

**From:** [Smith, Randy](#)  
**To:** [Lemon, Jason](#)  
**Cc:** [Sutherland, Sue](#); [Reed, Katie](#); [Smith, Randy](#); [Griffiths, Rob](#); [Greenbaum, Rob](#); [Duffy, Lisa](#); [Hunt, Ryan](#); [Horn, David](#); [Young, Margaret](#); [Anderman, Eric](#); [Bellamkonda, Ravi](#)  
**Subject:** Proposal to add an online Associate of Arts Degree  
**Date:** Thursday, May 29, 2025 4:21:01 PM  
**Attachments:** [image001.png](#)

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Jason:

The proposal from Ohio State Lima to add an online Associate of Arts degree was approved by the Council on Academic Affairs at its meeting on May 28, 2025. Thank you for attending the meeting to respond to questions/comments.

No additional level of internal review/approval is necessary. This action will be included in the Council's next Annual Activities Report to the University Senate (July 2025).

My office will now work with you on the approval process with the Ohio Department of Higher Education.

The Office of the University Registrar will work with you on any implementation issues.

Please keep a copy of this message for your file on the proposal and I will do the same for the file in the Office of Academic Affairs.

If you have any questions please contact the Chair of the Council, Professor Sue Sutherland (.43), or me.

I wish you success with this important program development.

Randy



**W. Randy Smith, Ph.D.**

Vice Provost for Academic Programs

Office of Academic Affairs

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April 9, 2025

Dr. Randy Smith  
Vice Provost for Academic Programs  
The Ohio State University

Dear Dr. Smith,

I am writing to express my strong support for the proposed addition of an online Associate of Arts (A.A.) degree to our academic offerings.

This program represents an important expansion of access to a liberal arts education, particularly for learners who are place-bound, balancing work or family commitments, or otherwise unable to pursue a traditional on-campus experience. An online A.A. will help us better serve adult learners, first-generation college students, and others seeking a flexible, high-quality path to a college credential.

Offering this degree online also allows us to advance our land-grant mission in new and meaningful ways. By meeting students where they are—geographically and in life—we can extend the reach of our educational impact and help build stronger, more equitable communities across the state.

This initiative aligns well with our institutional values and strategic priorities. I'm excited about the opportunities it will create and fully support its implementation.

Sincerely,

Dr. Margaret Young  
Dean and Director  
The Ohio State University at Lima

## Introduction

The Lima campus intends to expand the reach of its Associate of Arts degree program by adding the option to pursue the degree completely online. We believe the expansion of our associates of arts program further addresses the university's mission of providing access to a quality education that addresses both local and global issues. Expanding Ohio State Lima's Associate of Arts degree to an online format is a strategic and necessary step to meet the evolving needs of today's students and workforce. By offering a fully online option, we can provide greater accessibility, affordability, and career advancement opportunities while strengthening our institution's commitment to student success and economic growth.

A key advantage of an online associate degree is its role in career advancement. Many entry-level positions now require at least an associate degree, and those who earn one typically see higher earning potential and better job prospects than individuals with only a high school diploma. By making this program available online, we can reach students who need flexible learning options due to work or family obligations, ensuring they have access to the education required to compete in today's job market.

Affordability and efficiency are also major factors. Associate degrees offer a cost-effective path to higher education, allowing students to complete foundational coursework at a lower cost before transferring to a four-year institution. By providing this opportunity online, we remove barriers for students who might otherwise be unable to attend in person due to location, work schedules, or financial constraints. This aligns directly with Ohio State's land-grant mission to expand access to high-quality, affordable education.

Furthermore, the demand for specialized skills in fields like healthcare, technology, and business continues to grow. Many employers are actively seeking candidates with associate degrees that provide targeted, job-ready training. An online format would allow Ohio State Lima to better serve both traditional students and working professionals looking to upskill or switch careers.

By launching an online Associate of Arts degree, we also strengthen our competitive position against both regional and national institutions offering online programs. Many prospective students are drawn to flexible online options, and if we do not adapt, they may choose out-of-state alternatives or forgo higher education altogether. Expanding our program online ensures we meet students where they are, providing them with the necessary support and resources to succeed in their academic and professional journeys.

An online Associate of Arts degree at Ohio State Lima is a logical and necessary expansion. It enhances career opportunities for students, increases affordability and accessibility, responds to market demand, and positions the university as a leader in flexible, high-quality education. By taking this step, we will empower more students to achieve their educational and professional goals while strengthening the long-term impact of Ohio State's commitment to academic excellence.

## Planning Process

Currently, the Associate of Arts degree primarily serves undergraduate students who use it as a steppingstone toward their bachelor's degrees. Since 2021, we have observed a steady rise in students enrolling in the online coursework that we currently offer, though we are still unable to provide a fully online version of the program. We have also experienced an increase in requests by students who wish to complete the AA online so they can better accommodate their work, home, and other priorities that have required them to slow, limit, or leave their studies. Meanwhile, the Lima campus faces growing competition from both regional institutions in western and northwest Ohio and online programs offered by out-of-state universities. Many prospective students either opt for these alternative institutions or choose not to pursue a degree at all, thereby missing opportunities for academic and professional growth. To fulfill the university's mission of expanding access to academic excellence, we must adapt to meet students where they are now.

We are becoming increasingly aware of the declining population of traditional age college candidates, who also happen to be challenging the value proposition of a traditional college experience. The audience is decreasing in size, and their interest is decreasing in traditional options. However, we are finding that the post-traditional/non-traditional population of prospective college students is growing. This growing number of post-traditional learners appears to appreciate the value and importance of college education because they have enough work experience and personal career evidence to know that their professional trajectories and corporate career roadmaps require specific educational attainment to advance. These learners have already overcome the resistance to the "value proposition concern" and are looking for real and ready options to move forward with educational attainment.

Members of the Lima campus collaborated with Ohio State Online to explore and plan for the development and implementation of a fully online associate of arts program. Of particular interest was the ability to offer an online program at a regional campus thereby ensuring that students would benefit from our engaging faculty, personalized learning options, and lower tuition rate. The proposal was brought forward to the Lima Academic Affairs committee who provided valuable input into the planning and goals for a fully online program.

The following concerns were addressed during the initial planning stages:

- Faculty experience developing and teaching online courses
- Availability of GE courses using an online modality
- Enrollment projects for an online associate program
- Possible impact on our in-person course offerings
- Specializations that would draw enrollment while meeting local workforce needs

### **Examination of Supporting Data**

Market research from OSO has highlighted significant trends in student demand for online education. As competition grows, both regionally and nationally, an analysis of enrollment data supports the feasibility of transitioning the Associate of Arts degree to a fully online format.

