

V. SAMPLE FORMS

DEPARTMENTAL COURSE REVIEW CONCURRENCE FORM

The purpose of this form is to provide a simple system of obtaining departmental reactions to proposed new courses, group studies, study tours, workshop requests, and course changes. A letter may be substituted for this form.

Academic units initiating a request which requires such a reaction should complete Section A of this form and send a copy of the form, course request, and syllabus to each of the academic units that might have related interests in the course. Initiating units should allow at least two weeks for responses.

Academic units receiving this form should response to Section B and return the form to the initiating unit. Overlap of course content and other problems should be resolved by the academic units before forwarding this form and all other accompanying documentation to the Office of Academic Affairs.

A. Information from academic unit *initiating* the request:

Initiating Academic Unit: _____ Date: _____

Registrar's Listing: _____

Course Number: _____ Level: U P G Credit Hours: _____

Course Title: _____

Type of Request: New Course Group Studies Workshop Study Tour Course Change

Academic Unit with related interests asked to review the request (use a separate form for each unit while requesting concurrences from multiple units):

Date responses are needed:

B. Information from academic units *reviewing* the request:

- The academic unit ***supports*** the proposal
 The academic unit ***does not support*** the proposal.

Please explain:

The academic unit suggests: _____

Signature of Department Chair _____ Signature of Graduate Studies Chair _____ (if applicable)

OHIO STATE NEW COURSE REQUEST

College: _____

Academic unit: _____

Book 3 Listing: _____

(e.g., Portuguese)

Proposed

Course No: _____

Full Title of Course: _____

Proposed Effective Qtr/Yr:

SU

AU

WI

SP

YEAR:

(See *OAA Academic Organization and Curriculum Handbook* for Deadlines)

A. Course Offerings Bulletin Information. Follow instructions in the *OAA Academic Organization and Curriculum Handbook*.

Is this a course with decimal subdivisions? If so, use one New Course Request form for the generic information that will apply to all subdivisions. Use separate forms for each new decimal subdivision, including on each form only the information that is unique to that subdivision.

18-Character Transcript Abbreviation: _____

Level

U

G

P

Credit Hours:

Description (*not to exceed 25 words*): _____

Quarter offered (*check*):

SU

AU

WI

SP

*Distribution of class time/contact hours: _____

Quarter and contact/class time hours information should be omitted from Book 3 publication: (check here)

Prerequisite (s): _____

Exclusion or limiting clause: _____

Repeatable to a maximum of ____ credit hours.

Cross-listed with: _____

Grade Option (Please check):

Letter

S/U

Progress

If this course is Progress graded, what course is the last one in the series? _____

Honors Statement:

Yes No

GEC: Yes No

Admission Condition

Off-Campus:

Yes No

EM: Yes No

Course: Yes No

Embedded Honors Statement:

Yes No

Service Learning Course*:

Yes No

*To learn more about this option, please visit <http://artsandsciences.osu.edu/currofc/>

Other General Course Information: _____

(e.g. "Taught in English." "Credit does not count toward BSBA degree.")

Subject Code _____

Subsidy Level (V, G, T, B, M, D, or P) _____

(If you have questions please email Jed Dickhaut @ dickhaut.1@osu.edu)

Will course be taught in distance learning format: Yes No

B. General Information:

1. Provide the rationale for proposing this course: _____

2. List Major/Minor affected by the creation of this new course. Attach revisions of all affected programs.

This course is (check one) Required Elective Other (Explain) : _____

* **If the course offered is less than quarter, term, or semester, please also complete the Flexibly Scheduled/Off Campus/Workshop Request form.**

3. Indicate the nature of the program adjustments, new funding, and/or withdrawals that make possible the implementation of this new course.

4. Is the approval of this request contingent upon the approval of other course requests or curricular requests?

Yes No List: _____

5. If this course is part of a sequence, list the number of the other course(s) in the sequence: _____

6. Expected section size: _____ Proposed number of sections per year: _____

7. Do you want prerequisites enforced electronically? (See OAA Curriculum Manual for what can be enforced.) Yes

8. This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (*List units and attach letters and/or forms*): Not Applicable

9. Attach a course syllabus that includes a topical outline of the course, student learning outcomes and/or course objectives, off-campus field experience, methods of evaluation, and other items as stated in the *OAA Curriculum Handbook*.

(It is very important that you complete all the above)

APPROVAL SIGNATURES (As needed. All signatures on lines in ALL CAPS (e.g. ACADEMIC UNIT) must be completed

Academic Unit Undergraduate Studies Committee Chair (Undergraduate course)	Printed Name	Date
--	--------------	------

Academic Unit Graduate Studies Committee Chair(Undergraduate/Graduate course)	Printed Name	Date
---	--------------	------

School /College Undergrad Curriculum Committee (Undergraduate/Graduate course)	Printed Name	Date
--	--------------	------

School /College Graduate Curriculum Committee (Undergraduate/Graduate course)	Printed Name	Date
---	--------------	------

ACADEMIC UNIT CHAIR /SCHOOL DIRECTOR	Printed Name	Date
---	---------------------	-------------

COLLEGE DEAN	Printed Name	Date
---------------------	---------------------	-------------

Graduate School (If Appropriate)	Printed Name	Date
----------------------------------	--------------	------

ASC Curriculum Committee Chair (If Appropriate))	Printed Name	Date
--	--------------	------

University Honors Center (If Appropriate)	Printed Name	Date
---	--------------	------

Office of International Education (study tour only)	Printed Name	Date
---	--------------	------

ACADEMIC AFFAIRS	Printed Name	Date
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OHIO STATE COURSE CHANGE REQUEST

College _____

Department _____ Book 3 Listing: _____
 (e.g., Portuguese)

Proposed Effective Qtr/Yr: SU AU WI SP YEAR

(See OAA Academic Organization and Curriculum Handbook for Deadlines)

A. Course Offerings Bulletin Information. Follow instructions in the OAA Academic Organization and Curriculum Handbook at http://oaa.osu.edu/curriculum_manual/index.php. Before you fill out the "Present Course" information, be sure to check the latest edition of the Course Offering Bulletin and subsequent Circulating Forms. You may find that the changes you need have already been made or that additional changes are needed.

