

APPENDIX 4

**GRADUATE DEGREE PROGRAM REVISION
FACULTY OF LAW GRADUATE COMMITTEE
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission**

DEGREE PROGRAM:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): _____

Program revision documentation should be submitted for approval whenever a course addition, course deletion or course revision affects the graduate degree program requirements OR whenever a minor change to the current degree program requirements is proposed.

For EACH program revision, COMPLETE SECTIONS 1 through 5:

1. Description of Change: Indicate the degree program and/or SGSPA Calendar section to be revised.
2. Rationale: Provide a detailed justification explaining the proposed change(s).
3. Calendar copy: This is the text that will appear in the SGSPA Calendar. Provide the revised text with revisions **in bold**.
4. Timing: Please provide dates when these changes will come into effect. Describe how you will ensure that students who began their programs before this change will be allowed to continue in their programs (grandparenting arrangements).
5. Resources: If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TAs, etc., please provide details. Will any new funds be required for these changes? If so, how will these costs be covered? Please include any relevant correspondence.

FOR OFFICE USE ONLY:

Date of approval by Faculty of Law Graduate Committee: _____

Date of approval at GSEC: _____