

**The Ohio State University**  
**Colleges of the Arts and Sciences Course Change Request**

Arts

Academic Unit \_\_\_\_\_

Art

340

Book 3 Listing (e.g., Portuguese)

Course Number

Summer      Autumn      Winter x      Spring      Year 2008

Proposed effective date, choose one quarter and put an "X" after it, and fill in the year. See the OAA curriculum manual for deadlines.

**A. Course Offerings Bulletin Information.** Follow instructions in the OAA curriculum manual. Before you fill out the "Present Course" information, be sure to check the latest edition of the *Course Offerings Bulletin* and subsequent Circulating Forms. You may find that the changes you need have already been made or that additional changes are needed. If the course offered is less than quarter or term, please also complete the Flexibly Scheduled/Off-Campus/Workshop Request form.

**COMPLETE ALL ITEMS THIS COLUMN**

**Present Course**

1. Book 3 Listing:      Art

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2. Number:              340

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3. Full Title:          Fundamentals of Ceramic Art :  
Handforming

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4. 18-Char. Transcript Title: Fnd Cer Art: Hndfrm

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5. Level and Credit Hours U 5

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6. Description:  
Introduction to the art phases of the ceramic field; laboratory practice in the handforming process.

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7. Qtrs. Offered:      A, W, S

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8. Distribution of Contact Time: (3) 3h cl,  
(e.g., 3 cl, 1 3-hr lab)

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9. Prerequisite(s):

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10. Exclusion: not open to students with credit for 240  
(Not open to....)

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11. Repeatable to a maximum of \_\_\_\_\_ credits.

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12. Off-Campus Field Experience:

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13. Cross-listed with:

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14. Is this a GEC course? Yes

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15. Grade option (circle): Ltr    S/U    P  
If P graded, what is the last course in the series?

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16. Is an honors version of this course available? No

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17. Other general course information.

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**B. General Information**

**COMPLETE ONLY THOSE ITEMS THAT CHANGE  
Changes Requested**

1. \_\_\_\_\_

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2. Add Honors number: 340H

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3. \_\_\_\_\_

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4. \_\_\_\_\_

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5. \_\_\_\_\_

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6. \_\_\_\_\_

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7. \_\_\_\_\_

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8. \_\_\_\_\_

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9. \_\_\_\_\_

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10. \_\_\_\_\_

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11. \_\_\_\_\_

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12. \_\_\_\_\_

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13. \_\_\_\_\_

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14. \_\_\_\_\_

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15. \_\_\_\_\_

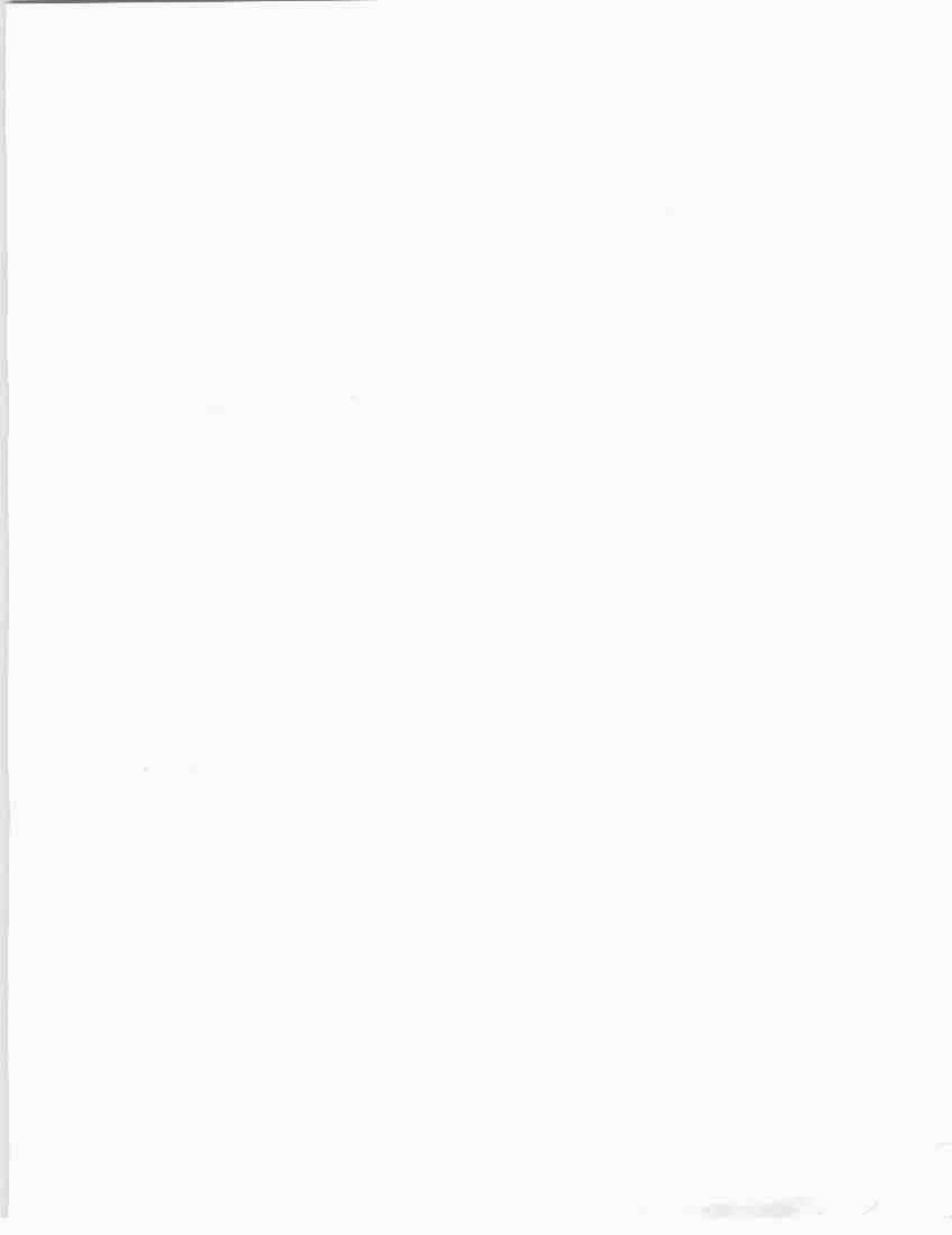
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16. \_\_\_\_\_

