



**MEMORANDUM, DCD#11 2018-2019**

To: Graduate Chairs  
 From: Mary Silcox, Vice-Dean Graduate *MS*  
 Date: 15 May 2019  
 Re: 2020-21 Graduate Call for Curriculum and SGS Calendar Production Deadlines

This is a formal request for graduate minor curriculum change proposals for 2020-21. 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.

<b>Deadline to submit your minor modification proposals</b>	<b>Monday, January 13, 2020</b>
SGS Calendar entries are distributed to Chairs for review, revision, and approval	Friday, March 6, 2020
Graduate Chairs submit revised Calendar copy to Dean’s Office	Friday, March 20, 2020
Dean’s Office submits final Calendar copy to SGS	Friday March 27, 2020

Proposals for brand new graduate programs, all types of major modifications, and program closures will be handled on an ad hoc basis. Chairs and Directors 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; new Combined Degree Programs; 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) 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](#).