*If course offered is less than quarter, term, or semester, please also complete the Flexibly Scheduled/Off Campus/ Workshop Request form.

COMPLETE ALL ITEMS THIS COLUMN

Present Course

1. Book 3 Listing _____

2. Number: _____

3. Full Title: _____

4. 18 Char. Transcript Title: _____

5. Level and Credit Hours _____

6. Description: _____

7. Qtrs. Offered: SU AU WI SP
 1st SEM 2nd SEM

8. Distribution of Contact Time: _____
 (e.g. 3 cl, 1 3-hr lab)

9. Prerequisite(s): _____

10. Exclusion: _____
 (Not open to...)

11. Repeatable to a maximum of _____ credits

12. Off Campus Field Experience: _____

13. Cross-Listed with: _____

14. Check the curricular requirement this course fulfills:
 BER LAR GEC 3rd writing course

15. Grade Option (circle): Ltr S/U P
 If P graded, what is the last course in the series? _____

16. Is an honors version of this course available? Y N
 Is an Embedded honors version of this course available? Y N
 Is this a Service Learning Course? Y N

17. Other General Course Information: _____

COMPLETE ONLY THOSE ITEMS THAT CHANGE

Changes Requested

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. Qtrs. Offered: SU AU WI SP
 1st SEM 2nd SEM

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. Check the curricular requirement this course fulfills
 BER LAR GEC 3rd writing course

15. Grade Option (circle): Ltr S/U P
 If P graded, what is the last course in the series? _____

16. Is an honors version of this course available? Y N
 Is an Embedded honors version of this course available? Y N
 Is this a Service Learning Course? Y N

17. _____

B. General Information

- 1. Do you want prerequisites enforced electronically? Yes No
 (See OAA Academic Organization & Curriculum Handbook for what can be enforced)
- 2. Does this course currently satisfy any GEC requirement? Yes No
- 3. What other units require this course:
 Have these changes been discussed with those units? Yes No
- 4. Have these changes been discussed with academic units that might have a Jurisdictional interest in the subject matter? [Attach relevant letters] Yes No
- 5. Is the request contingent upon other requests? Yes No

List:

6. Purpose of the proposed change. (If the proposed change affects the content of the course, attach a revised syllabus and course objectives.)

7. Describe any changes in library, equipment, or other teaching aids needed as a result of the proposed change:

8. If the proposed change involves budgetary adjustments, describe the method of funding:

(It is important that you complete all the above)

APPROVAL SIGNATURES (As needed. All signatures on lines in ALL CAPS (e.g. ACADEMIC UNIT) must be completed

Academic Unit Undergraduate Studies Committee Chair (Undergraduate course)	Printed Name	Date
Academic Unit Graduate Studies Committee Chair (Undergrad/Graduate course)	Printed Name	Date
School/College Undergrad Curriculum Committee (Undergrad/Grad course)	Printed Name	Date
School/College Graduate Curriculum Committee (Undergrad/Grad course)	Printed Name	Date
ACADEMIC UNIT CHAIRS/SCHOOL DIRECTOR	Printed Name	Date
COLLEGE DEAN	Printed Name	Date
Graduate School (If Appropriate)	Printed Name	Date
ASC Curriculum Committee Chair (If Appropriate)	Printed Name	Date
University Honors Center (If Appropriate)	Printed Name	Date
Office of International Education (Study tour only)	Printed Name	Date
ACADEMIC AFFAIRS	Printed Name	Date

OHIO STATE COURSE WITHDRAWAL REQUEST

College _____

Department _____

(e.g., Portuguese)
Proposed Effective Qtr/Yr: SU AU WI SP YEAR: _____ (See OAA Handbook for instructions)

A..Course Offerings Bulletin Information. Follow instructions in the OAA Academic Organization & Curriculum Handbook

1. Course Number: _____ Title: _____

2. Is this course required by any academic unit in its curriculum List: _____ YES NO

3. Is this request contingent upon other requests? List: _____ YES NO

4. How many students were enrolled the last year of offering? Yr: _____ SU AU WI SP

5. What are the reasons for withdrawal? _____

APPROVAL SIGNATURES (As needed. All signatures on lines in ALL CAPS (e.g. ACADEMIC UNIT) must be completed

_____ Approve Disapprove **Date**

ACADEMIC UNIT CHAIR

_____ Approve Disapprove **Date**
Academic Unit Undergraduate Studies Committee Chair (Undergrad course)

_____ Approve Disapprove **Date**
Academic Unit Graduate Studies Committee Chair (Undergrad/Graduate course)

_____ Approve Disapprove **Date**
School /College Undergrad Curriculum Committee (Undergrad/Grad course)

_____ Approve Disapprove **Date**
School /College Graduate Curriculum Committee (Undergrad/Grad course)

_____ Approve Disapprove **Date**
School Director (If Appropriate)

COLLEGE DEAN **Date**

_____ Approve Disapprove **Date**
Graduate School (If Appropriate)

_____ Approve Disapprove **Date**
ASC Curriculum Committee Chair (If Appropriate)

_____ Approve Disapprove **Date**
University Honors Center (If Appropriate)

_____ Approve Disapprove **Date**
Office of International Education (study tour only)

ACADEMIC AFFAIRS **Date**

OHIO STATE GROUP STUDIES REQUEST

College _____

Department _____

(e.g., Portuguese)

Book 3 Listing: _____

A. Course Offerings Bulletin Information. Follow instructions in the OAA *Academic Organization and Curriculum Handbook*.

Course No. _____

Title of Course _____

Level U P G

Credit Hours: _____

Description (*not to exceed 25 words*): _____

Quarter /Yr: _____

SU

AU

WI

SP

YR _____

Distribution of Class Time: _____

Prerequisite(s): _____

Exclusion or limiting clause: _____

Repeatable to a maximum of ____ credit hours.

General Information Statement _____

B. General Information (*respond to all items*):

1 This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (list units and attach letters):

2. Attach letters indicating concurrence or objection from academic units that might have jurisdictional interests.

3. Previous quarter(s) of offering and enrollment: _____

4. Attach the course syllabus that includes the topical outline of the course, student learning outcomes and/or course objectives, methods of evaluation, off-campus field experience, and other items as stated in the *OAA Academic Organization and Curriculum Handbook*.