These findings underscore the necessity of offering a distance-learning alternative to ensure competitiveness and accessibility.

Over the past five years, online associate degree completions have increased by 15.7%, even as total completions declined by 7.4%. In Ohio, this trend is even more pronounced, with a 35.6% increase in distance learning completions compared to a modest 2.4% rise in total completions. The market share for online associate degrees has grown from 32% in 2019 to 40% in 2023, indicating that online offerings are essential for future enrollment growth. Recognizing this demand, the Lima Campus plans to expand its online associate degree programs to stay competitive and attract more students.

To align with workforce demands and student interest, the Lima Campus will offer an Associate of Arts degree with concentrations in Social and Behavioral Science, Health Care, and Information Technology/Cybersecurity. While overall completions in Social and Behavioral Science and Health Care have declined (-13.8% and -9.7%, respectively), their online completions have increased significantly (+30.3% and +1.2%). Information Technology/Cybersecurity, on the other hand, has experienced both overall (+19.5%) and online (+74.8%) growth, making it a particularly promising field. Additionally, projected job growth is strong in these areas, with IT/Cybersecurity expected to see an 11.6% increase, Health Care 12.5%, and Social and Behavioral Science 9.3%, reinforcing the value of these concentrations.

Survey data from Ohio State Online highlights the motivations and preferences of adult learners interested in associate degrees. The two primary reasons for choosing an online program over an in-person are the ability to balance existing responsibilities (30%) and the flexibility of the program structure (29%). Cost is also a critical factor, with 70% of respondents ranking financial aid availability and tuition affordability as very important. Other key considerations include career outcomes, accreditation, instructor support, and part-time/full-time options. This suggests that for the Lima Campus to successfully attract online students, it must emphasize affordability, flexible scheduling, and strong career support.

The demographic profile of online associate degree seekers further informs program development. Most prospective students are working professionals (54% employed full-time, 13% part-time), and a significant portion (over 70%) have caregiving responsibilities. They are primarily between the ages of 25-49 and tend to have lower incomes, with over 60% earning less than \$50,000 per year. Many are looking for career changes, especially those in fields like retail, hospitality, and manufacturing. Given these insights, the Lima Campus should focus on making education accessible, career-focused, and financially viable to cater to the needs of these adult learners.

### **Online Course Development and Design**

The curriculum for the online associate degree will remain consistent with that of the current Associate of Arts program. The core and elective coursework, along with the existing offering modality, will be maintained, with plans in place to develop online versions of courses where

needed. Within this new modality, all online classes will be structured as asynchronous learning experiences.

In terms of curriculum and instruction, undergraduate course sections (group work, discussions, and grading) will be capped at 25 to 50 students, depending on the nature of the material. As the program evolves, additional faculty will be added to accommodate new specialties and growing demand. Faculty—both new and existing—will receive instructional support from Ohio State Online, including professional learning programs customized to their needs, and learning design services to create and update the digital materials used for instruction. A professional development committee and core faculty members will provide mentorship and share resources. Importantly, this transition to online delivery will not impact the in-person Associate of Arts degree program. This will be an additional, incremental audience of people who aren't coming to campus now. We have empirical evidence about the existing audience of people who are interested in and are enrolling in the on-campus AA program. Some may hold the perspective that not allowing an online option will force people to enroll on campus, however, that is what currently exists, and the existing on-campus enrollment is declining. Those who are interested in on-campus are already doing it. Those who can't/won't enroll at Lima have chosen not to enroll in on-campus programs.

### **Student Support**

Students residing outside of Ohio will have access to the same academic and support resources as in-state students. Any grievances will be directed to academic advisors, who will then escalate concerns to the instructor or associate dean as appropriate. Student feedback will be gathered through the university's Student Survey of Learning Experience and other graduation surveys, ensuring continuous improvement through faculty engagement with Ohio State Online.

Academic integrity will be emphasized throughout the program, beginning with onboarding. Faculty will be encouraged to reinforce this principle with students, and the instructional design team will assist in creating online exams and assignments that discourage cheating. Many courses will prioritize alternative assessments over traditional exams, incorporating AI-supported learning as needed. Faculty will be required to submit syllabi for review to ensure clear guidance on academic integrity.

Online students will have access to the same counseling services as on-campus students, though out-of-state students will be connected to local support networks where necessary. The advisor-to-student ratio will be 150:1, consistent with on-campus programs, with Ohio State Online ensuring that academic advisors focus exclusively on academic planning.

Additionally, students will have access to a dedicated Student Support Specialist to answer their questions and help them stay on track for graduation. Information about the program's structure will be communicated through recruiters, advisors, marketing materials, Student Support Specialists, Orientation, and the university website.

To successfully participate in the program, students will be required to have a current Mac (MacOS) or PC (Windows 10) with high-speed internet, a webcam, and a microphone. They will also need a mobile device for BuckeyePass authentication and access to Microsoft Office 365, which is available to all Ohio State students.

### **Online Program Overview**

The Lima faculty began developing online courses more than a decade ago. All our faculty have experienced teaching online and we have made conscious efforts over the past two years to enhance our online offerings for students in northwest and west-central Ohio. Expanding this effort through collaboration with Ohio State Online will allow us to enhance programming for new students and facilitate learning on a broader scale.

The administrative team at Ohio State Lima will ensure that the number of courses offered each semester ensures that students can graduate in a timely manner. Student feedback regarding the timing and types of courses to be offered is included in the decisions regarding course offerings for this online program.

### **Budget Implications**

Should the addition of the online modality result in increased enrollment, additional auxiliary or core faculty will be hired. The program will continue to be available both in-person and online, with the primary resource investment focused on staffing online sections of the core curriculum. Students will select their modality option at the time of application and that their ONL subplan will allow us to track their progress and enrollment in online sections to ensure they are progressing toward graduation in the modality they had previously indicated.

### **Curricular Plan**

The curriculum for the online associate's degree will be the same as the current traditional format. Students will need to complete 33 core requirement credit hours from the General Education approved course lists, as outlined below (adhering to a minimum and maximum hour distribution in each area), with no overlap between areas. In the online curriculum, students will have the option to select one concentration area (Social and Behavioral Science, Health Care, or Information Technology/ Cybersecurity) which will consist of 15 credit hours in that specific area. Those 15 credit hours will be applicable to the 27 credit hours of Electives needed for the degree. Students will complete 12 credit hours of additional Elective coursework to fulfill the 27 elective hours.

