

Courses and Curricula

Faculty Rules Governing Courses and Curricula

3335-8	Instruction.
3335-8-01	Courses and curricula; defined.
3335-8-02	Courses and curricula; establishment, alteration or abolition.
3335-8-03	Procedure.
3335-8-04	Adoption of approved courses.
3335-8-05	University classification and course numbering system.
3335-8-07	General 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

- I. Deletion of a required course from the curriculum
- II. 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
- III. 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
- IV. Adjustment of total hours or elective hours due to approved changes in credit hours or approved addition or deletion of courses
- V. 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

- I. Rationale for the change
- II. Present curriculum and proposed curriculum
- III. Revised bulletin entry
- IV. Course requests (if applicable)

Courses – General Expectations

Course proposals adhere to the ODHE's definition of a semester credit hour (<http://regents.ohio.gov/actions/documents/2010/Dir2010-016.pdf>). Course proposals must be accompanied by a syllabus that contains learning outcomes. Additionally, all General Education (GE) course proposals follow the College of Arts and Sciences protocols for GE status approval, and must include a syllabus with relevant GE expected learning outcomes and a plan for assessing those outcomes (see ASC Curriculum and Assessment manual: <https://ascas.osu.edu/>).

Course proposals are submitted and approved through curriculum.osu.edu (see Appendix D for the template). The system supports a work-flow approval process specific to the type of proposal.

New Course, Course Change, Course Withdrawal, Group Studies, and Study Tour Requests

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

- course number change
- level change (e.g., from undergraduate to undergraduate and graduate)
- extensive revision to the course title or the course description
- a change in credit hours
- change in class hours or course format (e.g. from lecture only to lecture/lab)
- significant prerequisite change
- change in grading option
- addition of an off-campus field experience

These items may be addressed through an appropriately annotated syllabus that includes a grading plan. See the next section on best practices in syllabus construction.

- I. 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.

- II. 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 gymnasias, as well as classrooms (See Rule 3335-7-21.)
- III. 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.
- IV. Off-Campus Field Experiences: Describe the nature of and provisions made for off-campus field experiences.
- V. List the topics to be covered in the course and the number of class periods to be spent on each topic.
- VI. List courses for which the new/changed course will serve as a prerequisite.
- VII. 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).
- VIII. 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 7000, 8000 or 9000 level must have a reading list where appropriate. Exclusions will be considered if adequate justification is provided.
- IX. List requirements for each level of credit when the course is offered for varying credit hours.
- X. List requirements for each group of students if the course is offered to different levels of students (e.g., undergraduate, graduate, professional).
- XI. Documentation for a course withdrawal request should state clearly the impact of no longer offering the course.
- XII. 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.
- XIII. Appropriate signatures: Course requests must include the signature/approval of the academic unit chair and the appropriate college representative.

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

Electronic Course Approval

All course requests must be submitted through the electronic course approval system (<http://curriculum.osu.edu/>).

Respond to all Failure to completely respond to all required fields will delay the approval of a course request. This is especially true for the following:

- New Course Request: 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 Change Request: Purpose of the proposed change
- Flexibly Scheduled Course Request: Hours of out-of-class preparation and total class meeting hours
- Group Studies Request: Previous term(s) of offering and enrollment
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Contingent Course Requests

Do not submit to OAA course requests that are contingent upon the approval of other course requests or curricular requests until all other approvals are in order. If a course request is contingent upon approval of a proposal that is under CAA review, it should be held at the college until CAA has approved the proposal.

Attaching Files to Course Requests

When attaching files to course requests, use the following system for naming the document.

Syllabus	Course#Syllabus GEOG100Syllabus.pdf
Concurrence	Course#ConcDepartmentName GEOG100ConcPoliSci.pdf
Cover letter	Course#Cover GEOG100Cover.pdf
Appeal request	Course#Appeal GEOG100Appeal.pdf

Course Syllabi

The following represent best practice of the kinds of information students need to know about the courses in which they are enrolled. This template provides guidance to those faculty members proposing new courses in order to help the proposal move through the approval process. Language in boxes represents boilerplate language that can be adopted for any syllabus.

All syllabi submitted with new course and flexibly scheduled/off-campus/workshop requests must include the following information. Course change requests with content revisions must also include a syllabus with this information.

- I. Information about the course and instructor (or placeholder information)
 - A. Course
 1. Current year and semester
 2. Name and number of course
 3. Meeting time (with days of the week)
 4. Location
 - B. Instructor and teaching assistants if applicable
 1. Name
 2. Phone number and email address
 3. Location of office
 4. Office hours

- II. Clear statement of learning goals: This section must contain a statement of learning goals expressed as learning outcomes—what students will be expected to know at the end of the course—rather than what the instructor plans to do.

