IV. COURSES AND CURRICULA

FACULTY RULES GOVERNING COURSES AND CURRICULA

3335-1-06 Instruction
3335-7-01 Courses and curricula; defined
3335-7-02 Courses and curricula; establishment, alteration or abolition
3335-7-03 Procedure
3335-7-04 Adoption of approved courses
3335-7-05 University classification and course numbering system
3335-7-06 Curricular requirements
3335-7-07 Basic education

CURRICULAR CHANGES

Approval of changes in curricula by the Council on Academic Affairs (or the Office of Academic Affairs as directed by the Council) may be by direct request outlining the change desired.

TYPES OF CURRICULAR CHANGES

1. Deletion of a required course from the curriculum

2. Addition of a course(s)—either from the same academic unit or another academic unit—that was not previously approved as a required course for the curriculum

3. Substitution of a course(s) for one currently in the curriculum
   a. Changes in the content of the course(s) cause reconsideration of that course in the curriculum
   b. New needs in the curriculum
   c. Withdrawal of a course(s) currently listed in the curriculum and the replacement of that course by a new course or by another more appropriate course

4. Adjustment of total hours or elective hours due to approved changes in credit hours or approved addition or deletion of courses

5. Explanation of off-campus field experience requirements.

A change in credit hours for a required course in the curriculum may result in an increase or decrease in the total hours required for the curriculum. The Office of Academic Affairs requires that this change in total hours required for the degree and/or curriculum be justified.

Additions and withdrawals of courses from the curricula that are not in the requesting academic unit must be coordinated with the other academic units involved before submission to the Office of Academic Affairs.

The Council on Academic Affairs has charged the college secretaries with the responsibility of inserting approved changes in the curricula in their respective bulletin materials. The secretaries also are responsible for seeing that no unapproved changes in curricula appear in the bulletins.
### PROPOSALS FOR CURRICULAR CHANGES

Proposals for curricular changes must include the following points:

1. Rationale for the change
2. Present curriculum and proposed curriculum
3. Revised bulletin entry
4. Course requests (if applicable)

### GUIDELINES FOR THE SUBMISSION OF COURSE CHANGE, COURSE WITHDRAWAL, GROUP STUDIES, NEW COURSE AND STUDY TOUR REQUEST FORMS

When judging the merits of a course request, curriculum committees and academic administrators at the departmental, school, college, and University levels will need clear documentation on three main issues: the value of the course, the quality and content of the course, and the capability of the academic unit to teach the course. If a new course or course change is being requested as part of a new or revised curriculum, copies of the new or revised program must be included with the course request.

The following items must be addressed for all New Course, Group Studies, Study Tour, and Flexibly Scheduled/Off Campus/Workshop Requests; and Course Change Requests involving
- a course number change,
- a level change (e.g., from undergraduate to undergraduate and graduate),
- an extensive revision to the course title or the course description,
- a change in credit hours,
- a change in class hours or course format (e.g., from lecture only to lecture/lab),
- a significant prerequisite change,
- a change in grading option,
- the addition of an off-campus field experience.

These items may be addressed through an appropriately annotated syllabus. That includes a grading plan.

**Rationale:** State the need and purpose of the course. Indicate how the course relates to the primary goals of the academic unit/school/college/University.

**Course Objectives and/or Student Learning Outcomes:** Course objectives should explain what the course seeks to achieve in terms of knowledge and cognitive skills which emphasize recall, comprehension, application, analysis, synthesis, and critical judgment; and/or acquisition of attitudes, values, and aesthetics judgments; and/or attainment of perceptual and psychomotor skills in laboratories, clinics, studios, and gymnasia, as well as classrooms. (See Rule 3335-7-21.)

**Relationship to other Courses/Curricula:** Describe how the course relates to courses and curricula of other academic units. List academic units which may have an interest in or responsibility for portions of the course content. Append to the course form letters of support or concern, or a Departmental Course Review Concurrence Form for each unit.

**Off-Campus Field Experiences:** Describe the nature of and provisions made for off-campus field experiences.

List the topics to be covered in the course and the number of class periods to be spent on each topic. List courses for which the new/changed course will serve as a prerequisite. Describe the methods to be used to evaluate student performance. Indicate the percent of the final grade each method constitutes. State the grading option (e.g., A-E, S/U, P).
List required textbooks and/or a reading list and/or a bibliography (title, author(s), and publications date). Courses proposed for graduate credit at the 800 or 900 level must have a reading list where appropriate. Exclusions will be considered if adequate justification is provided.

List requirements for each level of credit when the course is offered for varying credit hours.

List requirements for each group of students if the course is offered to different levels of students (e.g., undergraduate, graduate, professional).

Documentation for a course withdrawal request should state clearly the impact of no longer offering the course.

**Budget**: Evidence must be given of whether the budget support necessary will come from reallocation of existing resources or from new program funds. If existing resources are to be used, the proposal should state how existing faculty loads will be affected, how course registration limits will be altered, or what changes in other course offerings will be made. If the proposed new or revised course will replace an existing course in a program, information on the displaced course must be provided including recent enrollments and expected changes as a result of the request, and the proposed date of withdrawal of the current course. It is also necessary to demonstrate the requirements for instructional support such as reference to library support, teaching aids, computer-based learning requirements, and special classroom requirements.

**Appropriate signatures**: Course requests must include the signature/approval of the academic unit chairperson and the appropriate college representative.

When applicable, signatures from the undergraduate studies committee chairperson, graduate studies committee chairperson, department chair, school director, dean and the graduate school, must appear on the request form.

**RESPOND TO ALL ITEMS REQUESTED ON THE COURSE REQUEST FORMS.**

**GROUP STUDIES (94) REQUEST**

A Group Studies Request should be used to request a new or previously offered group studies course. Care should be taken to ensure that a group studies course does not encroach upon material being taught in established courses. The request is for a single quarter of offering and the course is not permanently added as with a New Course Request. Regular course numbers should be sought for group studies courses taught three times with success.

For each X94 topic an academic unit wishes to offer in any given quarter, an X94 request form must be on file with the Office of Academic Affairs with the proper approval. Group Studies requests must complete the approval process before a call number can be released by the Scheduling Office.

**STUDY TOURS**

The Study Tour Request form is used to request a course to be taught off campus either in the United States or abroad at a great enough distance from the campus offering the course to prevent commuting. This form along with supporting documentation, i.e., an academic and administrative plan, must be submitted at least three quarters prior to the quarter of offering and must flow through the normal approval process, including department, college, Graduate School (if the study tour is to carry graduate credit) and the Office of Academic Affairs. In addition, requests for overseas study tours are reviewed by the Office of International Education for evaluation of the administrative portion of the plan. Study Tours are approved for a single quarter of offering.

