



Western Graduate & Postdoctoral Studies

GRADUATE EDUCATION COUNCIL (GEC)

June 10, 2026

10:30am – 12:00pm

Western Interdisciplinary Research Building (WIRB), Room 3000

[Zoom link](#)

AGENDA

1. Call to Order J. Baxter
2. Land Acknowledgement L. Rehmann
3. Confirmation of Quorum
4. Approval of Draft Minutes – **Exhibit A**

Recommendation #1: That the Graduate Education Council approve its Draft Minutes of April 28, 2026 as presented in Exhibit A.

5. Business Arising
6. New Business for Approval
- 6.1 Membership Updates – **Exhibit B**

Recommendation #2: That the Graduate Education Council approve its proposed new members, effective July 1, 2026 as presented in Exhibit B.

6.2 Business from the Academic Policy Committee

6.2.1 Membership Updates - **Exhibit C**

Recommendation #3: That the Graduate Education Council approve the proposed new members of the Graduate Education Council Academic Policy Committee, effective July 1, 2026, as presented in Exhibit C.



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6.2.2 Procedure for Registration in Graduate Programs - **Exhibit D**

Recommendation #4: That the Graduate Education Council approve for information to the Senate Committee on Academic Policy, and Senate that effective September 18, 2026, the Procedure for Registration in Graduate Programs be revised as presented in Exhibit D.

6.2.3 Policy for Graduate Program Design – Course Registration - **Exhibit E**

Recommendation #5: That the Graduate Education Council approve for approval to the Senate Committee on Academic Policy, and Senate that effective September 18, 2026, the Policy for Graduate Program Design – Course Registration be revised as presented in Exhibit E.

7. Other Business

8. Adjournment

GRADUATE EDUCATION COUNCIL (GEC)

Elected/Appointed membership:

Name	Term Expires	Constituency (* a member of SGPS)	Elected/Appointed By:
<i>vacant</i>	30-Jun-27	Faculty member*	Ivey Business School
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Don Wright Faculty of Music
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Education
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Law
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Ivey Business School
Linda Meloche	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Arts and Humanities
Tarryn Andrews	30-Jun-27	Graduate student	Faculty of Arts and Humanities
McKenna Jennings	30-Jun-27	Graduate student	Don Wright Faculty of Music
Antonia Yip	30-Jun-27	Graduate student	Faculty of Education
<i>vacant</i>	30-Jun-27	Graduate student	Faculty of Health Sciences
Jasmine Proctor	30-Jun-27	Graduate student	Faculty of Information and Media Studies
<i>vacant</i>	30-Jun-27	Graduate student	Faculty of Law
<i>vacant</i>	30-Jun-27	Graduate student	Ivey Business School
<i>vacant</i>	30-Jun-27	Graduate student	Schulich School of Medicine and Dentistry
<i>vacant</i>	30-Jun-27	Graduate student	Faculty of Engineering
Mia Yamo	30-Jun-27	Graduate student	Faculty of Science
<i>vacant</i>	30-Jun-27	Graduate student	Faculty of Social Science

**GRADUATE EDUCATION COUNCIL (GEC)
Academic Policy Committee
2026-2027 Membership**

Elected/Appointed membership:

Name	Term Expires	Constituency	Elected/Appointed By:
Matheus Sanita Lima	June 30, 2027	Two graduate students who represent the diversity of graduate programs (one-year cycles, on a rotational basis)	Graduate Education Council
Stephanie Pyz	June 30, 2027	**	Graduate Education Council

Procedure for Registration in Graduate Programs

Governing Policy: [Registration and Progression in Graduate Programs](#)

Sections: [Registration and Fee Payment](#); [Refunds](#);
[Enrolling in an Interdisciplinary Combined PhD Option](#);
[Leave of Absence](#)

Officer(s) Responsible for Procedures: Vice-Provost (Graduate & Postdoctoral Studies)

Effective Date: September 1, 2026

Supersedes: *

1. Registration and Fee Payment

To be registered graduate students must pay or make arrangements to pay all fees by the established deadline each term (refer to the Fees Refund Schedule on the Office of the Registrar website).