- III. GE courses: The Faculty of the Arts and Sciences requires that the syllabi for all GE courses contain specific information about how the course satisfies GE requirements. Additional information can be found at <http://artsandsciences.osu.edu/currofc/updates.cfm>.
 - A. GE category or categories fulfilled (e.g. Category 2. Breadth, C. Arts and Humanities, (3) Cultures and Ideas)
 - B. GE learning goals and objectives boilerplate language pertaining to the appropriate area(s)
 - C. Statement that explains how the course will satisfy the stated learning goals and objectives

- IV. Description of means/activities for approaching course goals: Possible activities include lecture, discussions with active participation, problem-solving groups, field trips, guest lecturers, assignments, audio-visual materials, Carmen or other distance-learning websites (provide the web address and log-in instructions for any website required in the course).

- V. Required and optional materials: List all required texts, course packets, reading assignments, and other materials required for the course. Clearly indicate any resources and materials that are supplemental but not required. Also include information on where students can obtain these materials.

VI. Grading criteria

- A. Components of final grade
- B. Weighting of various grades
- C. Relationship of participation and attendance to final grade

VII. Assignments and examinations: Include information about all homework and other assignments, papers, examinations, projects. (See Rule 3335-8-19.)

VIII. Course policies

- A. Attendance policy as approved by department (see Rule 3335-9-21.)
- B. Academic misconduct: Include the Committee on Academic Misconduct statement on academic integrity, or similar statement. Additional information can be found at <http://oaa.osu.edu/coam/home.html>.

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute "Academic Misconduct."

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an "excuse" for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (www.oaa.osu.edu/coam/home.html)
- Ten Suggestions for Preserving Academic Integrity (www.oaa.osu.edu/coam/ten-suggestions.html)
- Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.html)

- C. Other policies: Include other policies that are relevant to the course. These may include late assignments, make-up exams, requesting an extension, reporting illness, and cell phones.

- IX. Disability statement: Include the Office for Disability Services statement on accommodating (16 pt. font is recommended). Additional information can be found at <http://www.ods.ohio-state.edu/default.asp>.

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.

- X. Schedule: At a minimum the class-by-class schedule must include the following
- A. Dates with corresponding sequence of class topics, including the preparations that are required and suggested
 - B. Due dates for assignments
 - C. Exam dates
 - D. Holidays or other dates when the class will not convene
- XI. University Escort Service: Several years ago the Undergraduate Student Government requested that faculty include the phone number for the University Escort Service on their syllabi, preferably on the first page somewhere and especially for courses that meet or end after dark.

University Escort Service—292-3322

Service available after 6 PM.

Adopted by Council on Academic Affairs, DATE

Group Studies (X194) 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 semester 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 semester, 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 (X98)

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 semesters prior to the semester 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 Affairs for evaluation of the administrative portion of the plan. Study Tours are approved for a single semester 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.

- I. Rationale for the study tour
- II. Student learning outcomes and/or course objectives
- III. Topical outline and percent of time spent on each topic
- IV. Method of instruction with explanations of any special instructional requirements
- V. Course requirements
- VI. Methods of examination and percent of the final grade each method constitutes
- VII. Text books and/or reading lists with explanation of how library resources will be provided while away from campus
- VIII. Admission requirements and procedures
- IX. Orientation and debriefing sessions
- X. Method of dealing with language barrier

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

- I. Arrangements for travel
- II. Student housing and meals
- III. Off-campus classroom facilities

- IV. Proposed extra-curricular activities
- V. Contingency plans including those for medical emergencies
- VI. 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:

- I. All purchases should be made through the Purchasing Department using the guidelines set forth by that Office.
- II. An 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.
- III. Student payments should be deposited to the above FAS account in a timely manner. A separate bank account should NOT be maintained.

All disbursements must have proper approval (dean or vice president) and documentation.

Full documentation and reporting of expenditures to the Office of International Affairs 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, semester(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, semester(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, semester(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 X797 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 X797 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 X797 must first discuss this with an advisor in the Office of International Affairs; 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 X797 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 X797 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 Affairs to handle these and other administrative details.

X797 will be available in all semesters (Summer, Autumn, Winter, and Spring). Enrollment in X797 requires OIA approval, as well as the approval of the student's academic department. X797 credit may be earned up to a maximum of 45 credit hours (the equivalent of three semesters of full-time study), with a maximum of 15 credit hours in a single semester. 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 Affairs is responsible for coordinating X797s. Students temporarily register for approved study programs under International Studies X797 while they are abroad. The Office of International Affairs 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 X797 course number to be used, the following conditions must be met:

- I. 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 Affairs.

Students may enroll for X797 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 Affairs. Exceptions to this rule are permitted only with the approval of the student's advisor and the Office of International Affairs.

