

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:

(1a)	(2)	(1b)
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 beside (1a) and (1b) should be the same as the course number and title in the School of Graduate Studies *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a).
Re
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).
Re

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

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: _____