Steps for a New Course

- New course form is filled out and a course outline is created
- Course form can be sent to Graduate Studies office (gscurric@sfu.ca) for feedback or questions
- New course form and outline are reviewed and approved by academic unit (sign form)
- Academic unit submits course form and outline to the Faculty Graduate Studies Committee (FGSC) with a cover memo
- FGSC submits the course form, outline, reading list, and deadline date to lib-courseassessment@sfu.ca for a library review. The library review will take approximately 2 weeks. For more information see: http://www.lib.sfu.ca/collections/course-assessments
- FGSC sends the course form and outline by email (fgsc-list@sfu.ca) to the chair of each FGSC for an overlap check
- Once the library report and course overlap is complete, the FGSC Chair checks the appropriate box on the form, signs the form and submits it to SGSC (gscurric@sfu.ca) with the course outline and cover memo
- The course is then reviewed and approved at SGSC before being submitted to Senate

Steps for a Course Change/Deletion

- Course change/deletion form is filled out by academic unit
- Course form can be sent to Graduate Studies office (gscurric@sfu.ca) for feedback or questions
- Academic unit approves form (with signature) and then submits it to FGSC with a cover memo
- FGSC approves form (with signature) and then submits it to SGSC with a cover memo
- SGSC approves form (with signature) and then submits it to Senate with a cover