- II. Students planning to enroll in courses at a foreign institution must file a Study Plan for X797 (see forms) at Ohio State prior to departure. Such a study plan may not be filed ex post facto. A student with an approved Study Plan for X797 may register at Ohio State for up to 45 credit hours in one academic year using International Studies X797. A student must have written departmental approval to register for X797 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 X797 registration. After the student returns to Ohio State, registration under International Studies X797 will be transferred to the appropriate departmental X797, or to a specific Ohio State course number. Until a final Ohio State grade is assigned, students enrolled in International Studies X797 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.

- III. A copy of the student's approved Study Plan (see Forms at the end of the Handbook) 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 Affairs and in the Office of the Registrar, and in cases of graduate credit, in the Graduate School.

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. See 3335-8-24 of the Rules of the University Faculty for guidelines on course credit.

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 cannot 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>), 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 semester.

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 semester).

Proposal Components

- I. A cover letter with a rationale for offering the honors embedded course.
- II. A description of how the course will offer honors students enhanced student/faculty interaction.
- III. 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. An 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 semester 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 semester 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 (“S” designation)

Service-Learning courses are designed to enrich students’ understanding of course content, broaden their appreciation of the discipline, and enhance development of civic responsibility. 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, and provides structured time for students to analyze and connect the service experience to learning. The successful completion of such a course will be noted on a student’s transcript using the letter “S.”

There are two types of Service-Learning courses: Non-GE Service-Learning courses and GE Service-Learning courses.

For instructions on how to submit non-GE Service-Learning courses, please consult with the Service-Learning Initiative (<http://service-learning.osu.edu/>). The Service-Learning Initiative offers assistance for faculty interested in service learning, including course design and development, technical assistance, grants, and detailed descriptions of the approval process. Once a course receives the “S” designation, the course will need to be taught with the service-learning component. (If an instructor wishes to offer an additional version of the course without service-learning content, he or she will need to create a separate non S-designated course in addition to the S-designated one.)

For instructions on how to submit GE Service-Learning courses, please see Section VII.B of the College of Arts and Sciences Curriculum and Assessment Operations Manual (https://ascas.osu.edu/sites/ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual_2012-13.pdf).

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

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.

- I. Statement of goals, expectations, and responsibilities
 - A. Faculty
 - B. Students
 - C. Community partner
- II. Service activities students performed by students, developed in conjunction with the service partner
 - A. Connection with the academic content of the course
 - B. Statement on how service activities meet community partners' priorities
- III. Statement on how students will be prepared for service
 - A. Description of the activity and goals and objectives and evaluation
 - B. Time and effort expectations
 - C. Cultural sensitivity
 - D. Training for the tasks involved in the service
 - E. Safety awareness
 - F. Introduction to the work of the community partner.
- IV. Statement on how students will connect course content and service
- V. Evaluation of the course and achievement of project goals
- VI. Plan for sustainability of the faculty/community partnership with your department and with your community partner

Respond to all items requested on the course request forms.

Approved by Council on Academic Affairs, 05/31/07

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 semester 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 semester. 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 semester, 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 Science and Engineering to see if CSE 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 CSE has been fully consulted and that CSE cannot provide a suitable course.

Normally such courses outside of CSE, if approved, will be approved for a three-year period. After that time they will be re-evaluated to see if CSE has developed an adequate substitute course. If CSE 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, 04/04/84

Course Requests Which Include Statistics

Any department or college proposing a new course that includes statistics and statistical methodology will be required to consult with the Department of Statistics to see if Statistics 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 Statistics has been fully consulted and that Statistics cannot provide a suitable course.

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

Approved by the Council on Academic Affairs, DATE

Course Requests Which Include Leadership Development

Consult with the Office of Academic Affairs on any courses that include leadership and leadership development before submitting the course request electronically.

Courses Which Include the Environment

Any department or college proposing a new course that includes the environment will be required to consult with the following colleges:

- Biological Sciences
- Business
- Engineering
- Food, Agricultural, and Environmental Sciences
- Law
- Mathematical and Physical Sciences
- Public Health
- Social and Behavioral Sciences

Such courses will only be approved if it can be demonstrated that these units have been fully consulted.

Approved by the Council on Academic Affairs, DATE

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:

- I. 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.
- II. The courses to be cross-listed must have a clear and direct relationship to the program of several academic units involved.
- II. 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.
- IV. A cross-listed course may be withdrawn upon the recommendation of a coordinating committee established in I. above. Reference will need to be made to the same issues which established the cross-listing.

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.

Honors Versions of Existing Courses and Honors Courses

- I. 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.
- II. Participation of regular tenure-track or visiting Ohio State University 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.
- III. High expectations for student performance in writing, problem-solving, logical thought, analysis and synthesis, and oral presentation.
- IV. Content that will be more challenging than that offered in a similar course that does not carry the honors designation.
- V. Methodology that fosters the growth of intellectual attitudes and skills through individual exploration of the topic, introduction to research methods, and seminar participation.
- VI. Syllabus that clearly presents goals and objectives, assignments, expectations of performance, time tables and deadlines, and basis for grading.
- VII. 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.
- VIII. Work load and pace to maintain interest and self-esteem of able students.
- VIII. Additional criteria may be established by the colleges.