5. Provide the rationale for proposing this group studies topic.

[over]

APPROVAL SIGNATURES (As needed. All signatures on lines in ALL CAPS (e.g. ACADEMIC UNIT) must be completed

	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
ACADEMIC UNIT CHAIR	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Academic Unit Undergraduate Studies Committee Chair (Undergrad course)	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Academic Unit Graduate Studies Committee Chair (Undergrad/Graduate course)	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
School /College Undergrad Curriculum Committee (Undergrad/Grad course)	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
School /College Graduate Curriculum Committee (Undergrad/Grad course)	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
School Director (If Appropriate)	Date	
COLLEGE DEAN	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Graduate School (If Appropriate)	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
ASC Curriculum Committee Chair (If Appropriate))	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
University Honors Center (If Appropriate)	Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Office of International Education (study tour only)	Date	
ACADEMIC AFFAIRS	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
	Date	

SCHEDULING INFORMATION							
Course No:	Limit:	Hour	Credit	Restriction	Code	Days	Time
							<input type="checkbox"/> AM <input type="checkbox"/> PM
Section Type:			Requested Bldg/Room :				
Instructor:			S25 Need Type & Characteristics		Qtr		<input type="checkbox"/> 1st Term <input type="checkbox"/> 2nd Term
			[1-20, max of 5]		Non-Standard begin/end dates		
Contact person				Phone number:			

OHIO STATE STUDY TOUR REQUEST

College _____

Department _____

(e.g., Portuguese)

Proposed Effective Qtr: SU AU WI SP

(See OAA Academic Organization and Curriculum Handbook for Deadlines)

A. Study Tour Information. Follow instructions in the *Academic Organization & Curriculum Handbook*

Course

No. _____

Title: _____

Level U P G

Credit Hours: _____

Description (*not to exceed 25 words*): _____

Quarter /Yr: SU AU WI SP YR _____ Distribution of Class Time: _____

Prerequisite(s): _____

Exclusion or limiting clause: _____

Repeatable to a maximum of ____ credit hours. _____

General Information Statement _____

B. General Information (*respond to all items*):

1. This request has been discussed with and has the concurrence of the following academic units needing this study tour or with academic units having directly related interests (list units and attach letters): _____

2. Attach letters indicating concurrence or objection from academic units that might have jurisdictional interests. _____

3. Previous quarter(s) of offering and enrollment: _____

Expected enrollment for proposed quarter of offering: _____

4. Provide the rationale for proposing this study tour. _____

5. Attach the academic plan that includes student learning outcomes and/or course objectives, topical outline and percent of time spent on each topic, methods of instruction, course requirements, methods of examination and percent of the final grade each method constitutes, textbooks and/or reading lists, admission procedure, orientation and debriefing plans, and method of dealing with a language barrier. _____

6. Attach the administrative plan for the study tour that includes an itinerary, arrangements for travel, housing, meals, classrooms, excursions, and budget. _____

[over]

OHIO STATE FLEXIBLY SCHEDULED/OFF CAMPUS/WORKSHOP COURSE REQUEST

College _____

Department _____

Off-Campus Site: _____

(e.g., Portuguese)

Proposed QTR/YR of Offering: SU AU WI SP Site Zip + 4: _____

Flexibly Scheduled/Off Campus/Workshop Course Information: (Follow instructions in the OAA Academic Organization and Curriculum Handbook)

U G P

Course No. _____ Title of Approved/Proposed Course _____ Level _____ Credit _____
Hours _____

Dates Range: _____

Course Description: _____

Will course be taught in distance learning format: Yes No

Complete the following for courses offered for less than term length or Workshops:

	<u>Present Offering</u>	<u>Proposed Offering</u>
Level and Credit Hours:	_____	_____
Class/Lab Contact Time:	_____	_____
Prerequisites:	_____	_____
Exclusion or Limiting Clause:	_____	_____
Grade Options (Check one):	Letter <input type="checkbox"/> S/U <input type="checkbox"/> Progress <input type="checkbox"/>	Letter <input type="checkbox"/> S/U <input type="checkbox"/> Progress <input type="checkbox"/>

Number of Hours of out-of-class preparation required: Total hours of class meetings: Length of each class

General Information Statement: _____

Complete this section for Off-Campus courses only:

Distribution of contact time (explain differences from on-campus offerings): _____

Instructor _____ Rank _____

Qualifications (explain any difference in rank/qualification from on-campus instructors): _____

Explain differences in teaching arrangements from on-campus offerings: _____

Services/facilities: Mark those relevant for course; indicate how they will be provided at the off-campus site:

	<u>Relevant?</u>	<u>How Provided?</u>
Library	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Laboratory	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Computer	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Audio/Visual materials	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Discussion leaders/coordinators	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Off-campus field experiences	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Other	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

Student Services (explain how they will be provided to off-campus students):

Registration: _____
 Office Hours _____
 Academic Advising _____

GENERAL INFORMATION (Please respond to all items for Flexibly Scheduled/Off Campus/Workshop courses)

1. Attach the rationale for proposing this Flexibly Scheduled/Off Campus/Workshop course.
2. Previous quarter(s) of offering and enrollment:
3. Expected enrollment for proposed quarter of offering:
4. Attach the course syllabus that includes the topical outline of the course, student learning outcomes and/or course objectives, methods of evaluation, off-campus field experience, and other items as stated in the *OAA Academic Organization and Curriculum Handbook*.

