Email Communication to GPD's

September 2010

September 10: Graduate Calendar Submissions - 2011/12 Graduate Calendar

Graduate Program Directors and Administrative Assistants,

It's that time again when we begin to think about the preparation of graduate program submissions for the next Graduate Calendar, the 11/12 Graduate Calendar. Chande from the Registrar's Office has arranged two Graduate Calendar training sessions for those who have not before prepared the Graduate Calendar submission using the new electronic Calendar revision/submission process or for those who desire a refresher using this new process. Two training sessions have been arranged one from 10:30-noon on September 15 and the second from 2:45-4:15 on September 17th. To register for either of these training/refresher sessions go to: http://butler.brocku.ca/hr/training/focus/ (Academic Calendar Revision/Submission Process Training).

The deadline for completed submissions to the Faculty of Graduate Studies is Friday November 5th. This means that by November 5th all relevant electronic approvals (GPD and Faculty Dean) have been secured and the submission is ready for review by the FGS and the Senate Graduate Studies Committee.

You can access the Calendar Submission system and the hard copy Library Support Form (which must be submitted in hard copy for all new courses) at the Graduate Program Administration Resources page of the Faculty and Staff section of the FGS website at: http://www.brocku.ca/graduate-studies/faculty-login/graduate-program-administratio under the title Graduate Calendar Preparation found at the very bottom of the page.

Please feel free to contact me with any questions/concerns regarding the 11/12 Calendar and/or Chande (at ext. 5321 or mchande@brocku.ca) for any system specific questions. Darlene St. Denis our Administrative Assistant in the FGS will be working with me this year on the preparation of the 11/12 Graduate Calendar and can be reached at ext. 4490 or at darlene.stdenis@brocku.ca.

Best regards,
Gail