

Request New Offering of an Existing Course

Instructions

1. Department/School to confirm that the Learning Outcomes for the original course offering and the new course offering are the same. If a course does not already have reported Learning Outcomes, they need to be developed prior to requesting a new offering.
2. Submit a completed Request New Offering of an Existing Course by email to asc.curriculum@queensu.ca for review/processing
3. Once the new offering has been added to Course Catalogue, the Department/School may schedule the new offering during the next available timetabling period.

Form

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| Department/School: | |
| Name of Requestor: | |

Existing Course Offering Information

1. Please provide the delivery format and/or location of the original/existing course offering as approved by Faculty Board.

2. Please provide the Learning Hours (e.g., 120 (36L;84P)) of the original/existing course offering as approved by Faculty Board.