The study tour must be functionally related to the subject of the intensive study and travel to the off-campus location must be a necessary component in meeting the course objectives. For study tours approved for
graduate credit, supervision by some graduate studies committee is required. As with other 600-level courses, graduate studies committees are responsible for the content and the instructional staff.

The academic portion of the plan (B.4 and 5 on the Study Tour Request Form) is much the same as the course syllabus for regular on-campus courses. Specific components of the academic portion of the plan include the following:

1. rationale for the study tour,
2. student learning outcomes and/or course objectives,
3. topical outline and percent of time spent on each topic,
4. method of instruction with explanations of any special instructional requirements,
5. course requirements,
6. methods of examination and percent of the final grade each method constitutes,
7. text books and/or reading lists with explanation of how library resources will be provided while away from campus,
8. admission requirements and procedures,
9. orientation and debriefing sessions, and
10. method of dealing with language barrier.

The administrative portion of the plan (B.6 on the Study Tour Form) must address the following areas:

1. arrangements for travel,
2. student housing and meals,
3. off-campus classroom facilities,
4. proposed extra-curricular activities,
5. contingency plans including those for medical emergencies, and
6. a detailed budget.

The budget should provide a breakdown of the costs of the study tour, the cost per individual student, proposed arrangements for handling deposits of student payments, procedures for disbursements of expenses, and any arrangements with travel agencies, including discounts, rebates or other incentives available to the study tour leader.

Responsibility for management of tours resides with the instructor and home department. Normal University accounting procedures are required in handling financial aspects of study tours, namely:

1) All purchases should be made through the Purchasing Department using the guidelines set forth by that Office.
2) A FAS account should be established by the home department for each study tour, via an Ohio State Request for New Account form. The account should be a designated account (315XXX). The home department is responsible for monitoring this account, and must provide funding for any deficit incurred.
3) Student payments should be deposited to the above FAS account in a timely manner. A separate bank account should NOT be maintained.
4) All disbursements must have proper approval (Dean or Vice President) and documentation. Full documentation and reporting of expenditures to the Office of International Education is required within one month of return from an overseas study tour.

If the study tour plans are acceptable, final notice of approval will be provided by the Office of Academic Affairs no later than one month following submission of the completed request to the Graduate School (if applicable) and the Office of Academic Affairs. Study tour course requests must complete the full approval process before a call number can be released by the Scheduling Office. The Office of Academic Affairs will notify both the Scheduling Office and the academic unit when a course proposal has completed the approval process. Any publicity distributed prior to the approval of a study tour must indicate that the offering is contingent upon approval by appropriate University bodies.

The following generic Study Tour course numbers and descriptions have been approved for all academic units. Any unit wishing to offer study tours should notify the Office of Academic Affairs in writing of its intent so that the course numbers and generic descriptions may be placed in the Course Offerings Bulletin. While
the course number and generic description appear in the *Course Offerings Bulletin*, advertisement of the description, requirements, etc. for specific study tours is the responsibility of the unit offering the course.

298  
Study Tour   U   1 - 15

Specific content, location, quarter(s) of offering, and prerequisites vary. Contact department office for details.

Prereq:  Permission of instructor. Repeatable for different titled study tours only.

298.01  Domestic

298.02  Foreign

498  
Study Tour   U   1 - 15

Specific content, location, quarter(s) of offering, and prerequisites vary. Contact department office for details.

Prereq:  Permission of instructor. Repeatable for different titled study tours only.

498.01  Domestic

498.02  Foreign

698  
Study Tour   U G   1 - 15

Specific content, location, quarter(s) of offering, and prerequisites vary. Contact department office for details.

Prereq:  Permission of instructor. Repeatable for different titled study tours only.

698.01  Domestic

698.02  Foreign

**STUDY AT A FOREIGN INSTITUTION (697)**

The omnibus course number 697, is available for use by all academic units to grant formal Ohio State credits and grades for up to 45 credit hours of study at an approved foreign institution of higher learning. Use of this course number is subject to the considerations and procedures outlined below.

Units wishing to list 697 under their offerings in the *Course Offerings Bulletin* must notify the Office of Academic Affairs in writing of their intention to utilize this course number.

Students interested in enrolling in 697 must first discuss this with an advisor in the Office of International Education (OIE); and then contact a regular Ohio State faculty member in each department where the student expects to receive credits and grades for work completed at a foreign institution, to discuss the course of study, credit hours, and specific Ohio State course credit prior to enrolling in the foreign institution.

Students enrolling in 697 will pay full Ohio State fees. An Ohio State student enrolling in a direct one for one exchange program which includes a tuition exchange clause will pay no fees at the foreign institution and the foreign student will not pay academic fees to Ohio State. Ohio State students will be considered regular full-time students and will be eligible to receive financial aid and to enroll in the Ohio State student insurance
program. Part-time Ohio State students may also use the 697 registration and pay part-time Ohio State fees. They will be considered as regular part-time students.

The University will then pay the student's fees at the foreign institution, up to the limit of Ohio State's tuition. Any fees in excess of Ohio State tuition and all travel expenses, room and board, and other incidental costs will be paid by the individual student in addition to Ohio State fees. Students will work with an advisor in the Office of International Education to handle these and other administrative details.

697 will be available in all quarters (Summer, Autumn, Winter, and Spring). Enrollment in 697 requires OIE approval, as well as the approval of the student's academic department. 697 credit may be earned up to a maximum of 45 credit hours (the equivalent of three quarters of full-time study), with a maximum of 15 credit hours in a single quarter. The Graduate School will continue to require a minimum of 36 credit hours completed on the Columbus campus for the Master's degree.

The Office of International Education is responsible for coordinating 697s. Students temporarily register for approved study programs under International Studies 697 while they are abroad. The Office of International Education receives rosters to track and coordinate student work, and posts P (progress) grades while the student is abroad. Individual departments are responsible for approving student "Study Plans" prior to foreign study, and for course and grade determinations upon the student's return.

In order for the 697 course number to be used, the following conditions must be met:

1. In cases where academic exchanges exist, the receiving foreign institution must have signed an agreement with The Ohio State University. The agreement must be approved by the Provost. Examples of such agreements are available in, and are administered by, the Office of International Education.

   Students may enroll for 697 credit only on programs whose curricula have been approved at Ohio State. The current list of eligible programs is available in the Office of International Education. Exceptions to this rule are permitted only with the approval of the student's advisor and the Office of International Education.