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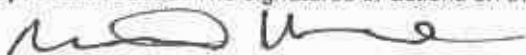

17. \_\_\_\_\_

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1. Do you want the prerequisites enforced electronically (see the OAA manual for what can be enforced)?  
\_\_\_\_\_
2. Does this course currently satisfy any GEC requirement, if so indicate which category?  
Arts and Humanities VPA  
\_\_\_\_\_
3. What other units require this course? Have these changes been discussed with those units?  
Art Education, yes  
\_\_\_\_\_
4. Have these changes been discussed with academic units that might have a jurisdictional interest in the subject matter? Attach relevant letters.  
\_\_\_\_\_
5. Is the request contingent upon other requests, if so, list the requests?  
\_\_\_\_\_
6. Purpose of the proposed change. (If the proposed change affects the content of the course, attach a revised syllabus and course objectives.)  
Add Honors section to existing course  
\_\_\_\_\_
7. Describe any changes in library, equipment or other teaching aids needed as a result of the proposed change.  
\_\_\_\_\_
8. If the proposed change involves budgetary adjustments, describe the method of funding:  
\_\_\_\_\_

**Approval Process** The signatures or actions on the lines in ALL CAPS ( e.g. ACADEMIC UNIT) are required.

- |  |  |                 |
|--|--|-----------------|
| 1. Academic Unit Undergraduate Studies Committee Chair   | <br>MICHAEL HORNED<br>Printed Name | 4/30/17<br>Date |
| 2. Academic Unit Graduate Studies Committee Chair  | <br>SERGIO SOAVE<br>Printed Name  | 4/19/17<br>Date |
| 3. ACADEMIC UNIT CHAIR/DIRECTOR  |  |                 |
| 4. AFTER THE ACADEMIC UNIT CHAIR/DIRECTOR SIGNS THE REQUEST, FORWARD IT TO THE COLLEGES OF THE ARTS AND SCIENCES CURRICULUM OFFICE, 161 DENNEY HALL, 164 WEST 17TH AVENUE. THE ASC CURRICULUM OFFICE WILL FORWARD THE REQUEST TO THE APPROPRIATE COLLEGE CURRICULUM COMMITTEE. |  |                 |
| 5. COLLEGE CURRICULUM COMMITTEE  |  |                 |
| 6. ARTS AND SCIENCES EXECUTIVE DEAN  |  |                 |
| 7. Graduate School (if appropriate)  |  |                 |
| 8. University Honors Center (if appropriate)   |  |                 |
| 9. Office of International Affairs (study tours only)  |  |                 |
| 10. ACADEMIC AFFAIRS   |  |                 |

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**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**

Art 4/19/2007  
 \_\_\_\_\_  
 Initiating Academic Unit Date

Art  
 \_\_\_\_\_  
 Book 3 Listing (e.g., Portuguese)

340	Fundamentals of Ceramic Art : Handforming	UG	5
Course Number	Title	Level	Credit Hours

Type of Request (Circle): Course Change- Add Honors Section

Art Education  
 \_\_\_\_\_  
 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	Sydney Waller	UG Chair	ART Education	4/26/07
2. Name	Position	Unit	Date	
3. Name	Position	Unit	Date	

