

CHANGES TO THE PUBLISHED GRADUATE COURSE TIMETABLE

Additional Hours/Sections

If it becomes necessary to schedule additional sections by adding lectures/labs/seminars based on course selection numbers, the request for scheduling is to be initiated by the Chair/Director or Department Timetable Coordinator and made to Scheduling Services.

Cancellations and Time Changes

Once the course timetable has been published on WebAdvisor, requests for changes to class meeting times cannot be processed except in emergency circumstances and as approved by the Assistant Vice-President (Graduate Studies)/Designate. To obtain the approval of the Assistant Vice-President (Graduate Studies)/Designate in such circumstances, to change a class meeting time or to cancel a course, the Chair/Director should write via electronic mail, providing reasons for the request, to the Assistant Vice-President (Graduate Studies)/Designate, the College Dean, and the Assistant Registrar, Scheduling. After the commencement of Course Selection, the Chair/Director is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict-free for all registered students, and communicating via electronic mail to all students the details of any change affecting their schedules.

- Time changes after the publication of the timetable, prior to the commencement of classes. Changes in scheduled meeting times are approved only in emergency circumstances (see above).
- Time changes after the commencement of classes. After the commencement of classes, changes to scheduled meeting times are permitted. Changes may be initiated by the instructor with their class, but are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students as determined by a secret ballot. New times must comply with University scheduling regulations and the academic unit offering the course should keep a record of student approval on file. Once approval is obtained, a request for the time change and new room assignment should be submitted by the Chair/Director or Department Timetable Coordinator to Scheduling Services, O.R.S. so that the time and room can be updated on WebAdvisor. The instructor is responsible for ensuring that all registered students can attend during the new meeting times and for informing students of new times and room assignments.