

Faculty of Arts and Science
Curriculum Committee Submission 2020-21

Completion of this form is not mandatory. It may assist Departments with the preparation of information for input into the Online Curriculum Tracking System (OCTS) at

<http://www.queensu.ca/artsci/user>

DEGREE PLAN/CERTIFICATE REVISION

Department:

Plan revisions must be submitted for approval whenever a course addition, course deletion or course revision affects the Plan requirements. Departments must consult with each other prior to submitting Plan changes that will affect medial, interdisciplinary or online Plans.

Degree Plan Code:

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

Core courses

Option courses

Supporting courses

Substitutions

Additional requirements

Notes

Course lists

Course List to be revised (if applicable):

For each proposed change provide both the existing and the revised information with the changes indicated in bold text, and provide a rationale for the changes.

1. **Core Courses:** Provide the existing and revised core course requirements, including the requirement group (1.A., 1.B., etc.), with the changes indicated in bold.

2. **Option Courses:** Provide the existing and revised option course requirements, including the requirement group (2.A., 2.B., etc.), with the changes indicated in bold.

3. **Supporting Courses:** Provide the existing and revised supporting course requirements, including the requirement group (3.A., 3.B., etc.), with the changes indicated in bold.

4. **Substitutions:** Provide the existing and the revised substitutions, including the requirement group (5.A., 5.B., etc.), with the changes indicated in bold. Substitutions cannot be programmed into the Academic Advisement Report (AAR); their use in Plans should be minimized. Any new substitution requires a significant academic rationale in order to be approved.

5. **Additional Requirements:** Provide the existing and revised additional requirements, including the requirement group (4.A., 4.B., etc.), with the changes indicated in bold.

6. **Notes:** Provide the existing and revised notes with the changes indicated in bold. Notes are used to indicate other important academic information such as course selection, complementary plans, and the order of year in which requirements might be taken.

7. **Course Lists:** Provide the existing and revised course list(s) with the changes indicated in bold.

8. **Reason for Proposed Changes:** Provide a detailed rationale for this revision, e.g. inclusion of new course(s), need for updated content in Plan requirements etc.

9. **Timing of Change:** Please provide dates when these changes will come into effect. If applicable, describe how you will ensure that students who began their Plan before this change will be allowed to complete their Plan (grandparenting arrangements).

10. **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 send copies of any relevant correspondence to asc.curriculum@queensu.ca.

11. **Arts and Science Online:** Is there an online version of the Degree Plan. If yes, please include a copy of a communication direct to ASO (formerly CDS) advising of the proposed change.