

From: [Neff, Jennifer](#)
To: [Primeau, Hanna](#)
Cc: [Nathanson, Amy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: RE: ASC 3120
Date: Thursday, June 6, 2024 11:06:00 AM
Attachments: [image001.png](#)

Good morning Hanna,

The revision to ASC 3120 has been received and reviewed by ASCCAS staff. We apologize if there was a lack of clarity regarding the requirements for the Religious Accommodations statement, but we ask that every syllabus include the statement exactly as it appears on the [ASCAS website](#) so that students can follow the links directly from the document to the Office of Institutional Equity and to the OAA's page itself with the non-exhaustive list of religious holidays/holy days.

We understand that this is frustrating and truly appreciate the work that units put in to revise syllabi. We are obligated to ensure that each syllabus contains the Religious Accommodations statement exactly as below due to legal requirements. Please feel free to copy/paste the following into your syllabus (hyperlinks included):

- **Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.**

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement and the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Office of Institutional Equity](#).

Policy: [Religious Holidays, Holy Days and Observances](#).

I will return the course to your queue in curriculum.osu.edu in order to make this adjustment.

Please do not hesitate to contact me if you have any questions.

My best,
Jennifer



THE OHIO STATE UNIVERSITY

Jennifer Neff

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Pronouns: she/her/hers

From: Neff, Jennifer

Sent: Monday, May 20, 2024 10:32 AM

To: Primeau, Hanna <primeau.8@osu.edu>

Cc: Nathanson, Amy <nathanson.7@osu.edu>; Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>; Steele, Rachel <steele.682@osu.edu>; Hilty, Michael <hilty.70@osu.edu>

Subject: RE: ASC 3120

Good morning,

Amy Nathanson, faculty Chair of the SBS Subcommittee, has reviewed the revision to ASC 3120. Unfortunately, one of the contingencies has not been satisfied due to language changes in the required Religious Accommodations statement.

Since the revision was submitted, the Arts and Sciences Curriculum Committee updated the list of required syllabus statements for all syllabi to include a new statement on religious accommodations. The new version of this required statement is a result of a directive by the Executive Vice President and Provost and can be found here on the [ASC Curriculum and Assessment Services website](#). Please note that the link to religious holidays, holy days and observances at the end of the statement is also required to be included in the syllabus.

I will return ASC 3120 to your queue in curriculum.osu.edu in order to update this statement. We thank you for working with us to make sure this new statement is included in your syllabus.

Should you have any questions, please feel free to contact me.

Best,
Jennifer



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From: Neff, Jennifer

Sent: Monday, February 19, 2024 9:56 AM

To: Primeau, Hanna <primeau.8@osu.edu>

Cc: Nathanson, Amy <nathanson.7@osu.edu>; Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>; Steele, Rachel <steele.682@osu.edu>; Hilty, Michael <hilty.70@osu.edu>

Subject: ASC 3120

Good morning,

On Friday, February 9th, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for ASC 3120.

The Subcommittee unanimously approved the proposal with **four contingencies**, *three recommendations*, and one comment:

- **Contingency:** The Subcommittee requests that the unit include information regarding the article search and shares in the Course Contribution Assignments description, which seems to focus solely on the annotation assignments. [Syllabus p. 7]
- **Contingency:** Subcommittee would like to inform the department that the syllabus is missing the Goals for the Theme: Citizenship for a Diverse and Just World, which is a required syllabus element for GE courses and will be flagged at the Themes Subcommittee. The Subcommittee requests that the department revise this in hopes of getting the course approved in the Theme category as quickly as possible when the time comes. The Citizenship Goals can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 3]

Contingency: The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement, which was updated to reflect the university's new COVID-19 policies in August 2023. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 4]

- **Contingency:** The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. 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 an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
- *Recommendation:* The Subcommittee recommends that the department use the most recent version of the mental health statement if it wishes to keep the statement in the syllabus. The statement was updated to include the new Suicide and Crisis Lifeline number. The updated statement can be found in an easy copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 15-16]
- *Recommendation:* The Subcommittee recommends that the department include in the course schedule an estimate of the number of required pages of reading per class session in order to provide an idea of the work expectations to students.
- *Recommendation:* The Subcommittee recommends that the unit replace the statement on diversity, equity, inclusion, and justice with the approved diversity statement if it wishes to keep it in the syllabus. The approved statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 16]
- *Comment:* The Subcommittee notices that the categories of assignments tables are slightly overwhelming at first glance and advises the unit to either include a description of what each individual assignment entails or remove them from the tables, keeping only the larger assignments as a whole. [Syllabus pp. 7-9]

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 ASC 3120 to your 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 Amy Nathanson (faculty Chair of the SBS Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



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