Petition for Distribution Exception

Name _____________________________________ Signature _________________________________

(PLEASE PRINT)

UM ID ____________________________________ Uniqname _________________________________

Phone Number _____________________________ Today’s Date ______________________________

Department & Course Number ____________________ Institution ______________________________

Course Title ___________________________________ Term Elected ___________________________

Incomplete petitions will not be reviewed. You must include the following:

1. This cover sheet, with the information above printed legibly.
2. A detailed course description and course syllabus.
3. Your written argument explaining how this class meets the College’s general criteria for
distribution courses, as well as how the course fits within a particular academic discipline
(e.g. humanities, social science, natural science). In making your case, you must cite
specific criteria from the Area Distribution Definitions and Guidelines on this page:
http://tinyurl.com/Distrib-Exceps-and-Defs
4. An Instructor Comment Form from the course instructor, referencing specific criteria
from the College web site above and giving his/her view on how the course meets the
criteria listed there.

*Note that distribution courses are typically broad introductory courses that require little or no
previous background in the course content area. The College’s web site states that the
following types of courses are generally NOT approved for distribution:

- Courses designed to develop or hone specific skills (e.g. most introductory composition
  and language courses)
- Courses designed to provide detailed knowledge about specialized topics or narrow sub-
disciplines within a field, which are primarily of interest to concentrators or to students in
closely related fields
- Internships, experiential courses, independent study courses, and upper-level seminars

McCollum 03-2014
Dear Instructor,

The student named below is petitioning the LSA Academic Standards Board to use your course for the College’s distribution requirement. Your input is vital to this decision, so we are asking that you answer the questions below and return this form by fax, mail, or in person to the LSA Academic Standards Board.

**Student: Please fill out the information below before giving this to your instructor.**

Student Name _______________________________   UM ID ________________________

Dept & Course Number _____________________   Term & Year Elected____________________

Course Title _______________________________________________________________________

Institution (Indicate UM or write name of other school) __________________________________

**Instructor: Please comment on the questions below. Your input is appreciated and will help us make an appropriate decision. Thank you for your time.**

1. Which LSA distribution category is the best fit for this course? (NS, SS, HU, CE, MSA, or ID)

2. Referencing the College’s guidelines for distribution courses (see [http://tinyurl.com/Distrib-Exceps-and-Defs](http://tinyurl.com/Distrib-Exceps-and-Defs), please explain whether you do/do not feel that the course is appropriate for distribution. For example, is it broad in scope rather than narrowly focused? Please see additional guidelines at the web site above and reference some of those in your response.

3. For UM-LSA instructors: If you do feel that the course is appropriate for distribution, can you tell us if your department plans to present it to the Curriculum Committee for approval? If yes, when? If not, why not?

____________________________________  Email:  ___________________  Phone:  _____________

(please print name)

___________________________________________________  Date:  __________________________

(signature)

McCallum 10-2014