2. Students planning to enroll in courses at a foreign institution must file a "Study Plan" at Ohio State prior to departure. Such a "Study Plan" may not be filed ex post facto. A student with an approved "Study Plan" may register at Ohio State for up to 45 credit hours in one academic year using International Studies 697. A student must have written departmental approval to register for 697 credits. This approval implies the willingness of the appropriate department(s) to evaluate the student's performance in course work taken at the foreign institution on the basis of grades submitted by foreign instructors, papers submitted by the student, or competency examinations administered by Ohio State faculty members, or some combination of the above, and to assign an appropriate letter grade for work completed under the 697 registration. After the student returns to Ohio State, registration under International Studies 697 will be transferred to the appropriate departmental 697, or to a specific Ohio State course number. Until a final Ohio State grade is assigned, students enrolled in International Studies 697 will receive the grade "P" for progress.

   In cases where a standard matrix of course equivalencies between the foreign institution and Ohio State has been authorized by a department, the Office of International Education will process the evaluation of the students performance and submit the student's final grade to the Registrar with a copy of the notification to the department.

3. A copy of the student's approved "Study Plan" must be on file in the student's college office before he or she registers for International Studies 697. Copies of the approved "Study Plan" must be placed on file in the Office of International Education and in the Office of the Registrar, and in cases of graduate credit, in the Graduate School.
### STUDY PLAN FOR 697, STUDY AT A FOREIGN INSTITUTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security No.</th>
<th>Permanent Address and Phone No</th>
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<tr>
<th>Major</th>
<th>Faculty Advisor</th>
<th>Class Rank</th>
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| Institution to be attended and address |

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<tr>
<th>Period of Enrollment</th>
<th>No. of Quarters</th>
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Description of program to be pursued at above institution. (Include courses and credit hours at foreign institution.)

Student will register for 697 credits as follows: (Total hours )

<table>
<thead>
<tr>
<th>Department</th>
<th>No. of 697 credits</th>
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For student's signature:

I understand that my registration for these 697 courses implies that I must complete the above Study Plan in a manner satisfactory to the faculty of the designated department(s), and that these faculty members may examine me on my return to The Ohio State University to determine the grades I shall receive for these credits. I further understand that the faculty of the department(s), based upon their evaluation of my progress upon return, may either give me 697 credit for the hours itemized above, or convert some of these credits to equivalent Ohio State courses.

Signature of                  Date
**PRELIMINARY DEPARTMENTAL APPROVAL 697, STUDY AT A FOREIGN INSTITUTION**

_**_ will be participating in the Ohio State 697 program at _**_ for _**_ quarters of the _**_ academic year, and proposes to register for the courses listed below.

The Department of _**_ agrees to evaluate the student's performance in this course work on the basis of grades submitted by foreign instructors, papers submitted by the student, or competency examinations administered by Ohio State faculty members.

In the space below, please determine the Ohio State equivalent for the courses listed along with the number of credit hours that will be awarded at Ohio State. 697 credits may be converted to an existing Ohio State course if a suitable equivalent exists, or may be left as 697 on the student's permanent record. Please list credit hours in whole numbers.

<table>
<thead>
<tr>
<th>FOREIGN INSTITUTION</th>
<th>OHIO STATE EQUIVALENT</th>
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<tbody>
<tr>
<td>Course Name</td>
<td>Credit Hours</td>
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<td>Course Name</td>
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<td>Course Name</td>
<td>Credit Hours</td>
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Department Faculty Member  
Department Chairperson

If 697 is taken for graduate credit, the following signatures are required:

Student's Advisor  
Graduate Committee Chairperson  
Graduate School Dean

*Departmental Approval(s) must be completed for each department named in the Study Plan.*
**FINAL RESULTS OF 697, STUDY AT A FOREIGN INSTITUTION COURSES CREDITS AND GRADES**

Student’s name  
__________________________  
Social Security No  
__________________________  
College  
__________________________  
Institution attended and address  
__________________________  
Period of Enrollment ___________________________ No. of Quarters ___________________________  
Ohio State Department  
__________________________  
The above-named student has earned Ohio State credit for study at a foreign institution as follows.  

<table>
<thead>
<tr>
<th>Ohio State Course Title and No.</th>
<th>No. of Credit Hours</th>
<th>Grade (A-E)</th>
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<tbody>
<tr>
<td>Ohio State Course Title and No.</td>
<td>No. of Credit Hours</td>
<td>Grade (A-E)</td>
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</tr>
<tr>
<td>Ohio State Course Title and No.</td>
<td>No. of Credit Hours</td>
<td>Grade (A-E)</td>
</tr>
</tbody>
</table>

Department Faculty Member  
__________________________  
Date  
__________________________  
Note: The faculty of the Ohio State department(s) evaluating the student's 697 credit may convert some or all of these credits to equivalent Ohio State courses.

**FLEXIBLY SCHEDULED/ OFF CAMPUS/ WORKSHOP COURSE REQUEST**

A Flexibly Scheduled/Off Campus/Workshop Course Request form should be used to request a workshop or course for a concentrated period of time (less than ten weeks duration.) These requests are meant to be one-time offerings. In some instances these courses may be taught off campus. Flexibly Scheduled/Off Campus/Workshop course requests must complete the full approval process before a call number can be released by the Scheduling Office.
Flexibly Scheduled/Off Campus/Workshop: Describe the nature of and provisions made for the instructional experience indicating clearly arrangements made for off-campus activities, if any, and the rationale for a flexibly scheduled format.

List the topics to be covered in the course and the number of class periods to be spent on each topic.

List courses for which the new/changed course will serve as a prerequisite. Describe the methods to be used to evaluate student performance. Indicate the percent of the final grade each method constitutes. State the grading option (e.g., A-E, S/U, P).

List required textbooks and/or a reading list and/or a bibliography (title, author(s), and publications date). Courses proposed for graduate credit at the 800 or 900 level must have a reading list where appropriate. Exclusions will be considered if adequate justification is provided.

List requirements for each level of credit when the course is offered for varying credit hours.

List requirements for each group of students if the course is offered to different levels of students (e.g., undergraduate, graduate, professional).

**HONORS EMBEDDED COURSES**

**General**

The Honors Embedded (HE) experience will be limited to no more than 12 honors students enrolled within a non-honors course. In cases where the demand for an honors embedded experience is greater than 12 honors students, departments are encouraged to offer a regular honors section. Additionally, embedded honors experiences can not be offered in courses where honors sections already exist, except on the regional campuses. Individual colleges and faculty may decide to set further limits on the HE option. In general, the HE component will be taught by regular faculty.

An HE student evaluation form should be used for all honors embedded courses [http://artsandsciences.osu.edu/currofc/resources/HonorsEmbeddedStudentEvaluationForm.pdf](http://artsandsciences.osu.edu/currofc/resources/HonorsEmbeddedStudentEvaluationForm.pdf), with the option to add questions specific to the college or unit offering the course. The University Honors & Scholars Center will also elicit feedback on the effectiveness of these honors experiences from the faculty who teach them at the end of each quarter.