Procedures for Approval

- I. Proposals for honors courses and sections are initiated by academic units or by honors committees of colleges, schools, or campuses.
- II. When proposing a new honors course, the requesting academic unit will complete the new course form and provide appropriate documentation.
- III. 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.
- IV. 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.
- V. The Office of Academic Affairs will forward the requests to the University Honors Office for review.

Approved by University Honors Council, 07/31/81.

Prerequisites/Corequisites

A course **Prerequisite** is any requirement an academic department identifies as essential for a student to complete before taking a course.

A course **Corequisite** is a requirement that must be completed at the same time or prior to the course for which it is required.

A course **Exclusion** is any requirement that an academic department identifies as being prohibited for a student to achieve/complete before taking a course.

Prerequisites should be listed in the following order when in sequence: Home Academic Unit, Other Academic Unit(s), and General Requirements. Only use abbreviations consistent with Course Bulletin Listings/Subject Areas.

Examples:

Chemistry = Chem

Materials Science and Engineering = MatScEn

Women's, Gender, and Sexuality Studies = WGSSt

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

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

Prerequisites/corequisites/exclusions can most often be electronically enforced by SIS. If you have any questions about these, please contact David Schneider from the Office of the University Registrar at schneider.260@osu.edu.

The order of the course requirements, as listed in the prerequisite clause, should be presented in the order in which the different types of prerequisites are presented below. Please reference the examples listed below for further elaboration.

Prerequisite Formatting Rules

HONORS COURSES (including EMBEDDED)

Course requires enrollment in honors program (e.g., course being submitted is 1101H or 1101E).

Prereq: Honors standing.

STATED SPECIFIC

Course has prerequisite in same academic unit (e.g., submitted course has a prerequisite which also comes from course's native department).

Prereq: 1101.

Course has prerequisite in another academic unit (e.g., submitted course is a Chemistry course, and prerequisite is a Materials Science and Engineering course).

Prereq: MatScEn 1101.

Course has prerequisite from same academic unit and other academic unit (e.g., submitted course has prerequisites from the course's native department as well as other departments).

Prereq: 1101, MatScEn 1101, and Math 1150.

(Example) Course requiring enrollment in honors program and requiring course prerequisites.

Prereq: Honors standing, and 1101, MatScEn 1101, and Math 1150.

STATED VARIABLE

Course has prerequisite(s) from native academic unit.

Prereq: 1101 or 1102.

Course has prerequisite(s) from another academic unit.

Prereq: MatScEn 1101 or 1102.

Prereq: MatScEn 1101 or 1102, and Math 1150 or 1151.

Note: Course numbers which follow a listed subject heading (e.g., MatScEn) are assumed to belong to that subject heading until a new subject heading is listed, at which time the course following the new subject heading belong to that department.

Course has prerequisite(s) from native academic unit and other academic unit(s).

Prereq: 1101, and MatScEn 1101 or 1102, and Math 1150 or 1151.

CONCURRENCY

Course has prerequisite that must be taken during same semester as the course being submitted.

Concur: 1101.

Course has both prerequisite(s) and concurrent course(s) (i.e., courses that have both requirements that must have been met before taking the submitted course, as well as courses that must be taken during the same semester as the submitted course).

Prereq: 1101. Concur: MatScEn 1101.

Course has prerequisite(s) which may either be taken before the course being submitted is offered (prerequisite) or during the semester that the submitted course is offered (concurrently).

Prereq or concur: 1101 or MatScEn 1101.

(Example) A course that has strictly prerequisite and concurrent courses required, as well as prerequisites which may be taken either before or during the submitted course's semester of offering.

Prereq: 1101. Concur: MatScEn 1101. Prereq or concur: Math 1150 or 1151.

COURSES WITH QUARTER EQUIVALENTS

Course has semester prerequisite(s) with direct quarter equivalents, either of which can be used in fulfilling requirements.

Prereq: MatScEn 1101 (101).

Prereq: 1101 (101) and 1102 (102), or MatScEn 1101 (101) and 1102 (102), or Chem 2194 (294.51).

CUMULATIVE POINT HOUR RATIO (CPHR)

Note: A cumulative point hour ratio is the cumulative GPA of all work performed at the University, regardless of department. This designation should be used in lieu of GPA when appropriate. Listings of GPA requirements should be reserved for GPAs within a program or a section of courses taken within a subject. Please see next section on GPA.

Course with a cumulative point hour ratio requirement.

Prereq: CPHR 2.0 or above.

(Example) Course with a course prerequisite as well as a CPHR requirement.

Prereq: 1101, and CPHR 2.5 or above.

