

Undergraduate Major

Preliminary Prospectus

Units wanting to develop new undergraduate majors or modify existing majors within existing degree programs should submit the following preliminary information to the Office of Academic Affairs at least three months before a full proposal is presented to relevant curriculum committees. This information should be accompanied by a letter from the college indicating support for the proposed new major.

- I. State the title of the proposed major and indicate whether it is new or a modification of an existing major.
- II. State the rationale for initiating the proposal.
- III. Provide information regarding the relationship of the proposed major to the mission of the department/college. Describe the relationship of the proposed major to other majors in the department and college.
- IV. Indicate the proposed implementation date for the new major.
- V. Indicate what departments or other units are responsible for the major, and what departments or other units will play supportive roles for the major.
- VI. Describe the major in catalog style, including each concentration or option.
- VII. Provide details regarding the source of students for the new major. Provide estimates of the numbers of students (FTE) expected to enroll in this major over the next four year period.
- VIII. Indicate the availability of such a major at other leading universities.
- IX. Describe the impact the new major will have on facilities, faculty, and support services.
- X. Estimate total costs, over and above current levels of operation, associated with the new major during the next four years. Explain how the department/college plans to meet these costs.
- XI. Indicate what faculty would participate in offering the major, what each one's area of specialization is relative to the major as currently conceived.

Proposal

This proposal for a new undergraduate major is transmitted by the college to the Office of Academic Affairs. The proposal must be accompanied by a letter from the dean(s) that describes college resources committed to the program and the relationship of the new major to other priorities of the college.

- I. General Information
 - A. Name of proposed major.
 - B. The degree students completing the major will receive.
 - C. The proposed implementation date.
 - D. Identify the academic units (e.g., department, college, etc.) responsible for administering the major program.
- II. Rationale
 - A. Describe the rationale/purpose of the major.

- B. Identify any unique characteristics or resources that make it particularly appropriate for Ohio State to offer the proposed major.
 - C. Cite the benefits for students, the institution, and the region or state.
 - D. List similar majors offered in both public and private institutions in Ohio and the U. S. Explain how these majors compare to the one proposed.
 - E. Cite the enrollment patterns of similar majors in Ohio or in the United States.
 - F. Describe career opportunities and/or opportunities for graduate or professional study available to persons who complete the major.
 - G. Describe any licensure or certification for which this major will prepare students.
- III. Assessment Plan (Goals, Objectives, Evaluation): Provide a learning outcomes assessment plan for the major program.
- A. State the general and specific educational goals and objectives of the major.
 - B. Indicate the methods that will be used to assess whether the educational goals and learning objectives are being met.
 - 1. Align an evaluation method with each educational objective and expected outcome students should achieve.
 - 2. Specify the criteria that will be used to evaluate successful student learning.
 - C. Provide the time line over which the assessment plan will be implemented.
 - 1. Year 1
 - 2. Year 2
 - 3. Year 3
 - 4. Year 4
 - D. Describe how outcomes information will be used to improve student learning and program effectiveness.
- IV. Relationship to Other Programs
- A. Describe current major and minor programs in the department(s) and how they relate to the proposed major.
 - B. Identify any overlaps with other programs or departments within the university. Append letters of concurrence or objection from related units.
 - C. Indicate any cooperative arrangements with other institutions and organizations that will be used to offer this major.
 - D. Specify any articulation arrangements (direct transfer opportunities) with other institutions that will be in effect for the major.
 - E. Provide information on the use of consultants or advisory committees in the development of the major. Describe any continuing consultation.
 - F. Indicate whether this major or a similar major was submitted for approval previously. Explain at what stage and why that proposal was not approved or was withdrawn.

- G. Indicate where students will be drawn from, e.g., existing academic programs, outside of the university, etc. Estimate the mix of students entering the major internally and externally.

V. Student Enrollment

- A. Indicate the number of students you anticipate will be admitted to the major each year.

