

### **Faculty-Level Graduate Studies Committees Roles and Responsibilities for Thesis-based Graduate Programs**

1. To establish and periodically review the goals, objectives and learning outcomes of the graduate studies programs within their Faculty
2. To review all applications from prospective graduate students and recommend acceptance or rejection
3. To make recommendations to the home Faculty Dean concerning creation, deletion or modification of graduate programs and courses, including appropriate content and credit weighting of all proposed directed studies courses
4. To develop and review program and thesis guidelines for graduate studies programs within their Faculty
5. As a complement to the Supervisory Committee responsibilities to review twice yearly academic progress of all thesis-based graduate students within their Faculty and recommend to the Department Chair or home Faculty Dean action required for substandard performance
6. To review and recommend changes to the sections of the UPEI Academic Calendar relevant to graduate programs within their Faculty
7. To review all nominations and renewals of graduate faculty and recommend acceptance, and level of supervisory capacity, or rejection
8. The Graduate Studies Committee will be chaired by the Graduate Studies Coordinator. (In the Faculty of Veterinary Medicine, the Associate Dean of Graduate Studies and Research will assume the role of GS Coordinator and Chair of the GS Committee.)
9. The Graduate Studies Committee will meet when requested by the GS Coordinator who will call at least three meetings per year
10. The members of the Graduate Studies Committee will need to follow a training session on EDI as recommended by UPEI's Equity, Diversity & Inclusion Action Plan