2. Refunds

Fee refunds will be made on a pro rata basis to students who have completed all of their degree requirements, withdraw, or are required to withdraw before the end of a term. Detailed information on graduate tuition refunds is available on the Office of the Registrar's website.

Scholarships received from the School of Graduate and Postdoctoral Studies (SGPS) are also subject to pro-rating. Contact SGPS for details.

3. Enrolling in an Interdisciplinary Combined PhD Option

- It is recommended that the Home Program consult with an Associate Vice-Provost in SGPS prior to initiating the enrollment process.
- The student is accepted first into a “Home Program” and then applies for admission to the “Partnering Program”. The Home Program contacts SGPS and completes the Interdisciplinary Combined PhD Agreement Form (see Appendix A). This should be completed prior to the student’s first term of registration but no later two terms into the student’s registration in the Home Program.
- The student must meet the entrance requirements of both graduate programs and must be admitted by both programs.
- Following completion and approval of the “Interdisciplinary Combined PhD Degree Agreement” and admission to the Partnering Program, the student is transferred into the Interdisciplinary Combined PhD Degree Program.

4. Leave of Absence

Financial Benefits:

- Graduate students may qualify for pregnancy/parental benefits such as paid pregnancy/parental leave or sick leave if they are employed as Graduate Teaching Assistants (GTA); consult the GTA Collective Agreement for further information.
- Graduate Students who are awarded funding through an external agency e.g. Tri-Agency (Research Grant or External Scholarship), OGS etc. may be entitled to certain benefits and should check with the particular granting agency for further information.

Service Benefits:

- Graduate students while on leave may opt into the Society of Graduate Students (SOGS) health plan which includes coverage of prescription drugs, as well as basic dental care and vision coverage.
- Graduate students while on leave may opt into Campus Recreation Services.
- Graduate students will retain email and library privileges.
- Student Health Services are available to those on leave.
- Graduate students on medical leave can retain bus pass service. Contact SOGS for more information.
- During a Compassionate leave international students can opt into UHIP for up to four months.

5. **Withdrawal after the Maximum Registration period**

- Students are expected to make satisfactory progression towards their degree requirements as per program’s expectations. Graduate programs are also expected to monitor and assess students’ progress (e.g. through Pathfinder

- Portfolio) at least annually and offer support and advice to students including those who are struggling or failing to meet program expectations.
- Graduate programs must closely monitor the progress of graduate students whose progression towards the degree completion has significantly delayed beyond the normal degree completion time.
 - Doctoral students who enter the 4th term after normal duration, and master's students who enter the second term after normal duration in their degree programs, must meet with their supervisor and supervisory committee during that term, and provide a detailed plan including the timeline for the completion of their theses, using the Pathfinder Portfolio. The thesis completion timeline shall not go beyond the maximum registration period, except due to extenuating circumstances. The plan must be approved by the supervisory committee and the Grad Chair.
 - The supervisory committee meetings must be held more frequently (until the thesis is submitted) to ensure student's progression as per the thesis completion plan. Any changes to the thesis completion plan must be approved by the supervisory committee and the Grad Chair through the Pathfinder Portfolio.
 - If the thesis completion plan extends beyond the maximum registration period due to extenuating circumstances, an extension request with the detailed justification must be submitted and approved by the Grad Chair, Associate Dean (Graduate) and Vice-Provost SGPS (or designate).
 - Any student who has reached the end of the Maximum Registration Period without the extension request approval by the Grad Chair, Associate Dean (Graduate), and Vice-Provost SGPS will be withdrawn from their Academic Program.

