



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: <https://gradstudies.ok.ubc.ca/resources/forms/igs-course-scheduling-request-form/>. Failure to include required aspects of the syllabus will result in a scheduling delay.

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. Please forward the fully-signed form to the College of Graduate Studies at gradask.ok@ubc.ca for scheduling.

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 by-product 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: _____
 (1, 2, All)
 Start Date: _____ End Date: _____
 Meeting Days & Times: _____
 Room is required: Yes No
 Final Exam Room is required: Yes No
 Projected Enrolment: _____ Cross-Listed Course #: _____
 (If applicable)
 Activity Type: _____ IGS Theme: _____
 (Lecture, Seminar, Directed Studies, Studio) (If applicable)

Please check **ALL** appropriate boxes below:

500-level course
Research Methods and Analysis
Directed Readings
Course Outline(s)

OR

600-level course
Special Topics
Lab Section is required

Approval

Instructor:	_____	_____	_____
	Print Name	Signature	Date
Student's Program Coordinator:	_____	_____	_____
	Print Name	Signature	Date
Instructor's Department Head:	_____	_____	_____
	Print Name	Signature	Date
Theme Coordinator (If applicable):	_____	_____	_____
	Print Name	Signature	Date
Instructor's Associate Dean or Director of Graduate Studies:	_____	_____	_____
	Print Name	Signature	Date