# TABLE OF CONTENTS

## I. COUNCIL ON ACADEMIC AFFAIRS

- Faculty Rule Governing the Council on Academic Affairs ........................................... 1

## II. UNIVERSITY ORGANIZATION

- Faculty Rules Governing the University Organization .................................................. 3
- Guidelines for Determining College Status .................................................................. 3
- Guidelines for the Consideration of the Establishment of an Academic Department ....... 5
- Guidelines for the Consideration of the Establishment of Divisions ............................... 5
- Additional Issues to be Addressed in Proposals for New Academic Units ..................... 6
- Withdrawal of an Academic Unit ............................................................................... 7
- Academic Unit Name Changes .................................................................................. 7
- Alteration or Abolition of Units ............................................................................... 7
- Flow Chart: Establishment of an Academic Unit/Request for Name Change .............. 10
- Guidelines for the Establishment and Review of Academic Centers ......................... 11
- Guidelines for the Establishment or Amendment of Clinical Faculty Tracks ............. 13
- Current Organization of Instructional Units ............................................................. 15

## III. ACADEMIC PROGRAMS

- Faculty Rules that Govern Degrees and Degree Programs ........................................... 18
- Degree and Degree Programs .................................................................................. 18
- Degree Program Proposals ...................................................................................... 18
- Guidelines for the Submission of Tagged or Professional Degree Programs ............. 25
- Withdrawal or Deactivation of an Existing Academic Degree ..................................... 27
- Reinstatement or Reactivation of a Degree Program ............................................... 27
- Flow Chart: New Degrees and Degree Programs .................................................... 27

### UNDERGRADUATE MAJOR

- Preliminary Prospectus for the Establishment of an Undergraduate Major ................. 28
Guidelines for the Submission of an Undergraduate Major Proposal ...........................28
Withdrawal or Deactivation of an Existing Major ......................................................31
Reinstatement or Reactivation of a Major .................................................................32
Flow Chart, New Undergraduate Major (under an existing degree program) ........33

UNDERGRADUATE MINOR

Guidelines for Establishing or Revising an Undergraduate Minor ..........................34

CERTIFICATE OF STUDY

Faculty Rules that Govern Certificates of Study ......................................................35
Standards and Considerations for Proposed Certificate of Study ..........................35
Withdrawal or Deactivation of an Existing Certificate of Study ..............................35
Reinstatement or Reactivation of a Certificate of Study ...........................................36
Flow Chart, New Certificate of Study .......................................................................36

HONORS PROGRAMS

Guidelines for the Submission of an Honors Program Proposal ..............................37

GRADUATE INTERDISCIPLINARY SPECIALIZATIONS AND MINORS

Graduate Interdisciplinary Specialization ..................................................................38

ENROLLMENT LIMITATIONS

Protocols for Enrollment Limitation at Ohio State ..................................................41

EXISTING DEGREES, CERTIFICATES, AND AREAS OF STUDY

Existing Degrees .......................................................................................................43
Existing Certificates and Areas of Study .................................................................44
Existing Undergraduate Areas of Study by College .................................................45
List of Existing Graduate Areas of Study ...............................................................47

IV. COURSES AND CURRICULA

Faculty Rules Governing Courses and Curricula .....................................................49
Curricular Changes ....................................................................................................49
Guidelines for the Submission of Course Change, Course Withdrawal,
V. SAMPLE FORMS

Departmental Course Review Concurrence Form ................................................. 75
New Course Request ................................................................................................ 76
Course Change Request .......................................................................................... 78
Course Withdrawal Request ................................................................................... 80
Group Studies Request .......................................................................................... 81
Study Tour Request ................................................................................................ 83
Flexibly Scheduled/Off Campus/Workshop Course Request .................................. 85
College of the Arts and Sciences Information Regarding Curricular Flow ........... 87
ASC Curriculum Office Tips .................................................................................. 90
GEC Request for Course Approval Summary Sheet ............................................ 91