

**Resolution to Clarify Faculty Handbook Language regarding “Course” and “Class”**  
Professional Relations Committee  
Faculty Senate  
Ohio University  
**First Reading March 14, 2022**

**Whereas** the Ohio University Faculty Handbook (hereafter “Handbook”) should have clear definitions for important keywords,

**Whereas** the Handbook uses the keywords “course” and “class” in the academic context multiple times in various sections and contexts,

**Whereas** the colloquial interchanging of “course” and “class” occurs regularly in the discussion of Ohio University academic operations,

**Whereas** the Handbook does not formally define “course” or “class” with respect to their use in Ohio University academic operations,

**Whereas** misunderstanding occurs when colloquial usage of words comes into conflict with the Handbook’s usage of words,

**Be it resolved** that the Handbook be amended as follows:

**XII - Appendix D – Keyword Definitions**

*This appendix contains the definitions for keywords in the Handbook. A definition in this appendix does not preclude another section of the Handbook from modifying definition(s) for a specific purpose in that section or related sections. Consult the Professional Relations Committee regarding any perceived or actual ambiguities, or conflicts, regarding keyword usage.*

**Class.** A “class” is an instance of a course defined by a class number from the University Registrar.

**Course.** A “course” is defined by an entry in an Ohio University Course Catalog with a course prefix (e.g., MATH) and a course code (e.g., 1200) along with a descriptive name (e.g., “College Algebra”).

**Keyword.** A “keyword” is word or phrase used the Handbook that has a specific meaning in the context of Ohio University.