**Registration**

Students should carry an Honors designation to qualify for enrollment in the embedded honors option, but non-honors students have the option of obtaining special permission to enroll.

Under the current student information system, honors embedded courses will have a prefix of "E" and student’s transcript will have a translation of "honors embedded." Under the new student information system, courses will be designated as "HE."

Honors embedded courses will have a separate call number from the regular course. A code to designate "Enrollment by permission only" will be listed for these sections as well so that students cannot add the course without instructor approval.

Once approval for the HE course is obtained, HE will be listed as an option for the course in the online University Course Bulletin and eventually the printed Course Bulletin (deadline for revisions typically in February).
Students will register for the honors embedded course at the time of registration. If they wish to drop the honors embedded part of the course (and transfer to the regular course), they will need to do so by the usual withdrawal deadline (end of third week of quarter).

Proposal Components

A cover letter with a rationale for offering the honors embedded course.

A description of how the course will offer honors students enhanced student/faculty interaction.

A description of the enhanced expectations and experiences, which need to be more rigorous and enriching in ways that constitute honors content, and not simply additional work. Proposals should give the approximate amount of additional hours expected of the student per week.

Additional honors experiences may involve, but not be limited to:

- A related research project
- A special in-class presentation
- Presenting at an out-of-class activity related to the course
- Developing a teaching tool related to the course or assisting a faculty member in course improvement/development
- Enhance laboratory experience
- Differential assignments/learning experiences based on the honor student’s honors program
- Interaction with other students pursuing the HE option
- College-wide enrichment experiences, such as an open-forum debate on a topic related to curricula in the College, a field trip to a research facility or industry location, or a prominently known guest speaker sharing research.
- Delving more deeply into the methodology, structure, and/or theory, addressing more sophisticated questions; and satisfying more rigorous standards than are generally expected.
- A description of the grading. The student’s grade should reflect all of the student’s work in the course, including work done in common with other students, as well as work done for the honors element. A agreement on grading procedures needs to be established in advance of the beginning of the course.
- The syllabus for the regular course and the honors embedded addendum.
- Completed signature page

http://artsandsciences.osu.edu/currofc/resources/HonorsEmbeddedCourseApprovalSignatures.pdf

- Note that a course change form is not required for honors-embedded courses.

Process for Approval

Faculty should request approval of a course for the honors embedded option by submission of the proposal for departmental review (regional campuses – regional honors director as well), and college honors review. Proposals should then be submitted to the University Honors & Scholars Center one quarter in advance of the offering. Approved proposals will be forwarded to the Office of Academic Affairs.

The colleges and the University Honors & Scholars Center will maintain a list of courses approved for embedded experiences in a manner accessible to both students and faculty, e.g., college and H&S web sites, honors handbooks. Other means of publicizing honors embedded courses will include college and University Honors & Scholars Center list serves to the honors community, course fliers, and Honors Scheduling events to publicize next quarter honors offerings.

Approval of a course for honors embedded experience does not obligate faculty to offer such an experience each time the course is offered.
College Honors Committees and the University Honors Faculty Advisory Committee will review these guidelines periodically.

Miscellaneous

No more than two honors embedded courses will count for the six course honors/upper division/graduate-level course requirement over the first two years, with the exception of the regional campuses, where any combination of honors-embedded and honors courses are permitted.

The University Honors & Scholars Center will report annually to the Council on Academic Affairs on honors embedded courses approved and offered, including number, enrollments, and student and faculty feedback.

SERVICE LEARNING COURSES

As of May 31, 2007, CAA approved the adding of an S suffix to any course at the university that meets the criteria.

A Service-Learning course

- Uses experiential strategies characterized by student participation in an organized service activity,
- Is connected to specific learning outcomes
- Meets identified community needs
- Provides structured time for students to analyze and connect the service experience to learning.

Procedure

Addition of S-suffix to existing courses

Course change form is submitted according to existing procedures within the department/school and college. Course syllabus is submitted to the Service-Learning Scholars Roundtable (SLSR) for advice and comment. SLSR response is attached to the course change documents.

Proposal of new course with S-suffix

Course is proposed according to existing procedures within the department/school and college and, at the college level, is sent to the Service-Learning Scholars Roundtable (SLSR) for advice and comment. The Program Director of the SLSR will convene a committee of 5 university faculty/staff from among the Roundtable and from areas appropriate to the content of the proposed course.

Checklist Service-Learning Courses

If the syllabus of course you are proposing does not include all of the following information, please attach a description of that information.

What is your statement of goals, expectations, and responsibilities

For faculty,
For students,
For community partner

This set of statements is essential and is a product of ongoing conversation and development of understanding of and appreciation for differences in culture and practice.

What are the service activities students will perform?
How do they connect with the academic content of the course?
How do they meet community partners’ priorities?
With your community partner, develop a plan for service activity with strong connection to academic concepts taught in the course.

How will you prepare students for service?

Include a clear and accurate description of the activity and goals and objectives and evaluation; time and effort expectations, cultural sensitivity; training for the tasks involved in the service; safety awareness; and introduction to the work of the community partner.

How will you help students connect course content and service?

Develop class activities and assignments to assist students in making the connection between course content and service and in applying academic content to service activity.

How will you plan for evaluation of the course and achievement of project goals?

What is your plan for sustainability of the faculty/community partnership with your department and with your community partner (continuing partnership, type(s) of activity, once a year or every quarter, commitment from partner organization and from department)?

RESPOND TO ALL ITEMS REQUESTED ON THE COURSE REQUEST FORMS.

ADDITIONS OR WITHDRAWALS OF COURSES FROM THE LIST OF COURSES APPROVED TO REMOVE ADMISSION CONDITIONS

Requests to include or withdraw courses from the list of courses approved to remove admission conditions should be submitted on the appropriate course request form (New Course Request/Course Change Request Form), and follow the normal course approval process. Justification of the action proposed in terms of course content must be included.

EXAMINATION SCHEDULES

The deadline for requesting alternate or common midterm and final examination facilities is always three weeks prior to the opening day of the quarter in which the alternate or common examination is to be given. The Scheduling Office will confirm the dates and times for alternate and common midterm and final examinations at least one week prior to the first day of the quarter. The Scheduling Office will assign facilities available to requestors in the order in which the requests are received. Room assignments for alternate and common exams will be made after the beginning of the quarter, and will be confirmed according to Operating Manual deadlines. The Operating Manual requires that all deviations from the official midterm and final examination schedule be announced during the first week of classes. Therefore, the Scheduling Office will not accept requests for alternate and common midterm and final examinations after the deadline.

