

**From:** [Neff, Jennifer](#)  
**To:** [Hewitt, Elizabeth](#); [Ramsey, MaryKatherine](#)  
**Cc:** [Podalsky, Laura](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** English 3041S  
**Date:** Tuesday, November 28, 2023 11:35:00 AM  
**Attachments:** [image001.png](#)

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Good morning,

On Wednesday, November 8<sup>th</sup>, the Arts and Humanities Subcommittee 2 of the ASC Curriculum Committee reviewed a new course proposal for English 3041S.

The Subcommittee unanimously approved the request with one contingency and two recommendations:

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and can be found in copy/paste format on the Arts and Sciences Curriculum and Assessment Services website.
- *Recommendation:* The Subcommittee recommends that the department remove the reference to the standard 25 hours per credit—as it does not align with the University’s rules regarding workload expectations—and replace it with language regarding time expectations of students by the number of credit hours similar to the following: This is a 4-credit hour course. According to Ohio State policy, students should expect to spend 4 hours per week on direct instruction in addition to 8 hours of work outside of the classroom to receive a grade of (C) average. See the Arts and Sciences Curriculum and Assessment Operations Manual, Section VI.B.3 (p. 19), for more information regarding the definition of a semester credit hour. [Syllabus p. 8]
- *Recommendation:* As of Autumn 2023, the Columbus campus updated its Student Life Disability Services Statement to reflect the university’s new COVID-19 policies. Please check with the Disability Services office at the campus of offering for updates on statements for that particular campus. Should a course be offered at a different campus location, the Subcommittee offers a friendly reminder to check for the statement requirements of that campus.

As a reminder, **contingencies** (in bold above) must be addressed and resubmitted via curriculum.osu.edu before a course can move forward in the approval process. *Recommendations* (in italics above) should be implemented when the course is next taught.

I will return English 3041S to the department queue via curriculum.osu.edu in order to address the Subcommittee’s requests.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Laura Podalsky (faculty Chair of the A&H2 Subcommittee; cc’d on this email), or me.

Best,

Jennifer



**THE OHIO STATE UNIVERSITY**

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Pronouns: she/her/hers