Last Reviewed: * May 2026

APPENDIX A
Interdisciplinary Combined PhD Degree Agreement Form
(a link to this form is available on the SGPS website)

	Home Program	Partnering Program	Interdisciplinary Combined Program
Student Name: _____			
Supervisor(s):			
Supervisory committee members:			
Course and milestone requirements:			
Comprehensive examination(s) / Qualifying Examination milestones:			
Additional program requirements:			
Thesis topic:			
Funding Details:			

APPROVALS:

Student			
	Student: Name	Student: Signature	Date
Home Program			
	Supervisor: Name	Supervisor: Signature	Date

Home Program			
	Graduate Chair: Name	Graduate Chair: Signature	Date
Partnering Program			
	Supervisor: Name	Supervisor: Signature	Date
Partnering Program			
	Graduate Chair: Name	Graduate Chair: Signature	Date
Home Program			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date
Partnering Program <i>(if in a Faculty different from Home)</i>			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date
SGPS			
	Vice-Provost: Name	Vice-Provost: Signature	Date

Graduate Program Design – Course Registration

Subject:	Graduate Program Design – Course Registration
Sections:	Adding or Dropping Graduate Courses ; Auditing Graduate Courses ; Repeated Courses ; Incomplete Courses ; Adding, Auditing, or Withdrawing from Undergraduate Courses ; Recognition for Prior Equivalent Work
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Program Design – Auditing a Graduate Course and Taking an Undergraduate Course
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Effective Date:	September 18, 2026 May 17, 2024
Supersedes:	May 17, 2024; March 15, 2024; September 16, 2022

1. Adding or Dropping Graduate Courses

All courses added or dropped by the student must be approved by the Graduate Chair of the student's program and by the Graduate Chair of the department offering the course (if the course is not from the student's program). Courses may not normally be added and dropped after the specified deadline dates.

Deadline dates for adding or dropping a course will normally be calculated according to the table below. A course that has been dropped by the last date specified for adding a course shall be expunged from the records. A course that has been dropped after the last date specified for adding a course but before the last date specified for dropping a course without academic penalty shall be recorded as "WDN". A course that has not

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been dropped in accordance with the above regulations and that has not been completed satisfactorily by the student shall be recorded as "F", failure.

Weight of Course	Last Day to Add	Last Day to Drop
0.5, 1.0, 1.5 or 2.0	One month from the official beginning of the term in which the course begins	Two months from the beginning of term in which the course begins
0.25	10 Business days	50% of the way through the course

2. Auditing Graduate Courses

The student must declare an intention to audit a graduate course by the enrolment deadline for the term, using the Graduate Course Audit Form. The student must have the instructor's signed approval to audit the course, as well as approval from the Supervisor (if applicable) and Graduate Chair. An Audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student's record at the instructor's request.

After the enrolment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in a given course for credit that has previously been audited.

Graduate courses delivered online may not be audited without special permission from the program.

3. Repeated Courses

When a course previously completed is repeated, both marks will appear on the official transcript, but only the last mark obtained is used for all academic purposes, even if it is lower than the previously obtained mark.

4. Incomplete Courses

When a student does not complete work for a course by the grade submission deadline, with the approvals of the instructor and the program, a student may complete the work in the following term by the deadline specified by the program. In such cases, a grade of INC appears on the transcript. The INC will be changed to a grade if the work is completed by the deadline specified by the program but no later than the grade

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submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

A **numerical** grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds.

For incomplete courses related to a leave of absence, programs should see the Leave of Absence section and contact SGPS about academic considerations.

5. Adding, Auditing, or Withdrawing from Undergraduate Courses

Graduate Students may take undergraduate courses without additional charge only if needed for their degree requirements and with the approval of the Graduate Chair and SGPS. Graduate students taking undergraduate courses must follow the undergraduate regulations, as stipulated in the undergraduate calendar under 'add/drop deadlines'.

Undergraduate courses, or combined courses in which undergraduate students predominate must be less than one-third of the student's total course requirement for the graduate degree. Graduate students may not take an undergraduate course at a Western-Affiliated University College (with the exception of programs whose home unit is an Affiliated University College).

6. Recognition for Prior Equivalent Work

Recognition for prior work acknowledges previously completed academic, and in some cases non-academic, work thereby reducing requirements for an individual student entering a degree program.

Recognition for prior work:

- is normally granted upon entry into a degree program
- can be granted based upon academic and non-academic work completed at Western or outside of Western
- is granted at the discretion of the graduate program at Western.

Last Reviewed: *May 2026