

 <b>BRANDON UNIVERSITY</b>	<b>Role of the Chair of the Graduate Studies Program</b>	<b>Approved by:</b> Education Faculty Council
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b> June 1994	<b>Updated:</b> September 2018

### 1.0 Policy General Purpose

The purpose of this policy is to identify the duties and responsibilities of the Chair of the Graduate Studies Program.

### 2.0 Policy Guidelines

The duties of the Chair of the Graduate Studies Program include:

- approve course changes in students' programs following departmental recommendation, including the waiver of pre-requisites for course registrations where appropriate
- approve students for convocation
- in consultation with the respective department , approve course loads in excess of 3 credit hours per term for part time students
- with the respective department, approve course AUDIT status
- with the Dean and instructor, approve tutorials and setting of special examinations
- grant permission to register for courses to be taken on a 'Letter of Permission'
- monitor student progress through the program
- in the case of student grievances/appeals, the Chair follows and/or facilitates the implementation of the policy in accordance with the university calendar
- Chairing of the Professional Standards Committee (PSC) regarding any graduate studies Professional Standards concerns
- for grade appeals, the Chair follows or facilitates the implementation of the policy in accordance with the university calendar
- meet with the members of each of the strands to discuss course offerings and other program-related issues
- report regularly to the Education Faculty Council
- attend meetings of the Faculty of Graduate Studies
- facilitate student recruitment
- convene regular meetings of the GEC for the purposes of discussion and decision making.
- policy review
- program change
- facilitation of sessional instructors for 07 courses through GEC, then to the respective department, and forward to the Dean for final approval

- approval of Thesis committee composition following departmental recommendations
- provide notification to new admissions to the program, following the departmental recommendations, and approvals by GEC

### **3.0 Scope of the Policy**

Applies to faculty and staff in Office of Graduate Studies Program.

### **4.0 Definitions**

None

### **5.0 Reference to Other Policies**

None

### **6.0 Approval Process**

Graduate Education Committee  
Faculty of Education

### **7.0 Appendices**

N/A

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## **Procedures**

Inquiries may be directed to the Office of the Dean of Education at [deanofed@brandonu.ca](mailto:deanofed@brandonu.ca) or (204) 727-9616.

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