**A. Core Courses (33 credit hours of coursework)**

Course			Current Modality	Current Plan for Online AA Degree
<b>WIL:</b> 3-6 semester hours				
ENGLISH	1110	01	DL	Meet Core Hours
ENGLISH	1110	02	DL	Meet Core Hours
EDUTL	2367		DL	Meet Core Hours
<b>MQRD:</b> 3-6 semester hours				
MATH	1116		DL	Meet Core Hours
STATS	1350	02	DL	Meet Core Hours
<b>LVPA:</b> 3 semester hours				
AFAMAST	2081		DL	Meet Core Hours
ART	2100		DL	Meet Core Hours
ART	2300		DL	Meet Core Hours
ART	2555		DL	Meet Core Hours
ARTEDUC	1600		DL	Meet Core Hours
CLAS	1101		DL	Meet Core Hours
CLAS	2220		DL	Meet Core Hours
COMPSTD	1100		DL	Meet Core Hours
COMPSTD	1100H		DL	Meet Core Hours
DANCE	2500		DL	Meet Core Hours



FRENCH	2801		DL	Meet Core Hours
GERMAN	2254	02	DL	Meet Core Hours
HISTART	2001		DL	Meet Core Hours
HISTART	2002		DL	Meet Core Hours
HISTART	2901		DL	Meet Core Hours
HISTART	3010		DL	Meet Core Hours
HISTART	3901		DL	Meet Core Hours
HISTART	4820		DL	Meet Core Hours
ITALIAN	2055		DL	Meet Core Hours
ITALIAN	2056		DL	Meet Core Hours
MUSIC	2251		DL	Meet Core Hours
MUSIC	2252		DL	Meet Core Hours
MUSIC	2254		DL	Meet Core Hours
MUSIC	3348		DL	Meet Core Hours
PHILOS	2120		DL	Meet Core Hours
RELSTDS	2102	02	DL	Meet Core Hours
RUSSIAN	2250	99	DL	Meet Core Hours
RUSSIAN	3460	99	DL	Meet Core Hours
RUSSIAN	3470	99	DL	Meet Core Hours
SPANISH	2320		DL	Meet Core Hours
THEATRE	2100		DL	Meet Core Hours
WGSST	2215		DL	Meet Core Hours
WGSST	2230		DL	Meet Core Hours
WGSST	2317		DL	Meet Core Hours

DESIGN	3505		DL	Meet Core Hours
CSFRST	2370		DL	Meet Core Hours
LARCH	2600		DL	Meet Core Hours
<b>HCS:</b>		<b>3</b>		
<b>semester hours</b>				
AFAMAST	1111		DL	Meet Core Hours
AFAMAST	2081		DL	Meet Core Hours
ANTHROP	2241		DL	Meet Core Hours
ARABIC	2241		DL	Meet Core Hours
COMPSTD	2220		DL	Meet Core Hours
DANCE	3401		DL	Meet Core Hours
EALL	1231		DL	Meet Core Hours
FRENCH	2802		DL	Meet Core Hours
HISTART	2001		DL	Meet Core Hours
HISTART	2002		DL	Meet Core Hours
HISTART	2301		DL	Meet Core Hours
HISTORY	2081		DL	Meet Core Hours
INTSTDS	3350		DL	Meet Core Hours
JEWSHST	2455		DL	Meet Core Hours
JEWSHST	2475		DL	Meet Core Hours
LING	3601		DL	Meet Core Hours
MEDREN	2610		DL	Meet Core Hours
NELC	2241		DL	Meet Core Hours
PHILOS	1100		DL	Meet Core Hours

PHILOS	1300		DL	Meet Core Hours
PHILOS	1332		DL	Meet Core Hours
PHILOS	2850		DL	Meet Core Hours
RUSSIAN	2335	99	DL	Meet Core Hours
RUSSIAN	3490	99	DL	Meet Core Hours
SLAVIC	2230	99	DL	Meet Core Hours
SLAVIC	3333	99	DL	Meet Core Hours
TURKISH	2241		DL	Meet Core Hours
WGSST	1110		DL	Meet Core Hours
WGSST	2260		DL	Meet Core Hours
WGSST	2282		DL	Meet Core Hours
WGSST	2327		DL	Meet Core Hours
WGSST	2400		DL	Meet Core Hours
HISTORY	3642		DL	Meet Core Hours
LING	3606		DL	Meet Core Hours
RUSSIAN	3480	99	DL	Meet Core Hours
ESPHE	3410		DL	Meet Core Hours
KNSISM	2210		DL	Meet Core Hours
KNSISM	2211		DL	Meet Core Hours
HTHRHSC	2530		DL	Meet Core Hours
BIOETHC	2010		DL	Meet Core Hours
PHR	3420		DL	Meet Core Hours
Nat. Sci: 4-8 semester hours				Meet Core Hours

ANTHROP	2200H		DL	Meet Core Hours
ANTHROP	2200		DL	Meet Core Hours
HUMNNTR	2410		DL	Meet Core Hours
<b>SBS:</b> <b>semester hours</b> <b>3-6</b>				
AFAMAST	2218		DL	Meet Core Hours
ANTHROP	2201H		DL	Meet Core Hours
ANTHROP	2201		DL	Meet Core Hours
ANTHROP	2202		DL	Meet Core Hours
ANTHROP	2202H		DL	Meet Core Hours
COMM	1100		DL	Meet Core Hours
COMM	1101		DL	Meet Core Hours
ECON	2001	01	DL	Meet Core Hours
ECON	2002	01	DL	Meet Core Hours
FRIT	3301		DL	Meet Core Hours
GEOG	2100		DL	Meet Core Hours
GEOG	2400	01	DL	Meet Core Hours
INTSTDS	2200		DL	Meet Core Hours
INTSTDS	2500		DL	Meet Core Hours
INTSTDS	2800		DL	Meet Core Hours
INTSTDS	3350		DL	Meet Core Hours
LING	2000		DL	Meet Core Hours
LING	2501		DL	Meet Core Hours
NELC	2200		DL	Meet Core Hours