PLEASE FILL OUT SCHEDULING INFORMATION BELOW

APPROVAL SIGNATURES (As needed. All signatures on lines in ALL CAPS (e.g. ACADEMIC UNIT) must be completed

	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Academic Unit Undergraduate Studies Committee Chair (Undergrad course)	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Academic Unit Graduate Studies Committee Chair (Undergrad/Graduate course)	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
School /College Undergrad Curriculum Committee (Undergrad/Grad course)	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
School /College Graduate Curriculum Committee (Undergrad/Grad course)	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
ACADEMIC UNIT CHAIR/SCHOOL DIRECTOR	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
COLLEGE DEAN	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
ASC Curriculum Committee Chair (If Appropriate)	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
University Honors Center (If Appropriate)	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Office of International Education (study tour only)	Date
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
ACADEMIC AFFAIRS	Date

SCHEDULING INFORMATION					
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Course No:	Limit:	Credit Hour	Restriction Code	Section Type	
Quarter Dates (If not standard term or quarter)	Days	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> or Term 1 <input type="checkbox"/> Term 2	
Requested Bldg/Room	Sched 25 Room Characteristics (per Classroom Pool List)			Sch 25 Need Type NSM - needs room ASM - pre-assign AXM - cross-listed	

Instructor: _____ Campus _____
 Contact person _____ Phone number: _____

Colleges of the Arts and Sciences Information regarding Curricular Flow

For non-honors, non-group study, and non-flexibly scheduled requests

Upon receipt by the ASC Curriculum Office, curricular requests are generally assigned to one of the five College Curriculum Committees. The College Curriculum Committee evaluates the proposals to ensure they meet the expectations of the College Curriculum Committee, the CCI, the Graduate School, the Office of Academic Affairs (OAA), and the Council on Academic Affairs. The committee will do one of the following:

- Approve the request.
- Approve, contingent upon the submission of additional documentation or revision of the request.
- Table or return the request with comments on how to revise the request.
- Deny the request, and return it with comments on the denial.

Once approved, the course is reviewed by Arts and Sciences. This can occur in two ways.

For courses that are not seeking GEC status, the majority of them are reviewed by the Associate Executive Dean, on behalf of the CCI.

Courses seeking GEC status and all new and revised programs are assigned to a subcommittee of the CCI. The subcommittee will do one of the following:

- If the request is satisfactory, it will be forwarded to the CCI as a motion to approve.
- If the request needs additional clarification, they may approve it, contingent upon the submission of additional documentation or revision of the request.
- If there are major revisions to be made, the subcommittee will table or return the request with comments on how to revise.
- If the request does not meet the spirit of the GEC category, or if the program is unsatisfactory, the request can be denied and returned with comments on the denial.

If the request successfully passes through subcommittee, it enters the CCI as a motion to approve. The CCI will do one of the following:

- Approve the request.
- Approve, contingent upon the submission of additional documentation or revision of the request.
- Table or return the request with comments on how to revise the request.
- Deny the request, and return it with comments on the denial.

Once Arts and Sciences approves the course, the Curriculum Office forwards the course to either the Graduate School (for any courses carrying graduate credit, including UG courses) or OAA (for courses that are solely for undergraduate credit).

The Graduate School approves the request, and forwards it to OAA.

OAA approves the request and sends it to the Scheduling Office for processing and inclusion on the Circulating Form, which may be found at www.ureg.ohio-state.edu/apps/circform/CircForm.asp. If no objections or concerns are raised by the date listed on the Circulating Form, the request becomes official and the Scheduling Office makes the changes to the Course Data Base and the Master Schedule of Classes. Contact Jerry Vance at vance.5@osu.edu to be included on the Circulating Form listserve. Jerry sends out periodic e-mails that announce the arrival of the latest Circulating Form.

All new and revised programs will be sent to the Council on Academic Affairs for approval. Additional levels of review may be necessary for new degree programs.

What are the deadlines for submitting a curricular request?

Materials are due to the ASC Curriculum Office 8 days prior to the specific College Curriculum Committee meeting. We request that any new programs or programmatic changes be sent at least 2 weeks prior to committee meeting date. Meeting dates can be found on our website, <http://artsandsciences.osu.edu/currofc>.

Where is my course in the curricular approval process?

The Curriculum Office has initiated a web-based course tracking system. Search for the course at <http://artsandsciences.osu.edu/currofc>. If the course was initiated prior to June 10, 2005, it can be found on our archived system. Contact our office at 292-7226 or hanlin.3@osu.edu for these requests.

I'm in an ASC department. How do I submit a curricular request?

Complete the appropriate form (for more information, visit the Resources section of the ASC Curriculum Office website or see the information in the OAA manual) and obtain the appropriate signatures. The form should be faxed to the ASC Curriculum Office at 688-5678 or sent in hard copy. Syllabi, rationale, and other supporting documentation must be e-mailed to asccurrofc@osu.edu.

How will I know when my request has arrived at the ASC Curriculum Office?

Once the ASC Curriculum Office has received both the form and the e-mail with the syllabi and supporting documentation, we will load the request on the curricular tracking system. Your department will receive a confirmation e-mail that includes a link to monitor the request.

How do I make changes to the Book 3 listings?

If it is a simple, editorial change, you will receive a proof from the Curriculum Office in mid-to late January. If you are changing the title, credit hours, level, description or prerequisites, a course change form along with a rationale and a current syllabus must be submitted and approved through the curricular approval process.

How do I know if my course needs a concurrence?

In general, courses are sent for concurrence by Arts and Sciences to other units on campus that may have interest in the subject matter or if it affects that unit or program (for example, if a course is changing content and exists on a minor outside of the department the course is in). In many cases, this is sent for informational purposes, to inform other units about the new course or change to a course. In other cases, Arts and Sciences may want to review the comments of the concurring unit. Many departments confer with concurring departments while the course is in development; concurrence forms should be submitted with the course requests. Arts and Sciences asks units to respond to a concurrence request within two weeks.

How can our course be approved for GEC status?

In all cases, supporting documentation for the GEC category and a syllabus must be submitted for a course to be considered for GEC status. Additionally, if the course is a new course, submit the new course form along with a GEC summary sheet. If the course already exists and there are no changes, submit only the GEC summary sheet. If the course exists and there are changes (description, for example), submit a course change form along with the GEC summary sheet. Information on guidelines for specific categories are on the Curriculum Office website. The CCI subcommittees that vet the GEC courses ask that GEC-language (category, outcomes, etc.) are included on the syllabus.

When can I re-use a number for a withdrawn course?

Once a course is withdrawn, there is a 5-year hold on the number. The main reason is to ensure that transcripts of students are as accurate as possible and to avoid scheduling difficulties.

How are honors courses vetted?

New honors courses are first vetted by the College Curriculum Committee, and then by the Honors committee.

An **honors version of an existing course** is first reviewed by the Honors Committee, and then the College Curriculum Committee.

Courses that have been approved for funding by Honors and Scholars must also follow this process.

What makes my syllabus effective? What do the committees look for?

