

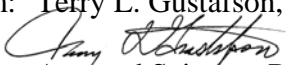


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June 2, 2011

To: W. Randy Smith, Vice Provost, Office of Academic Affairs  
From: Terry L. Gustafson, Special Assistant to the Executive Dean for Semester Conversion  
Re:  Arts and Sciences Program Proposals from the Arts and Humanities Division

Arts and Sciences is pleased to submit the following programs from the Arts and Humanities Division to the Office of Academic Affairs for conversion from quarters to semesters. The programs have been approved by the faculty members and chair of the originating unit, and reviewed and approved by the divisional advisory panel, a subcommittee of the ASC Committee on Curriculum and Instruction (CCI), and the full CCI. The vote for approval of all programs at the full CCI was unanimous.

Program Name	Academic Plan Code	Conversion Designation	CCI Approval	Last Revision
Chinese BA	CHINESE-BA	Converted	5/13/2011	4/8/2009
Japanese BA	JAPANES-BA	Converted	5/13/2011	10/8/2008
Korean BA	KOREAN-BA	Converted	5/13/2011	10/8/2008
Chinese Minor	CHINESE-MN	Converted	5/13/2011	4/8/2009
Japanese Minor	JAPANES-MN	Converted	5/13/2011	10/8/2008
Korean Minor	KOREAN-MN	Converted	5/13/2011	Prior to 2006
English BA	ENGLISH-BA	Re-envisioned	6/1/2011	Prior to 2006
English Minor	ENGLISH-MN	Converted	6/1/2011	Prior to 2006
Creative Writing Minor	CREATWR-MN	Converted	6/1/2011	12/3/2008
German BA	GERMAN-BA	Re-envisioned	5/27/2011	Prior to 2006
Yiddish Minor	YIDDISH-MN	Converted	4/29/2011	Prior to 2006

**Arts and Sciences General Education (GE) Program:** The GE program for untagged B.A. and B.S. degrees in Arts and Sciences was approved by the Council on Academic Affairs on May 26, 2010, after receiving approval from the Arts and Sciences Faculty Senate. All the programs presented here follow the approved GE program.

**College of Arts and Sciences Transition Policy:** The College of Arts and Sciences is committed to the principles outlined in the university's Pledge to Undergraduate Students. Each unit has a plan on how best to assist its majors and minors through the transition. And the Arts and Sciences Academic Advising Services will advise students on how to transition their GE program. Dual advising is the existing process used in Arts and Sciences and will continue under semesters.

Status: PENDING

**PROGRAM REQUEST**  
Creative Writing Minor

Last Updated: Williams, Valarie Lucille  
05/31/2011

<b>Fiscal Unit/Academic Org</b>	English - D0537
<b>Administering College/Academic Group</b>	Humanities
<b>Co-administering College/Academic Group</b>	
<b>Semester Conversion Designation</b>	Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
<b>Current Program/Plan Name</b>	Creative Writing Minor
<b>Proposed Program/Plan Name</b>	Creative Writing Minor
<b>Program/Plan Code Abbreviation</b>	CREATWR-MN
<b>Current Degree Title</b>	

**Credit Hour Explanation**

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		20	13.3	12	1.3
Required credit hours offered by the unit	Minimum	20	13.3	12	1.3
	Maximum	20	13.3	12	1.3
Required credit hours offered outside of the unit	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0
Required prerequisite credit hours not included above	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0

**Program Learning Goals**

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

**Program Learning Goals**                      •

**Assessment**

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

**Is this a degree program (undergraduate, graduate, or professional) or major proposal?** No

**Program Specializations/Sub-Plans**

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

**Pre-Major**

**Does this Program have a Pre-Major?** No

**Attachments**

- Creative Writing Minor ASC Sheet Quarters.pdf: ASC Minor Sheet  
*(Quarter Advising Sheet(s). Owner: Lowry, Debra Susan)*
- Chair's Cover Letter.pdf: Chair's Cover Letter  
*(Letter from Program-offering Unit. Owner: Lowry, Debra Susan)*
- Minor in Creative Writing Revisions 5-18-11.docx: Minor in Creative Writing  
*(Program Proposal. Owner: Lowry, Debra Susan)*
- CCI Subcmte Chair Letter - English Programs.doc: CCI Subcommittee Chair Letter  
*(Other Supporting Documentation. Owner: Vankeerbergen, Bernadette Chantal)*
- A and H CL.English.Minors.doc: A and H Cover Letter  
*(Letter from the College to OAA. Owner: Williams, Valarie Lucille)*

