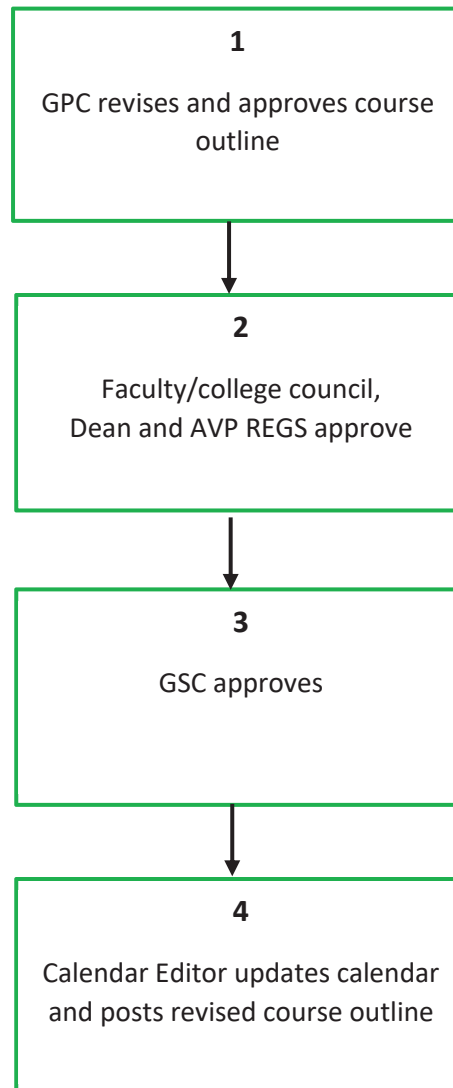


Approval process for minor course changes



Minor Course Changes (2-3 months)

1. **Revision of course outline:** The Graduate Program Committee (GPC) obtains a Word version of the current course outline from the Calendar Editor. The GPC revises and approves the course outline and prepares a memo outlining the rationale and any financial implications of the course changes.
Use the current official Graduate Course outline form available [here](#).
2. **Faculty/college council; Dean and AVP REGS:** GPC submits the course outline and memo to the faculty/college council (and, if applicable, the faculty/college curriculum committee), the Dean and AVP REGS for approval.
3. **Graduate Studies Committee (GSC):** The council or Dean's assistant submits the course outline and memo to GSC for approval.
4. **Publication:** GSC submits the revised course outline to the Calendar Editor, who makes all necessary calendar changes, posts the revised course outline on the website (<https://www.ufv.ca/calendar/courseoutlines/>), and sends the course outline to OReg for data entry.