



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Educational Studies

Faculty of Education

Policy on Seat Restrictions in Graduate Program Courses

(Revised version approved by GPACC, April 4, 2024;
approved at EDST Department meeting, May 16, 2024)

Occasionally, due to the number of new student admissions and acceptances, there is a reasonable probability that core courses or recommended electives may quickly be filled to capacity—partly with students taking these courses as open electives—and therefore not available for students within programs that require or recommend those courses. In such cases, the following process should be followed to **temporarily** restrict registration to degree-enrolled students. This policy does not apply to fully restricted courses such as those in the ALGC, EdD, or off-campus cohort programs.

Limited-Time Seat Restrictions in Required (Core) Courses or Recommended Electives

The coordinator or chair of a graduate program in EDST may request that “seats” in a required (core) course or recommended elective be restricted for students enrolled in that program for a maximum of up to 5 days from the start date of registration for Summer and Winter Sessions, as applicable. The program’s request must be accompanied by a brief rationale regarding the case made for each course separately. The request must specify the number of seats out of the maximum that should be temporarily restricted in a given course. The program coordinator’s or chair’s request should be made, before the deadline indicated by the Program Planning Manager, directly to the Deputy Head, copying EDST’s Administrative Manager, in an email message. If approved, the Deputy Head or Administrative Manager will then communicate the request to the Program Planning Manager in TEO, along with the date on which the restriction shall be lifted. For example, if the start of Winter Session registration is June 7, then the restriction will be lifted no later than June 12.

The graduate program making the request is responsible for communicating—through the coordinator/chair or academic advisors—to current and incoming students the importance of registering in required course/s during this restricted period. If the students fail to do so, and a course fills to capacity, it will then be up to the individual instructor of the required core course whether to grant permission for a student to be enrolled over the course limit.

The department must communicate clearly to students and faculty what registration restrictions are temporary, via both the student registration system and the course listings on the EDST website.