

## Concurrence Form

<b>The Ohio State University College of Arts and Sciences Concurrence Form</b>
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The purpose of this form is to provide a simple system of obtaining departmental reactions to course and program requests. **An e-mail may be substituted for this form.**

The academic unit initiating the request should complete Section A of this form and send a copy of the form, course/program request, and Course Details document/program proposal to each of the academic units that might have related interests in the course/program. Units should be allowed two weeks to respond to requests for concurrence.

Academic units receiving this form should respond to Section B and return the form to the initiating unit. Overlap of course/program content and other problems should be resolved by the academic units before this form and all other accompanying documentation may be forwarded to the College of Arts and Sciences and the Office of Academic Affairs. Please note that concurrence is assumed if the initiating unit does not receive a response within two weeks.

### A. Proposal to review

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Initiating Academic Unit	Course Number (if applicable)	Course/Program Title
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Type of Proposal (Course, Program; New, Change, Withdrawal, etc.)	Date request sent
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Academic Unit Asked to Review	Date response needed
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### B. Response from the Academic Unit reviewing

Response: 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).

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### Signatures

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1. Name	Position	Unit	Date
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2. Name	Position	Unit	Date
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3. Name	Position	Unit	Date
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