

Documentation for Curriculum and Academic Calendar were merged in November 2007 to create the "Curriculum and Academic Calendar Guidelines".

**Section A: Curriculum**

The curriculum guidelines were developed in October 2006 to ensure consistency regarding the process of curriculum submissions.

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|---|---|
| 1. Curriculum Committee Approvals                         | Curriculum Committee approvals are required for the following: <ul style="list-style-type: none"><li>a. Create a new Applied Science course</li><li>b. Add an existing course to a program</li><li>c. Not offer a course</li><li>d. Re-offer a course</li><li>e. Delete a course</li><li>f. Change the course title</li><li>g. Revise the Accreditation Units (AU) or the CEAB distribution</li><li>h. Change the term</li><li>i. Revise the pre-requisites, co-requisites or exclusions</li><li>j. Revise the course description</li><li>k. Create a new option within a program</li><li>l. Delete an option within a program</li><li>m. Revise a program or option</li></ul>  |
| 2. Curriculum Submission Process                          | The process for approving a curriculum request: <ul style="list-style-type: none"><li>a. Department submits a curriculum change request using the on-line Curriculum Submission &amp; Tracking System (CSTS).</li><li>b. Chair of Curriculum Committee reviews the request for completeness and may contact the UG Chair for clarification if necessary.</li><li>c. Request is now made available in the CSTS for all Departmental Undergraduate and Curriculum Chairs to review, then approve or deny.</li><li>d. Reviewed and revised (if necessary) curriculum request is included on the Curriculum Report to Operation committee for approval.</li><li>e. Operations Committee reviews the report and approves or denies curriculum changes.</li><li>f. Denied requests are sent back to the Curriculum Committee for further review, and steps 2(a) to 2(e) are repeated as necessary.</li><li>g. Approved requests are included in the final Curriculum Report that is presented at Faculty Board.</li><li>h. Faculty Office submits approved curriculum requests to the Office of the University Registrar to update the course database (i.e. PCICS, QCARD) and make relevant timetabling changes.</li></ul> <p><i>Please refer to Help File, which can be found in the Curriculum Submission and Tracking System (<a href="http://my.engineering.queensu.ca">http://my.engineering.queensu.ca</a>) for further details.</i></p> |
| 3. Registrar's Office                                     | Departments should NOT directly request the Registrar's Office to make any of the above course or timetable changes.<br><br>The Registrar's Office follows these Faculty Office Guidelines and will only process the above curriculum changes when requested to do so by the Faculty Office.  |
| 4. Items not requiring approval from Curriculum Committee | The following course changes DO NOT require Curriculum Committee approval but should only be sent to the Registrar's Office using the Timetable Change Form, after consultation with the other Applied Science Undergraduate Chairs or Program Assistants whose students may be affected by the change: <ul style="list-style-type: none"><li>a. Room change</li></ul>  |

## **Curriculum and Academic Calendar Guidelines**

- b. Time change (these are expected to be minimal and are not allowed if they cause student conflicts that can not be resolved in favour of the students)
  - c. Instructor change
  - d. Enrolment increase or decrease, unless enrolment is decreased to zero, which is effectively the same as deleting a course which requires Curriculum Committee approval
  - e. Add or delete a course section (when a course section is deleted, the department should remove students from the section and notify students accordingly)
5. Curriculum Timelines Refer to the “Curriculum and Calendar Timelines” – see *Reference Chart A* (available on the Academic Guide webpage: <http://appsci.queensu.ca/internal/academicGuide/>) for a detailed description and specific timelines regarding each step in the curriculum process.

**Section B: Academic Calendar**

The Calendar guidelines were developed in April 2005 to ensure consistency regarding the production and publication of the Academic Calendar.

1. Calendar Timelines

The on-line (html) calendar for the next academic year is published on-line on or before June 15<sup>th</sup> each year. The hard-copy of the Advisor Reference Version of the calendar (excludes the Awards, Admissions, Academic Staff, & Senate Policies chapters) is published by August 15<sup>th</sup>. The PDF version (includes all calendar chapters) is published by August 15<sup>th</sup> and made available on-line. When the new on-line calendar is published, the old calendar is moved to an on-line archive directory.

In order to meet the on-line publication deadline of June 15<sup>th</sup>, curriculum changes for the next academic year must be finalized by March 1<sup>st</sup>. Therefore, the first meeting of the Curriculum Committee will be scheduled in early December.

*Refer to the "Curriculum and Calendar Timelines" – see Reference Chart A (available at <http://appsci.queensu.ca/internal/academicGuide/>) for a detailed description and specific timelines regarding each step in the calendar process.*

Publication Schedule:

|                    | On-Line                           | Advisor's Reference (Hardcopy) | Calendar PDF |
|--------------------|-----------------------------------|--------------------------------|--------------|
| <b>Publish New</b> | June 15                           | August 15                      | August 15    |
| <b>Refresh</b>     | June 30<br>* For corrections only |                                |              |
| <b>Archive Old</b> | May 31                            |                                |              |

2. Updates to Online Calendar

After June 15<sup>th</sup>, the following changes are made to the on-line calendar following the publication schedule – see appendix C:

1. Corrections to data entry errors or omissions
2. Approved **minor** Curriculum amendments
3. Academic staff data is updated over the summer and will be refreshed on-line by September 1<sup>st</sup>.
4. Approved Awards amendments

Any approved amendments to curriculum (such as change of course term) that occur after June 15<sup>th</sup> will be made to the on-line calendar and listed in the 'Calendar Amendments' page which is available directly from the calendar home page or from the left navigation panel.