POLITSC	1100		DL	Meet Core Hours
POLITSC	1165		DL	Meet Core Hours
POLITSC	2400		DL	Meet Core Hours
PSYCH	1100		DL	Meet Core Hours
SOCIOL	1101H		DL	Meet Core Hours
SOCIOL	1101		DL	Meet Core Hours
SOCIOL	1102		DL	Meet Core Hours
SOCIOL	2202		DL	Meet Core Hours
SOCIOL	2209		DL	Meet Core Hours
SOCIOL	2210		DL	Meet Core Hours
SOCIOL	2345		DL	Meet Core Hours
SOCIOL	3380		DL	Meet Core Hours
SPHHRNG	3330		DL	Meet Core Hours
SPHHRNG	3350		DL	Meet Core Hours
WGSST	1110		DL	Meet Core Hours
WGSST	2260		DL	Meet Core Hours
CONSCI	2910		DL	Meet Core Hours
CSCFFS	2260		DL	Meet Core Hours
HDFS	2200		DL	Meet Core Hours
HDFS	2400		DL	Meet Core Hours
HDFS	2410		DL	Meet Core Hours
CSFRST	2372		DL	Meet Core Hours
PUBAFRS	2110		DL	Meet Core Hours
SOCWORK	1120		DL	Meet Core Hours

SOCWORK	1130		DL	Meet Core Hours
<b>REGD: 3</b> <b>semester hours</b>				
AFAMAST	1112		DL	Meet Core Hours
AFAMAST	2218		DL	Meet Core Hours
ANTHROP	2241		DL	Meet Core Hours
ARABIC	2241		DL	Meet Core Hours
COMPSTD	1100		DL	Meet Core Hours
COMPSTD	1100H		DL	Meet Core Hours
FRENCH	2804		DL	Meet Core Hours
HISTART	3010		DL	Meet Core Hours
HISTORY	3231		DL	Meet Core Hours
INTSTDS	2200		DL	Meet Core Hours
LING	3601		DL	Meet Core Hours
NELC	2200		DL	Meet Core Hours
NELC	2241		DL	Meet Core Hours
SLAVIC	2995	99	DL	Meet Core Hours
SOCIOL	2309		DL	Meet Core Hours
SOCIOL	2463		DL	Meet Core Hours
THEATRE	2700		DL	Meet Core Hours
WGSST	1110		DL	Meet Core Hours
WGSST	2215		DL	Meet Core Hours
WGSST	2230		DL	Meet Core Hours
WGSST	2260		DL	Meet Core Hours

WGSST	2282		DL	Meet Core Hours
WGSST	2306		DL	Meet Core Hours
WGSST	2317		DL	Meet Core Hours
WGSST	2327		DL	Meet Core Hours
WGSST	2400		DL	Meet Core Hours
HISTORY	3642		DL	Meet Core Hours
LING	3606		DL	Meet Core Hours
POLITSC	1910		DL	Meet Core Hours
HDFS	3440		DL	Meet Core Hours
CSFRST	2372		DL	Meet Core Hours
SOCWORK	1140		DL	Meet Core Hours
<b>Thematic Pathways: 0-12 semester hours</b>  Courses in this area are not required but can count if additional hours are needed to reach the 33 minimum for the core. Select courses from the approved course lists.				
COMM	2850		DL	Meet Core Hours
GERMAN	3252	02	DL	Meet Core Hours
HISTORY	3676		DL	Meet Core Hours
HISTORY	3680		DL	Meet Core Hours
INTSTDS	3350		DL	Meet Core Hours
INTSTDS	3450		DL	Meet Core Hours
RELSTDS	3680		DL	Meet Core Hours
SOCIOL	3200		DL	Meet Core Hours

SOCIOL	3597	01	DL	Meet Core Hours
GERMAN	3250		DL	Meet Core Hours
HISTORY	3250		DL	Meet Core Hours
HISTORY	3270		DL	Meet Core Hours
POLITSC	2110		DL	Meet Core Hours
SASIA	3220		DL	Meet Core Hours
SASIA	3625		DL	Meet Core Hours
SOCIOL	2368		DL	Meet Core Hours
SOCIOL	3306		DL	Meet Core Hours
EDUTL	5005		DL	Meet Core Hours
ESLTECH	3315		DL	Meet Core Hours
HTHRHSC	4000		DL	Meet Core Hours
HTHRHSC	4590		DL	Meet Core Hours
PHR	3540		DL	Meet Core Hours
COMM	3442		DL	Meet Core Hours
PHILOS	2465		DL	Meet Core Hours
SPHHRNG	4530		DL	Meet Core Hours
WGSST	2325		DL	Meet Core Hours
KNHES	2995		DL	Meet Core Hours
HTHRHSC	3400		DL	Meet Core Hours
BIOETHC	3000		DL	Meet Core Hours
HW	2102		DL	Meet Core Hours
PUBHEPI	2410		DL	Meet Core Hours
PUBHEPI	3411		DL	Meet Core Hours



PUBHHBP	3510		DL	Meet Core Hours
PUBHLTH	2010		DL	Meet Core Hours
PHR	2410		DL	Meet Core Hours
PHR	3708		DL	Meet Core Hours
FRENCH	2803	01	DL	Meet Core Hours
EARTHSC	2204		DL	Meet Core Hours
EDUTL	4303		DL	Meet Core Hours
HTHRHSC	4700		DL	Meet Core Hours
PUBHEHS	3310		DL	Meet Core Hours
SOCWORK	5004		DL	Meet Core Hours
SOCWORK	5005		DL	Meet Core Hours
EARTHSC	2205		DL	Meet Core Hours
AEDECON	2501		DL	Meet Core Hours
AEDECON	2501E		DL	Meet Core Hours
ENR	2501		DL	Meet Core Hours
EARTHSC	3530		DL	Meet Core Hours
SOCIOL	3460		DL	Meet Core Hours
CIVILEN	3530		DL	Meet Core Hours
SLAVIC	2365	99	DL	Meet Core Hours
<b>World Language: 0-12 semester hours</b>  Courses in this area are not required but can count if additional hours are needed to reach the 33 minimum for the core. Select courses from the approved course lists.				

