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MEMORANDUM

ATTENTION Senate
FROM Wade Parkhouse, Chair of Senate
Graduate Studies Committee (SGSC)
RE: Special Arrangements Program

DATE 10 February 2015
No. GS2015.07

**For information:**

Acting under delegated authority at its meeting of February 2, 2015, SGSC approved the following new course effective Fall 2015:

New course: SAR 890 Comprehensive Exam



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MEMORANDUM

ATTENTION SGSC DATE 12 January 2015
FROM Peter Liljedahl, Associate Dean of
Graduate Studies
RE:
New course proposal: SAR 890

The Special Arrangements program proposes to add a new course: SAR 890 Comprehensive Exam to be offered in Fall 2015.

Please consider this item for the agenda for the February 2, 2015 SGSC meeting.

Thank you.

Peter Liljedahl
Associate Dean, Office of Graduate Studies and Postdoctoral Fellows
Chair, SAR Steering Committee



New Graduate Course Proposal

Please save the form before filling it out to ensure that the information will be saved properly.

Course Subject (eg. PSYC)	SAR	Number (eg. 810)	890	Units (eg. 4)	0
Course title (max 100 characters including spaces and punctuation) Comprehensive Exam					
Short title (for enrollment/transcript - max 30 characters) Comprehensive Exam					
Course description for SFU Calendar * Students must pass a comprehensive examination. The structure of the examination will be determined by the supervisory committee.					
Rationale for introduction of this course This course will allow for the successful completion of the comprehensive exam to be recorded on the student's transcript.					
Term of initial offering Fall 2015			Course delivery (eg 3 hrs/week for 13 weeks) 13 weeks		
Frequency of offerings/year once per term			Estimated enrollment/offering 1 per offering		
Equivalent courses (These are previously approved courses that replicate the content of this course to such an extent that students should not receive credit for both courses.) none					
Prerequisite and/or Corequisite ** permission of department					
Criminal record check required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, then add this requirement as a prerequisite.					
Campus where course will be taught <input checked="" type="checkbox"/> Burnaby <input type="checkbox"/> Surrey <input type="checkbox"/> Vancouver <input type="checkbox"/> Great Northern Way <input checked="" type="checkbox"/> Off campus					
Course Components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Lab <input type="checkbox"/> Research <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input checked="" type="checkbox"/> Section					
Grading Basis <input type="checkbox"/> Letter grades <input checked="" type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> In Progress/Complete				Capstone course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Repeat for credit? *** <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Total repeats allowed? <u>2</u>		Repeat within a term? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Required course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Final exam required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Additional course fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Combined with an undergrad course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify which undergraduate course and what the additional course requirements are for graduate students:					

* Course descriptions should be brief and should never begin with phrases such as "This course will..." or "The purpose of this course is..." If the grading basis is satisfactory/unsatisfactory include this in the description.

** If a course is only available to students in a particular program, that should be stated in the prerequisite.

*** This mainly applies to a Special Topics or Directed Readings course.

RESOURCES

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

Faculty member(s) who will normally teach this course n/a
Additional faculty members, space, and/or specialized equipment required in order to offer this course n/a

CONTACT PERSON

Department / School / Program Special Arrangements	Contact name Krista Gerlich-Fitzgerald	Contact email sargrad@sfu.ca
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DEPARTMENTAL APPROVAL

REMINDER: New courses must be identified on a cover memo and confirmed as approved when submitted to FGSC/SGSC. Remember to also include the course outline.

Non-departmentalized faculties need not sign

Department Graduate Program Committee	Signature	Date
Department Chair	Signature	Date

LIBRARY REVIEW

Library review done? YES

Course form, outline, and reading list must be sent by FGSC to lib-courseassessment@sfu.ca for a review of library resources.

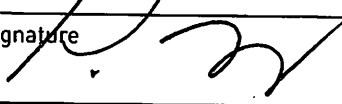
OVERLAP CHECK

Overlap check done? YES

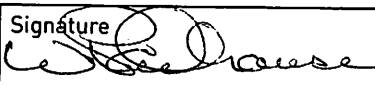
The course form and outline must be sent by FGSC to the chairs of each FGSC (fgsc-list@sfu.ca) to check for an overlap in content.

FACULTY APPROVAL

This approval indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds and any other necessary resources.

Faculty Graduate Studies Committee (FGSC) Peter Liljedahl	Signature 	Date Jan 12 2015
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) WADE PARKHOUSE	Signature 	Date Jan 15/15
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ADMINISTRATIVE SECTION (for DGS office only)

Course Attribute: _____
 Course Attribute Value: _____
 Instruction Mode: _____
 Attendance Type: _____

If different from regular units:
 Academic Progress Units: 6
 Financial Aid Progress Units: 6