**General Guidelines for**

**Temporary Course Offerings**

* 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

1. is proposed for offering on a trial basis.

* A proposal to create a temporary course is an **information** item.
* The proponent should ensure that the proposed temporary course does not duplicate existing courses in other departments and colleges  
  .
* A temporary course is intended to be offered only once; however, under extraordinary circumstances, approval for a second offering may be granted. A proposal to offer a temporary course for a second time will require additional justification. A temporary course may not be offered more than two times.

**PROCEDURE**

* **For undergraduate courses** submit the completed Course Inventory Form and the Temporary Course Proposal Form (including department head’s and dean’s signatures for approval) to the UCC Chair in a single PDF file. The UCC Chair will post the Temporary Course Proposal on the UCC website and forward notification of the posting by e-mail to UCC members, including College Representatives, and to the college deans. Recipients will be directed to communicate any concerns or objections to the course proponent and to the UCC Chair. Following a seven calendar day posting without objection, the UCC Chair will forward the proposal to the Office of Academic Affairs for approval. If, during the seven calendar day posting, there is an objection, the proponent will be notified. Parties involved will have an additional seven calendar days to resolve the objection. If the parties agree on the solution, the temporary course proposal will then be forwarded to the Provost by the UCC Chair. If no agreement is reached, the proposal will be returned to the proponent.
* **For graduate courses** submit the completed Course Inventory Form and the Temporary Course Proposal Form (including department head’s and dean’s signatures for approval) to the Office of Graduate Studies and Research in a single PDF file for posting on the Graduate Studies website. Graduate Studies will notify Graduate Council members and college deans. Recipients will be directed to communicate any concerns or objections to the course proponent and to the Graduate Council Chair. Following a seven calendar day posting without objection, the Graduate Council Chair will forward the proposal to the Office of Academic Affairs for approval. If, during the seven calendar day posting, there is an objection, the proponent will be notified. Parties involved will have an additional seven calendar days to resolve the objection. If the parties agree on the solution, the temporary course proposal will then be forwarded to the Provost by the Graduate Council Chair. If no agreement is reached, the proposal will be returned to the proponent.
* The Course Inventory Form for the approved temporary course will be forwarded by Academic Affairs to the Office of the Registrar for processing. Approved temporary course proposals must be submitted by the college dean’s office as an information item for the next UCC or Graduate Council meeting.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Create a Temporary Course**

**(Information Item)**

Contact Person: Name, email, phone

1. **Identification of proposed course:**
   1. Course prefix (subject area) and number:
   2. Course title:
   3. Abbreviated course title:  
      (maximum of 30 characters or spaces)
   4. Credit hours:
   5. Schedule type:
   6. Prerequisites/corequisites:
   7. Grade type: \_\_\_\_ standard letter grade \_\_\_\_ pass/fail \_\_\_\_in progress (IP)
   8. Course description:
2. **Rationale**
   1. Reason for offering this course on a temporary basis:
   2. Relationship of the proposed course to courses offered in other academic units:
3. **Description of proposed course**
   1. Course content outline
   2. Tentative text(s)
4. **Second offering of a temporary course (if applicable)**
   1. Reason for offering this course a second time on a temporary basis:
   2. Term course was first offered:
   3. Enrollment in first offering:
5. **Term of Implementation:**
6. **Dates of review/approvals:**

|  |  |  |
| --- | --- | --- |
| Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |