

**MINUTES OF THE FOURTH MEETING OF  
THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES  
OPEN SESSION**

**Monday, January 24, 2022 at 10:00 am via Zoom**

PRESENT

Ex-officio members: E. Diamantoudi (Chair), D. Lafrance (Secretary).

Voting members: A. Akgunduz (for E. Shihab), R. Berger, S. Bertrand, K. Boies, G. Dover, E. Lagou, M. Medraj, P. Pawelek, F. Scala, D. Secko, A. Sinner, A. Soliman, M. Sussman, L. Switzer, MJ Thompson, M. Zaare.

Non-Voting members: S. De Celles, S. Gabriele.

Guests: K. Belloso, G. Beltran, N. Butt, E. MacFadden.

REGRETS

Voting members: D. Bowen, S. Chauhan, K. Clark, Y. Gélinas, Y.-G. Guéhéneuc, S. Han, D. Howes, I. Richmond, M. Steinberg.

Non-Voting members: W. Cheaib.

1. Call to Order

The meeting was called to order at 10:00 am.

2. Approval of the Agenda

Moved and seconded (F. Scala, M. Zaare). Carried.

3. Approval of the Minutes of the Open Meeting of December 13, 2021

Moved and seconded (P. Pawelek, R. Berger). Carried.

4. Chair's Remarks

Dr Diamantoudi reminded Council members that the School of Graduate Studies had recently held a successful Townhall for all Graduate Program Directors and Assistants.

The session touched on, among others topics, document submission regulations and funding for international students. A similar event was to take place for the student audience in the following days.

5. Question Period

There were no questions.

## Presentation

6. Master's course-based billing reform  
*Faye Diamantoudi, Interim Dean of Graduate Studies*

Dr Diamantoudi provided the membership with a summary of the billing reform project that had been underway for nearly a year. She began by thanking key collaborators in the Faculties and the Office of the Registrar for their continued support in this important endeavour.

The modifications to the billing structure for graduate programs will affect course-based master's programs only; research master's and PhD programs will continue to be billed on a per term basis. Under the new system, graduate students in course-based master's programs will be billed per credit. The overall cost of the degree program remains unchanged.

Further to the above, students in course-based master's programs will be required to register for a minimum of 9 credits per term in order to be considered full-time. Students will be considered full-time during the summer term or the final term of their program regardless of the number of credits for which they are registered. The School is prepared to find solutions and assist students in maintaining full-time status, particularly during the transition period, where appropriate.

The Faculties are currently making necessary curricular revisions to their programs to accommodate this reform. Additionally, the Centre for Engineering in Society and the School of Graduate Studies (GradProSkills) are developing a series of one-credit courses to facilitate this objective.

## Business

7. Proposed Graduate Calendar Text changes CSGS 2122 4 D1

Moved and seconded (P. Pawelek, E. Lagou). Carried.

In light of the forthcoming billing reform, a number of modifications were proposed to the regulations section of the Graduate Calendar. Dr Pawelek provided an overview of

the changes to the classification of students (full/part-time status), Continuing In Program (CIP) registrations and time limits regulations.

8. Adjournment

Moved and seconded (F. Scala, E. Lagou). Carried.

**Other**          Next Meeting: March 21, 2022 from 10:00 am – 12:00 noon in TBA

Respectfully submitted,

Michael Jordan  
Recording Secretary  
Council of the School of Graduate Studies

Current Summer 2022 Calendar Text	Proposed Fall 2022 Text
<p><b>Student classification: full/part-time status</b></p> <p><b>Master’s and Doctoral Programs</b></p> <p>Students in thesis-based master’s or doctoral degree programs are accepted as full or part-time students at the time of admission. These students are considered to be full or part-time according to their status at admission, regardless of the actual amount of credits for which they register. Their classification will change only if they submit a request to change their status.</p> <p>A student’s status in course-based master’s program is determined by the number of credits for which they are registered by the DNE deadline. In particular, students are considered full-time if they are enrolled in 9 credits per term in the Fall and Winter terms of a given academic year. Registration in less than 9 credits in the Summer or last term of study, does not impact full-time status. Students enrolled in less than 9 credits in a Fall or Winter term will automatically be classified as part-time for that term unless they are enrolled in an internship component.</p>	<p><b>Student classification: full/part-time status</b></p> <p><b>Master’s and Doctoral Programs</b></p> <p>Students in thesis-based master’s or doctoral degree programs are accepted as full or part-time students at the time of admission. These students are considered to be full or part-time according to their status at admission, regardless of the actual amount of credits for which they register. Their classification will change only if they submit a request to change their status.</p> <p>A student’s status in course-based master’s program is determined by the number of credits for which they are registered by the DNE deadline. In particular, students are considered full-time if they are enrolled in 9 credits per term in the Fall and Winter terms of a given academic year. Registration in less than 9 credits in the Summer or last term of study, does not impact full-time status. Students enrolled in less than 9 credits in a Fall or Winter term will automatically be classified as part-time for that term unless they are enrolled in an internship component or <u>project course</u>.</p>
<p><b>Rationale: Inclusion of project-based courses to be classified as full-time</b></p>	