**Comments**

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Lowry, Debra Susan	05/05/2011 03:02 PM	Submitted for Approval
Approved	Lowry, Debra Susan	05/05/2011 03:12 PM	Unit Approval
Revision Requested	Williams, Valarie Lucille	05/12/2011 02:52 PM	College Approval
Submitted	Lowry, Debra Susan	05/12/2011 05:59 PM	Submitted for Approval
Approved	Lowry, Debra Susan	05/12/2011 06:08 PM	Unit Approval
Approved	Williams, Valarie Lucille	05/16/2011 09:52 AM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	05/18/2011 01:24 PM	ASCCAO Approval
Submitted	Lowry, Debra Susan	05/18/2011 03:41 PM	Submitted for Approval
Approved	Lowry, Debra Susan	05/18/2011 03:43 PM	Unit Approval
Approved	Williams, Valarie Lucille	05/19/2011 09:55 AM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	05/27/2011 12:09 PM	ASCCAO Approval
Submitted	Lowry, Debra Susan	05/31/2011 11:19 AM	Submitted for Approval
Approved	Lowry, Debra Susan	05/31/2011 11:19 AM	Unit Approval
Approved	Williams, Valarie Lucille	05/31/2011 12:57 PM	College Approval
Pending Approval	Nolen, Dawn Jenkins, Mary Ellen Bigler Meyers, Catherine Anne Vankeerbergen, Bernadette Chantal Hanlin, Deborah Kay	05/31/2011 12:57 PM	ASCCAO Approval



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May 23, 2011

Professor Larry Krissek  
Chair, Arts and Sciences CCI  
Re: English BA, English Minor, and Minor in Creative Writing

Dear Professor Krissek:

The CCI's Arts and Humanities 2 subcommittee met on 18, 2011, and reviewed the semester conversion plans for the BA in English, the minor in English, and the minor in Creative Writing submitted by the Department of English. The subcommittee voted unanimously to send all three programs on to the full CCI, although we also asked that all three programs be revised beforehand in order to clarify and correct minor concerns. I have looked over the revised submissions and it appears that all the important changes the subcommittee requested have been made. There remain two fairly trivial concerns relating to the BA proposal. The first is that the goals statements scattered throughout are in non-standard form ("Students" + active verb), but they are understandable. The second is that the EDU PAES 650 course mentioned in the pre-education specializations should have a semester number (but it quite likely isn't available yet).

Sincerely,

A handwritten signature in black ink that reads "Wm. Mitchell Masters".

Wm. Mitchell Masters  
A&H2 Subcommittee Chair  
Associate Professor of Biology



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May 12, 2011

Lawrence Krissek, Professor of Earth Sciences  
Faculty Chair, Committee on Curriculum and Instruction  
College of Arts and Sciences

Dear Larry,

The Department of English has completed and submitted its proposals for the semester versions of its three minors: Minor in English, Minor in English Honors, Minor in Creative Writing. The Arts and Humanities Disciplinary Advisory Panel for Curriculum within the College of Arts and Sciences reviewed, provided feedback to the department, and unanimously approved the undergraduate minors during its meeting on May 11, 2011. We are now forwarding them for review at full CCI.

Most specifically, I have highlighted the important changes for the programs below:

**Minor in English:** The Minor in English was last revised and approved by CAA previous to 2006 as there are no electronic ASC or CAA records after 2006 that indicate approval. The minor is changing with minimal conversion. There were five courses required on the quarter version for a total of 25 credit hours, and there are five courses required on the semester version for a total of 15 credit hours. The choice from among the four core courses is the same: English 3304 (304), 3398 (398), 3405 (405), 3467 (467). The requirement of one Literature course remains the same as it was under quarters, and additional course work is selected from the same course list, with the requirement that 9 credit hours are at the 3000-level and above.