It is important for both instructors and students to realize that a syllabus plays the role of a contract, outlining the various responsibilities to be successful in a course. The syllabus sets the tone for the course. Syllabi should include:

- Instructor's contact information, including name, location, phone, e-mail, and office hours
- Course title, number, call number, meeting days and times, and classroom location
- Course description, goals and objectives, prerequisites, and GEC category, if applicable
- Required texts, course packets, and supplies, and where they can be purchased
- List of texts on reserve in the library and where the reserve desk is located
- Detailed calendar for the course, including a weekly outline of readings and homework, exams, and date, time, and location of the final
- Length and format required for all papers, homework, and laboratory assignments
- How class attendance and participation are included in the grade, and what is expected of students in order to be successful in this area
- Grading pattern and criteria
- A statement on academic misconduct. See <http://artsandsciences.osu.edu/currofc> for samples.
- A statement on disability, including information on accommodations and where to seek assistance (should be in 16 pt. font). See <http://artsandsciences.osu.edu/currofc> for samples.
- If the syllabus is standard for several sections, include the name and contact information for the course coordinator
- A separate sheet may be included from the GTA or recitation leader with the contact information and individual policies for courses with several sections

If a course is a GEC course, also include:

- The GEC category(ies) for which it is approved
- A brief explanation of how the course meets the objectives of the GEC category

If you submit a revised or new major or minor or a GEC course, also include:

- An assessment plan

ASC Curriculum Office Tips

- ✓ As of August 1, 2004, all ASC departments and units must use the Arts and Sciences-specific forms, located at www.artsandsciences.osu.edu/currofc .
- ✓ As of September 1, 2005, all ASC departments must submit the syllabus and supporting documentation for courses electronically to asccurrofc@osu.edu and the signed form should be faxed or send to us via mail. See <http://artsandsciences.osu.edu/currofc> for instructions.
- ✓ If you are sending materials in hard copy, please do not staple.
- ✓ When creating new course proposals, log onto MARX and check RMCL to ensure that the proposed course number isn't already used (in limbo, for example)
 - Include subject codes and subsidy levels. To find the subject code, go to <http://www.ureg.ohio-state.edu/cip/cip.aspx> and click on "title and description." Include a few keywords for course, and hit "search."
 - Subsidy levels will appear on the right. They differ for each subject code.
 - B – Bachelor's level
 - M – Master's level
 - D – Doctoral level
 - G – General (GEC courses)
- ✓ When submitting a course change request in which the number of the course changes, please indicate all major and minor programs and GEC categories affected.
- ✓ For all course changes, new course requests, and course withdrawal requests, indicate if the course will be part of a major or a minor.
- ✓ When submitting curricular requests, always include a rationale and a current syllabus. If you change the course content, include both an old and new version of the syllabus.
- ✓ If a course is going to be repeatable, include at least 2 versions of the proposed course.
- ✓ It is helpful to explain how the new course or changed course fits within the grander curricular scheme for the department.
- ✓ If the course title includes a subject area of another department, the course will be sent for concurrence at the Arts and Sciences level (e.g. "Economics of Latin America"). It is generally helpful to try to gather concurrences while the course is still in development.

**The Ohio State University
General Education Curriculum (GEC)
Request for Course Approval Summary Sheet**

1. **Academic Unit(s) Submitting Request**

2. **Book 3/Registrar's Listing and Number** (e.g., Arabic 367, English 110, Natural Resources 222)

3. **GEC areas(s) for which course is to be considered** (e.g., Category 4, Social Science, Section A). Individuals and Groups; and Category 6. Diversity Experiences, Section B. International Issues, Non-Western or Global Course)

4. **Attach:**

- A statement as to how this course meets the general principles of the GEC Model Curriculum and the specific goals of the category(ies) for which it is being proposed;
- An assessment plan for the course; and
- The syllabus, which should include the category(ies) that it satisfies and objectives which state how this course meets the goals/objectives of the specific GEC category(ies)

5. **Proposed Effective Date** _____

6. **If your unit has faculty members on any of the regional campuses, have they been consulted?** _____

7. **Select the appropriate descriptor for this GEC request:**

Existing course with no changes to the *Course Offerings Bulletin* information. Required documentation is this GEC summary sheet, the course change request, and the course syllabus

Existing course with changes to the *Course Offerings Bulletin* information. Required documentation is this GEC Summary sheet, the course change request, and the course syllabus.

New Course. Required documentation is this summary sheet, the new course request, and the course syllabus

For ASC units, after approval by the academic unit, the documentation should be forwarded to the ASC Curriculum Office for consideration by the appropriate college curriculum committee and the Arts and Sciences Committee on Curriculum and Instruction (CCI). For other units the course should be approved by the unit, college curriculum committee, the college office, if applicable, before forwarding to the ASC Curriculum Office. E-mail the syllabi and supporting documentation to ascurofc@osu.edu.

9. **Approval Signatures**

Academic Unit Date

College office/College Curriculum Committee Date

Colleges of the Arts and Sciences Committee on Curriculum and Instruction Date

Office of Academic Affairs Date

The Ohio State University Colleges of the Arts and Sciences Course Concurrence Form
--

The purpose of this form is to provide a simple system of obtaining departmental reactions to course requests. A letter may be substituted for this form.

An academic unit initiating a request should complete Section A of this form and send a copy of the form, course request, and syllabus to each of the academic units that might have related interests in the course. Initiating units should be allowed two weeks for responses.

Academic units receiving this form should respond to Section B and return the form to the initiating unit. Overlap of course content and other problems should be resolved by the academic units before this form and all other accompanying documentation may be forwarded to the office of Academic Affairs.

A. Information from the academic unit *initiating* the request.

Initiating Academic Unit	Date
--------------------------	------

Book 3 Listing (e.g. Portuguese)

Course Number	Title	Level	Credit Hours
---------------	-------	-------	--------------

Type of Request (Circle)	New Course	Course Change	Course Withdrawal	Other
--------------------------	------------	---------------	-------------------	-------

Academic unit asked to review the request

Date response is needed (within two weeks of above date)

B. Information from the academic unit reviewing the request should include a reaction to the proposal, including a statement of support or non-support (continued on the back of this form or a separate sheet, if necessary)

Signatures

1.	Name	Position	Unit	Date
----	------	----------	------	------

2.	Name	Position	Unit	Date
----	------	----------	------	------

3.	Name	Position	Unit	Date
----	------	----------	------	------

The Ohio State University College of the Arts and Sciences Program Concurrence Form
--

The purpose of this form is to provide a simple system of obtaining departmental and college reactions to proposed development of and changes to academic programs. A letter may be substituted for this form.