ARABIC	1101	01	DL	Meet Core Hours
ARABIC	1101	02	DL	Meet Core Hours
ARABIC	1102	01	DL	Meet Core Hours
ARABIC	1102	02	DL	Meet Core Hours
ARABIC	1103	01	DL	Meet Core Hours
ARABIC	1103	02	DL	Meet Core Hours
ASL	1101	02	DL	Meet Core Hours
ASL	1102	02	DL	Meet Core Hours
ASL	1103	02	DL	Meet Core Hours
CHINESE	1101	61	DL	Meet Core Hours
CHINESE	1102	61	DL	Meet Core Hours
CHINESE	1103	61	DL	Meet Core Hours
FRENCH	1101	61	DL	Meet Core Hours
FRENCH	1101	21	DL	Meet Core Hours
FRENCH	1102	61	DL	Meet Core Hours
FRENCH	1102	21	DL	Meet Core Hours
FRENCH	1103	61	DL	Meet Core Hours
FRENCH	1103	21	DL	Meet Core Hours
GERMAN	1101	61	DL	Meet Core Hours
GERMAN	1101	02	DL	Meet Core Hours
GERMAN	1102	61	DL	Meet Core Hours
GERMAN	1102	02	DL	Meet Core Hours
GERMAN	1103	02	DL	Meet Core Hours
HEBREW	1101	01	DL	Meet Core Hours

HEBREW	1102	01	DL	Meet Core Hours
HEBREW	1103	01	DL	Meet Core Hours
HINDI	1101		DL	Meet Core Hours
HINDI	1103		DL	Meet Core Hours
ITALIAN	1101	71	DL	Meet Core Hours
ITALIAN	1102	71	DL	Meet Core Hours
ITALIAN	1103	71	DL	Meet Core Hours
JAPANESE	1101	61	DL	Meet Core Hours
JAPANESE	1102	61	DL	Meet Core Hours
JAPANESE	1103	61	DL	Meet Core Hours
KOREAN	1101	61	DL	Meet Core Hours
KOREAN	1102	61	DL	Meet Core Hours
KOREAN	1103	61	DL	Meet Core Hours
PERSIAN	1101		DL	Meet Core Hours
PERSIAN	1102		DL	Meet Core Hours
PERSIAN	1103		DL	Meet Core Hours
PORTGSE	1101	01	DL	Meet Core Hours
PORTGSE	1102	01	DL	Meet Core Hours
PORTGSE	1103		DL	Meet Core Hours
RUSSIAN	1101	61	DL	Meet Core Hours
RUSSIAN	1102	61	DL	Meet Core Hours
RUSSIAN	1102	02	DL	Meet Core Hours
RUSSIAN	1103	61	DL	Meet Core Hours
SOMALI	1101	02	DL	Meet Core Hours

SOMALI	1102	02	DL	Meet Core Hours
SPANISH	1101		DL	Meet Core Hours
SPANISH	1102		DL	Meet Core Hours
SPANISH	1103		DL	Meet Core Hours
TURKISH	1101		DL	Meet Core Hours
TURKISH	1102		DL	Meet Core Hours
TURKISH	1103		DL	Meet Core Hours
UZBEK	1101		DL	Meet Core Hours
UZBEK	1102		DL	Meet Core Hours
UZBEK	1103		DL	Meet Core Hours
FRENCH	1155	21	DL	Meet Core Hours

#### B. Concentration Courses (15 credit hours of coursework)

Students will select one concentration area and complete the 5 required courses for fulfillment.

Course		Current Modality	Current Plan for Online AA Degree	
SOCIOL	1101	DL	Social & Behavioral Concentration	
SOCWORK	1130	DL	Social & Behavioral Concentration	
PSYCH	3340	DL	Social & Behavioral Concentration	
SOCWORK	3597	DL	Social & Behavioral Concentration	
SOCIOL	2463	DL	Social & Behavioral Concentration	

Course		Current Modality	Current Plan for Online AA Degree	
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HTHRHSC	2500		DL	Health Care Concentration	
SOCIAL	1101		DL	Health Care Concentration	
NRSADV	2440		DL	Health Care Concentration	
NRSADV	3400		DL	Health Care Concentration	
HTHRHSC	4000		DL	Health Care Concentration	

**C. General Elective Courses (12 credit hours of further coursework is required)**

Course			Current Modality	Current Plan for Online AA Degree
ENGLISH	1110	01	DL	Elective Hours
ENGLISH	1110	02	DL	Elective Hours
EDUTL	2367		DL	Elective Hours
MATH	1116		DL	Elective Hours
STATS	1350		DL	Elective Hours
AFAMAST	2081		DL	Elective Hours
ART	2100		DL	Elective Hours
ART	2300		DL	Elective Hours
ART	2555		DL	Elective Hours
ARTEDUC	1600		DL	Elective Hours
CLAS	1101		DL	Elective Hours
CLAS	2220		DL	Elective Hours
COMPSTD	1100		DL	Elective Hours
COMPSTD	1100H		DL	Elective Hours
DANCE	2500		DL	Elective Hours
FRENCH	2801		DL	Elective Hours
GERMAN	2254	02	DL	Elective Hours
HISTART	2001		DL	Elective Hours
HISTART	2002		DL	Elective Hours
HISTART	2901		DL	Elective Hours
HISTART	3010		DL	Elective Hours
HISTART	3901		DL	Elective Hours
HISTART	4820		DL	Elective Hours
ITALIAN	2055		DL	Elective Hours
ITALIAN	2056		DL	Elective Hours
MUSIC	2251		DL	Elective Hours
MUSIC	2252		DL	Elective Hours
MUSIC	2254		DL	Elective Hours
MUSIC	3348		DL	Elective Hours

PHILOS	2120		DL	Elective Hours
RELSTDS	2102	02	DL	Elective Hours
RUSSIAN	2250	99	DL	Elective Hours
RUSSIAN	3460	99	DL	Elective Hours
RUSSIAN	3470	99	DL	Elective Hours
SPANISH	2320		DL	Elective Hours
THEATRE	2100		DL	Elective Hours
WGSST	2215		DL	Elective Hours
WGSST	2230		DL	Elective Hours
WGSST	2317		DL	Elective Hours
DESIGN	3505		DL	Elective Hours
CSFRST	2370		DL	Elective Hours
LARCH	2600		DL	Elective Hours
AFAMAST	1111		DL	Elective Hours
AFAMAST	2081		DL	Elective Hours
ANTHROP	2241		DL	Elective Hours
ARABIC	2241		DL	Elective Hours
COMPSTD	2220		DL	Elective Hours
DANCE	3401		DL	Elective Hours
EALL	1231		DL	Elective Hours
FRENCH	2802		DL	Elective Hours
HISTART	2001		DL	Elective Hours
HISTART	2002		DL	Elective Hours
HISTART	2301		DL	Elective Hours
HISTORY	2081		DL	Elective Hours
INTSTDS	3350		DL	Elective Hours
JEWSHST	2455		DL	Elective Hours
JEWSHST	2475		DL	Elective Hours
LING	3601		DL	Elective Hours
MEDREN	2610		DL	Elective Hours
NELC	2241		DL	Elective Hours
PHILOS	1100		DL	Elective Hours
PHILOS	1300		DL	Elective Hours
PHILOS	1332		DL	Elective Hours
PHILOS	2850		DL	Elective Hours
RUSSIAN	2335	99	DL	Elective Hours
RUSSIAN	3490	99	DL	Elective Hours
SLAVIC	2230	99	DL	Elective Hours
SLAVIC	3333	99	DL	Elective Hours

