TEMPORARY COURSE APPROVAL FORM

Check one: □ NEW COURSE □ CHANGE IN EXISTING COURSE

Course Information:

Dept/School __________________________ MCF Prefix* _______ Catalog No. ________________

Long Name:

Short Name: (limit of 30 characters and spaces)

Course Standing Code _______ Instruction Code _______ Grade Eligibility Code _______

Credit Hours _______ Hrs. Lect./Wk. _______ Hrs. Lab./Wk. ______

Prerequisites(s) (limit of 42 characters and spaces; if none, indicate "None")

Undergraduate Course: _____________________________________________________________

Graduate Course: ________________________________________________________________

Temporary courses may not be offered as General Education courses. Will you be seeking permanent approval for General Education with this course? Yes No

Semester for which temporary approval is requested

___ Fall   ___ Spring   ___ Summer

Briefly explain why you are asking for temporary approval for this course:

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Signatures Required for Approval ________________________

College Dean Date Provost's Office ________________________ Date __________

* *Abbreviation for department or discipline used in Master Curriculum File (MCF) and Schedule of Classes

NOTES:

(a) Temporary approval will be given only to a new course or course change AFTER it has been approved by the college curriculum committee.
(b) Temporary approval will be granted for only ONE semester.
(c) College offices should submit this form, along with a signed copy of the course proposal, to the Provost’s office.
(d) One copy of the completed Temporary Approval Form should be sent to Angela Brock via email (brocka@ohio.edu).

UCC Form 4a: December 2019
**Course Standing Codes**

U10 General Studies: Introductory and general education courses  
U20 Technical: Courses in the technical portion of an associate degree program of technical education  
U30 Baccalaureate: Courses at the baccalaureate level that serve primarily majors in that discipline  
G40 Masters: Courses in the master's level component of a graduate program (5000 and 6000 level)  
G50 Doctoral: Courses in the doctoral level component of a graduate program (most 7000 and all 8000 level)  
M60 Medical: Courses leading to a professional degree in medicine.

**Instruction Codes**

1 Classroom: Lecture-Recitation  
2 Seminar: Discussion  
3 Lecture Seminar: Lecture and Discussion  
4 Laboratory: Practice and Experimentation  
5 Lecture-Laboratory: Lecture and Demonstration.  
6 Individual Study: Arranged Assignments  
7 Outdoor Laboratory: Outdoor Assignments  
8 Electronic Media delivery

**Grade Eligibility Codes**

1 A-F (no PR or CR)  
2 A-F, PR (no CR)  
3 A-F, CR (no PR)  
4 A-F, CR and PR  
5 CR, PR, F  
6 CR, F  
7 CR, NC (OPIE courses only)  
8 Electronic Media delivery

WP, WF, I, FN, FS are acceptable for all GECs.

The GEC for graduate courses is the prerogative of the department. The GEC for most undergraduate courses is 1. Consult "Guidelines for Submission of New Course Proposals and Course Changes" for detailed instructions and exceptions.