	Year 1	Year2	Year 3	Year 4
Full-time				
Part-time				

- B. Estimated Summer enrollments.

	Year 1	Year2	Year 3	Year 4
Full-time				
Part-time				

VI. Requirements

- A. List the courses (department, title, credit hours, description) which constitute the requirements and other components of the major. Indicate which courses are currently offered and which will be new. Append a semester-by-semester sample program and all New Course, Course Change, and Course Withdrawal forms necessitated by the implementation of the proposed major.

Department	Title	Credit Hours	Brief Description

- B. State the minimum number of credits required for completion of the major.
- C. State the average number of credits expected for a student at completion of the major.
- D. Give the average number of credits taken per semester by a typical student. Estimate the average for each year.

	Year 1	Year2	Year 3	Year 4
Full-time				

Part-time				
-----------	--	--	--	--

E. Give the number of credits students are required to take in other departments.

Department	Number of Credits	Level*

F. Give number of credits a typical student might take as electives in other departments.

Department	Number of Credits	Level*

G. Describe other major requirements in addition to course requirements, e.g., examinations, internships, final projects.

H. Identify from which specialized professional association(s) accreditation will be sought. List any additional resources that will be necessary to gain such accreditation.

I. Describe the number and qualifications of full-time and part-time faculty. List current faculty and areas of expertise. Describe the number and type of additional faculty needed.

1. Current

Name	Area of Expertise	Full/Part Time

2. Proposed Additional Faculty

Name	Area of Expertise	Full/Part Time

J. Describe existing facilities, equipment, and off-campus field experience and clinical sites to be used. Indicate how the use of these facilities, equipment, etc. will impact other existing programs.

K. Describe additional University resources, including libraries, that will be required for the new major.

L. Describe the major as it would appear in the appropriate college bulletin.

Approved by Council on Academic Affairs, 03/02/88

* Level: lower division or upper division undergraduate, masters, doctoral, or graduate/professional.

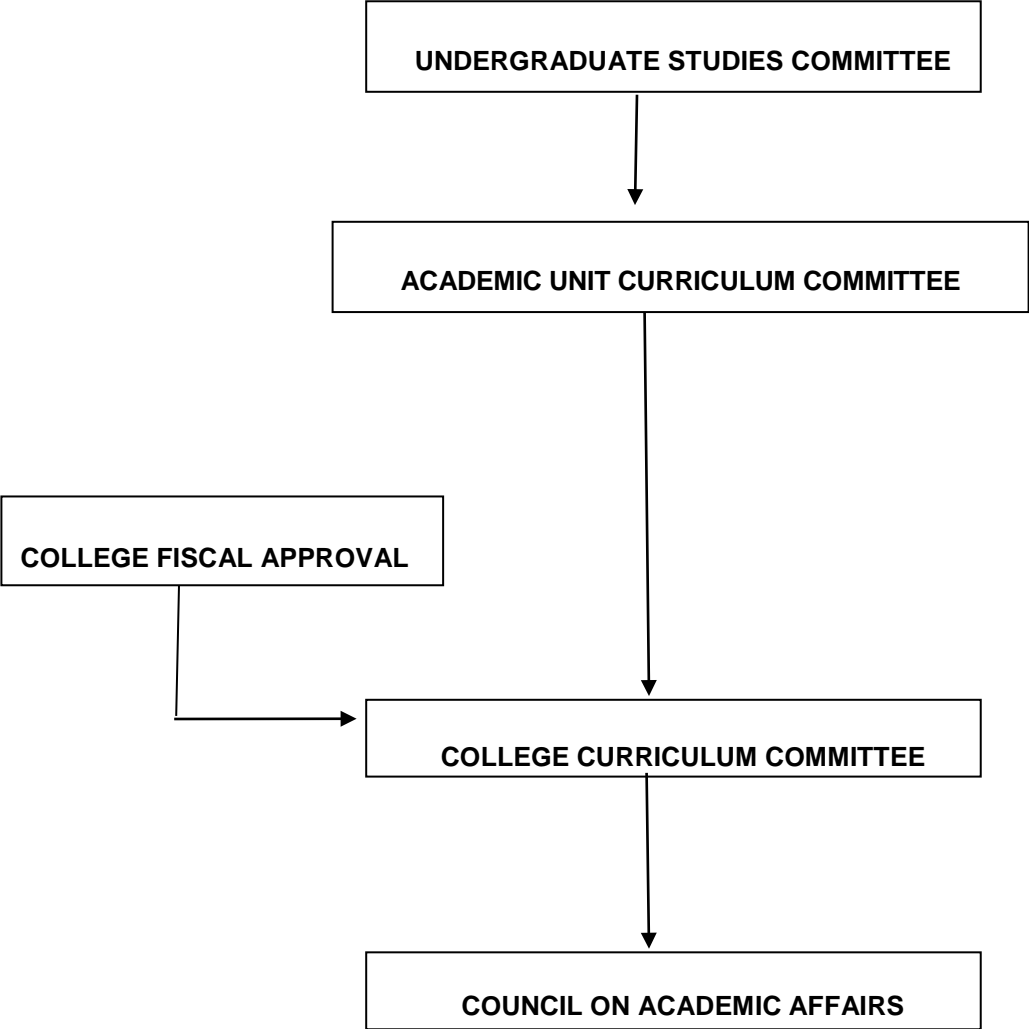
Withdrawing or Deactivating an Existing Major