TURKISH	2241		DL	Elective Hours
WGSST	1110		DL	Elective Hours
WGSST	2260		DL	Elective Hours
WGSST	2282		DL	Elective Hours
WGSST	2327		DL	Elective Hours
WGSST	2400		DL	Elective Hours
HISTORY	3642		DL	Elective Hours
LING	3606		DL	Elective Hours
RUSSIAN	3480	99	DL	Elective Hours
ESPHE	3410		DL	Elective Hours
KNSISM	2210		DL	Elective Hours
KNSISM	2211		DL	Elective Hours
HTHRHSC	2530		DL	Elective Hours
BIOETHC	2010		DL	Elective Hours
PHR	3420		DL	Elective Hours
ANTHROP	2200H		DL	Elective Hours
ANTHROP	2200		DL	Elective Hours
HUMNNTR	2410		DL	Elective Hours
AFAMAST	2218		DL	Elective Hours
ANTHROP	2201H		DL	Elective Hours
ANTHROP	2201		DL	Elective Hours
ANTHROP	2202		DL	Elective Hours
ANTHROP	2202H		DL	Elective Hours
COMM	1100		DL	Elective Hours
COMM	1101		DL	Elective Hours
ECON	2001	01	DL	Elective Hours
ECON	2002	01	DL	Elective Hours
FRIT	3301		DL	Elective Hours
GEOG	2100		DL	Elective Hours
GEOG	2400	01	DL	Elective Hours
INTSTDS	2200		DL	Elective Hours
INTSTDS	2500		DL	Elective Hours
INTSTDS	2800		DL	Elective Hours
INTSTDS	3350		DL	Elective Hours
LING	2000		DL	Elective Hours
LING	2501		DL	Elective Hours
NELC	2200		DL	Elective Hours
POLITSC	1100		DL	Elective Hours
POLITSC	1165		DL	Elective Hours

POLITSC	2400		DL	Elective Hours
PSYCH	1100		DL	Elective Hours
SOCIOL	1101H		DL	Elective Hours
SOCIOL	1101		DL	Elective Hours
SOCIOL	1102		DL	Elective Hours
SOCIOL	2202		DL	Elective Hours
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SOCIOL	2210		DL	Elective Hours
SOCIOL	2345		DL	Elective Hours
SOCIOL	3380		DL	Elective Hours
SPHHRNG	3330		DL	Elective Hours
SPHHRNG	3350		DL	Elective Hours
WGSST	1110		DL	Elective Hours
WGSST	2260		DL	Elective Hours
CONSCI	2910		DL	Elective Hours
CSCFFS	2260		DL	Elective Hours
HDFS	2200		DL	Elective Hours
HDFS	2400		DL	Elective Hours
HDFS	2410		DL	Elective Hours
CSFRST	2372		DL	Elective Hours
PUBAFRS	2110		DL	Elective Hours
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SOCWORK	1130		DL	Elective Hours
AFAMAST	1112		DL	Elective Hours
AFAMAST	2218		DL	Elective Hours
ANTHROP	2241		DL	Elective Hours
ARABIC	2241		DL	Elective Hours
COMPSTD	1100		DL	Elective Hours
COMPSTD	1100H		DL	Elective Hours
FRENCH	2804		DL	Elective Hours
HISTART	3010		DL	Elective Hours
HISTORY	3231		DL	Elective Hours
INTSTDS	2200		DL	Elective Hours
LING	3601		DL	Elective Hours
NELC	2200		DL	Elective Hours
NELC	2241		DL	Elective Hours
SLAVIC	2995	99	DL	Elective Hours
SOCIOL	2309		DL	Elective Hours
SOCIOL	2463		DL	Elective Hours



THEATRE	2700		DL	Elective Hours
WGSST	1110		DL	Elective Hours
WGSST	2215		DL	Elective Hours
WGSST	2230		DL	Elective Hours
WGSST	2260		DL	Elective Hours
WGSST	2282		DL	Elective Hours
WGSST	2306		DL	Elective Hours
WGSST	2317		DL	Elective Hours
WGSST	2327		DL	Elective Hours
WGSST	2400		DL	Elective Hours
HISTORY	3642		DL	Elective Hours
LING	3606		DL	Elective Hours
POLITSC	1910		DL	Elective Hours
HDFS	3440		DL	Elective Hours
CSFRST	2372		DL	Elective Hours
SOCWORK	1140		DL	Elective Hours
COMM	2850		DL	Elective Hours
GERMAN	3252	02	DL	Elective Hours
HISTORY	3676		DL	Elective Hours
HISTORY	3680		DL	Elective Hours
INTSTDS	3350		DL	Elective Hours
INTSTDS	3450		DL	Elective Hours
RELSTDS	3680		DL	Elective Hours
SOCIOI	3200		DL	Elective Hours
SOCIOI	3597	01	DL	Elective Hours
GERMAN	3250		DL	Elective Hours
HISTORY	3250		DL	Elective Hours
HISTORY	3270		DL	Elective Hours
POLITSC	2110		DL	Elective Hours
SASIA	3220		DL	Elective Hours
SASIA	3625		DL	Elective Hours
SOCIOI	2368		DL	Elective Hours
SOCIOI	3306		DL	Elective Hours
EDUTL	5005		DL	Elective Hours
ESLTECH	3315		DL	Elective Hours
HTHRHSC	4000		DL	Elective Hours
HTHRHSC	4590		DL	Elective Hours
PHR	3540		DL	Elective Hours
COMM	3442		DL	Elective Hours

