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McGill University

Dean's Office
Faculty of Arts

April 21, 1922.

To members of the Faculty of Arts.

At the last meeting of the Faculty of Arts the following resolutions in regard to the time table in Arts were approved:-

Resolved that:-

The Faculty recognises as the basis of the making of the Time Table the following rules and principles;

1. It is understood that the Time Table is to be made by the Chairman of the Time Table Committee with such advice as he may ask from other members of the Committee.
2. Courses are put on the Time Table as three hour units.
3. Each unit is placed on,
 (a) Monday, Wednesday and Friday mornings,
 or (b) Tuesday, Thursday and Saturday mornings,
 or (c) Monday, Wednesday and Friday afternoons.
4. Courses once at nine are always at nine, once at ten, always at ten, and so on.
5. In the first year Time Table only one space is indicated for each subject without distinction of men and women: it is taken for granted that the department concerned if it divides the class will teach both parts of it at the same hour: where this cannot be done an extra hour can be found in the afternoon.
6. ~~In~~ The first year Time Table, owing to the small number of subjects, is constructed without conflict of courses: in all other years it is an arithmetical necessity that some courses must conflict with others: departments are, therefore, requested to select their own spaces and if they are in conflict must either select less desirable spaces or remain in conflict.
7. Saturday morning being now used for the first time it is obvious that it is not possible for each instructor to claim that he ought to be allowed to retain the same space on the Time Table that he had before: otherwise no one would have Saturday.
8. It is expected that each department as a total will be willing to accept a certain amount of work on Saturday mornings and in the afternoons: to facilitate this arrangement the Chairman of the Time Table Committee is asked to deal with each department as a whole and is not concerned with adjusting the claims of individual lecturers.
9. In any particular section when the registration of all classes is completed an instructor may, with the consent of all of his class,