Departmental Graduate Studies Committee

Terms of Reference

Updated: December 2014

Duties and Responsibilities

1. Graduate Student Admission
   a) Check undergraduate degree to ensure it qualifies for admission
   b) Assess GPA to make sure that it is ≥3.0.
   c) Check and evaluate letters of reference for the applicant
   d) Verify funding sources are identified
   e) Verify qualification for IESGS (international students only)
   f) Verify TOEFL and IESTL scores (international students only)
   g) Serve as Admission Committee for Ph.D. students

2. Conduct Program Assessment for both Masters and PhD programs
   a) Regularly review the status of current graduate students to ensure that critical program deadlines are met (e.g. progress reports, candidacy exams, program expiry).
   b) Conduct annual student status assessment
   c) Address actions items dealing with Graduate Program Review (Graduate students will be elected on an ad hoc basis to join the committee during this review.)

3. Provide departmental representation on the Faculty of Graduate Studies Faculty Council.
Committee membership terms:

The committee will be appointed by the Head of the Department and consist of three members normally with staggered three-year terms (Apr 1 – Mar 31). If a committee member is away for an extended period (e.g. sabbatical), a replacement will be appointed to serve in the member’s absence.

The Chair is appointed by the Department Head and is normally the committee member in the third year of their term. The Chair serves as the departmental representative on FGS Faculty Council. The Chair serves for a minimum of one year, after which a new member is appointed. Members can serve as committee chair for more than one term.

Flow of paper for processing of admission:

The Office Assistant receives the application package and obtains the signature of the Supervisor.

The application is passed to the Graduate Chair who reviews the application then passes it to the other two committee members for review. If a committee member is the student’s supervisor then the form is reviewed by the remaining two members of the committee.

Once the committee has approved the application for admission, the form(s) go to the Department Head for signature.

The Office Assistant informs the supervisor of all progress on the admission process.

The supervisor informs the Office Assistant and the Administrative Assistant about the arrival and start date of the student.