**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**:

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

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# 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.

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

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

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.

UCC Form 4a: December 2019