Current Winter 2022 Calendar Text	Proposed Fall 2022 Text
<p><b>Time Limits</b></p> <p><b>Time Limits for Diploma Programs.</b> All work for a diploma program must be completed within <del>6 terms (2 years)</del> from the time of initial registration in the program for full-time students; for part-time students the time limit is <del>12 terms (4 years)</del>. In the case of the Diploma in Clinical Psychology, the time limit is <del>9 terms (3 years)</del> for full-time students; for part-time students the time limit is <del>15 terms (5 years)</del>.</p> <p><b>Time Limits for Graduate Certificate Programs.</b> All work for a graduate certificate program must be completed within <del>6 terms (2 years)</del> from the time of initial registration in the program for full-time students; for part-time students the time limit is <del>9 terms (3 years)</del>. In the case of UNIT, the time limit for full-time students is <del>5 terms</del>.</p>	<p><b>Time Limits</b></p> <p><b>Time Limits for Diploma Programs.</b> All work for a diploma program must be completed within <u>12 terms (4 years)</u> from the time of initial registration. In the case of the Diploma in Clinical Psychology, the time limit is <u>15 terms (5 years)</u>.</p> <p><b>Time Limits for Graduate Certificate Programs.</b> All work for a graduate certificate program must be completed within <u>9 terms (3 years)</u>.</p>
<p><b>Rationale:</b> Harmonizes time limits for GDIP and CERT programs with those of course-based master’s programs (all fixed to the former PT time limit). Also, text regarding UNIT is removed since this is now a defunct program.</p>	

Current Winter 2022 Calendar Text	Proposed Fall 2022 Text
<p><b>Internal Transfer</b></p> <p><del>Students currently in a degree program may choose to transfer from one program to another (e.g., from a Master of Arts in Judaic Studies to a Master of Arts in Philosophy, or from a Master of Engineering in Mechanical Engineering to a Master of Applied Science in Mechanical Engineering).</del></p> <p><del>A request to transfer from one degree program to another is considered to be a new application. Students who wish to transfer degree programs must submit an on-line application, along with the required application fee. Documentation showing professional and educational achievements outside of Concordia must be submitted if they have not already been provided.</del></p>	<p><b><u>Internal Program Transfer</u></b></p> <p><u>Students requesting a program transfer within the same discipline and within the same Department are not required to submit a new application. Such students must instead submit a Service Request for internal program transfer along with any supporting documents required by the new graduate program.</u></p>
<p><b>Rationale: Replace 'Internal Transfer' section with a much more generalized and comprehensive 'Internal Program Transfer' section</b></p>	

Current Winter 2022 Calendar Text	Proposed Fall 2022 Text
	<p><b><u>External Program Transfer</u></b></p> <p><u>Transfers from one program to another outside of the originating program's discipline and to a program in another Department requires the submission of a new application (e.g., PhD (Biology) to PhD (Chemistry)). External program transfers include transfers from another institution to Concordia University.</u></p> <p><u>External-to-Concordia transferred credits cannot account for more than one third of the total course credit load of the destination program.</u></p>
<p><b>Rationale:</b> Added 'External Program Transfer' section for a generalized approach to external program transfers.</p>	

Current Winter 2022 Calendar Text	Proposed Fall 2022 Text
	<p><b><u>Financial credit</u></b></p> <p><u>Internal program transfers between thesis-based programs where research continuity is maintained (i.e., thesis-based master’s to PhD, or PhD to thesis-based master’s) will result in financial credit being applied on a per-term basis.</u></p> <p><u>External program transfers between thesis-based programs (i.e. PhD in Biology to PhD in Chemistry), will typically result in financial credit applied on the course credits transferred.</u></p> <p><u>For internal or external program transfers from thesis-based to course-based programs (i.e., PhD to course-based master’s), students will be financially responsible for the remaining credits of the program following approved academic credit transfers.</u></p> <p><u>For internal or external program transfers from course-based to thesis-based programs (i.e., course-based master’s to PhD), financial credit will be applied on the course credits transferred.</u></p> <p><u>Financial credit following transfers from other institutions to Concordia University will be determined on a per course credit basis relative to the Concordia equivalent.</u></p>
<p><b>Rationale: This sub-section formalizes financial transfer credit processes within the graduate calendar, and aligns with the new billing structure for course-based master’s.</b></p>	



Current Winter 2022 Calendar Text	Proposed Fall 2022 Text
<p><b>Lapsed student status</b></p> <p>Independent graduate students and graduate visiting students who have not registered for courses for three consecutive terms or more will have their student status lapsed and must submit an <a href="#">authorization to register as a non-degree student</a>.</p>	<p><b>Lapsed student status</b></p> <p><u>Students in diploma, certificate, and course-based master’s programs who have not registered for courses for three consecutive terms will be withdrawn from the program and must submit a Service Request for reinstatement to the program.</u></p> <p>Independent graduate students and graduate visiting students who have not registered for courses for three consecutive terms or more will have their student status lapsed and must submit an <a href="#">authorization to register as a non-degree student</a>.</p>
<p><b>Rationale:</b> The lapse process allows students to be withdrawn before the time limit when no registration has occurred for 3 consecutive terms.</p>	