GPA

Note: Please see CPHR section for a note on difference between CPHR and GPA.

Course with a GPA requirement within major.

Prereq: GPA 3.4 or above in Chem major.

Course with a GPA requirement within a subject.

Prereq: GPA 3.4 or above in all MatScEn courses.

(Example) Course with a course prerequisite, and a CPHR prerequisite, and a GPA requirement within major coursework.

Prereq: MatScEn 1101 (101) or 1102 (102), and CPHR 2.0 or above, and GPA 3.4 or above in all major coursework.

CREDIT HOUR REQUIREMENTS

Course requiring a certain amount of credit hours previously taken in a subject (assumption is that credit hours listed are *semester* credit hours, unless otherwise specified).

Prereq: 15 cr hrs in English.

Prereq: 15 sem cr hrs or 20 qtr cr hrs in English.

(Example) Course with a course prerequisite, and a CPHR requirement, and a GPA requirement, and a credit hour requirement.

Prereq: English 1110.01 (101.01) or 1102.01 (102.01), and CPHR 2.0 or above, and GPA 3.4 or above in English coursework, and 15 cr hrs in English.

STANDING/ENROLLMENT REQUIREMENTS

The authoritative abbreviations for academic standing are as follows:

Freshman = Fresh

Sophomore = Soph

Junior = Jr

Senior = Sr

Graduate = Grad

Doctoral = Doct

First year standing in a Professional program = 1st yr standing in DVM program.

Second year standing (...)

Course with academic standing requirements.

Prereq: Soph standing.

Prereq: Jr or Sr standing.

Prereq: Jr standing or above.

Prereq: Soph standing or above in MatScEn.

Course with major or program enrollment standing requirements.

Prereq: Enrollment in English major.

Prereq: Enrollment in DVM program.

(Example) Course with a course prerequisite, and a CPHR requirement, and a GPA requirement, and a credit hour requirement, and a standing requirement, and an enrollment requirement in a major.

Prereq: English 1110.01 (101.01) or 1102.01 (102.01), and CPHR 2.0 or above, and GPA 3.4 or above in English coursework, and 15 cr hrs in English, and Soph standing or above, and enrollment in English major.

“OTHER” REQUIREMENTS

Note: This section is meant to contain any unique prerequisites that are not elaborated above. It does not require any specific formatting, except that these prerequisites be outlined in the clause AFTER any prerequisites presented above.

Prereq: Teaching certificate or teaching experience.

Prereq: A degree in Nursing and 3-5 years of experience in the field.

PERMISSION REQUIREMENTS

Course requiring permission of instructor or other individual, written or otherwise, before enrolling in submitted course.

Prereq: Permission of instructor.

Prereq: Permission of instructor or department.

Prereq: Permission of department chairperson.

COMPLEX EXAMPLE

Hypothetical course listed below requires enrollment in Honors program, has course prerequisite and concurrency requirements, requires a minimum CPHR and GPA, has a credit hour requirement, requires a particular level of standing or above, and has a unique requirement. However, all course prerequisites can be substituted by obtaining permission of department or instructor.

Prereq: 1101 (101) or 1102 (102), and MatScEn 1101 (101) or 1102 (102), and CPHR 2.0 or above, and GPA 3.4 or above in Chem coursework, and 15 cr hrs in Chem, and Jr standing or above, and membership in Chemistry Club; or permission of instructor. Concur: Math 1150 or 1151.

EXCLUSIONARY CLAUSE

Course is restricted to students with credit for courses taken in the past. Formatting for equivalent semester and quarter courses remains as it is for prerequisite clauses. Example:

Not open to students with credit for 1101 (101), 1102 (102), MatScEn 1101 (101), or Math 1151.

Course containing both prerequisites and an exclusion.

Prereq: 1101 (101), and 15 cr hrs in Chem, and Soph standing or above. Not open to students with credit for Math 1150 or 1151.

Course Numbering System

A Course Numbering System has been approved for Semesters. For a printable PDF copy, click [Course Numbering System in Semesters](#).

Course Number	Description
1000—1099	UG (Undergraduate) - Non Credit Courses Non-credit courses for orientation, remedial, or other non-college-level experiences. These are courses in addition to a program's graduation requirements.
1100—1999	UG - Introductory Level Undergraduate Courses Basic courses providing undergraduate credit, but not to be counted toward a major or field of specialization in any department. Courses at this level are beginning courses, required or elective courses that may be prerequisite to other courses.
2000—2999	UG - Intermediate Level Undergraduate Courses Intermediate courses providing undergraduate credit and may be counted toward a major or field of specialization.
3000—3999	UG - Upper Level Undergraduate Courses Upper Level courses providing undergraduate credit that may be counted toward a major or field of specialization.
4000—4999	UG - Advanced Level Undergraduate Courses Advanced Level courses providing undergraduate credit that may be counted toward a major or field of specialization. Graduate students may enroll in and receive graduate credit for 4000-level courses outside their own graduate program.