A unit requesting a withdrawal or deactivation must clearly state if the major is to be deactivated or terminated. Termination is a final step which removes the major from the possibility of future reactivation. To deactivate a major means that it is held in abeyance until reactivation becomes feasible. In both cases no new admissions into the major are possible. Withdrawal or deactivation of an existing major must be reviewed and approved by the same bodies that approved the existence of the major. The proposal must include information on how the withdrawal or deactivation will impact on the university, justification and an explanation of the withdrawal or deactivation. Forms should be submitted for the permanent elimination of any courses necessitated by the withdrawal or deactivation of the major.

Reinstating or Reactivating a Major

The reinstatement or reactivation of a major must follow the same procedures and guidelines as the establishment of a major, except that the approval process ends with the approval of the Council on Academic Affairs for majors in effect prior to September 20, 1963.

Flow Chart: New Undergraduate Major (Under Existing Degree Program)



Multiple Majors

Second majors that can cross college boundaries

The second and third pages of this document include a list of the majors approved so far to be added as “M2” plan types—second majors—to a primary program offered outside the college of the second major. All colleges have agreed to accept these majors independently of the degrees to which they normally attach. When a student completes a major in this way, the major will be transcribed with the undergraduate degree the student has earned; the student will only be awarded an additional degree if he/she completes the major and all requirements for a second degree (including a residency requirement) in the college of the major. Students who wish to do so can still complete a second undergraduate degree for these programs, and advisors should be careful to inform students about their options.

The three colleges offering plans that can be completed as second majors outside the college of offering are the College of Arts and Sciences, the John Glenn College of Public Affairs, and the College of Food, Agricultural, and Environmental Sciences. Not all majors in ASC or FAES are available as M2 majors; only the plans on this list can be added as a second major when a student’s program is outside the college that offers the additional major.

Students completing a second major should declare the major in the department of the major, where they should also seek advice on the prerequisites, the requirements of the major, and appropriate, optimal selection of major electives. To qualify for a second major, students must complete both the major itself and all required prerequisite and supplementary course work (an appropriate minor, for example, in the cases of International Studies). An honors student pursuing a second major outside of the student’s primary college is not required to complete an honors version of the second major.

The college of a student’s primary program is responsible for checking the student’s second major for completion, initially when it approves the student’s application to graduate, finally when it certifies the student’s eligibility to graduate. The certifying college should consider the second major completed if 1) the degree audit for the major runs complete *and* 2) the student’s course work on the major has not exceeded allowable overlaps with course work on the primary major (which the degree audit will not currently check). (More functional inclusion of second majors on the degree audit for a primary degree is a work in progress.) The primary college may also certify completion using a signed major from the department of the major, again with a check to ensure that the second major includes at least 18 hours not contained in the primary major.

