	3	2	1	1	2	1	33
Applicant did not have equivalent to 4 year degree (or master's degree if applicable)	0	0	0	0	0	1	0	1
Applicant did not meet SGS minimum mid B, B+ or A- requirement	4	1	2	1	0	2	1	11
Applicant had an applied degree from a Canadian college	1	0	0	0	0	0	0	1
Applicant had a Bologna European degree	0	0	0	0	0	1	0	1
Ungraded previous degree	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
TOTAL	29	4	4	2	1	6	2	48

Doctoral Stream Masters: 18 Professional Masters: 0 Doctoral: 27 Special Student: 3 TOTAL: 48

Mature Student Cases: 9

DIVISION IV

	A average in first year	B average in first year	Failed in first year	Withdrew from program	Grades Unavailable	Did not register	Deferred Admission to Sept. 2020	TOTAL
Applicant did not meet SGS minimum ELP requirement	8	1	0	0	0	3	0	12
Applicant did not have equivalent to 4 year degree (or master's degree if applicable)	2	0	0	0	0	0	0	2
Applicant did not meet SGS minimum mid B, B+ or A- requirement	16	0	0	0	0	0	1	17
Applicant had an applied degree from a Canadian college	1	0	0	0	0	0	0	1
Applicant had a Bologna European degree	0	0	0	0	0	0	0	0
Ungraded previous degree	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
TOTAL	27	1	0	0	0	3	1	32

Doctoral Stream Masters: 24

Professional Masters: 0

Doctoral: 8

Special Student:

0

TOTAL: 32

Mature Student cases: 15