An academic unit initiating a request should complete Section A of this form and send a copy of the form, course request, and syllabus to each of the academic units that might have related interests in the course. Initiating units should be allowed two weeks for response.

Academic units receiving this form should respond to Section B and return the form to the initiating unit. Overlap of course content and other problems should be resolved by the academic units before this form and all other accompanying documentation may be forwarded to the Office of Academic Affairs.

A. Information from the academic unit *initiating* the request.

Initiating Academic Unit	Date
--------------------------	------

Program Title

Program Type (Major or Major Track/Minor or Minor Track/Certificate)	Level
--	-------

Type of Request (circle): New Program Program Change

Academic unit asked to review the request

Date response is needed

B. Information from the academic unit reviewing the request should include a reaction to the proposal, including a statement of support or non-support (continued on the back of this form or a separate sheet, if necessary)

Signatures

1.	Name	Position	Unit	Date
----	------	----------	------	------

2.	Name	Position	Unit	Date
----	------	----------	------	------

3.	Name	Position	Unit	Date
----	------	----------	------	------

**The Ohio State University
Colleges of the Arts and Sciences Course Change Request**

Academic Unit _____

Book 3 Listing (e.g., Portuguese) _____

Course Number _____

Summer Autumn Winter Spring Year

Proposed effective date: choose one quarter and put an "X" after it; and fill in the year. See the OAA curriculum manual for deadlines.

A. Course Offerings Bulletin Information. Follow instructions in the OAA curriculum manual. Before you fill out the "Present Course" information, be sure to check the latest edition of the *Course Offerings Bulletin* and subsequent Circulating Forms. You may find that the changes you need have already been made or that additional changes are needed. If the course offered is less than quarter or term, please also complete the Flexibly Scheduled/OffCampus/Workshop Request form.

COMPLETE ALL ITEMS THIS COLUMN

Present Course

1. Book 3 Listing: _____
2. Number: _____
3. Full Title: _____
4. 18-Char. Transcript Title: _____
5. Level and Credit Hours _____
6. Description:
(25 words or less)

7. Qtrs. Offered : _____
8. Distribution of Contact Time:
(e.g., 3 cl, 1 3-hr lab) _____
9. Prerequisite(s): _____

10. Exclusion:
(Not open to....) _____
11. Repeatable to a maximum of _____ credits.
12. Off-Campus Field Experience: _____
13. Cross-listed with: _____
14. Is this a GEC course? _____
15. Grade option (circle): Ltr S/U P
 If P graded, what is the last course in the series?
16. Is an honors version of this course available?
 Is embedded honors version of this course available?
 Is this a Service Learning Course?

**COMPLETE ONLY THOSE ITEMS THAT CHANGE
Changes Requested**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____
8. _____
9. _____

10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

B. General Information

1. Do you want the prerequisites enforced electronically (see the OAA manual for what can be enforced)?

2. Does this course currently satisfy any GEC requirement, if so indicate which category?

3. What other units require this course? Have these changes been discussed with those units?

4. Have these changes been discussed with academic units that might have a jurisdictional interest in the subject matter? Attach relevant letters.

5. Is the request contingent upon other requests, if so, list the requests?

6. **Purpose of the proposed change. (If the proposed change affects the content of the course, attach a revised syllabus and course objectives and e-mail to asccurrofc@osu.edu.)**

7. Please list Majors/Minors affected by the proposed change. Attach revisions of all affected programs. This course is (check one):
 Required on major(s)/minor(s) A choice on major(s)/minors(s)
 An elective within major(s)/minor(s) A general elective:

8. Describe any changes in library, equipment or other teaching aids needed as a result of the proposed change or if the proposed change involves budgetary adjustments, describe the method of funding:

Approval Process The signatures on the lines in ALL CAPS (e.g. ACADEMIC UNIT) are required.

1. Academic Unit Undergraduate Studies Committee Chair	Printed Name	Date
2. Academic Unit Graduate Studies Committee Chair	Printed Name	Date
3. ACADEMIC UNIT CHAIR/DIRECTOR	Printed Name	Date
4. After the Academic Unit Chair/Director signs the request, forward the form to the ASC Curriculum Office, 105 Brown Hall, 190 West 17th Ave. or fax it to 688-5678. Attach the syllabus and any supporting documentation in an e-mail to asccurrofc@osu.edu. The ASC Curriculum Office will forward the request to the appropriate committee.		
5. COLLEGE CURRICULUM COMMITTEE	Printed Name	Date
6. ARTS AND SCIENCES EXECUTIVE DEAN	Printed Name	Date
7. Graduate School (if appropriate)	Printed Name	Date
8. University Honors Center (if appropriate)	Printed Name	Date
9. Office of International Affairs (study tours only)	Printed Name	Date
10. ACADEMIC AFFAIRS	Printed Name	Date

Please return this form to the ASC Curriculum Office, 4132 Smith Lab, 174 W. 18th Ave., or Fax: 688-5678.

The Ohio State University Colleges of the Arts and Sciences Course Withdrawal Request
--

Academic Unit _____	Title of the course _____
---------------------	---------------------------

Book 3 Listing (e.g., Portuguese) _____	Course Number _____
---	---------------------

Summer _____	Autumn _____	Winter _____	Spring _____	Year _____
--------------	--------------	--------------	--------------	------------

Proposed effective date: choose one quarter and put an "X" after it; and fill in the year. See the OAA curriculum manual for deadlines.

1. Is this course required by any academic unit in its curriculum? Yes _____ No _____

List units (if appropriate) _____

2. Is this request contingent upon other requests? Yes _____ No _____

List request(s) (if appropriate) _____

3. How many students were enrolled the last year of offering? _____

4. What are the reasons for withdrawal? _____

Approval Process The signatures or actions on the lines in ALL CAPS (e.g. ACADEMIC UNIT) are required.