Content Responsibility:

| <b>Calendar Section</b>       | <b>Approval for Changes</b>  | <b>Maintenance of Data</b>       |
|-------------------------------|--|----------------------------------|
| Academic Staff                | Senior Staffing Officer, Faculty Office  | Calendar Editor                  |
| Admission & Fees              | Admission: Admissions & Operations Committee;<br>Tuition & University Fees: Senate;<br>Non-Compulsory Fees: Operations | Calendar Editor                  |
| Awards & Financial Assistance | Scholarship & Operations Committee   | Scholarship/<br>Awards Assistant |
| Complementary Studies         | Associate Dean, Academic   | Calendar Editor                  |
| Courses                       | Curriculum & Operations Committee  | Calendar Editor                  |
| Degree Programs               | Curriculum & Operations Committee  | Calendar Editor                  |
| Faculty of Applied Science    | Manager of Student Services  | Calendar Editor                  |
| First Year Studies            | Director of First Year Studies, and the Curriculum & Operations Committee  | Calendar Editor                  |
| General Information           | Associate Dean, Academic   | Calendar Editor                  |
| Regulations and Policies      | Regulations Committee & Faculty Board  | Calendar Editor                  |
| Undergraduate Program         | Associate Dean, Academic   | Calendar Editor                  |
| Sessional Dates               | Associate Dean, Academic; Director, First Year Studies; Faculty Board and Senate                                       | Calendar Editor                  |
| Important Dates               | Associate Dean, Academic   | Calendar Editor                  |

3. Calendar Content

1. Academic Staff:

The following Academic staff will be included in the calendar:

- a. anyone who currently holds a tenure or tenure-track appointment in Applied Science
- b. anyone who is currently cross-appointed to Applied Science
- c. anyone who is currently teaching a course that supports the Applied Science academic programs during the specific academic year

The following qualified designations are listed with Academic staff credentials:

- a. Chair
- b. Professional Engineer (P.Eng.)
- c. Fellow of the Chemical Institute of Canada (F.C.I.C.)
- d. Fellow of the Royal Society of Canada (F.R.S.C.)

2. Course Data:

- a. Deleted courses will remain in the academic calendar for 5 years and the course number will not be used again for 6 years.
  - The course number remains as a pre-requisite or exclusion for 5 years.
  - The course number remains in the degree program information until the relevant class (or classes) graduates.
  - The course will remain in the Registrar's Course Database, but will indicate a status of "C" (closed) with an effective start and end date.
- b. Courses that are 'Not Offered' for a specified period of time will remain in the course section of the calendar and the notation "Not Offered in 20XX-XX" will be appended to the course description.
  - If the course is part of core, then it will be removed and replaced with another course in the degree program section of the calendar.

- If the course is NOT part of core, then it will remain in the electives list
- c. Courses that have significantly changed should be renumbered.
- d. Course names that are greater than 30 characters will need to be shortened.
- e. Courses that are available to **only** Applied Science students have a degree program pre-requisite of BSCE. This means that students have to be currently enrolled in a BSCE program in order to register in the course; a waiver of this degree pre-requisite can only be granted by the Associate Dean (Academic). Applied Science courses listed in Arts and Science calendar are open to non-BSCE students as well as BSCE students.
- f. Instructor names are not included in course descriptions because up-to-date instructor information is provided via the on-line course timetable.

**4. Complementary Studies Courses**

Effective September 1, 2007, all half-credit (0.5) Arts and Science courses are equal to 36 Engineering Aus and all full-credit (1.0) Arts and Science courses are equal to 72 Engineering Aus.

Students who were in progress before September 1, 2007, and had completed a 30 AU Complementary Studies course prior to September 1, 2007, will not be required to take another Complementary Studies course to make up the six unit short fall.

In April of each year, the Faculty Office reviews Complementary Studies list to add any new Arts and Science courses and to remove deleted courses to keep the Complementary Studies lists current.

In September and January of each year, the Faculty Office reviews the weights for the Complementary Studies courses for all Engineering students to verify accuracy.

**5. Multiple Versions of Degree Programs**

As approved by the Operations Committee in 2004, curriculum changes are allowed for degree programs in which students are currently registered; these changes are referred to as 'in-progress' changes. The in-progress changes must be identified properly in each curriculum submission and in the Academic Calendar so that the users (i.e. student, advisors, parents, other calendar viewers, curriculum committee, operations committee, CEAB reviewer) know the exact content of the degree program that the student has followed to complete his or her degree.

The Academic Calendar has multiple versions of each degree program to reflect the curriculum changes that have been approved for previous years. For example, while the Classes of 2009 and 2010 curriculum had been approved in the past and students were currently registered in these active programs, Applied Science curriculum policy allows for changes to these existing programs. Therefore, in order to identify what classes are affected by a program change, the user needs to specify in the curriculum submission what "Class" and "Year of Study" are affected by the proposed curriculum change – see *Reference Chart B* for further explanation.