

SECTION K: GRADUATE COURSE SCHEDULING

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I. GRADUATE TIMETABLES

Timetable Requests

In October, the Academic Scheduling Office sends the graduate scheduling forms (see [Appendix 1](#)) and accompanying instructions to the appropriate GPD or Chair.

The Graduate Program Director (GPD) or Chair completes and signs the scheduling forms for each program by early November of each year and forwards the completed forms to the Scheduling Office.

Allocation of Classrooms

Classroom space is allocated by the Scheduling Office on the basis of the information submitted on the scheduling forms. Some departments may wish their courses to be taught in a conference or seminar room that is under that department's jurisdiction. This room number should be indicated on the timetable forms so that the Scheduling Office does not allocate another room for the course. Once the scheduling of classroom space has been completed, the Conference and Information Centre and each department are informed of the room assignments that have been made.

Any requests for room changes should be directly communicated to the Scheduling Office at the end of the course change period **only**.

II. COURSE LABELLING AND NAMING

Basic Principle

Each course or component of a graduate program is uniquely labelled by a four-letter prefix (denoting the discipline) and a three-digit number. Example: 'EXCI' identifies a course in Exercise Science, '510' as 'Physical Education in Europe'.

Topic Areas

Graduate courses are usually grouped together under topic areas. Courses grouped in a topic area ordinarily follow a numerical sequence. For example, the English Department Topic Area, 'Studies in Creative Writing: Prose Fiction, Poetry and Drama' includes courses labelled 'ENGL 670' through to 'ENGL 674'.

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Multi-term Credits

Multi-term credits, such as theses, thesis-equivalents, comprehensive examinations and internships are ordinarily grouped separately from the topic areas, given a heading like 'and in addition', and assigned numbers in the 90's. For example, 'EDEC 891' is the label for the doctoral comprehensive examination in educational technology.

Levels

Different sets of three-digit numbers are used to indicate different levels, as follows:

'500' numbers: Diploma courses

'600' numbers: Master's courses

'700' numbers: used when there are so many master's courses in the same prefix that the '600' sequence is insufficient, or, more rarely, to indicate a course at a more advanced level.

'800' numbers: Ph.D. courses.

Restrictions

Once a label has been used to identify a given course, it cannot be used to identify a different course until five years have elapsed. For example, the label 'EXCI 510' could not be used to identify a course entitled 'Fitness and Health Care in the Tropics' until five years after it had ceased to identify 'Physical Education in Europe'.

Label and Name Changes

The name or the label (four letter prefix) for a course may be changed, but such a change requires approval of the Council of the School of Graduate Studies. When a name or label change is approved, the new name or label will appear in the next edition of the Graduate Calendar, with a notation about the change. The notation will appear in two successive editions of the Calendar, and use of the former label will be restricted for five years, as noted above.

Restrictions on the re-use of labels, and published notations of changes are for the protection of the student in that they permit an unequivocal reading to be made of the student's transcript.

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Special or Selected Topic Courses

Many programs offer Special or Selected Topics to maintain flexibility in course offerings. A Special Topic can be offered in a particular year, under an appropriate, more general course name. For example, the general course name would be:

POLI 689 Special Topics in Political Economy & Public Policy

The Selected Topic (or slot course) would be:

POLI 689A German Political Economy & Public Policy

POLI 689B Canadian Political Economy & Public Policy

If German Political Economy and Public Policy is offered in a subsequent year, it would be listed again as POLI 689A.

Special Topics offered in different years or terms under a particular general course title should have the same credit value.

Curriculum Changes

Changes to course titles, descriptions, credit value, etc are considered to be curriculum changes and require approval at Faculty Council, CSGS, APC and Senate.

III. COURSE MASTER FILE

General

The term 'Course Master File' refers to the computer file containing the course titles and credit values of each course that are valid for any given academic year, as well as the term, section designation, time, and location of each section that is currently offered. The Course Master File is regularly updated on the basis of the information that is contained in the Graduate Calendar and/or provided to the Scheduling Office by the GPDs and the School of Graduate Studies.

The registration of a graduate student into a particular course section or program component will be rejected by the computer if the course section or component in question is not contained in the Course Master File for the required term.

Changes to the Course Master File

Any new courses, or title or credit changes to existing courses, must have the prior approval of the relevant academic bodies of the university before they can be included in the Course Master File.

IV. GRADUATE CLASS SCHEDULE

Students can obtain information on graduate courses by accessing the class schedules on the Concordia University homepage or by contacting their graduate program.