COURSE REQUESTS WHICH INCLUDE PRINCIPLES OF COMPUTING AND COMPUTER PROGRAMMING

Any department or college proposing a new course that includes principles of computing and programming elements will be required to consult with the Department of Computer and Information Science (CS&E) to see if CS&E has a course that will serve the purpose or can develop such a course. Such courses will be approved only if it can be demonstrated that CS&E has been fully consulted and that CS&E cannot provide a suitable course.

Normally such courses outside of CS&E, if approved, will be approved for a three-year period. After that time they will be re-evaluated to see if CS&E has developed an adequate substitute course. If CS&E has developed an adequate substitute by that time, then the original course will be canceled. If not, then the original course will become a permanent course.

Approved by the Council on Academic Affairs. 4/4/84.
CRITERIA FOR THE ESTABLISHMENT OF CROSS-LISTED COURSES

Courses to be cross-listed among two or more cooperating academic units should meet satisfactorily the following criteria and procedures established by the Council on Academic Affairs:

1. Proposals for the cross-listing of courses must include the participation of two or more academic units in the conduct, evaluation, and planning of such courses, and the syllabi for such courses will clearly indicate the sections of the course to be taught by the individual cooperating academic units.

2. The courses to be cross-listed must have a clear and direct relationship to the program of several academic units involved.

3. The course description should contain a concise indication of the interdisciplinary nature of the course and its relationship to the work of each of the cooperating academic units.

4. A cross-listed course may be withdrawn upon the recommendation of a coordinating committee established in 1 above. Reference will need to be made to the same issues which established the cross-listing.

CRITERIA FOR THE ESTABLISHMENT OF CROSS-REFERENCED COURSES

An academic unit that wants to cross-reference a course offered by another academic unit should request permission to do so from that academic unit. The request should elaborate the relationship between the course in question and subject matter in the academic unit in which the course will be cross-referenced. Following the approval of cross-referencing by the home academic unit, approval by the college of the academic unit or school requesting cross-referencing should be sought. The request is finally considered by the Office of Academic Affairs. A request to eliminate a cross-reference must follow the same procedures as those establishing such a cross-reference.

CRITERIA FOR HONORS VERSIONS OF EXISTING COURSES AND HONORS COURSES

1. Limited enrollment to ensure opportunity for student participation and for faculty/staff interchange. The recommended limits are 25 for honors courses and versions of courses and 15 for honors seminars.

2. Participation of regular or visiting Ohio State University (tenure-track) faculty members to ensure expertise with subject matter, experience with teaching and research, a role model of the professional in the discipline, and personal consultation.

3. High expectations for student performance in writing, problem-solving, logical thought, analysis and synthesis, and oral presentation.

4. Content that will be more challenging than that offered in a similar course that does not carry the honors designation.

5. Methodology that fosters the growth of intellectual attitudes and skills through individual exploration of the topic, introduction to research methods, and seminar participation.

6. Syllabus that clearly presents goals and objectives, assignments, expectations of performance, time tables and deadlines, and basis for grading.

7. Grading that neither penalizes nor rewards the student because of his honors status. The grades in an honors course are not curved because the class is limited to those of high ability.

8. Work load and pace to maintain interest and self-esteem of able students.

9. Additional criteria may be established by the colleges.
Procedures for Approval

1. Proposals for honors courses and sections are initiated by academic units or by honors committees of colleges, schools, or campuses.

2. When proposing a new honors course, the requesting academic unit will complete the new course form and provide appropriate documentation.

3. When requesting an honors version of an existing course, the academic unit will prepare a course change form along with both the regular and the honors syllabi, student learning outcomes, and evaluation procedures.

4. Both types of requests must follow the regular curricular approval process and must include review by the appropriate honors committee. In the review of requests for an honors version of an existing course, the unit's curriculum committee may delegate its approval power to the unit's honors committee.

5. The Office of Academic Affairs will forward the requests to the University Honors Office for review.

Approved by University Honors Council, 7/31/81.

PREREQUISITES

Prerequisites should be listed in the following order when in sequence: Home Academic Unit, Other Academic Unit(s), General Requirements

Abbreviations should be those listed on pages 107-111.

Prerequisites can be enforced by BRUTUS, if they are concise.

Stated Specific

One course in same academic unit

Prereq: 530

One course in another academic unit

Prereq: Physics 521

Courses from the same academic unit and other academic units

Prereq: 630, History 404, and Math 105.

Stated Variable

Home academic unit

Prereq: 404 or 426.

Another academic unit

Prereq: History 404 or 450.

Stated Specific/Variable

Prereq: 530, and 650 or 651.
(Student must take 530, in addition to either 650 or 651.)

General

Prereq: 15 cr hrs in English.
Prereq: 4th yr standing.
Equivalence Course or Statements
Prereq: 535 or equiv.
(Student must present credit for either 535 or a course which the academic unit deems an acceptable substitute.)

Prereq: Teaching certificate or teaching experience.

Concurrently
Concur: 535. (Course specified in concurrent requirement must be taken during the same quarter that 535 is taken.)

Prerequisite or Concurrently
Prereq or concur: Econ 400.

Prereq: 636; concur Math 411 or equiv.

Prereq: 513; prereq or concur: Elec Engr 210.

Great care must be taken to punctuate and phrase prerequisites correctly to prevent misunderstanding of the requirements.

CORRECT:
Prereq: Econ 200 or 201 or 400 or 402 or equiv or concur 530 or 15 additional cr hrs in social sciences. (Student may enroll in the course if he/she has any of the items listed.)

INCORRECT:
Prereq: Econ 200, 201, 400, 402 or equiv, concur 530, 15 additional cr hrs in social sciences. (Student must have Econ 200 and 201 and 400 and 402 or the equivalent of 402 and must take 530 in the same quarter and must have 15 additional cr hrs in social sciences.)

