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To: [Susan Hanson](#); noyes.10@osu.edu
Cc: [Vankeerbergen, Bernadette](#)
Subject: Freshman seminar proposal: Scuttlebutt, Hooah and yellow ribbons approved
Date: Friday, March 26, 2010 1:11:36 PM

Good afternoon Professors Hanson and Noyes,

I am writing to inform you that your revised proposal has met the contingencies initially forwarded by the committee. It has been approved to be offered for Autumn 2010 and Winter and Spring 2011. Also, the committee has asked me to communicate these two recommendations to you:

1. The preferred disability statement is the version approved by the Arts and Sciences Committee on Curriculum and Instruction. It can be found on p. 11 of the ASC Curriculum and Assessment Operational Manual (<http://ascas.osu.edu/files/ascas/pdf/CCIManual.pdf>). You are encouraged to use the exact wording approved by CCI on their operational syllabus for the course. For convenience, I am pasting the pertinent text here:

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

(The handbook recommends that this language appear in 16 point font on a syllabus).

2. Likewise, in your operational syllabus, it is recommended that you use an overall grading scale (can use other information than percentages). This will be a helpful guide for freshmen (who will probably have little or no experience with college-level grading scales). A grading scale will help students see clearly how grades on individual assignments will lead to their overall grade.

Please let me know if you have any questions regarding this or other matters.

Thanks,

Chinwe

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*Grace isn't a little prayer you chant before receiving a meal. It's a way to live.
~Attributed to Jacqueline Winspear*

He is a wise man who does not grieve for the things which he has not, but rejoices for those which he has. ~Epictetus

Faith enables persons to be persons because it lets God be God. ~Carter Lindberg

Adopt the pace of nature: her secret is patience. ~Ralph Waldo Emerson