

**SCHOOL OF GRADUATE STUDIES  
NEW GRADUATE COURSE, FOR GRADUATE STUDIES AND RESEARCH  
COMMITTEE/FACULTY BOARD APPROVAL**

**FACULTY OF EDUCATION/PROGRAM NAME:** \_\_\_\_\_

**For EACH new course, please complete the entire form.**

**Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.**

**EXAMPLE:**

<b>(1a)</b>	<b>(2)</b>	<b>(1b)</b>
EDUC 814/3.0		Curriculum Design
Contemporary issues arising from curriculum design will be addressed, and students will gain exposure to a broad cross-section of theories and examples in this field.		

1. Course number and title: The number chosen for this course should not have been used in the past 5 years. In order to fit on the student transcript, the title must be no longer than 30 characters, including spaces.
2. Weight (e.g. 3.0 credit units, 6.0 credit units): The course weight must be consistent with the course content.
3. *Calendar* description: This is the description that will appear in the School of Graduate Studies *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any ancillary fees that will be borne by the student (3b). If none, omit.
4. Prerequisites: Please list prerequisites; if none, omit.
5. Exclusions: List courses with sufficient content overlap, not only in your department, but also in other departments. It is the responsibility of the department creating a new course to contact other departments that may offer courses with similar content in order to make this assessment. If none, omit.

**Provide the following detailed information for each new course:**

6. Expanded Course Description: Attach a detailed course description, expanding on course content. Include potential readings, texts, instructional methods (i.e. lectures, seminars, etc.) and student evaluation. Explain how this course will fit into the department's program requirements. Is this course intended as a requirement, an option or an elective?
7. Impact (if any) on other departments: If the new course will have any impact on programs offered by other departments, please indicate which programs may be affected by this new course, i.e., the course could be included in another concentration or the course content might

overlap with courses offered by another department. Please indicate which department(s) has been contacted.

8. Schedule: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?
9. Staffing: Provide faculty/staff information for the coming year and foreseeable future.
10. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.
11. Enrolment: Indicate the anticipated enrolment in this course.
12. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.
13. Course component(s): What component(s) make up this course (enter Y for any that apply):

Lecture	
Seminar	
Laboratories	
Tutorials	

14. Graduate Studies and Research Committee/Faculty Board Approval: Provide the date that this course was approved at the department level, if applicable:

\_\_\_\_\_ / \_\_\_\_\_

15. Submission Contact: Name: Marlene Sayers  
Internal Phone # 74251  
E-mail: [marlene.sayers@queensu.ca](mailto:marlene.sayers@queensu.ca)

16. EMAIL the completed forms and any attachments to the Graduate Studies and Research Committee secretary, on or before the deadline for agenda items for the next Committee meeting.

FOR SGS OFFICE USE ONLY:

Date of approval by appropriate Council/Committee: \_\_\_\_\_

Date of approval at Graduate Studies Executive Council: \_\_\_\_\_