

## EEB New Course Approval Request Form

Please fill in the requested information below and forward to the EEB Curriculum Committee Chair. If approved, the application will then proceed for consideration by the LS&A Curriculum Committee. Note that, even when successful, this process is time-consuming and should be initiated **a full year in advance of the anticipated commencement date.**

Instructor(s)

Course Title

Campus Location: (choose one) Ann Arbor, Biological Station, or Study Abroad

Course Number (or level)

Number of Credit Hours

Credit Type (choose one)

1. Regular: The option for most courses
2. Honors: Courses that would earn Honors credit
3. Independent: Independent study courses
4. Experiential: Academic work that takes place in a setting other than a university classroom, lab, library or studio

Intended Audience provide an academic profile and size estimate of the target audience

Expected Class Size: What should be the default enrollment cap in M-Pathways?

Short Course Description (50 words maximum)

Class Format How will class be organized and presented, *e.g.*, how many contact hours per week for lecture, discussion and laboratory components. What fraction of this contact time, per course component, will be led by a GSI?

Will there be an *active learning* component, if so, please explain. Should this course be ideally taught at the Undergraduate Science Building?

If there is to be a laboratory, will it occur in, or off, central campus and has a possible lab space already been identified?

How will the laboratory complement the lectures/discussions? Will the laboratories require non-standard equipment?

GSI Duties and Training If GSIs are involved, outline their duties, their training and supervision, and their role in grading (including the assignment of the final grade).

Effective Term: What term should this new course be most effective? If it must be restricted to a specific term, explain why.

Duration: Should this request remain effective indefinitely or for one-term only?

Course Requirements: On what basis will the instructor evaluate each student's performance? Will students be expected to write papers and, if so, of what length/complexity? Will the instructor grade the papers?

Grading Scheme (choose one)

1. A-E: Graded on a standard scale.
2. CR/NC: Graded on a Credit/No Credit basis
3. Y: Continuing grade in which a student receives a Y-grade for the first term and then A-E at the end of the second term.

Curricular Impact

Outline the perceived departmental need for the course.

Which UM courses, not just departmental, would it compete with, or complement?

How would teaching this new offering, alter the instructor's present teaching profile?

LSA Requirements: Should the course be considered for fulfilling any of LSA's distribution requirements? If so provide a supporting statement.

Cross Listings: Enter any cross-listings in the format described.

Repeatability: May this course be repeated for credit?

Advisory Prerequisites: Are any courses advised or suggested as needed preparation?

Enforced Prerequisites/Min Grade: Are any prerequisites to be electronically enforced during registration? Is a minimum grade for any of these prerequisites to be enforced as well?

Permission: Does enrollment require permission from *either* department *or* instructor?

FYS or Mini-course: Is course a first-year-seminar or a mini-course (partial term only)?

Credit Exclusions: Are there any conditions or prior course work that would prohibit a student from receiving credit?

Extended Course Description (250 words) as would appear in the LS&A Course Guide  
(<http://www.lsa.umich.edu/cg>)

Syllabus and/or Reading List provide an representative outline of the course material