

**From:** [Neff, Jennifer](#)  
**To:** [Bauer, Leah](#); [Fertik, Harriet](#)  
**Cc:** [Staley, David](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Wade, Macy](#)  
**Subject:** Classics 1000  
**Date:** Tuesday, February 3, 2026 9:51:00 AM  
**Attachments:** [image001.png](#)

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Good morning,

On Tuesday, January 20<sup>th</sup>, the Arts and Humanities Subcommittee 2 of the ASC Curriculum Committee reviewed a new course request for Classics 1000.

The Subcommittee approved the request with the following feedback:

- **Contingency:** If the department intends for this course to carry academic credit, the Subcommittee requests that the course number be changed to 1100 or higher, as Ohio State courses numbered between 1000-1099 are non-credit.
- **Contingency:** The Subcommittee notes that the syllabus (p. 2) indicates that the course is graded S/U, while curriculum.osu.edu lists it as being letter graded. The Subcommittee requests alignment between the syllabus and curriculum.osu.edu. If the course is graded S/U, the Subcommittee also requests that the syllabus indicate the minimum percentage required to earn a passing grade.
- **Contingency:** The Subcommittee requests that the primary source readings be specified so that student workload can be assessed. In addition, the Subcommittee notes that the assigned readings appear heavy for a 1000-level, 1-credit course, which would typically reflect approximately two hours of out-of-class work per week (including readings and homework) based on the definition of a credit hour.
- *Recommendation:* The Subcommittee recommends strengthening the justification for the course in the course description in the syllabus and curriculum.osu.edu. Specifically, the Subcommittee recommends clearer articulation of the course's purpose (e.g., whether it is intended to serve as an introductory experience for Classics students, to foster cohort-building among students across programs, or to support another goal).
- *Recommendation:* The Subcommittee recommends including an absence policy in the syllabus, separate from the Religious Accommodations statement, that clearly outlines the number of allowable unexcused absences, if any, given that attendance factors into the course grade.
- *Recommendation:* The Subcommittee offers the friendly recommendation to consult with ASC Career Services to ensure appropriate alignment between the course content and career development resources. ASC Career Success has many helpful resources and staff who have experience working with our humanities departments.

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 Classics 1000 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 David Staley (faculty Chair of the A&H2 Subcommittee) or me.

Best,  
Jennifer



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Pronouns: she/her/hers