5000—5999	UG and G (Graduate) - Dual Career Level Courses Courses that are regularly offered for both graduate credit and undergraduate credit. Advanced Level courses providing undergraduate credit that may be counted toward a major or field of specialization. Foundational coursework and research providing graduate or professional credit.
6000—6999	G - Foundational Level Graduate and Professional Courses Foundational courses and research providing graduate or professional credit.
7000—7999	G - Intermediate Level Graduate and Professional Courses Intermediate courses and research providing graduate or professional credit.
8000—8999	G - Advanced Level Graduate and Professional Courses Advanced courses and research providing graduate or professional credit.

Suffixes

- **H** - Honors Course
- **E** - Honors Embedded Course
- **T** - ATI Course
- **S** - Service Learning Course
[Service Learning Course Designation Form](#)
-

Special/Consistent Course Designations

- **X189** - Field Experience & Field Work
- **X191** - Internships
- **X193** - Individual Studies
- **X194** - Group Studies
- **X797** - Study at a Foreign Institution
- **X798** - Study Tours
- **X998** - Research
- **X999** - Research for Thesis
- **8999** - Research for Dissertation

- **X78Y** - Research Principles and Techniques
- **X88Y** - Interdepartmental Seminars
- **X89Y** - Colloquia, Workshops, & Special Topics Seminars
- **2367** - GE Second Writing Course
- **2596, 3596 or 4596** - Cross-disciplinary UG Seminar
- **3597 or 4597** - Contemporary World/Capstone Course

Determining Which Request Type or Form to Use

Activity	Form to Use
Adding a course	New Course Request
Adding a course that has been withdrawn	New Course Request
Changing the Book 3 Listing or course number Or title level or credit hours or description or semester offering or class time distribution or prerequisite or exclusion or limiting clause or repetition or general information clause	Course Change Request
Changing the course number	Course Change Request
Changing a generic number to a non-generic number	Course Change Request and Course Withdrawal Requests for decimals
Dividing one course into two or more courses with one course retaining the existing number and the other courses having new numbers	Course Change Request for existing course; New Course Requests for new courses
Withdrawing a course	Course Withdrawal Request
Dividing one course into two or more	Course Withdrawal Request for course not being retained and New Course Requests for new courses
Combining two or more courses into one course	Course Withdrawal Request for course(s) not being retained and Course Change Request for course being

retained

Combining two or more courses into one course with number	Course Withdrawal Request for each existing course 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	One Time Offering Request/Group Studies
Offering an off-campus course	One Time Offering Request /Off Campus
Offering a course for less than length of term	One Time Offering Request/Flexibly Scheduled
Offering a study tour	One Time Offering Request/Study Tour
Offering a workshop topic	OneTime Offering Request//Workshop Request

Course Request Terms (curriculum.osu.edu) and Definitions

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

Attachment Details: In curriculum.osu.edu, attachments of up to 10 MB each can be added to a Course Request to provide additional information.

Acceptable file types are:

PDF

Excel

Word

Image files (JPEG, GIF, etc.)

Text and rich-text files

Uploaded File Information will appear in the Uploaded File Info box. It is suggested that you add a description to your file to easily identify it later. You must select the Attachment Type from the drop-down list.

When attaching files to course requests, use the following system for naming the document:

Syllabus

Course#Syllabus

Example: GEOG100Syllabus.pdf

Concurrence

Course#ConcDepartmentName

Example: GEOG100ConcPoliSci.pdf

Cover Letter

Course#Cover

Example: GEOG100Cover.pdf

Appeal Request (This attachment to be used post-conversion for courses received in OAA after the published deadline.)

Course#Appeal

Example: GEOG100Appeal.pdf

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.

Course: The unit of instruction or research through which the educational program of the University is offered to its students; see Faculty Rule 3335-8-01.

Course Bulletin

The following information from the Course Request will be displayed in the Course Bulletin:

Course Bulletin Listing/Subject Area

Level/Career

Course Number/Catalog

Course Title

Course Description

Semester Credit Hours/Units

If applicable:

Flexibly Scheduled Course

Does any section of this course have a distance education component?

Grading Basis if not Letter Grade (i.e. Satisfactory/Unsatisfactory, Progress - S/U, Progress Letter)

Repeatable

Credit Available by Exam

Admission Condition Course

Off Campus

Prerequisites/Corequisites

Exclusions

Cross-Listings

General Education course

Course Description:. A Course Description is a series of coherent and grammatically correct phrases, in 250 characters or less, that state the major emphases of the course. If the course is limited to specific semesters of offering this information may also be included (e.g., Autumn only).

Course Goals/Objectives/Learning Outcomes: The knowledge, skills, and attitudes/perspectives to be attained by students at time of successful completion of course.

