



# Horace H. Rackham School of Graduate Studies

*University of Michigan*

## Course Approval Request Form

Action Requested
<input type="checkbox"/> New Course <input type="checkbox"/> Modification of Existing Course <input type="checkbox"/> Deletion of Existing Course

Date of Submission _____
Effective Term/Year _____

Current Listing	Requested Listing
_____ Home Department (Owner)                      Subject:                      Catalog Number	_____ Home Department (Owner)                      Subject:                      Catalog Number
_____ Cross Listings Department(s) (Owners)                      Subject(s):                      Catalog Number(s)  _____ _____ _____	_____ Cross Listings Department(s) (Owners)                      Subject(s):                      Catalog Number(s)  _____ _____ _____
_____ Title (current)	_____ Course Title (Full Title)  _____ Transcript Title (20 characters)  _____ Short Description for Time Schedule (19 characters)  _____
<b>Course Description</b> (please limit to 50 words and attach a separate sheet if necessary for greater detail):	
<b>Prerequisite(s):</b>	
<b>Does this course fill and Degree Requirements?</b> (for Non-Rackham courses only)	

Current Listing:	Subject:	Catalog Number
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**Course Component(s):** (Check all that are appropriate)

What Class Types are included in this course?	Choose one graded component:	What type of grading scheme is used?	Class Location:
<input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Recitation <input type="checkbox"/> Lab <input type="checkbox"/> Discussion <input type="checkbox"/> Independent Study <input type="checkbox"/> Other _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Graded (A - E) <input type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> Y (see instructions)	<input type="checkbox"/> Ann Arbor Campus <input type="checkbox"/> Biological Station <input type="checkbox"/> Camp Davis <input type="checkbox"/> Extension

**Course Credit Type:** (Check all that are appropriate)

<input type="checkbox"/> Rackham Graduate <input type="checkbox"/> Non-Rackham Graduate	<input type="checkbox"/> Undergraduate Only <input type="checkbox"/> All Credit Types	<input type="checkbox"/> Undergraduate or Rackham Graduate with Additional Work	
<b>Full Term</b>		<b>Half Term</b>	
	Undergrad	Grad	
Credit Hours:	Min    Max	Min    Max	Min    Max
Contact Hours:	Min    Max	Min    Max	Min    Max

**Repeatability:**

Is the course repeatable for credit?     No                                     Yes, maximum number of credits are \_\_\_\_\_

Can this course be taken more than once in the same term?     Yes     No

**Course Information:** (General)

Print this course in the school/college catalogs?     Yes

Print this course in the Time Schedule?     Yes

Print this course instructor in the Time Schedule?     Yes

**Instructor Name:**

Instructor Name: \_\_\_\_\_ Instructor Title: \_\_\_\_\_

(If other than a tenure-track faculty member, attach a description of the proposed instructor's relevant credentials and an explanation as to why the course is not being taught by a regular UM faculty member.)

**Approval:**

Select One:     Indefinite             One Term Only

Approval of Department Chair(s):  
Signatures are required for home and cross-listed departments

Name: _____	Date: _____	Contact Person: Name: _____
Name: _____	Date: _____	Campus Address: _____
Name: _____	Date: _____	Phone: _____

Rackham Approval:

Name: \_\_\_\_\_ Date: \_\_\_\_\_