

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.