PHILOS	2465		DL	Elective Hours
SPHHRNG	4530		DL	Elective Hours
WGSST	2325		DL	Elective Hours
KNHES	2995		DL	Elective Hours
HTHRHSC	3400		DL	Elective Hours
BIOETHC	3000		DL	Elective Hours
HW	2102		DL	Elective Hours
PUBHEPI	2410		DL	Elective Hours
PUBHEPI	3411		DL	Elective Hours
PUBHHBP	3510		DL	Elective Hours
PUBHLTH	2010		DL	Elective Hours
PHR	2410		DL	Elective Hours
PHR	3708		DL	Elective Hours
FRENCH	2803	01	DL	Elective Hours
EARTHSC	2204		DL	Elective Hours
EDUTL	4303		DL	Elective Hours
HTHRHSC	4700		DL	Elective Hours
PUBHEHS	3310		DL	Elective Hours
SOCWORK	5004		DL	Elective Hours
SOCWORK	5005		DL	Elective Hours
EARTHSC	2205		DL	Elective Hours
AEDECON	2501		DL	Elective Hours
AEDECON	2501E		DL	Elective Hours
ENR	2501		DL	Elective Hours
EARTHSC	3530		DL	Elective Hours
SOCIOL	3460		DL	Elective Hours
CIVILEN	3530		DL	Elective Hours
SLAVIC	2365	99	DL	Elective Hours
ARABIC	1101	01	DL	Elective Hours
ARABIC	1101	02	DL	Elective Hours
ARABIC	1102	01	DL	Elective Hours
ARABIC	1102	02	DL	Elective Hours
ARABIC	1103	01	DL	Elective Hours
ARABIC	1103	02	DL	Elective Hours
ASL	1101	02	DL	Elective Hours
ASL	1102	02	DL	Elective Hours
ASL	1103	02	DL	Elective Hours
CHINESE	1101	61	DL	Elective Hours
CHINESE	1102	61	DL	Elective Hours

CHINESE	1103	61	DL	Elective Hours
FRENCH	1101	61	DL	Elective Hours
FRENCH	1101	21	DL	Elective Hours
FRENCH	1102	61	DL	Elective Hours
FRENCH	1102	21	DL	Elective Hours
FRENCH	1103	61	DL	Elective Hours
FRENCH	1103	21	DL	Elective Hours
GERMAN	1101	61	DL	Elective Hours
GERMAN	1101	02	DL	Elective Hours
GERMAN	1102	61	DL	Elective Hours
GERMAN	1102	02	DL	Elective Hours
GERMAN	1103	02	DL	Elective Hours
HEBREW	1101	01	DL	Elective Hours
HEBREW	1102	01	DL	Elective Hours
HEBREW	1103	01	DL	Elective Hours
HINDI	1101		DL	Elective Hours
HINDI	1103		DL	Elective Hours
ITALIAN	1101	71	DL	Elective Hours
ITALIAN	1102	71	DL	Elective Hours
ITALIAN	1103	71	DL	Elective Hours
JAPANESE	1101	61	DL	Elective Hours
JAPANESE	1102	61	DL	Elective Hours
JAPANESE	1103	61	DL	Elective Hours
KOREAN	1101	61	DL	Elective Hours
KOREAN	1102	61	DL	Elective Hours
KOREAN	1103	61	DL	Elective Hours
PERSIAN	1101		DL	Elective Hours
PERSIAN	1102		DL	Elective Hours
PERSIAN	1103		DL	Elective Hours
PORTGSE	1101	01	DL	Elective Hours
PORTGSE	1102	01	DL	Elective Hours
PORTGSE	1103		DL	Elective Hours
RUSSIAN	1101	61	DL	Elective Hours
RUSSIAN	1102	61	DL	Elective Hours
RUSSIAN	1102	02	DL	Elective Hours
RUSSIAN	1103	61	DL	Elective Hours
SOMALI	1101	02	DL	Elective Hours
SOMALI	1102	02	DL	Elective Hours
SPANISH	1101		DL	Elective Hours

SPANISH	1102		DL	Elective Hours
SPANISH	1103		DL	Elective Hours
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TURKISH	1102		DL	Elective Hours
TURKISH	1103		DL	Elective Hours
UZBEK	1101		DL	Elective Hours
UZBEK	1102		DL	Elective Hours
UZBEK	1103		DL	Elective Hours
FRENCH	1155	21	DL	Elective Hours

### **Assessment of Competency-based Student Learning Outcomes**

The proposed online associate's degree will align with the university's overarching assessment plan for the general education program. This will involve evaluating student engagement with Expected Learning Outcomes (ELOs) across both foundational and thematic pathways. Additionally, we plan to incorporate indirect assessment methods to gather feedback on the program's effectiveness. Possible approaches include graduation and employer surveys, as well as focus groups, to ensure the program meets the needs of our community.

# Memorandum of Understanding

## Online Program

Between

**Associate of Arts**

**Lima Campus**

The Ohio State University

**And**

Ohio State Online

The Ohio State University

## Purpose

The purpose of this Memorandum of Understanding (MOU) is to acknowledge that **Associate of Arts** has met or exceeded the modality substantive change threshold—making the program an online (ONL) program or is a new online (ONL) program for the university and will meet the requirements for an online program in partnership with Ohio State Online. This MOU also is to acknowledge any legacy online (ONL) program(s) listed will enter partnership with Ohio State Online via the service model described.

## Term of MOU

This MOU will become effective upon obtaining all necessary signatures and will remain in effect for the life of the program.

## Services Provided for Program Launch

As an online (ONL) program this program will receive Ohio State Online support, such as market research, student acquisition of online (ONL) program students, ongoing online (ONL) program student support, online (ONL) program and course design and development, and state authorization and licensure research and disclosures (if applicable).



Based on pre-approval planning conversations, this program may leverage the following Ohio State Online services:

**Online Enrollment Services:** Generating and finding quality prospective online (ONL) program students, selling prospective students on the online (ONL) program and Ohio State, helping re-enroll online (ONL) program students each term to help them reach graduation, and supporting the college to achieve steady-state revenue streams.

**Online Instruction Services:** Reviewing and recommending evidence-based online (ONL) program curricular design to best meet and support the intended audience and enrollment goals; providing and encouraging online (ONL) program instructor professional learning opportunities; and partnering with instructors for initial online (ONL) program course design, development, and ongoing course updates.

Ohio State Online and college program relationship contacts listed below will have ongoing check-ins and strategy sessions to evolve online (ONL) program services and programs to achieve shared goals. Service activities will be aligned for the online (ONL) program during these meetings.

