

From: Vankeerbergen, Bernadette
To: [Lowry, Debra](#)
Cc: [Heysel, Garrett](#); [Aski, Janice](#)
Subject: English 4555
Date: Thursday, September 18, 2014 11:08:00 AM

Hi Debra,

On September 12, the Arts and Humanities Panel reviewed a new course request for English 4555. The course was approved with one contingency and three recommendations:

Contingency: On syllabus, please provide information about the assignments (including format and length).

Recommendations:

- Form in curriculum.osu.edu: Prereq: is it any 2367 in the English Dept or any at the university? This should ideally be specified in order to anticipate and prevent questions from students at a later stage.
- Syllabus should specify where readings (works) are available.
- Reminder to add grading scale on syllabus when course is taught.

I will return the course via curriculum.osu.edu in a minute to enable the Department to make the changes.

Should you have any questions about this feedback, please do not hesitate to contact Janice Aski (Chair of the A&H Panel; cc'd on this e-mail), or me.

My best,
Bernadette

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