**Faculty of Graduate Studies & Schulich School of Business**

**Curriculum Development Guidelines and Procedures**

**Introduction**

These guidelines and procedures are intended to support the review and approval process with respect to curriculum development, from changes to existing graduate courses to the development of new graduate programs.

Completed proposals for new courses, changes to existing courses and changes to program/graduate diploma academic requirements should be submitted via email attachment to the appropriate Program Committee. Please be sure to submit the following documents:

* FGS New Course Proposal Template
* Schulich Course Outline Template
* Include Library Statement with all new course proposals
* Provide evidence of consultation

Please contact the appropriate Program Director or support staff for further advice on how to complete a course proposal.

**Submission and Review/Approval Process**

The initial review and approval of proposals for new courses, changes to existing courses, and changes to program/graduate diploma academic requirements (including admission requirements) begins at the program level, in accordance with program procedures. Once approved at the program level, these proposals are forwarded to the Schulich Faculty Council. The Faculty Council secretary will forward approved proposals to the Office of the Dean, Faculty of Graduate Studies, for consideration by the relevant Faculty-level committee(s).

Final approval of new courses and course changes normally rests with the Faculty of Graduate Studies Academic Affairs Subcommittee. In some instances (e.g., where a new course and/or course change is a component of a proposed change in program requirements), new course or course change proposals may be forwarded to the Academic Planning & Policy Committee for consideration. Otherwise, course proposals approved by the Academic Affairs Subcommittee are reported, for information, to the Academic Planning & Policy Committee and to FGS Council. Please note that course proposals that are not approved by the Academic Affairs Subcommittee will not be input into the course repository, which is required for classroom allocation and enrolment.

New Course Proposal Template

*The following information is required for all new course proposals. To facilitate the review/approval process, please use the headings below (and omit the italicized explanations below each heading).*

**1. Program:**

**2. Course Number:**

**3. Credit Value:**

**4. Long Course Title:**

**5. Short Course Title:**

*This is the title that will appear on University documents where space is limited, such as transcripts and lecture schedules. The short course title may be a maximum 40 characters, including punctuation and spaces.*

**6. Effective Session:**

**7. Calendar (Short) Course Description:**

*This is the description of the course as it will appear in the University course repository and related publications. Calendar (short) course descriptions should be written in the present tense and may be a maximum of 60 words. Please include information with respect to any pre-/co-requisites and/or crosslisting or integration in the course description. Please indicate if the language of instruction is other than English.*

**8. Expanded Course Description:**

*This is the detailed course description that will be published in course outlines, program handbooks, etc.*

**9. Evaluation:**

*Please supply a detailed breakdown of course requirements, including the type and percentage value of each assignment. The expectation is that course assignments can normally be accomplished within the course period. If applicable, details regarding expectations and corresponding grading requirements with respect to attendance and participation should be provided.*

**10. Integrated Courses:**

*Graduate courses may be integrated only with undergraduate courses at the 4000-level, where it is understood that 4000-level indicates an advanced level. Graduate students will be expected to do work at a higher level than undergraduates. If the proposed course is to be integrated, please provide a grading scheme that clearly differentiates between the work that undergraduate and graduate students perform, including a description of how the work performed by graduate students is at a higher level. As well, please indicate the course information for the undergraduate course (i.e., Faculty/unit/course number/credit value) and include a statement from the relevant undergraduate chair or undergraduate director indicating agreement to the integration.*

**11. Rationale:**

*Please indicate how the proposed course will contribute to the academic objectives of the program. Please provide a description of the learning outcomes/objects for the course. As well, please indicate the relationship of the proposed course to other existing options, particularly with respect to focus/content/approach. If overlap with other existing courses exists, please indicate the nature and extent of consultation that has taken place. Additionally, please append the graduate program’s existing learning outcomes as a separate document.*

**12. Faculty Resources:**

*Provide the names of faculty members in your program qualified to teach this course. Stipulate the frequency with which you expect this course to be offered, including the impact that this course will have on faculty resources.*

**13. Crosslisted Courses:**

*Crosslisted courses are offered between two or more graduate programs. For crosslisted courses, please include a statement of agreement from the director of the other graduate program(s).*