## Table of Program Relationship Contacts

Units	College / Department / Campus	Ohio State Online
Organization Oversight	Margaret Young, Dean	Jason Lemon, Dean
Administrative Oversight	Mark Kleffner, Associate Dean	- Rob Griffiths, AVP, Online Learning and Innovation - Brandi Bittner, AVP, Online Enrollment
Program Oversight	Mark Kleffner, Associate Dean	- Rob Griffiths, AVP, Online Learning and Innovation - Brandi Bittner, AVP, Online Enrollment
Course Oversight	Mark Kleffner, Associate Dean	Assigned OSO program / course design director, assigned Instructional Designer
Student Support Oversight	William Foster, Advisor	Assigned Reenrollment Team
Marketing/Recruiting Oversight	Pam Joseph, Communications Specialist	Assigned Marketing Manager and Recruiting lead
Fiscal Oversight	Julie Sosa, Fiscal Officer	Jon Rucker, Director Online Financial Strategy and Analysis



# Signatories

By signing this MOU, all groups agree to be active partners and to abide by this agreement:

Program Director	<div>DocuSigned by: Mark Kleffner 180A712E2CA7421...</div>	Date: 04/22/2025
Curricular Associate Dean	<div>DocuSigned by: Mark Kleffner 180A712E2CA7421...</div>	Date: 04/22/2025
College Fiscal Officer	<div>DocuSigned by: Julie Sosa D037D0F5422C4A9...</div>	Date: 04/22/2025
Dean	<div>DocuSigned by: Margaret Mary Young C6649DF1C144499...</div>	Date: 04/22/2025
Vice Provost and Dean of Online Learning	<div>DocuSigned by: Jason Edward Lemon 9C19184E034F41C...</div>	Date: 04/22/2025

# Online Program Attributes

Program Working Title:	Regional Campus Online Associate of Arts
Anticipated CAA approval date for ONL modality:	
Anticipated ODHE approval date for ONL modality:	

Program level:	<input checked="" type="checkbox"/> Associate	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Professional
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Approval type:	<input type="checkbox"/> New program	<input checked="" type="checkbox"/> Change of delivery	<input type="checkbox"/> Certificate Type:	<input type="checkbox"/> Stackable	<input type="checkbox"/> Other
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If applicable, will the program continue to offer an on-ground version? (Note, notification to CAA and Ohio State Online will be necessary if an approved program modality is no longer offered.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Percentage of courses offered online for this program?	100%	
If other, please explain:		

Anticipated term for first enrollment intake:	AU26
(Note, marketing and recruitment will begin about 6 months prior to first enrollment term.)	

Will this program have a differential fee structure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please explain justification:		
<p>Note, submissions are due in December for Senate Fiscal review—<a href="#">Financial Planning and Analysis and Student Fee Review Committee review is necessary for differentiated tuition</a>. Once Senate Fiscal Committee recommendations are finalized, the request goes to the President and Provost for review and then for the official Board of Trustees approval.</p>		

Total credit hours for program:	60
---------------------------------	----

Does this program have mandatory onsite training components? (e.g., practicum, residency, or internship)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please explain:		

Does this program have any non-mandatory onsite training components? (e.g., orientation)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please explain:		





# Online Program Courses

The online program course delivery strategy at launch is outlined in the table below.

*Note: the information in the first row of the table is included only to provide an example of how the information should be formatted.*

Course Code and Name	Current Delivery Mode(s)* (how course has been offered previously: in person, hybrid, distance learning, N/A - new course)	Core or Elective	Asynchronous or Synchronous or Both	First Term and Session (if applicable) this Course will be Offered as part of this Online Program	Other terms and sessions (if applicable) this course be offered (None, AU25, SP25, SU25)
SCI 1000: Principles of Basic Science	In person	Core	Asynchronous	AU24 Session 2	SP25, AU25 Session 1

# State Authorization / Disclosure

Ohio State Online will support necessary steps for state authorization approvals and notifications, and the program will abide by state laws and disclosure requirements, for items selected yes.		
Will this program enroll students located outside Ohio?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this program potentially lead to a professional license or certification in any state?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will this program conduct on-ground supervised field experiences such as clinicals, practicums, student teaching or internships?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Certificate Of Completion

Envelope Id: 3DC43BE3-15D8-4369-8F90-A5A8620CE899

Status: Completed

Subject: Complete with Docusign: Lima AA Degree - OSO MOU

Source Envelope:

Document Pages: 6

Signatures: 5

Envelope Originator:

Certificate Pages: 6

Initials: 0

Jonathan Mark Rucker

AutoNav: Enabled

1050 Carmack Rd

Envelopeld Stamping: Enabled

Columbus, OH 43210

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

rucker.78@osu.edu

IP Address: 71.79.175.15

## Record Tracking

Status: Original

Holder: Jonathan Mark Rucker

Location: DocuSign

4/21/2025 8:08:12 AM

rucker.78@osu.edu

## Signer Events

Mark Kleffner

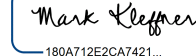
kleffner.1@osu.edu

The Ohio State University

Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:

  
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## Timestamp

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Signature Adoption: Pre-selected Style

Using IP Address: 128.146.28.211

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Julie Sosa

sosa.7@osu.edu

Finance Director -Lima,Mansfield,Marion

THIS IS A TEST DOCUSIGN!

Security Level: Email, Account Authentication (None)

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D037D0F5422C4A9...

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ID: 25c6a7fc-0d46-4d11-964f-3472a66fc35b

Company Name: The Ohio State University

Margaret Mary Young

young.1661@osu.edu

The Ohio State University

Security Level: Email, Account Authentication (None)

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Signature Adoption: Pre-selected Style

Using IP Address: 173.88.1.25

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Jason Edward Lemon

lemon.297@osu.edu

Vice Provost and Dean

The Ohio State University

Security Level: Email, Account Authentication (None)

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Using IP Address: 128.146.234.102

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

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Agent Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Sarah Autumn Holt holt.249@osu.edu The Ohio State University Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/22/2025 3:15:31 PM
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Carbon Copy Events	Status	Timestamp
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Manual R Vigil vigil.3@osu.edu Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/22/2025 3:15:35 PM Viewed: 4/23/2025 7:46:07 AM
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, The Ohio State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact The Ohio State University:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [swisher.169@osu.edu](mailto:swisher.169@osu.edu)

#### **To advise The Ohio State University of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [swisher.169@osu.edu](mailto:swisher.169@osu.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from The Ohio State University**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [esignature@osu.edu](mailto:esignature@osu.edu) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with The Ohio State University**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [swisher.169@osu.edu](mailto:swisher.169@osu.edu) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify The Ohio State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by The Ohio State University during the course of your relationship with The Ohio State University.