**Minor in English Honors:** The Minor in English Honors was last revised and approved by CAA previous to 2006 as there are no electronic ASC records after 2006 that indicate approval. The minor is changing with minimal conversion. There were five courses required on the quarter version for a total of 25 credit hours, and there are five courses required on the semester version for a total of 15 credit hours. The choice from among the five core courses is the same: English 3304 (304), 3398 (398), 3398H (398H), 3405 (405), 3467 (467). The requirement of one Literature course remains the same as it was under quarters, and additional course work is selected from the same course list, with the requirement that 6 credit hours are at the 4000-level and above and that 3 credit hours of honors coursework are at the 2000-level or above.

**Minor in Creative Writing:** The Minor in Creative Writing was last revised and approved by CAA on December 3, 2008. The minor is changing with minimal conversion. There were four courses required on the quarter version for a total of 20 credit hours, and there are four courses required on the semester version for a total of 12 credit hours. The choice from among the three introductory courses is the same: English 2265 (265), 2266 (266), and 2268 (268). The requirement of two advanced courses remains the same as it was under quarters, and additional course work is selected from the same course list. Students will continue to be advised to select introductory courses that complement the advanced choices to create a cohesive and focused

program (*e.g.*, English 2265 *Writing of Fiction I* should be taken for either English 3465 *Intermediate Creative Writing: Special Topics in Fiction* or English 4565 *Writing of Fiction II*). The department will also retain its exemption to the rule that majors may not take a minor within his or her own department. In the case of the Creative Writing Minor, students who major in English may take the Creative Writing Minor under quarters, and we are asking for this exemption to continue under semesters.

We are sending these undergraduate minor programs forward for review and approval in the next stage of curricular review at the Arts and Sciences Committee on Curriculum and Instruction. The courses that are specific to all of the programs are listed under English. If you have any questions or concerns, please do not hesitate to call or email me at 292-5727 or [williams.1415@osu.edu](mailto:williams.1415@osu.edu).

Thank you for your consideration of these proposals,



Valarie Williams, M.F.A., Ph.D., Professor of Dance  
Associate Dean, College of Arts and Sciences, Arts and Humanities

CC: Richard Dutton, Professor and Chair, Department of English  
Mark Shanda, Professor and Dean, College of Arts and Sciences, Arts and Humanities  
Christopher Highley, Professor of English and Calendar Conversion Contact  
Debra Lowry, Program Coordinator for Calendar Conversion



Department of English

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April 26, 2011

Professor Valarie Williams  
Associate Dean for Curriculum  
Division of Arts and Humanities  
ASC Administration  
114 University Hall  
230 North Oval Mall

Dear Valarie:

The Department of English is pleased to submit the enclosed materials for semester conversion for the following program plans and sub-plans:

M.A. – Ph.D., English (Integrated)  
M.F.A.  
B.A., English  
B.A., English Honors  
B.A., English, Pre-Education  
B.A., English, Pre-Education Honors  
Creative Writing Minor  
English Minor  
English Minor Honors

Development of proposals for conversion of English programs from quarters to semesters has been an inclusive process capturing input and feedback from faculty, staff and students beginning in earnest in January of 2010. Detailed and rigorous review of all course materials by teaching and programs areas was undertaken first. Proposals for innovation in both the undergraduate major and M.A./Ph.D. programs were considered and subsequently approved at all levels of Department administration. The Undergraduate Studies, Graduate Studies and the Graduate Program and Policy committees were instrumental in coordinating development and review of program proposals and the English Department Council (EDC), the departmental governing body, has reviewed, debated, and approved proposals as they developed and in final form.

In preparation for semester conversion of undergraduate programs both the Director of Undergraduate Studies and Associate Director for Curriculum and Assessment participated in curriculum review workshops. The Undergraduate Studies Committee met to discuss initial

curriculum review models. At that time the committee formed a revision subcommittee which was charged with focusing on the current undergraduate curriculum and making recommendations for revision of that curriculum. Two models for revision were developed, each of which was put forward on a department wiki-page for faculty and student review. Feedback was taken into account as the subcommittee refined the models for two extensive departmental meetings. Following EDC approval of proposed changes for incorporation into the re-envisioned undergraduate major, a subcommittee was formed to address the implementation of changes, in particular the shape and purpose of the new English survey courses and a diversity requirement. Those models were also approved at a general meeting of the EDC in the spring of 2010. The undergraduate major is proposed for semester conversion as re-envisioned accordingly. The Department determined to convert its undergraduate minors, English, English Honors, and Creative Writing, as they are currently offered without revision.

