



**SCHOOL OF
GRADUATE STUDIES**

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November 27, 2024

TO: Faculty and School Councils

FROM: Dr. Amy M. Warren
Chair, Academic Council
School of Graduate Studies

SUBJECT: Submission of proposed changes to Academic Council

Dear colleagues,

I am writing to advise you about the deadlines for submission of proposed changes to Academic Council.

In order to meet the deadlines for publication in the forthcoming University Calendar, all proposed changes (including changes to existing courses and programs, as well as proposals for new courses and programs), must be presented to Senate for approval no later than their February meeting of that year.

This means that only changes approved by Senate between their March meeting of a given year, and their February meeting of the following year, would make it to the forthcoming Calendar.

From a historical standpoint, a cut-off date was required for printed University Calendars. While the printed Calendar was discontinued in 2014, it is still in the public interest for the Calendar to have some kind of version control. As well, this gives time for the Registrar's Office (RO) and School of Graduate Studies (SGS) to implement the necessary changes in the University's student information systems.

Submissions intended for next year's Calendar, then, should be submitted to our Academic Council Executive (ACE) at the latest for **its January meeting**. If passed at ACE, and subsequently Council, it would go on to Senate Executive (SenEx), and finally the February meeting of Senate.

As an example, proposals for inclusion in the 2025-2026 University Calendar must be submitted **two weeks prior to the ACE meeting on January 7, 2025**.

If your proposal was approved at Senate but past the February deadline, you can still advertise the changes by way of your departmental website, social media accounts, e-mail listservs, etc. Unless the proposal was forwarded by Senate to the Board of Regents (e.g. to approve a special fee for a new program), or it was specified in the proposal that it would not come into effect until a specific date in the future, it is effective immediately.

In order to expedite the approval process, I ask that your submissions are done following the best practices and guidelines laid down by Council. Guidelines on how to submit proposals to Council are available at <https://www.mun.ca/sgs/academic-council/>.

If you have any questions or concerns about the process, please contact my Administrative Program Assistant, Ms. Katrielle Edmond, in writing at edm428@mun.ca or by telephone at (709) 864-2478.

Yours sincerely,

A handwritten signature in cursive script that reads "Amy M. Warren".

Dr. Amy M. Warren
Chair, Academic Council
School of Graduate Studies

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