

**'Need to Know' for Course Directors**  
**Re: Graduate Courses**  
**Department of Physiology**

**Facts applying to ALL graduate level courses**

- Continuing courses
  - 2 months before course start date, all Course Coordinators must submit *Annual Graduate Course Update Form* to department (on website under “forms”).
  - 1 month before course start date, a *full syllabus* must be received by department including:
    - a) weekly session topics, with name(s) of faculty participating each week
    - b) all faculty participating in the course - if not from our department need to include their affiliation and/or expertise
    - c) grading information and schedule for assignments and participation, indicating percent of final grade\*
- \*Note - any changes in focus, grading or content must be approved by the department; if a change is significant, it may require a new course designation and full submission for university approval.
- Grading scheme cannot have more than 20% participation; if less than 20% no justification needed; if 20% then breakdown on how participation mark will be assessed must be provided.
- The department has set the minimum number of students registered in a graduate course at 6 students. With less than 6 students, cancellation may be considered, but must be discussed with Graduate Coordinator before cancelling the course.
- Trainees cannot have a formal teaching role in graduate courses (ie. graduate students and/or postdoctoral fellows).

**Facts applying to only Joint undergrad/grad courses**

- Some undergraduate courses that are 400-series are also co-graduate course in the 1400-series (i.e. PSL425H/PSL1425H, etc) and are considered joint courses.
- Graduate students must be "evaluated at a graduate level" as per regulations of SGS, thus the Department of Physiology has mandated that at least 20% of the grading must be other than exams/tests that are also administered to the undergraduates in that course.

**Facts applying to Graduate Only courses**

- A half credit course (0.5 FCE) requires a minimum 24 h seminar-style contact hours, however up to 48 h is allowed if other activities are included (eg. attending outside meetings, labs etc.).