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To: [Ramsey, MaryKatherine](#); [Higginbotham, Jennifer](#); [Hewitt, Elizabeth](#)
Cc: [Hedgecoth, David](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#)
Subject: English 3110
Date: Saturday, September 13, 2025 10:04:00 AM
Attachments: [image001.png](#)

Good morning,

On Tuesday, September 9th, the Arts and Humanities Subcommittee 1 of the ASC Curriculum Committee reviewed a course change request for English 3110.

The Subcommittee approved the request with the following feedback:

- **Contingency:** The Subcommittee requests that the department update the form in curriculum.osu.edu to indicate that the course will now be offered at a distance.
- **Contingency:** As of August 29th, 2025, all syllabi must have either a link to the statements below **or** these statements written out in their entirety within the syllabus (the statement(s) in **bold** below are missing or outdated in the current syllabus). Syllabi should link to the Office of Undergraduate Education's [Syllabus Policies & Statements webpage](#) and/or copy-and-paste the statements from the Office of Undergraduate Education's website.
 - Academic Misconduct
 - **Student Life - Disability Services (p. 16)**
 - Religious Accommodations
 - **Intellectual Diversity**Instructors are welcome to include any other standard and/or recommended syllabus statements found on the Office of Undergraduate Education's webpage which they deem relevant for their course. Please also refer to this page to ensure that any statements written out in the syllabus are current and accurate.
- *Recommendation:* The Subcommittee notes that the online version of the syllabus for this course does not use the [Office of Distance Education's distance learning template](#), which creates accessibility issues (e.g., headings that interfere with screen reader use). Beginning in April 2026, [ADA digital accessibility requirements for OSU](#) as a public institution will be significantly expanded. The Subcommittee recommends updating the syllabus using the DL template to ensure compliance and accessibility.
- *Recommendation:* The Subcommittee recommends that the grading scale be revised to distinguish between 'A+' and 'A', as it currently lists 'A' twice. Likewise, 'B' is listed twice instead of 'B' and 'B-' & 'C' is listed twice instead of 'C' and 'C-'. [Syllabus p. 15]

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 3110 to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests.

Should you have any questions about the feedback, please do not hesitate to reach out to Dave Hedgecoth (faculty Chair of the A&H1 Subcommittee) or me.

Best,
Jennifer



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Pronouns: she/her/hers