

# **Temporary Change of Course from S/U to Graded**

## **Policy**

A temporary change from S/U to graded for one semester may be granted by the Graduate College Dean. A request should be sent from the course director to the Graduate College Dean describing the reason(s) for the request and including the proposed syllabus that follows APC guidelines. Usually this process applies to a Special Studies course and occurs while the request for a permanent graded course is in the curriculum review process.

If the faculty wishes to alter the course permanently to graded, an “Add a Course Form” must be completed and routed to the college Curriculum Review Committee (CRC), Graduate College CRC, Graduate Council, and the campus Academic Program Council.

## **Procedure**

Send a detailed letter of request to the Graduate College Dean.

Include the proposed syllabus that follows the APC guidelines found on the Admissions and Records website <http://admissions.ouhsc.edu/FacultyAdministration.aspx>.

If approved by the Graduate College Dean, an approval memo will be generated and delivered with the syllabus to the Registrar with a copy to the requesting faculty.