**MEMBERSHIP AND POWERS OF THE FACULTY ~~AND SCHOOL COUNCILS AND~~  
~~THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES~~**

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**NTD: RELEVANT EXTRACTS FOR SGS**

**MEMBERSHIP AND POWERS OF THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES**

**MEMBERSHIP**

**a) Chair**

- Dean of Graduate Studies. The Chair can vote in case of a tie.

**b) Voting members**

Ex-officio members (members marked with an asterisk are voting members who do not count for quorum)

- President and Vice-Chancellor – Honorary Chair\*
- Provost and Vice-President, Academic\*
- Vice-President, Research and Graduate Studies\*
- Associate Deans of the School of Graduate Studies

**~~a) Non-voting members~~**

- ~~• The Dean of Graduate Studies shall be the Chair of the Council~~
- ~~• The President and Vice-Chancellor – Honorary Chair~~
  
- ~~• The Vice-President, Research and Graduate Studies~~
- ~~• The Provost and Vice-President, Academic Affairs~~
- ~~• The University Librarian or delegate~~
- ~~• The Council Secretary~~
- ~~• The Associate Vice-President, Strategy and Operations~~
- ~~• The Associate Vice-President, International~~
- ~~• The University Registrar or delegate~~
- ~~• The Vice-Provost, Teaching and Learning~~

Elected or nominated members

**~~b) Voting members~~**

- ~~• The Associate Deans of the School of Graduate Studies~~

- A member of the decanal team involved in graduate studies, from each Faculty and the School of Health, appointed by the relevant Dean of the Faculty
- Three tenured or tenure-track faculty members involved in graduate studies from the Faculty of Arts and Science, representing the sciences, the humanities and the social sciences, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the John Molson School of Business, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the Gina Cody School Faculty of Engineering and Computer Science, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the Faculty of Fine Arts, each appointed for a three-year term by Faculty Council.
- Three graduate students, each appointed for a one-year term by the Graduate Students' Association, each from a different Faculty.
- Three graduate Program Directors, each nominated for a two-year term by the School of Graduate Studies and ratified by Council (one must be the Director of the Individualized Program or Humanities Program).
- One Postdoctoral fellow, appointed for a one-year term and (elected through a process to be monitored by the School of Graduate Studies).

### c) Non-voting members

- University Librarian or delegate
- University Registrar or delegate
- Vice-Provost, Innovation in Teaching and Learning
- Secretary of Council
- Recording Secretary of Council

## POWERS

The Council of the School of Graduate Studies shall have the power to:

1. establish committees, and delegate any of its responsibilities to committees; receive, consider and act upon the reports of its committees;
2. consider, approve and recommend to Senate:

- i. the establishment and implementation of any program of graduate studies by any academic unit;
  - ii. the modification or discontinuance of any program of graduate studies by any academic unit;
  - iii. the awarding of graduate degrees;
3. establish university-wide standards and procedures for admission to graduate programs;
4. establish university-wide standards and procedures for graduation from graduate programs;
5. establish university-wide standards and procedures for the evaluation of all graduate work, including theses, reports, projects and comprehensive examinations;
6. establish university-wide standards and policies which ensure that graduate program directors, graduate supervisors, instructors and tutors for graduate courses have the requisite qualifications and experience;
7. establish any other university-wide standards for graduate programs that the Council deems appropriate;
8. establish policies, procedures and mechanisms for:
  - i. promoting interdisciplinary, multidisciplinary or inter-university graduate programs; and
  - ii. managing those graduate programs of an interdisciplinary, multidisciplinary or inter-university dimension, which are under the supervision of the School of Graduate Studies;
9. establish rules and procedures governing requests for exemption from academic regulations. Such rules and procedures take precedence, with respect to graduate students, over similar rules and procedures established by Faculty Councils. ~~The Council and the School shall submit an annual report to Senate on the disposition of exemption requests;~~
10. establish procedures for the conduct of its own affairs; and
11. make recommendations to Senate concerning the following matters:
  - i. the composition of the Council of the School of Graduate Studies;
  - ii. the establishment of graduate fellowships and bursaries;
  - iii. the establishment of post-doctoral pPrograms;

- iv. the conduct of periodic academic appraisals of all graduate ~~p~~Programs;
- v. priorities and directions for the development of graduate studies at Concordia University.

*As approved by the Board of Governors on September 6, 1973.*

*And amended by the Board of Governors on October 11, 1973, May 8, 1975; June 9, 1977; December 18, 1980; May 24, 1989; November 20, 1991; May 15, 1996; June 18, 1997; June 16, 1999; June 21, 2012; [insert date].*