These should be stated to make clear what students will know, be able to do, or the perspective they will acquire in the course experience. The outcomes should align with but not necessarily be identical to any program learning outcomes the course is associated with (e.g., major, general education, graduate degree).

Departments are encouraged to work with their college's curricular associate dean for guidance on how to complete this section. For more information on developing course outcomes and other course design topics, contact the University Center for the Advancement of Teaching for consulting services, workshops, and recommended readings: <http://ucatsu.edu/>.

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 3335-8-05.

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 3335-8-05, and "Special Purpose Course Numbers."

Course Offerings, Regulations for the Control of: See Faculty Rule 3335-8-17.

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 3335-8-24; 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:** The course offering is available through two or more Course Bulletin Listing/Subject Areas.

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 semesters 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.

Distance Learning: If any portion of the formalized instruction is offered at a distance, the course is considered to have a distance learning component.

One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of two hours for every hour of formalized instruction. The instructor bears the primary responsibility for formalized instruction, which may be delivered in a variety of modes.

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 3335-8-24.

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.

Flexibly Scheduled Course: Flexibly Scheduled Course Sections: Flexibly scheduled course sections are all course sections not meeting during the institution's regular academic term as well as all course sections meeting during the regular academic term offered in a substantially different manner than a fixed number of meeting times per week for all weeks of the term. Please see the [Recently Asked Questions page for the FS](#) for guidelines about reporting flex courses. The following types of instruction should not be reported as flexibly scheduled:

- student teaching,
- practicum or internships,
- course sections offered as part of a continuous module format where registration must be closed for all individual components of the module no later than the 15th calendar day of the traditional academic term, and
- course sections offered during an established regular academic term differing from the traditional institutional calendar. For example, all course sections associated with a specific program operating on a semester calendar at an institution that traditionally maintains a quarter calendar.

General Education course: Offering which may be used to meet part of the University General Education; not all GE courses are acceptable in all curricula; see Rule 3335-8-07.

For General Education information please see the ASCCAS site:

<http://ascas.osu.edu/curriculum/ge-information>

On the request form, please indicate the General Education (GE) topic(s) and/or sub-topic to which the course applies.

Note: For topics where there is more than one sub-topic, a course can only be applied to one sub-topic within that topic.

Writing and Related Skills

Level 1

Level 2 (367 successors)

Literature

Visual and Performing Arts

Quantitative Reasoning

Basic Computational Skills

Mathematical or Logical Analysis

Data Analysis

Foreign Language

Natural Science

Biological

Physical

Social Science

Individuals and Groups

Organizations and Politics

Human, Natural, and Economic Resources

Historical Study

Culture and Ideas

Diversity

Social Diversity in the United States

Global Studies (International Issues successors)

Cross-Disciplinary Seminar (597 successors and new)

Service-Learning

For Service Learning information please see the Service Learning site:

<http://service-learning.osu.edu/request-service-learning-s-designation.html>

Education Abroad(new)

Length of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week

May Session courses have specific fiscal and pedagogical implications that should be taken into account.

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.

Off Campus: A course is considered to be "off campus" if instruction is conducted at a location other than The Ohio State University's academic lands (main and regional campuses). Academic lands refers to facilities owned by the university or to which rent is directly allocated to the course. The term "off campus" does not apply to courses taught online.

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

Rationale: A brief statement explaining the need and purpose of a course.

Repetition Clause: States the total number of credit hours a particular course may be repeated for credit; if no repetition clause is listed, the course may not be repeated for credit, see Rule3335-8-28..

Semester(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 3335-8-35.

Signatures: Indication of action taken by various reviewing bodies.

Student Learning Outcomes: Knowledge, skills, etc. a student has attained at end of course. Also refer to course goals or learning objectives. (see Rule3335-8-19).

Subject/Classification of Instructional Program (CIP) Code: Codes are designed to reflect the content of individual courses. CIP stands for Classification of Instructional Programs, a federal coding system used to report enrollment to the Ohio Board of Regents and the National Center for Education Statistics.

The lookup link is to a search engine that allows the user to find Subject (CIP) codes based on keywords. Verify that the radio button is set to "Title & Description." It usually works best if you can reduce your search to a maximum of one or two words. You also may need to change the part of speech of the word (e.g., ecological to ecology). Once you have the list of one or more codes and their descriptions, choose the one that best fits the course. The corresponding six-digit number is the one to use on the form. If you need further assistance, please call Jed Dickhaut at 292-8050.

Subsidy Level:

Assigning a subsidy level:

Undergraduate Levels

"V" Developmental: this course is below college level.

"G" General Studies: this course is primarily for service in fulfilling a GenEd requirement.

"B" Baccalaureate: this course is designed to fulfill undergraduate major requirements.

"T" Technical: this course is part of an associate degree program (ATI only) and fulfills the technical portion of the curriculum as defined by the Ohio Board of Regents' program approval standards.

