

# The "S" Suffix

## New Identifier for Service-Learning Courses

### Adding an "S" to an Existing Course

Course change form\* submitted according to department/college procedure

Course syllabus submitted to the Service-Learning Scholars Roundtable (SLSR)

Review by committee of five university faculty/staff who are SLSR members from areas appropriate to the content of the proposed course

*Faculty are strongly encouraged to use the expertise of the Service-Learning Initiative in course development.*

### Proposing a new "S" Course

New course proposal\* submitted according to department/college procedure

Course syllabus and checklist submitted to Service-Learning Scholars Roundtable (SLSR)

Review by committee of five university faculty/staff who are SLSR members from areas appropriate to the content of the proposed course

SLSR response attached to course change documents

College Curriculum Committee reviews SLSR advice and comments and approves/disapproves. In the Colleges of the Arts and Sciences\*, the office of the Associate Executive Dean for Curriculum & Instruction reviews.

Courses carrying Graduate credit approved by the Graduate School

Courses carrying only undergraduate credit sent to Office of Academic Affairs. Graduate courses sent to OAA after Grad School approval.

Registrar enters courses approved by OAA into the Course Database and Master Schedule with "S" suffix

*\*See Registrar's forms page for Course Change Request, New Course Request, and Arts and Sciences specific forms: <http://www.ureg.ohio-state.edu/ourweb/scheduling/oaa/forms.html>.*