SPECIAL PURPOSE COURSE NUMBERS

Reserved Numbers
Individual Studies: 293, 493, 693, 793, 893
Group Studies: 194, 294, 394, 494, 594, 694, 794, 894
General Education Curriculum: 367 Writing course
597 Capstone course
Interdepartmental Seminars: 797
Research: 998 Research for Thesis
999 Research for Dissertation or Thesis
Study Tours 298.01, 298.02, 498.01, 498.02, 698.01, 698.02
Study at a Foreign Institution: 697
Study at a Foreign Institution: 697
### Suggested Numbers

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>289</td>
<td>Field Experience</td>
</tr>
<tr>
<td>489</td>
<td>Field Experience</td>
</tr>
<tr>
<td>589</td>
<td>Field Experience</td>
</tr>
<tr>
<td>590-592</td>
<td>Colloquia or Workshops</td>
</tr>
<tr>
<td>595-598</td>
<td>Seminars – Departmental</td>
</tr>
<tr>
<td>599</td>
<td>Honors Course</td>
</tr>
<tr>
<td>685-689</td>
<td>Field Work in</td>
</tr>
<tr>
<td>690-692</td>
<td>Colloquia or Workshops</td>
</tr>
<tr>
<td>695-699</td>
<td>Seminars – Departmental</td>
</tr>
<tr>
<td>785-789</td>
<td>Research Principles and Techniques</td>
</tr>
<tr>
<td>790-792</td>
<td>Colloquia</td>
</tr>
<tr>
<td>795</td>
<td>Seminar – Departmental</td>
</tr>
<tr>
<td>798-799</td>
<td>Seminars – Departmental</td>
</tr>
</tbody>
</table>

### Determining Which Request Form to Use

<table>
<thead>
<tr>
<th>Activity</th>
<th>Form to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a Course</td>
<td>New Course Request</td>
</tr>
<tr>
<td>Adding a course that has been withdrawn</td>
<td>New Course Request</td>
</tr>
<tr>
<td>Adding decimal subdivision to an existing Course with a generic number</td>
<td>New Course Request</td>
</tr>
<tr>
<td>Adding decimal subdivision to an existing Course with a non-generic number</td>
<td>Course Change Request for existing course and new course Request for each decimal subdivision</td>
</tr>
<tr>
<td>Changing the Book 3 Listing or course number Or title level or credit hours or description or quarters of offering or class time distribution or prerequisite or exclusion or limiting clause or repeatability or general information clause</td>
<td>Course Change Request</td>
</tr>
<tr>
<td>Changing a decimal subdivision</td>
<td>Course Change Request</td>
</tr>
<tr>
<td>Changing a generic number to an non-generic number</td>
<td>Course Change Request and Course Withdrawal requests for decimals</td>
</tr>
<tr>
<td>Dividing on course into two or more courses with one course retaining the existing number and the other courses having new numbers</td>
<td>Course Change Request for existing course; New Course Requests for new courses</td>
</tr>
<tr>
<td>Withdrawing a course</td>
<td>Course Withdrawal Request</td>
</tr>
<tr>
<td>Withdrawing a decimal subdivision</td>
<td>Course Withdrawal Request</td>
</tr>
<tr>
<td>Dividing one course into two or more</td>
<td>Course Withdrawal Request for course not being retained and New Course Requests for new courses</td>
</tr>
<tr>
<td>Combining two or more courses into one course</td>
<td>Course Withdrawal Request for course(s) not being retained and Course Change Request for course</td>
</tr>
</tbody>
</table>
Combining two or more courses into one course with a new number
Course Withdrawal Request for each existing course and New Course Request for new course

Changing from letter grading to S/U grading
Course Change Request

Changing from S/U grading to letter grading
Course Change Request

Adding an honors version of an existing course
Course Change Request

Adding an honors course
New Course Request

Offering a group studies topic
Group Studies Request

Offering an off-campus course
Flexibly Scheduled/Off Campus/Workshop Request

Offering a course for less than length of term
Flexibly Scheduled/Off Campus/Workshop Request

Offering a study tour
Study Tour Request

Offering a workshop topic
Flexibly Scheduled/Off Campus/Workshop Request

COURSE REQUEST TERMS AND DEFINITIONS

Academic Unit: Administrative home of course offerings, see Rules 3335-1-05, -3-25 through -28, -3-34, -3-36.

Alphabetic Subdivisions: General topics to be studied during a particular year; no indication of topic is made on the student's transcript, only the course number and abbreviated title appear; indicated by upper case letters in Book 3 and follow descriptive information. Avoid the use of the following letters which are reserved for the noted reasons:

Suffix
B – Bridge Course; M – Limited to those students fulfilling a major requirement (scheduling preference for dual listed courses will be given to students registering for the “M” section of the course);
C – Computer Course; N – Night Course;
D – Distance Learning Course; O – Course taught off-campus;
E – Delaware Center; S – Service Learning course;
F – Clinic/Field Experience; W – Approved Workshop;
G – Glenn Institute; V – Video taught at Learning Centers.

Prefix
E – Honors Embedded course and is available only to honors students
H – Honors course and is available only to honors students
L – Law College Course
T – Designates an Agriculture Technical Institute Course

GEC Course: Offering which may be used to meet part of the University General Education Curriculum; not all GEC courses are acceptable in all curricula; see Rule 3335-7-07.

Book 3 Listing/Registrar's Listing: Area of academic study; must be an academic unit, major, or language.

Circulating Form: Monthly document listing changes to existing courses, new courses, and course withdrawals.
**Distribution of Class Time:** Setting in which learning activities take place; determined by course content and number of credit hours; assigned on basis of standards in Faculty Rule 3335-7-24; all courses must have a class time distribution, sample entries: 3 cl. (three 48-minute classes held each week), 3 2-hr cl (three two-hour classes each week), 3 cl, 2 2-hr labs (three 48-minute classes and two two-hour labs each week); see Faculty Rule 3335-7-24.

**Course:** The unit of instruction or research through which the educational program of the University is offered to its students; see Faculty Rule 3335-7-01.

**Course Description:** A series of coherent and grammatically correct phrases, in 25 words or less, that states the major emphases of the course.

**Course Level:** Indicates kind of instruction taking place in course—U = Undergraduate, G = Graduate, P = Professional, U G = Advanced Undergraduate and Graduate; see Faculty Rule 3335-7-05.

**Course Number:** Digit used to identify various offerings within a Book 3 listing—three digits for a regular number (100) or five digits for a generic course with decimals (100.02); may not be reused for a period of five years if changed to another number, withdrawn, or transferred to another Book 3 listing; may be followed by an asterisk (offered every other year), a dagger (will not be offered this year), or an asterisk and a dagger (offered every other year and will not be offered this year); assigned on basis of University Classification and Course Numbering System, see Faculty Rule 3335-7-05, and "Special Purpose Course Numbers."

**Course Objectives:** A statement of what a course seeks to achieve.

**Course Offerings, Regulations for the Control of:** See Faculty Rule 3335-7-17.

**Course Title:** A brief, concise statement of content; may be no longer than two lines of 30 characters each; listed on student's transcript in 18 characters.

**Credit Hours:** The academic value assigned each course, determined on the basis of Faculty Rule 3335-7-24; only officially approved credit hours may be offered for a particular course; may be specific (3), varied (1-4), specific/varied (6, 12, or 18), or arranged (1-18, used for research courses); may vary for decimal subdivisions under the same generic number.

