

The Ohio State University Colleges of the Arts and Sciences Concurrence Form

The purpose of this form is to provide a simple system of obtaining departmental reactions to course requests. A letter may be substituted for this form.

An academic unit initiating a request 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 be allowed 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 this form and all other accompanying documentation may be forwarded to the Office of Academic Affairs.

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

Initiating Academic Unit	Date
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Book 3 Listing (e.g., Portuguese)

Course Number	Title	Level	Credit Hours
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Type of Request:	New Course	Course Change	Course Withdrawal	Other
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Academic unit asked to review the request

Date response is needed (within two weeks of above date)

B. Information from the academic unit *reviewing* the request should include a reaction to the proposal, including a statement of support or non-support (continued on the back of this form or a separate sheet, if necessary).

Signatures

1. Name	Position	Unit	Date
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2. Name	Position	Unit	Date
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3. Name	Position	Unit	Date
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