**14. Bibliography and Library Statement:**

*Please provide an appropriate and up-to-date bibliography in standard format. A statement from the University librarian responsible for the subject area certifying that adequate library resources are available for the new course must be provided.*

**15. Physical Resources:**

*Please provide a statement regarding the adequacy of physical resources (equipment, space, labs, etc.), including whether or not additional/other physical resources are required and how the need for these additional/other physical resources will be met.*

**New Course Proposal Template**

**(Part B - Schulich Use Only)**

1. **Instructors and Faculty Coordinator**

**Initial instructor**

*<Indicate who will be the first instructor for this course.>*

**Alternative instructors**

*<Indicate other persons, especially full-time faculty members, who have the ability and interest to teach this course in the future.>*

**Course coordinator**

*<Indicate the full-time faculty member who will coordinate this course, in the event it is taught by a part-time instructor or is offered in multiple sections.>*

1. **Specializations**

**Primary area or specialization**

*<Indicate the primary area or specialization where the proposed course will be listed in the program handbook.>*

**Secondary areas or specializations**

*<List all other areas or specializations where the proposed course will be listed as an elective.>*

1. **Student Contact and Enrolment**

**Contact hours**

*<State the number of classroom hours of this course per term. If there is a lab requirement, also state the number of lab hours per term.>*

**Maximum enrolment**

*<For core courses, 55. For electives, 45. Any other maximum requires approval from the Associate Dean Academic and explicit endorsement from the Program Committee and Faculty Council.>*

**Expected enrolment**

*<State the expected “steady-state” enrolment. It is understood that new courses may take one or two terms to reach this level.>*

**Evidence for enrolment expectations**

*<Provide evidence or a rational argument for your enrolment expectations.>*

1. **Human Participants Research**

*<If any assignment for this course involves Human Participants Research, the course outline should make reference to the Human Participants Research procedures and approval process. Otherwise indicate “N/A”.>*

1. **Conditions for Approval**

*If this proposal is for a new elective course, please indicate which one of the following conditions required by Faculty Council applies:*

1. **The Area is deleting courses with at least the same total number of credits.**

*<Specify the course or courses being deleted.>*

1. **Provide a convincing case for the proposed course.**

*<State the reason the program needs this new course and provide evidence that the Area has no elective with student enrolments low enough to warrant deletion. Approval from the ADA will be required.>*

**Course Originator**

 *<Signature> <Date>*

Signature Date

 *<Name>*

Name

**Supporting Faculty Members**

The course originator should consult with other interested parties and obtain their support. Support should be obtained from other units of the university if their interests are related to this course.

The faculty members whose names appear below (minimum 6) confirm that they have examined this course proposal. They feel it is a worthwhile addition to the SSB curriculum and does not, to their knowledge, significantly duplicate the content of existing courses.

 *<Name of faculty member> <Name of faculty member>*

 *<Name of faculty member> <Name of faculty member>*

 *<Name of faculty member> <Name of faculty member>*

 *<Name of faculty member> <Name of faculty member>*

 *<Name of faculty member> <Name of faculty member>*

**Approvals:**

**Area or Specialization**

I have reviewed this course proposal with the faculty members of this Area or Specialization, and I support the addition of the course to the SSB curriculum.

 *<Signature> <Date>*

Signature Date

 *<Name> <Area or Specialization>*

Name of Coordinator or Director Area or Specialization

**Degree Program**

I support the addition of the course to the SSB curriculum.

 *<Signature> <Date>*

Signature Date

 *<Name> <Program>*

Name of Program Director Program

**Program Committee**

This course proposal has received the approval of the relevant Program Committee and documentation attesting to the faculty member support for the course has been received and archived by the committee chair.

 *<Signature> <Date>*

Signature Date

 *<Name> <Committee>*

Name of Committee Chair Committee

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**Required Attachments**

* A motion to Faculty Council that includes the rationale for the course.
* Schulich course outline: must conform to program norms; see the Program Assistant for details.
* Librarian’s statement indicating that adequate library resources are available for the course
* For cross-listed courses: signed statement of agreement from director of other graduate course
* For integrated courses: signed statement of agreement from chair of undergraduate program
* If applicable, a completed Human Participants Research Protocol Form.

**Send to**

Send an electronic copy of all forms and attachments, and forward emails of support from other faculty members, to the appropriate program committee secretary.