**Cross-listed Course:** Same offering is available through two or more Book 3 listings.

**Cross-referenced Course:** Offering is available through one Book 3 listing, but referenced in another listing.

**Decimal Subdivisions:** Offerings associated with general areas of academic concern closely related to one another but different enough to merit the assignment of subdivisions under a generic number; treated as separate courses and require the same approval as courses without decimals; may carry quarters of offering, credit, description, etc.; student's permanent record will carry both the generic course number and decimal number for specific reference to the area of study.

**Exclusion Clause:** States type of student not eligible to enroll in a course; course numbers listed in exclusion clauses as a result of number changes may be dropped after five years; examples: Not open to students with credit for Biology 100 or 110. Not open to students in revised MBA.

**Limiting Clause:** States type of student eligible to enroll in a course; examples: 1st or 2nd yr standing only. Open only to students in aviation-arts and sciences major.

**Methods of Evaluation:** Measuring tools used by instructor to determine level of student success.

**Prerequisite:** Level of preparation required of students entering a course or program.

**Quarter(s) of Offering:** Indicates that part of the University year in which the course will be taught (Su = Summer, Au = Autumn, Wi = Winter, Sp = Spring), see Rule 3335-7-35.
Rationale: A brief statement explaining the need and purpose of a course.

Repeatability Clause: States the total number of credit hours a particular course may be repeated for credit; if no repeatability clause is listed, the course may not be repeated for credit, see Rules 3335-7-261, -7-27, -7-271, and -7-28.

Signatures: Indication of action taken by various reviewing bodies.

Student Learning Outcomes: Knowledge, skills, etc. a student has attained at end of course (see Rule 3335-7-21).

Syllabus: An outline of a course.

**STEPS IN THE APPROVAL PROCESS**

1. Faculty member initiates request.
2. Academic Unit Curriculum Committee reviews and evaluates requests; Undergraduate and/or Graduate Studies Committees review request.
3. College Curriculum Committee reviews and evaluates request (College reviews School requests on fiscal basis only).
4. Curriculum Committee of the Council on Research and Graduate Studies (Graduate School, 250 University Hall, 230 North Oval Mall) reviews and evaluates all course requests involving graduate credit.
5. Office of Academic Affairs (Vice Provost for Academic Programs, 203 Bricker Hall, 190 North Oval Mall) reviews and evaluates request. Approval process stops here for the following requests: Group Studies, Study Tour and Flexibly Scheduled/Off Campus/Workshop Request. All other changes are published on a monthly basis in the Circulating Form.
6. Academic deans, directors, chairpersons, college and school secretaries review Circulating Form.
7. Request is approved.

**APPROVAL PROCESS FOR COURSES MEETING GENERAL EDUCATION REQUIREMENTS**

After the appropriate college curriculum committee(s) approve the proposed course, the course request should be submitted to the Arts and Sciences (ASC) standing Curriculum Committee. The ASC Curriculum Committee will determine if the proposed course meets the general education criteria. When the course proposal has been approved as a general education offering, the ASC Curriculum Committee will forward it to the Office of Academic Affairs.

The continued approval and maintenance of the general education program will be the responsibility of the ASC Curriculum Committee.

**SUBMISSION DEADLINES FOR COURSE REQUESTS**

**Book 3 Course Offerings Bulletin**

In order for course materials to be published in the Book 3 Course Offerings Bulletin, course requests must be received in the Office of Academic Affairs by **February 15**.
Master Schedule

Information that involves new courses, changes to existing courses, or course withdrawals, must be received by the Office of Academic Affairs by the following deadlines in order for the information to be reflected in the Master Schedule for the appropriate Quarter.

<table>
<thead>
<tr>
<th>Qtr. of Offering</th>
<th>Effective Date New/Change/Withdrawal Requests to OAA</th>
<th>Group Studies Requested to OAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su Qtr.</td>
<td>February 15</td>
<td>March 15</td>
</tr>
<tr>
<td>Au Qtr</td>
<td>February 15</td>
<td>March 15</td>
</tr>
<tr>
<td>Wi Qtr</td>
<td>August 15</td>
<td>September 15</td>
</tr>
<tr>
<td>Sp Qtr.</td>
<td>November 15</td>
<td>December 15</td>
</tr>
</tbody>
</table>
CIRCULATING FORM OF CHANGES TO EXISTING COURSES, NEW COURSES, AND COURSE WITHDRAWALS

The Circulating Form is sent to all deans, directors, department chairpersons and college and school secretaries on a monthly basis after the course requests have moved through the usual approval process.

Objections and/or questions concerning course requests appearing on the Circulating Form should be directed to the Office of Academic Affairs and the requesting academic unit by the deadline stated on the form. The Office of Academic Affairs will inform the college secretary and request that the problem be worked out. If there is no resolution within a reasonable length of time, the secretary should inform the Office of Academic Affairs. At that time, the matter will be referred to a subcommittee of the Council on Academic Affairs. The recommendation of the subcommittee will be forwarded to the Vice Provost for Curriculum for a final decision. Such decisions may be appealed to the Provost.

The proposed changes will appear in the Circulating Form.
This form is also available online at http://www.ureg.ohio-state.edu/apps/circform/circform.asp

LIMBO, POLICY FOR COURSES NOT TAUGHT

It is important that the Course Offerings Bulletin (Book 3) reflect actual curricula being taught at the University. To this end, the Office of Academic Affairs will automatically place in "limbo" all courses that have not been taught for three or more consecutive years (six years for courses offered in alternate years). These courses will be removed from the Course Offering Bulletin, but not formally withdrawn. The Office of Academic Affairs will notify each dean and instructional unit of courses being placed in limbo. Alternatively, the unit may request formal withdrawal of the courses. All requests for withdrawal shall follow the usual curricular approval procedures.

While a course is in "limbo" it may be offered for student scheduling by the appropriate instructional unit. If the offering is successful, i.e., the course is taught, notification to the Office of Academic Affairs will result in reinstatement of the course to the Course Offering Bulletin. Courses in "limbo" that are offered, but not taught, will remain in "limbo". At the end of the course's fifth year (tenth year for courses offered in alternate years) in "limbo" the course will be automatically withdrawn. The dean and instructional unit will be notified of such action.

Approved by the Council on Academic Affairs 1/4/84.

