

Process for submissions to Senate Graduate Studies Committee (GSC)

Write a cover memo

The Chair of the program, standing committee, faculty council, or other area represented should write a memo addressed to the Chair of GSC.

In order to assist the GSC in making informed decisions, the memo should include the following sections.

1. Summary

- State what the request or recommendation is.
- Specify the committee or area that is making the request.
- Provide any necessary background information, and include *supporting documents.
- Include, if applicable, an outline of the consultation that took place and with whom, along with a summary of consultation dates and comments.

2. Motion or recommendation

- State the recommendation or write a formal motion if a decision is being requested.

3. Rationale

- Provide a rationale for why this item is being recommended to GSC for consideration.

Provide supporting documents

Documents that support your request must be included along with the memo.

- Send supporting documents in both Word and PDF formats.
- Use track changes that visually outline what revisions are being proposed to policies, programs, and other items for GSC consideration

Submit your request

Email your submission to the GSC administrative support person (Graduate.Studies@ufv.ca)

Dates of meetings and submission deadlines are posted online:

<https://www.ufv.ca/senate/standing-committees/graduate-studies/>

Following these guidelines will help clarify items for GSC consideration and will expedite moving items through Senate processes.

Thank you!