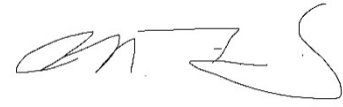


**MEMORANDUM, DCD #8 2019-20**

To: Graduate Chairs  
 From: Mary Silcox, Vice-Dean Graduate, vdeangrad@utsc.utoronto.ca  
 Date: 25 May 2020  
 Re: 2021-22 Graduate Call for Curriculum and SGS Calendar Production Deadlines



This is a formal request for graduate minor curriculum change proposals for 2021-22. Minor curriculum changes include minor modifications to existing programs, new courses, changes to existing courses, and course retirements/deletions. Proposal templates for minor program modifications are available from the Academic Programs Officer [Annette Knott](#). Please note that the graduate units must approve all proposals before they are submitted to the Dean's Office.

The deadlines for submission are provided below. Given the normal *SGS Calendar* production schedule, and the needs of governance, the Dean's Office will adhere strictly to these deadlines.

Activity	Deadline
Academic unit submits minor modification proposals Reminders: <ul style="list-style-type: none"> <li>proposals for program changes should be submitted to the Dean's Office on the appropriate form;</li> <li>all course proposal should be submitted through the CM system</li> </ul>	<b>Monday December 7, 2020</b>
Proposals requiring governance approval are brought to AAC	Wednesday February 10, 2021
Revised SGS Calendar entries are distributed to Chairs for review	Monday February 22, 2021
Graduate Chairs submit confirmed Calendar copy to Dean's Office	Monday March 15, 2021
Dean's Office submits final Calendar copy to SGS	Friday March 26, 2021

Proposals for brand new graduate programs, all types of major modifications, and program closures will be handled on an ad hoc basis. Chairs should reach out to the [Vice-Dean Graduate](#) as early as possible to discuss the proposal.

Proposals for new programs and major modifications [modifications to existing programs, including adding or closing fields/concentrations; and new Collaborative Specializations] must be given the green light to proceed by the Vice-Dean Graduate. A meeting with the Vice-Dean will be scheduled to review the proposal, and in particular its resource implications.

All submissions for new programs, major modifications, program closures, and minor modifications to existing programs **must be submitted on the appropriate proposal template, in MS Word format, to the Academic Programs Officer.** All course proposals (new, changes, retirements/deletions) **must be submitted to the Dean's Office through the Curriculum Manager (CM) system.**

If you have any questions or require assistance in the preparation of submissions, please do not hesitate to contact the Programs and Curriculum Coordinator, [Sarah Chaudhry](#), [Annette](#) or [me](#).