Also in the spring of 2010 the Graduate Program and Policy committee (GPPC) submitted a proposal for a revised Ph.D. program, responding to two significant changes in the Department's approach to graduate education: the shift to directly admitting students with the B.A. into the Ph.D. program and the (impending) shift to the semester calendar. The proposal replaces the current M.A. and the current Ph.D. with a single, integrated Ph.D. program. The spring 2010 proposal prompted discussions in the GPPC as a whole and a subcommittee was charged with looking at practices at benchmark institutions and developing some possible models for the new program. The subcommittee brought three models to the larger committee, and, after further discussion, settled on two. These models were then posted on a blog where general departmental discussion took place. Models were also discussed at two town meetings. The discussions were lively and helpful, and the resulting model incorporated suggestions and recommendations broadly from colleagues. The agreed-upon model and associated proposal was further contemplated at the annual Graduate Studies Retreat at the end of March 2011 and subsequently approved at a meeting of the EDC. The Department determined to convert its graduate program in Fine Arts, the M.F.A. incorporating little change, requiring one less Graduate Workshop and the addition of three thesis credits to provide M.F.A. students sufficient time to devote to the thesis.

Much thought and careful consideration have been given by faculty, staff and students to the structure and integrity of our programs throughout the process of developing semester conversion proposals to meet the needs of our constituents. We have been attentive to the development of advising models and materials, to ensure the smoothest possible transition from quarters to semesters for our students, and we believe we have met appropriate standards for rigor and transparency of review of all English programs for implementation under semesters consistent with our commitment to excellence and service.

I endorse all English Department program proposals and request conversion from quarters to semesters accordingly.

Sincerely,



Richard Dutton  
Humanities Distinguished Professor and Chair  
Department of English



Minor in Creative Writing: Rationale

The Department of English offers two undergraduate minors, one in Creative Writing (which is open to its English majors) and one in English, as well as the option of graduation with Honors in Arts and Sciences with a Minor in English. No changes have been made to the minors offered in English other than unit conversion and numbering designations. At this time we have chosen to retain the current structure of our minors.

The minor in Creative Writing requires the completion of 12 credit hours, at least 6 hours to be chosen from a set of upper-division classes at the 3000-level and above. A maximum of 6 transfer credit hours is allowed. This progression of courses will allow students an in-depth study of the craft of creative writing, giving them the skills they need to create original fiction, poetry, and creative nonfiction, and enhancing their critical reading skills.

List of Semester Courses for the Minor in Creative Writing:

Introductory Courses:

English 2265 Writing of Fiction I (prerequisite for 3465, 4565)

English 2266 Writing of Poetry I (prerequisite for 3466, 4566)

English 2268 Writing of Creative Nonfiction I (prerequisite for 3468, 4568)

Advanced Courses:

English 3465 Intermediate Creative Writing: Special Topics in Fiction

English 3466 Intermediate Creative Writing: Special Topics in Poetry

English 3468 Intermediate Creative Writing: Special Topics in Creative Nonfiction

English 4565 Writing of Fiction II

English 4566 Writing of Poetry II

English 4568 Writing of Creative Nonfiction II

English 4591.01H Honors Special Topics in the Study of Creative Writing

English 5193 Individual Studies in Creative Writing

English 5662 Literary Publishing

Semester Advising Sheet:

The minor in Creative Writing requires the completion of 12 credit hours, at least 6 hours to be chosen from a set of upper-division classes (3000-level and above). A maximum of 6 transfer credit hours is allowed. This progression of courses will allow students an in-depth study of the craft of creative writing, giving them the skills they need to create original fiction, poetry, and creative nonfiction, and enhancing their critical reading skills.