BOOK 3 LISTINGS AND ABBREVIATIONS

Academic Affairs (ACAD AFF)  
Accounting and Management Information Systems (ACCT&MIS)  
Aeronautical and Astronautical Engineering (AERO ENG)  
African-American and African Studies (AFAM&AST)  
Agricultural Communication (AGR COMM)  
Agricultural and Extension Education (AEE)  
Agricultural Systems Management (AGSYSMGT)  
Agricultural, Environmental, and Development Economics (AED ECON)  
Air Force Aerospace Studies (AIR SCI)  
Allied Medicine (ALLI MED)  
Anatomy (ANATOMY)  
Animal Sciences (ANIM SCI)  
Anthropology (ANTHROP)  
Arabic (ARABIC)  
Architecture (ARCH)  
Art (ART)
Art Education (ART EDUC)
Arts and Sciences (ARTS&SCI)
Arts, College of the (ARTS COL)
Astronomy (ASTRON)
Athletic Training (ATH TRNG)
Atmospheric Sciences (ATMOS SC)
Aviation (AVIATION)
Biochemistry (BIOCHEM)
Biochemistry Program (See Ohio State Biochemistry Program)
Biological Sciences: Interdisciplinary (BIO SCI)
Biology (BIOLOGY)
Biomedical Science (BIOM SCI)
Biomedical Engineering (BIOMED E)
Biomedical Informatics (BIOM INF)
Biophysics (BIOPHYS)
Biostatistics (BIOSTAT)
Bulgarian (BULGAR)
Business Administration (BUS ADM)
Business Administration: Finance (BUS-FIN)
Business Administration: Management and
Human Resources (BUS-MHR)
Business Administration: Management Sciences (BUS-MGT)
Business Administration: Marketing and Logistics (BUS-M&L)
Chemical and Biomolecular Engineering (CHBE)
Chemical Physics (CHEM PHY)
Chemistry (CHEM)
Chinese (CHINESE)
Circulation Technology (CIR TECH)
City and Regional Planning (C&R PLAN)
Civil Engineering (CIVIL EN)
Classics (CLASSICS)
Communication (COMM)
Comparative Studies (COMP STD)
Computer Science and Engineering (CS&E)
Construction Systems Management (CONSYSMT)
Consumer Sciences (CON SCI)
Czech (CZECH)
Dance (DANCE)
Dental Hygiene (DENT HYG)
Dentistry (DENT)
Dutch (DUTCH)
Earth Sciences (EARTHSCI)
East Asian Languages and Literatures (EALL)
East European Languages and Literatures (E EUR LL)
Economics (ECON)
Education (EDUC)
Education: Educational Policy and Leadership (EDU P&L)
Education: Physical Activity and Educational Services (EDU PAES)
Education: Teaching and Learning (EDU T&L)
Electrical and Computer Engineering (ECE)
Emergency Medicine (EMERGMED)
Engineering (ENGINEER)
Engineering Graphics (EN GRAPH)
English (ENGLISH)
Entomology (ENTOMOL)
Environment and Natural Resources (NAT RES)
Environmental Science (ENV SCI)
Evolution, Ecology, and Organismal Biology (EEOB)
Family and Consumer Sciences Education (FCS ED)
Family Medicine (FMLY MED)
Family Resource Management (FM RES M)
Film Studies (FILM STD)
Food, Agricultural and Biological Engineering (FA&B ENG)
Food, Agricultural, and Environmental Sciences (FAES)
Food Science and Technology (FD SC&TE)
French (FRENCH)
Geodetic Science (GEOD SCIE) in Engineering
Geodetic Science (GEOD SCIM) in Geological Sciences
Geography (GEOG)
German (GERMAN)
Graduate School (GRAD SCH)
Greek (GREEK)
Hausa (HAUSA)
Health Information Management and Systems (HIMS)
Health Services Management and Policy (HSMP)
Hebrew (HEBREW)
Hindi (HINDI)
History (HISTORY)
History of Art (HIST ART)
Honors, University (HONORS)
Horticulture and Crop Science (H&CS)
Hospitality Management (HOSP MGT)
Human Development and Family Science (HDFS)
Human Ecology (HUMAN EC)
Human Nutrition (HUMN NTR)
Humanities, College of (HUM COL)
Hungarian (HUNGARIN)
Industrial and Systems Engineering (IND ENG)
Industrial, Interior and Visual Communication Design (DESIGN)
Integrated Biomedical Science (IBGP)
Internal Medicine (INT MED)
International Studies (INT STDS)
Italian (ITALIAN)
Japanese (JAPANESE)
Jewish Studies (JEWSH ST)
Korean (KOREAN)
Landscape Architecture (LARCH)
Latin (LATIN)
Law (LAW)
Linguistics (LINGUIST)
Master of Business Administration (MBA)
Materials Science and Engineering (MATSC&EN)
Mathematical and Physical Sciences, College of (MPS COL)
Mathematics (MATH)
Mechanical Engineering (MECH ENG)
Medical Communications (MED COMM)
Medical Dietetics (MED DIET)
Medical Technology (MED TECH)
College of Medicine (MED COL)
Medieval and Renaissance Studies (MEDIEVAL)
Microbiology (MICRBIOL)
Military Science (MIL SCI)
Modern Greek (MDRN GRK)
Molecular, Cellular, and Developmental Biology (MCD BIO)
Molecular and Cellular Biochemistry (MOLBIOCH)
Molecular Genetics (MOL GEN)
Statistics (STAT)
Surgery (SURGERY)
Swahili (SWAHILI)
Swedish (SWEDISH)
Textiles and Clothing (TXTL&CLO)
Theatre (THEATRE)
Turkish (TURKISH)
Twi (TWI)
Ukrainian (UKRAIN)
Undergraduate Student Academic Services (USAS)
University Scholars (SCHOLARS)
Urdu (URDU)
Veterinary Biosciences (VET BIOS)
Veterinary Clinical Sciences (VET CLIN)
Veterinary Medicine, College of (VM COLL)
Veterinary Preventive Medicine (VET PREV)
Vision Science (VIS SCI)
Vocational Education, Comprehensive (VOC EDUC)
Welding Engineering (WELD ENG)
Women's Studies (WOM STDS)
Yiddish (YIDDISH)
Yoruba (YORUBA)
Zulu (ZULU)

AGRICULTURAL TECHNICAL INSTITUTE

Animal Sciences Technology (ANML TEC)
Business Technology (BUS TEC)
Crop and Soil Technology (CRP&SOIL)
Engineering Technology (ENG TECH)
Environmental Sciences Technology (ENV SC T)
General Studies (GEN STDS)
General Studies: Biology (GEN BIOL)
General Studies: Chemistry (GEN CHEM)
General Studies: Communication Skills (GEN COMM)
General Studies: Humanities (GEN HUM)
General Studies: Mathematics (GEN MATH)
General Studies: Social Sciences (GEN S SC)
Horticultural Technology (HORT TEC)
Laboratory and Bioscience Technology (LABBIOSC)
Technical Physics (TEC PHYS)