



COURSE SCHEDULING INFORMATION

The graduate-level course outline **must** be attached to the below form. If you are cross-listing the course with an undergraduate course, then the undergraduate course outline must also accompany the graduate-level course outline and the below form.

The College of Graduate Studies will not proceed with scheduling the course until the graduate-level course outline and the below form are submitted.

When creating the course outline, please ensure that you include all elements of the standard syllabus. The IGS syllabus template can be found here: <http://gradstudies.ok.ubc.ca/forms/IGS.html>. Failure to include required aspects of the syllabus will result in a scheduling delay.

If your Curriculum Vitae is not on file with the College of Graduate Studies, please attach it to the below form or e-mail it to gradask.ok@ubc.ca.

It is recommended that you submit the course scheduling request a month in advance of the anticipated course start date to ensure the course is listed in the course schedule prior to the start of the course.

Research Methods and Analysis Courses:

The primary intent of the course is to provide students with research methods and analytical techniques for conducting graduate research and studies. Research methods or analytical techniques are not merely a byproduct or secondary element of the course.

Special Topics Courses:

Used when creating a course in which more than one or two students will be enrolled. Special Topics courses usually have regularly scheduled meeting times.

Directed Studies Courses:

Used when one or two students will be enrolled in the course. Directed Studies courses do not have to have a regularly scheduled meeting time, but students and instructors should meet regularly.

Note 1: IGS courses cannot be scheduled as both Research Methods and Special Topics.

Note 2: IGS courses are set-up for numerical grade entry (pass/fail courses are not available).

Note 3: Course end dates cannot be extended once scheduled. Please ensure that the scheduled length of the course accurately accounts for the content of the course.

Room availability is limited and is based on a first come, first served basis. If a room is not available on your proposed day(s) and time, you will need to provide alternate day(s) and times or you will need to make your own arrangements for a meeting place.



IGS COURSE SCHEDULING REQUEST FORM

Student Name: _____ Student Number: _____

Additional Students: _____

Instructor: _____ Short Title: _____
(max 16 characters including spaces)

Course Name: _____

Session: _____ Term: _____ Credits: _____
(ex 2014W) (1, 2, ALL)

Start Date: _____ End Date: _____

Meeting Days & Times: _____

Room is Required: Yes: No:
Final Exam Room is Required: Yes: No:

Projected Enrollment: _____ Cross-Listed Course #: _____
(if applicable)

Activity Type: _____ IGS Theme: _____
(Lecture, Seminar, Directed Studies, Studio) (if applicable)

Please check **ALL** appropriate boxes below:

- | | | |
|-----------------------------------------------------------------|-----------|--------------------------------------------------|
| <input type="checkbox"/> 500-level course | OR | <input type="checkbox"/> 600-level course |
| <input type="checkbox"/> Research Methods and Analysis | | <input type="checkbox"/> Special Topics |
| <input type="checkbox"/> Directed Readings | | <input type="checkbox"/> Lab Section is required |
| <input type="checkbox"/> Course Outline(s) Attached (mandatory) | | <input type="checkbox"/> Instructor CV attached |

Approval

Instructor:

Print Name | Signature | Date

Student's Program Coordinator:

Print Name | Signature | Date

Instructor's Unit/Department
Head:

Print Name | Signature | Date

College of Graduate Studies:

Print Name | Signature | Date