

A&S Curriculum and Assessment Office Quick Reference Guide

1.) Deadlines:

Timelines and process:

We recommend that proposals going through the Arts and Sciences curricular approval process be submitted (via the [Electronic Course Approval System](#)) to this office 8-10 weeks before the OAA deadlines below. For Group Studies and Flexibly Scheduled/Workshop requests, we recommend submitting proposals 1-2 weeks prior to the deadlines below. Please keep in mind that curricular committees do not meet during the summer.

<u>Effective Date</u> <u>Qtr. of Offering</u>	<u>New/Change/Withdrawal</u> <u>Requests to OAA</u>	<u>Group Studies/Flex Sched.</u> <u>Requests to OAA</u>
Su Qtr.	February 15	March 15
Au Qtr.	February 15	March 15
Wi Qtr.	August 15	September 15
Sp Qtr.	November 15	December 15

2.) What kind of request are you proposing?

Individual course requests and **GEC course requests**, not part of a programmatic proposal, should be submitted through the university-wide [Electronic Course Approval System](#).

Before submitting **Honors course requests**, please refer to page 22 of the [Curriculum and Assessment Operations Manual](#), section **IV.D.2 Honors Course Options and Flow**.

Before submitting a **programmatic proposal**, please review the content and formatting guidelines in the [2008-09 ASC Curriculum and Assessment Operations Manual](#), section **IV.C. Program Proposals**. This section includes information on majors and minors.

3.) Concurrence:

In general, courses should be sent for concurrence to other units on campus that may have an interest in the subject matter or if the offering would affect students in that unit or program (for example, if a course is changing content and exists as a requirement or pre-requisite on a minor or major outside the course-offering unit). If the course title or content includes a subject area of another department, the course may be sent for concurrence at the Arts and Sciences level (e.g. "Economics of Latin America"). However, departments are encouraged to try to gather concurrences while the course is

still in development. A concurrence form is available in the Electronic Course Approval system initiator/proposer screens. If a concurrence form is sent by the proposing department, please indicate when it was sent. The A&S Curriculum and Assessment Office sends and follows up on concurrences when necessary and will bring units together to try to resolve any potential conflicts before the course is sent to the Office of Academic Affairs (OAA) for final approval.

4.) Tracking the Progress of a Request:

Requests can be tracked via “University View” in <http://www.eca.osu.edu> (you must have an ECA account to view), or within Arts and Sciences using our internal tracking system ([CRMT](#)). If a request is at the A&S level, you may also contact our office (asccurrofc@osu.edu) for more information. To track progress beyond A&S, you may contact Briggs Cormier (cormier.5@osu.edu), OAA, or the Registrar.

5.) General Tips for Curricular Requests:

- ✓ When creating new course proposals, before going to <http://www.eca.osu.edu>, check SIS to ensure that the proposed course number is not already used (in limbo, for example).
- ✓ When submitting a course number change request, please indicate all major and minor programs and GEC categories affected. If appropriate, indicate units from which concurrences may be needed or have already been solicited.
- ✓ When submitting curricular requests, always include a rationale and a current syllabus which follows the ASC Syllabus Template format. If you change the course content, include both an old and new version of the syllabus.
- ✓ If a course is repeatable (i.e., a “topics” course), include at least 2 versions of the proposed syllabus.
- ✓ It is helpful to explain how the new course or changed course fits within the overall scope of the unit’s curricular structure.