

## Ohio State Department Course Review Concurrence Form

The purpose of this form is to provide a simple system of obtaining departmental reactions to proposed new courses, group studies, study tours, workshop requests, and course changes. A letter may be substituted for this form.

Academic units initiating a request which requires such a reaction should complete Section A of this form and send a copy of the form, course request, and syllabus to each of the academic units that might have related interests in the course. Initiating units should allow at least two weeks for responses.

Academic units receiving this form should respond to Section B and return the form to the initiating unit. Overlap of course content and other problems should be resolved by the academic units before forwarding this form and all other accompanying documentation to the Office of Academic Affairs.

### A. Information from academic unit *initiating* the request:

Initiating Academic Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Listing: \_\_\_\_\_

Course Number: \_\_\_\_\_ Level: U  P  G  Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Type of Request:  New Course  Group Studies  Workshop  Study Tour  Course Change

Academic Unit with related interests asked to review the request (use a separate form for each unit while requesting concurrences from multiple units):

Date responses are needed:

### B. Information from academic units *reviewing* the request:

- The academic unit **supports** the proposal  
 The academic unit **does not support** the proposal.

Please explain:

\_\_\_\_\_

The academic unit suggests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Name of Department