Graduate and Professional Levels

"M" Master's and "D" Doctoral: If your department offers doctoral degree programs, with the possible exception of any that are exclusively for master-level students like thesis research, the graduate courses are coded "D". If the highest level degree program leads to a master's degree, the graduate courses will be M. In the medical areas, unless a course is specifically for undergraduates, it should be treated like a graduate course and given a code of D.

"P" Professional: this course leads to a first professional degree offered by the college of law.

Syllabus: An outline of a course <http://ucat.osu.edu/bookshelf/teaching-topics/course-preparation/#syllabus>

Course Approval Process

- I. Faculty member initiates request.
- II. Academic unit curriculum committee reviews and evaluates requests; undergraduate and/or graduate studies committees review request.
- III. College curriculum committee reviews and evaluates request (College reviews school requests on fiscal basis only).

- IV. Curriculum Committee of the Graduate Council (Graduate School, 250 University Hall, 230 North Oval Mall) reviews and evaluates all course requests involving graduate credit.
- V. 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.
- VI. Academic deans, directors, chairs, college and school secretaries review Circulating Form.
- IX. Request is approved.

Approval Process for Courses from the John Glenn School of Public Affairs

- I. Faculty member initiates request.
- II. Academic unit curriculum committee reviews and evaluates requests; undergraduate and/or graduate studies committees review request.
- III. Arts and Sciences Committee on Curriculum and Instruction Interdisciplinary Initiatives Subcommittee (Arts and Sciences Curriculum and Assessment Office, 4132 Smith Laboratory, 174 West 17th Avenue) reviews and evaluates course requests involving undergraduate credit.
- IV. Curriculum Committee of the Graduate Council (Graduate School, 250 University Hall, 230 North Oval Mall) reviews and evaluates all course requests involving graduate credit.
- V. 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.
- VI. Academic deans, directors, chairs, college and school secretaries review Circulating Form.
- VII. Request is approved.

Approval Process for General Education Courses

After the appropriate college curriculum committee(s) approves the proposed course, the course request should be submitted to the Arts and Sciences Curriculum and Assessment Office. The request will be vetted by an appropriate subcommittee of the A&S Committee on Curriculum and Instruction, which will determine if the proposed course meets the general education criteria (see https://ascas.osu.edu/sites/ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual_2012-13.pdf for operations manual with submission guidelines and criteria). When the course proposal has been approved as a general education offering, the proposal will be forwarded to the Office of Academic Affairs.

The continued approval and maintenance of GE course status will be the responsibility of the ASC Curriculum Committee.

Submission Deadlines for Course Requests

Master Schedule of Classes and Course Bulletin

Effective Term

The Effective Term describes the first term that this request (or change request) can be offered. If you feel there are compelling reasons why a new course or a course change needs to be implemented and the deadline for that has passed (as per below chart), please contact OAA.

<u>Course Submission Dates</u>		
	Course change forms to be included in normal registration for upcoming term, to Registrar by:	*All other forms, to Registrar by:
Spring Semester	September 1	December 1
Summer Term	January 1	April 1
Autumn Semester	February 1	July 1

*Since registration begins shortly after the initial "course change forms" date, classroom assignments will increasingly be set and students actually enrolled in classes. Therefore, after that time departments will need to assume responsibility for locating classroom space and for informing students of substantive changes to courses, including: significant course content changes, credit hours, grading basis, and the addition of new course requisites.

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 semester. These deadlines ensure that all students have the same opportunity to register for all of the courses offered in a given semester.

	New Course	Course Change	Group Studies	Student window opens
Summer	01/01	01/01	01/01	3 rd Monday of February
Autumn	02/01	02/01	02/01	3 rd Monday of March
Spring	09/01	09/01	09/01	3 rd Monday of October

OAA will adjust the effective and offering deadlines to the next applicable semester for all courses received after the deadline. Any request for an exception must be accompanied by a detailed explanation of the special circumstances that warrant acceptance after the published deadline. Attach the request for an exception to the published deadline to the course request in curriculum.osu.edu as a PDF labeled APPEAL.

Delays in submission due department and/or college faculty review do not warrant an exception to the published deadline.

Circulating Form of Changes to Existing Courses, New Courses, and Course Withdrawals

The Circulating Form (<http://www.ureg.ohio-state.edu/apps/circform/circform.asp>) is sent to all deans, directors, department chairs 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 academic programs for a final decision. Such decisions may be appealed to the executive vice president and provost.

The proposed changes will appear in the Circulating Form.

Limbo, Policy for Courses not Taught

It is important that the Master Schedule and Course Bulletin 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, 01/04/84.

Book 3 Listings and Abbreviations

For the complete Subject Area/Course Bulletin listings including abbreviations see http://registrar.osu.edu/transfer_credit/tcc_list.asp