Introductory Courses:

English 2265 (prerequisite for 3456, 4565)

English 2266 (prerequisite for 3466, 4566)

English 2258 (prerequisite for 3468, 4568)

Advanced Courses:

English 3465 Intermediate Creative Writing: Special Topics in Fiction

English 3466 Intermediate Creative Writing: Special Topics in Poetry

English 3468 Intermediate Creative Writing: Special Topics in Creative Nonfiction

English 4565 Writing of Fiction II

English 4566 Writing of Poetry II

English 4568 Writing of Creative Nonfiction II

English 4591.01H Honors Special Topics in the Study of Creative Writing

English 5193 Individual Studies in Creative Writing

English 5662 Literary Publishing

Note: An introductory course is recommended but not required except as a prerequisite where applicable. No more than two introductory courses may be applied to the Creative Writing Minor. English 2265, 2266, and 2268 serve as prerequisites for particular advanced courses. Students are advised to choose an introductory course based on planned advanced course choices to create a cohesive and focused program.

Prerequisites for Creative Writing Courses

English 2265 Prerequisite: English 1110 or equivalent

English 2266 Prerequisite: English 1110 or equivalent

English 2268 Prerequisite: English 1110 or equivalent

English 3465 Prerequisite: A grade of at least "C-" in English 265 or 2265

English 3466 Prerequisite: A grade of at least "C-" in English 266 or 2265

English 3468 Prerequisite: A grade of at least "C-" in English 268 or 2268

English 4565 Prerequisite: Permission of Instructor

English 4566 Prerequisite: Permission of Instructor

English 4568 Prerequisite: Permission of Instructor

English 5193: Permission of Instructor

English 4591.01H Prerequisite: Honors standing and/or a grade of at least "C-" in one of the following - English 465 or 3465, 466 or 3466, 468 or 3468

English 5662: Permission of Instructor

Important Guidelines: Creative writing minor hours may overlap the GE. The same courses cannot count on the minor and on the major. The Creative Writing Program is governed by the Department of English and therefore the English major course work cannot overlap with creative writing minor course work. A minimum grade of C- is required for a course to be listed on the minor. A minimum 2.0 cumulative point-hour ratio is required for the minor. Course work graded Pass/Non-Pass cannot count on the minor.

Once the coordinating advisor in the Department of English has approved the Minor Program form, students should file the form with their college advisors or school counselors.

Quarter Advising Sheet:

The minor in Creative Writing requires the completion of 20 credit hours, at least 10 hours to be chosen from a set of upper-division classes (300-level and above). A maximum of 10 transfer credit hours is allowed. This progression of courses will allow students an in-depth study of the craft of creative writing, giving them the skills they need to create original fiction, poetry, and creative nonfiction, and enhancing their critical reading skills.

Prerequisites for Creative Writing Courses:

English 265 English 110 or equivalent  
English 266 English 110 or equivalent  
English 268 English 110 or equivalent  
English 465 A grade of at least "C-" in English 265  
English 466 A grade of at least "C-" in English 266  
English 468 A grade of at least "C-" in English 268  
English 565 Permission of Instructor  
English 566 Permission of Instructor  
English 568 Permission of Instructor  
English 591.01H Honors standing and/or a grade of at least "C-" in one of the following:  
English 465, 466, 468  
English 662 Permission of Instructor  
English 693 Permission of Instructor

Introductory Courses:

English 265 Writing of Fiction I  
English 266 Writing of Poetry I  
English 268 Writing of Creative Nonfiction I

Advanced Courses:

English 465 Intermediate Creative Writing: Special Topics in Fiction  
English 466 Intermediate Creative Writing: Special Topics in Poetry  
English 468 Intermediate Creative Writing: Special Topics in Creative Nonfiction  
English 565 Writing of Fiction II  
English 566 Writing of Poetry II  
English 568 Writing of Creative Nonfiction II  
English 591.01H Honors Special Topics in the Study of Creative Writing  
English 662 Literary Publishing  
English 693 Individual Studies in Creative Writing

Note: An introductory course is recommended but not required except as a prerequisite where applicable. No more than two introductory courses may be applied to the Creative Writing Minor. English 265, 266, and 268 serve as prerequisites for particular advanced courses. Students are advised to choose an introductory course based on planned advanced course choices to create a cohesive and focused program.