1. Academic Unit Undergraduate Studies Committee Chair _____	Printed Name _____	Date _____
--	--------------------	------------

2. Academic Unit Graduate Studies Committee Chair _____	Printed Name _____	Date _____
---	--------------------	------------

3. ACADEMIC UNIT CHAIR/DIRECTOR _____	Printed Name _____	Date _____
--	--------------------	------------

4. **AFTER THE ACADEMIC UNIT CHAIR/DIRECTOR SIGNS THE REQUEST, FORWARD IT TO THE COLLEGES OF THE ARTS AND SCIENCES CURRICULUM OFFICE, 4132 Smith Lab, 174 WEST 17TH AVENUE. THE ASC CURRICULUM OFFICE WILL FORWARD THE REQUEST TO THE APPROPRIATE COLLEGE CURRICULUM COMMITTEE.**

5. COLLEGE CURRICULUM COMMITTEE _____	Printed Name _____	Date _____
--	--------------------	------------

6. ARTS AND SCIENCES EXECUTIVE DEAN _____	Printed Name _____	Date _____
--	--------------------	------------

7. Graduate School (if appropriate) _____	Printed Name _____	Date _____
---	--------------------	------------

8. University Honors Center (if appropriate) _____	Printed Name _____	Date _____
--	--------------------	------------

9. Office of International Affairs (study tours only) _____	Printed Name _____	Date _____
---	--------------------	------------

10. ACADEMIC AFFAIRS _____	Printed Name _____	Date _____
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Please return this form to the ASC Curriculum Office, 4132 Smith Lab, 174 W. 18th Ave., or Fax: 688-5678.

Rev 08/09/05

The Ohio State University Colleges of the Arts and Sciences New Course Request

Academic Unit _____

Book 3 Listing (e.g., Portuguese) _____

Number _____ Title _____

18-Character Title Abbreviation _____ Level _____ Credit Hours _____

Summer _____ Autumn _____ Winter _____ Spring _____ Year _____

Proposed effective date, choose one quarter and put an "X" after it; and fill in the year. See the OAA curriculum manual for deadlines.

A. Course Offerings Bulletin Information

Follow the instructions in the OAA curriculum manual. If this is a course with decimal subdivisions, then use one New Course Request form for the generic information that will apply to all subdivisions; and use separate forms for each new decimal subdivision, including on each form the information that is unique to that subdivision. If the course offered is less than a quarter or a term, please complete the Flexibly Scheduled/Off Campus/Workshop Request form.

Description (*not to exceed 25 words*): _____

Quarter offered: _____ Distribution of class time/contact hours: _____

Quarter and contact/class time hours information should be omitted from Book 3 publication (yes or no): _____

Prerequisite(s): _____

Exclusion or limiting clause: _____

Repeatable to a maximum of _____ credit hours.

Cross-listed with: _____

Grade Option (Please check): Letter S/U Progress What course is last in the series? _____

Honors Statement: Yes No GEC: Yes No Admission Condition

Off-Campus: Yes No EM: Yes No Course: Yes No

Embedded Honors Statement Yes No

Service Learning Course*: Yes No

*To learn more about this option, please visit <http://artsandsciences.osu.edu/currofc/>

Other General Course Information: _____

(e.g. "Taught in English." "Credit does not count toward BSBA degree.")

B. General Information

Subject Code _____ Subsidy Level (V, G, T, B, M, D, or P) _____

If you have questions, please email Jed Dickhaut at dickhaut.1@osu.edu.

1. Provide the rationale for proposing this course:

2. Please list Majors/Minors affected by the creation of this new course. Attach revisions of all affected programs. This course is (check one): Required on major(s)/minor(s) A choice on major(s)/minors(s)
 An elective within major(s)/minor(s) A general elective:

3. Indicate the nature of the program adjustments, new funding, and/or withdrawals that make possible the implementation of this new course.

4. Is the approval of this request contingent upon the approval of other course requests or curricular requests?

Yes No List: _____

5. If this course is part of a sequence, list the number of the other course(s) in the sequence: _____

6. Expected section size: _____ Proposed number of sections per year: _____

7. Do you want prerequisites enforced electronically (see OAA manual for what can be enforced)? Yes No

8. This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (*List units and attach letters and/or forms*):
 Not Applicable

9. **Attach a course syllabus that includes a topical outline of the course, student learning outcomes and/or course objectives, off-campus field experience, methods of evaluation, and other items as stated in the OAA curriculum manual and e-mail to ascurofc@osu.edu.**

Approval Process The signatures on the lines in ALL CAPS (e.g. ACADEMIC UNIT) are required.

1. Academic Unit Undergraduate Studies Committee Chair	Printed Name	Date
2. Academic Unit Graduate Studies Committee Chair	Printed Name	Date
3. ACADEMIC UNIT CHAIR/DIRECTOR	Printed Name	Date
5. After the Academic Unit Chair/Director signs the request, forward the form to the ASC Curriculum Office, 4132 Smith Lab, 174 Wets 18th Ave. or fax it to 688-5678. Attach the syllabus and any supporting documentation in an e-mail to ascurofc@osu.edu. The ASC Curriculum Office will forward the request to the appropriate committee.		
5. COLLEGE CURRICULUM COMMITTEE	Printed Name	Date
6. ARTS AND SCIENCES EXECUTIVE DEAN	Printed Name	Date
7. Graduate School (if appropriate)	Printed Name	Date
8. University Honors Center (if appropriate)	Printed Name	Date
9. Office of International Education (if appropriate)	Printed Name	Date
10. ACADEMIC AFFAIRS	Printed Name	Date

CRITERIA, FORMS, AND PROCEDURES FOR APPROVAL OF HONORS COURSES IN THE COLLEGES OF THE ARTS AND SCIENCES

Procedures: New Honors Courses and Honors Versions of Existing Courses

Any faculty member in an Arts and Sciences academic unit may initiate a proposal for a new honors course or an honors version of an existing course. Once approved by the department, the proposal must then go to both the Honors Committee of the Colleges of the Arts and Sciences (ASC) and the appropriate college curriculum committee for their approval. Consequently, copies of any proposal involving the honors designation (H prefix for course number) should be submitted to the Colleges of the Arts and Sciences Curriculum Office in 109 Brown Hall (190 West 17th Avenue) for distribution to the appropriate college curriculum committee and to the ASC Honors Committee.

