Faculty of Arts and Science
Curriculum Committee Submission 2020-21
CURRICULUM SUBMISSION GUIDELINES FOR REVISED COURSES
Instructions for Departments on how to successfully submit a Course Revision Curriculum Submission

COURSE REVISION

Revisions made to any of the course elements listed below must be submitted for approval.

a) Please provide all the applicable information via the **Online Curriculum Tracking System** (OCTS).   The information below is listed in the same order as the questions you will be asked during the online submission. For each proposed change, provide both the existing information and the new information, and provide a rationale for the changes. You may use this form to assist with the preparation of information for input into the OCTS.

b) If changes are being proposed for either **Intended Learning Outcomes** or **Learning Hours**, also complete the **Intended Learning Outcomes and Learning Hours Form (ILO_LH Form).** The completed form(s) will be uploaded to the OCTS.

* For further information and examples of Intended Learning Outcomes, see
http://www.queensu.ca/artsci/staff-and-faculty/teaching/learning-outcomes

Subject/Catalog Number(s):

Please indicate which of the following course elements is being revised:

Course units	Course title	Course description
Intended Learning Outcomes		Learning Hours
Course notes	Prerequisite	Corequisite
Exclusion/One-way exclusion/Equivalency		Course topics

NOTE: Catalog number changes should be treated as course additions and deletions, rather than revisions.

1.   **Course unit change**: Provide the existing and new units along with the reason for the change (e.g. full-year course being redesigned as one-term course, etc.). The course units must be consistent with the learning hours.

   Existing   **New**

2.   **Title change**: Provide the existing and new titles along with the reason for the change (e.g. title does not reflect content, etc.). If the proposed full course title is greater than 30 characters in length, please also provide a shortened course title that will appear on student transcripts.

   Existing

   New

3.   **Course description change**: Provide the existing and new descriptions along with the reason for the change. The maximum length for a course description is 350 characters.

Existing

New

4.   **Intended Learning Outcomes:** The submission of Intended Learning Outcomes is not required to be included with a course revision proposal. However, if the Intended Learning Outcomes for the course are available, please complete the Intended Learning Outcomes and Learning Hours form (ILO_LH Form) and attach the completed form.

If this proposal involves a change to previously-approved Intended Learning Outcomes, provide the new Intended Learning Outcomes and Assessment on the ILO_LH form and attach the form. Also provide the details of the change(s) and the rationale for the change(s) in the OCTS.

5.   **Learning Hours**: Complete the Intended Learning Outcomes and Learning Hours Form and attach it. Provide the existing and new learning hours and the reason for the change (e.g. labs replaced by in class demonstrations, the addition of tutorials, lectures changed to seminars, adoption of blended learning format, etc.).

6.   **Course notes change**: Provide the existing and new course notes along with the reason for the change.

Existing

New

7. **Prerequisite change**: Provide the existing and new prerequisite(s) and the reason for the change. If this change affects courses listed in other Departments (or Continuing and Distance Studies), indicate which Department(s) have been notified and attach copies of relevant correspondence.
    Existing

    New

8. **Corequisite change**: Provide the existing and new corequisite(s) and the reason for the change. If this change affects courses listed in other Departments (or Continuing and Distance Studies), indicate which Department(s) have been notified and attach copies of relevant correspondence.

    Existing

    New

9. **Exclusion/One-way exclusion change**: Provide the existing and new exclusion information and the reason for the change. If this change affects courses listed in other Departments (or Continuing and Distance Studies), indicate which Department(s) have been notified and attach copies of relevant correspondence**.**

    Existing

    New

10. **Equivalency change**: Provide the existing and new equivalency information and the reason for the change. If this change affects courses listed in other Departments (or Arts and Science Online), indicate which Department(s) have been notified and attach copies of relevant correspondence.
    Existing

    New

11. **Course Topics**: Using the template below provide the title for each new topic that will be set up as a separate Topic ID. If the topic title is greater than 30 characters in length, please also provide a shortened topic title that will appear on student transcripts.

Topic ID	Topic Title	Short Topic Title
1		
2		
3		

12. **Resources**: For all changes indicated above, provide details in cases where these changes will affect specific resource requirements in terms of teaching space, equipment, computers, TAs, etc. Will any new funds be required for these changes? If so, how will these costs be covered? Please attach copies of any relevant correspondence.

13. **Timetabling/Enrolment**: For all changes indicated above, provide details in cases where these changes will have implications on timetabling requirements or will affect enrolment in the course. Please attach copies of any relevant correspondence.

14. **Rationale**: Provide the reason(s) for the revision **and upload copy of email to ASC online advising of revision if course has online offering.**