Important Guidelines: Creative writing minor hours may overlap the GEC. The same courses cannot count on the minor and on the major. The Creative Writing Program is governed by the Department of English and therefore the English major course work cannot overlap with creative writing minor course work. A minimum grade of C- is required for a course to be listed on the minor. A minimum 2.0 cumulative point-hour ratio is required for the minor. Course work graded Pass/Non-Pass cannot count on the minor.

Once the coordinating advisor in the Department of English has approved the Minor Program form, students should file the form with their college advisors or school counselors.

Transition Policy:

The Department of English will ensure in transition that students carry no undue burden owing to semester conversion. The creative writing minor is structured by course so that requirements can be considered fulfilled in transition, credit hours notwithstanding. There have been no new required courses or components added to the creative writing minor that might add cumulatively to impede student progress. Quarter courses completed prior to conversion will be applied to fulfill requirements in direct correlation to their semester counterparts. Professional and faculty advisors will work with students to apply course work completed prior to conversion to ensure academic integrity and guarantee timely completion of the minor.

**The Ohio State University  
College of Arts and Sciences**

**Creative Writing Minor (CREATWR-MN)**

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Department of English  
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<http://english.osu.edu/>

The minor in Creative Writing requires the completion of 20 credit hours, at least 10 hours to be chosen from a set of upper-division classes (400, 500, and 600-level). This progression of courses will allow students an in-depth study of the craft of Creative Writing, giving them the skills they need to create original fiction, poetry, and creative nonfiction, while also enhancing their critical reading skills.

Once the coordinating advisor in the Department of English has approved the Minor Program Form, you should file the form with your college or school counselor. For further information about the minor program, contact the department.

**Prerequisites for Creative Writing Courses**

English 265-English 110 or equivalent  
English 266-English 110 or equivalent  
English 268-English 110 or equivalent  
English 465-A grade of at least "C-" in English 265  
English 466-A grade of at least "C-" in English 266  
English 468-A grade of at least "C-" in English 268  
English 565-Permission of the Instructor  
English 566-Permission of the Instructor  
English 568-Permission of the Instructor  
English H591.01-Honors standing and/or a grade of at least "C-" in English 465, 466, or 468  
English 662-Permission of the Instructor  
English 693-Permission of the Instructor

**Introductory Courses:**

English 265 Writing of Fiction I  
English 266 Writing of Poetry I  
English 268-Writing of Creative Nonfiction I

**Advanced Courses:**

English 465 Intermediate Creative Writing: Special Topics in Fiction  
English 466 Intermediate Creative Writing: Special Topics in Poetry  
English 468 Intermediate Creative Writing: Special Topics in Creative Nonfiction  
English 565 Writing of Fiction II  
English 566 Writing of Poetry II  
English 568 Writing of Creative Nonfiction II  
English H591.01 Honors Special Topics in the Study of Creative Writing  
English 662 Literary Publishing  
English 693 Individual Studies in Creative Writing

The following guidelines govern this minor.

Required for graduation No

Credit hours required A minimum of 20

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted

Overlap with the major Not allowed and

- The minor must be in a different subject than the major.
- The same courses cannot count on the minor and on the major.

Overlap between minors Each minor completed must contain 20 unique hours.

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.0 cumulative point-hour ratio required for the minor.
- Course work graded Pass/Non-Pass cannot count on the minor.

100-level course: For every five credit hours of 100-level course work on the minor, the minimum total required for the minor is increased by five.

Approval required Approval required by

- The academic unit offering the minor, or
- A college/school counselor

Filing the minor program form The minor program form should be filed prior to accumulating 90 total credit hours and must be filed at least by the time the graduation application is submitted to a college/school counselor.

Changing the minor Once the minor program is filed in the college office, any changes must be approved by:

- The academic unit offering the minor, or
- A college/school counselor (depending on the minor).

College of Arts and Sciences  
Curriculum and Assessment Services  
154 Denney Hall, 164 W. 17<sup>th</sup> Ave.  
<http://artsandsciences.osu.edu>  
KDH 9/1/09  
Update 8/11/10 DH