When a student has listed a second major on a degree application and fails in the final semester to meet a requirement needed only to complete that program, the college should take the application as a statement of intent and contact the student to determine whether or not he or she wishes to graduate without the second major, rather than simply confirming the student to graduate without the additional major.

Actuarial Science
African American and African Studies
Ancient History and Classics
Anthropological Sciences
Anthropology
Arabic
Art¹
Arts Management
Astronomy and Astrophysics
Biochemistry
Biology
Chemistry
Chinese
Classics
Communication²
Community Leadership

- Community and Extension Education³
- Leadership³

Comparative Studies
Criminology and Criminal Justice
Data Analytics
Earth Sciences
Economics
English
Entomology³
Evolution and Ecology
Film Studies
French
Geography
German
Globalization Studies
Hebrew
History

History of Art
International Studies⁴
Islamic Studies
Italian
Japanese
Jewish Studies
Korean
Linguistics
Mathematics
Medieval and Renaissance Studies
Microbiology
Modern Greek
Molecular Genetics
Music⁵
Philosophy
Physics
Plant Health Management³
Plant Pathology³
Political Science
Portuguese
Professional Golf Management³
Psychology
Public Affairs
Religious Studies
Romance Studies
Russian
Sexuality Studies
Sociology

¹ Only the BA version of the major (not the Bachelor of Fine Arts degree) can be completed as a second major.

² Students must apply for acceptance to the Communication major after completing prerequisite course work.

³ As a second major, this plan is only open to students pursuing the Bachelor of Science degree.

⁴ Students completing the International Studies major must also complete a minor (a foreign language minor for the BA; a minor selected from a specified list of choices for the BS).

⁵ Only the BA version of the major (not the Bachelor of Music degree) can be completed as a second major.

Spanish

Speech and Hearing Science

Sustainable Plant Systems

- Agronomy³
- Horticulture³
- Landscape Design and Management³
- Turfgrass Science³

Theatre

Women's, Gender and Sexuality Studies

World Literatures

World Politics

Zoology

Requirements for Double Majors (on one degree)

- The student must meet the requirements for each major as set by the department offering the major.
- Each major must contain a minimum of 18 hours not contained in the other.
- Overlap with General Education may be permitted where appropriate

Undergraduate Minor

Policy for Undergraduate Minors at OSU

An undergraduate minor consists of a coherent curricular program designed to allow students to pursue academic interests that go beyond their major. Students pursue minors to complement their major's area of specialization, to better define themselves academically and to employers, to gain credit for classes previously taken that do not count towards a major, or merely to pursue other interests. In addition, some academic units require their students to complete a minor.

Students may take any minor in any college, provided that they follow the curricular guidelines set by the college or unit that administers the minor.

Pre-requisites

- Ideally none or few, but can be required if justified academically
- Pre-requisites should be clearly spelled-out in curricular proposal and advising sheets

Required for graduation

- Not a university requirement
- A college or department may require a minor for students enrolled in its program(s) (FAES, for example)

Credit hours required

- A minimum of 12 credit hours
- A maximum of 18 credit hours
- 1000-level courses shall not be counted in the minor

Upper-level credit hours

- Minor must include at least 6 hours of upper-level or upper-division course work (upper-level or upper-division as defined by the college of offering)

Transfer and EM credit hours allowed

- A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination toward the minor

Overlap with the GE

- A student is permitted to overlap up to 6 credit hours between the GE and a minor

Overlap with the major and additional minor(s)

- The minor must be in a different subject from the major (as identified by the registrar's official listing of approved majors)
- Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e., if a minor requires more than 12 credit hours, a student is permitted to overlap those hours beyond 12 with the major or with another minor)