When both committees have approved the proposal, the Arts and Sciences Curriculum Office will forward the proposal to the Office of Academic Affairs for final review and then list the course as approved for listing in the Course Offerings Bulletin and the Master Schedule. Once such approval has been extended, departments may offer the honors course or version at their convenience and subject only to the standard process for evaluating honors courses. The exception is that all X94 courses must have approval each time they are offered. If approval is withheld by either committee, the reasons for withholding approval will be communicated promptly to the proposer so that he or she may respond fully to any questions or concerns.

Since the approval procedures and preparation of the Master Schedule are rather lengthy processes, departments should plan to submit proposals at least six months prior to the beginning of the quarter in which the course is to be first offered. Precise deadlines are available through either the Honors Office (292-5104) or the Curriculum Office (292-7226).

Forms: New Honors Courses and Honors Sections of Existing Courses

1. When an academic unit is proposing an honors version of an existing course, it should provide documentation as requested on the attached form and complete a Course Change form. An original of each should be sent to the Curriculum Office in 4132 Smith Lab.
2. When an academic unit is proposing a new course which is to have the honors designation, it should provide documentation as requested on the attached form and complete a New Course form. An original of each should be sent to the Curriculum Office in 4132 Smith Lab.
3. Since X94 courses require approval each time they are offered, the academic unit should provide documentation as requested on the attached form and complete a Course Change Request form if the unit has the X94 number approved but does not have prior honors designation approval, a Group Studies Request form if the unit has prior approval for the HX94 designation, or a New Course Request form if the unit has prior approval for neither the X94 number nor the honors designation. An original of each should be sent to the Curriculum Office in 4132 Smith Lab. 174 W. 17th Ave.

Criteria: New Honors Courses and Honors Sections of Existing Courses

The ASC Honors Committee has established the following criteria (all of which should be addressed either in the proposal form or within the accompanying materials) for an honors course or honors version of an existing course:

1. Limited enrollment to ensure the opportunity for student participation and for faculty/student interchange. The recommended limits are 25 for standard honors courses and 15 for honors seminars.
2. Structure and instruction which is independent of lecture, laboratory, and discussion meetings and materials for a non-honors course covering the same or similar subject matter.
3. Instruction by regular 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.
4. High expectations for student performance in writing, problem-solving, logical thought, analysis, synthesis, and oral presentation.
5. Content that transcends the textbook and introduces appropriate concepts, uses appropriate sources for intensive study of the topic, relates the discipline to other disciplines, and prepares the student for subsequent courses.
6. Methodology that fosters the growth of intellectual attitudes and skills through individual exploration of the topic, introduction to research methods, and seminar participation.
7. Syllabus that clearly presents goals and objectives, assignments, expectations of performance, timetables and deadlines, and basis for grading.
8. Grading that neither penalizes nor rewards the student because of his or her honors status. The grades in an honors course are not curved, because the class is not a normal population.
9. Work load and pace which both maintain the interest and challenge the ability of honors students.
10. Communication of the enthusiasm and satisfaction which a scholar brings to his or her discipline.

**PROPOSAL FORM FOR AN HONORS COURSE
COLLEGES OF THE ARTS AND SCIENCES
HONORS OFFICE**

1. Type of Honors Course

_____ Honors version of existing course
_____ New honors course

2. Course Bulletin Listing for Honors Course

Department: _____

Course number: _____

Course title: _____

3. Faculty Proposer

Name: _____

Address: _____

Telephone: _____

4. Quarter and Year for Initial Offering

5. Name of Faculty Member Who Will Initially Instruct Course

6. Expected Annual and Quarterly Frequency of Subsequent Offerings

Annual _____ Quarterly _____

Autumn _____ Winter _____ Spring _____ Summer _____

7. Enrollment Limit per Honors Section

Number _____

8. Prerequisites

PROPOSAL FORM FOR AN HONORS COURSE

Page 2

9. **Intended Audience for Honors Course** (Freshman, sophomore, specific area of study, open to students in any field of study, etc.)
-
-

10. **Required Documentation** (Please attach)

a. **Course Form**

_____ Version of existing course (Course Change form)

_____ New course (New Course form)

b. **Syllabus for the Proposed Honors Course**

In addition to covering the substance of the course, the syllabus should contain a statement that addresses the specific goals and expectations of the course. It also should include information about assignments, tests, references, and a grading scale which indicates how assignments will be weighted. With respect to reading assignments, the syllabus should indicate the number of pages included in the reading(s) required for each class meeting and, in cases where there is a non-honors version of the course, also indicate which readings are different from or additional to those required in the non-honors version.

c. **Syllabus of Existing Non-Honors Course**

For comparative purposes, the Honors Committee requires a copy of a syllabus for the already existing non-honors course which will parallel the proposed honors version. If the proposal is for a new honors course, there obviously will be no syllabus for an already existing non-honors course available. In such cases, the proposer should include the syllabus from a non-honors course at a level comparable to the proposed course, so that the Committee has some standard within the department for comparative purposes.

d. **Statement of Qualitative Difference**

The Honors Committee expects that honors courses will differ from non-honors courses in a variety of ways and so requires that the proposer include a statement that addresses the following items (with particular attention to the differences between the two versions of the course, if a non-honors version exists):

1. How the specific goals of the course will be achieved.
2. The exposure to the basic material in the course, and ways in which added breadth and depth of material will be included.

3. The exposure to, and use of, methodology and research techniques, and especially the ways in which the course will provide exposure to the nature of scholarship in the field.
4. Amount and quality of work expected from students on papers, examination(s), and projects; and the method of grading that work.
5. The amount and kind of student/faculty contact, including how the course will offer a significant level of interaction and engagement between faculty and students, and how such engagement will be achieved.
6. How an environment will be fostered that facilitates intellectual exchange among students (if applicable).
7. Ways that creative thinking will be an essential aspect of the course requirements.
8. How the course will embrace, as appropriate, interdisciplinary work and study
9. Evidence of a pedagogical process that will demand a high level of intellectual output.

11. Disposition

An original of the proposal and documentation should be sent to the Curriculum Office in 109 Brown Hall. Under normal circumstances, the Honors Committee and the college curriculum committee will respond to proposals within one month.

Revised 11/04