



**MEMORANDUM, DCD #11, 2016-17**

To: Graduate Chairs  
 From: Mary Silcox, Vice-Dean Graduate  
 Date: 10 May 2017  
 Re: Deadlines for 2018-19 Graduate Curriculum Change Proposals and SGS Calendar Production

This is a formal request for graduate minor curricular change proposals for 2018-19. Minor curricular 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) at [aknott@utsc.utoronto.ca](mailto:aknott@utsc.utoronto.ca). 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 SGS *Calendar* production schedule, and the needs of governance, the Dean's Office will adhere strictly to these deadlines.

<b>Deadline to submit your minor modification proposals</b>	<b>Tuesday January 2, 2018</b>
Dean's Office works with academic units to resolve problems	January 3 to 19, 2018
Governance materials due	Tuesday January 23, 2018
Proposals requiring governance approval are brought to AAC	Tuesday February 13, 2018
SGS Calendar entries are distributed to Chairs for review, revision, and approval	Tuesday February 20, 2018
Graduate Chairs review and approve revised Calendar copy	Feb 20 to March 16, 2018
Graduate Chairs submit revised Calendar copy to Dean's Office	Monday March 19, 2018
Dean's Office submits final Calendar copy to SGS	Friday March 30, 2018* *date based on previous years. To be confirmed.

Proposals for brand new programs, and major modifications to existing programs will be handled on an ad hoc basis. All proposals must be given the green light to proceed by the Dean's Office **before** they can be formally submitted to the Dean's Office for review. Chairs should reach out to the Vice-Dean Graduate and the Academic Programs Officer, as early as possible to schedule a meeting to discuss the proposal, and in particular its resource implications.

All submissions for major modifications, new programs, 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 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 Annette or me.