

Approved 12/16/2013

**GRADUATE COUNCIL REPORT TO THE UNIVERSITY SENATE**

DATE: December 2013  
FROM: The Graduate School

The Graduate Council submits the following proposed academic policies from the **November 14, 2013** meeting for consideration:

- I. Temporary Course Policy

### **General Guidelines for Graduate Temporary Courses**

- Approval to offer a temporary course is requested when the course:
  - 1) must be created to accommodate registration, and there is insufficient time to complete the new course approval process,
  - or
  - 2) is proposed for offering on a trial basis.
  
- A temporary course is intended to be offered only once and may not be offered more than two times.

#### **Procedure**

- The college proponent will submit a Syllabus and Course Inventory Form to the Graduate School for approval by the Dean. The Syllabus must conform to the format specified in the Academic Affairs Policy 1.4060.
  
- The syllabus and course inventory will then be forwarded to the Provost for approval.
  
- The approved course inventory will be forwarded to the Office of the Registrar for processing.
  
- Approved temporary courses will be placed on the next Graduate Council agenda as an information item.