

**MOUNT HOLYOKE COLLEGE  
NEW COURSE TEMPLATE FOR FACULTY**

This template is simply a guide. For courses to be brought before the Academic Priorities Committee (APC) for approval, your department/program assistant must enter the course information collected on this template on the Web Catalogue before the deadline specified by the Registrar's Office. (Paper course proposals are no longer accepted in the Registrar's Office; all proposals must be made via the Web Catalogue.) Please note that all fields on this template are required for the Web Catalogue. If you have any questions about proposing new courses, please consult the Registrar's Office at x2025.

<b>DEPARTMENT/PROGRAM:</b>			
<b>SHORT TITLE</b> (appears only on the transcript and schedule of classes; saved in uppercase; maximum of 25 characters):			
<b>COURSE NUMBER</b> (the College's course inventory is managed by the Registrar's Office; please call the Records Assistant at x2198 to choose an available course number, and be sure to mention if the course will be introductory, intermediate, or advanced: 1xx, 2xx, 3xx):			
<b>SECTION NUMBER</b> (primarily for topics courses; please do not list lab or language sections numbers or section numbers for multiple offerings of the same exact course – such information is requested on another part of the template):			
<b>SECTION SUBTITLE</b> (again, primarily for topics courses):			
<b>ACADEMIC YEAR:</b>	<b>SEMESTER(S) OFFERED:</b>	<b>NOT OFFERED THIS ACADEMIC YEAR?</b> (if "yes," the course number will have a * in front of it on the catalogue):	
<b>FULL TITLE:</b>			
<b>APC STATUS</b> (circle one):			
New course	Revised course	One-time only Course	
<b>COURSE TYPE</b> (circle one):			
Lecture	Lab	Discussion	Lecture & Lab
Lecture & Discussion	Lecture, Lab & Discussion	Language	Seminar
Colloquium	Topics	Independent Study	Phys Educ Activity
Music Lesson	Performance	Recitation	
<b>CURRICULUM AREA</b> (circle one):			
Humanities	Natural Sciences	Social Sciences	Interdepartmental

**CREDITS** (check one and fill in appropriate credits):

Fixed number of credits: \_\_\_\_\_  Range of credits from: \_\_\_\_\_ to: \_\_\_\_\_

**GRADING OPTIONS AVAILABLE TO STUDENT** (circle one):

Letter grade only

Pass/fail only

Both letter grade and pass/fail

**COURSE REPEATS** (circle one):

Every semester

Once a year

Every three semesters

Every other year

Every three years

One time only

**REQUIREMENTS MET** (circle all that apply):

Language requirement

Multicultural requirement (\*additional questions to follow)

Humanities I-A:Arts, language, literature

Humanities I-B:History, philosophy, religion

Science/Math II-A:Math, statistics, computer science

Science/Math II-B:Natural & physical science with lab

Science/Math II-C:Natural & physical science w/out lab

Social Science III-A:Anthropology, geography, economics, etc.

**OTHER CHARACTERISTICS** (circle all that apply):

Writing - intensive

Speaking - intensive

Community-based learning

English-taught course in a foreign language dept. or program

First-year seminar

**REPEATS ALLOWED/PRINTED VERSION** (answer "yes" or "no" to each):

Can this be repeated for credit? \_\_\_\_\_ Should this be printed in the paper catalogue? \_\_\_\_\_

**ENROLLMENT LIMIT** (if any, write in the value): \_\_\_\_\_

**INSTRUCTOR(S)** (indicate first initial and last name for each instructor, in the order in which you'd like them to appear):

Instructor First Initial

Instructor Last Name

**CROSS-LISTED AS** (be sure to include the exact course number(s), including department and semester(s), to which your course should be cross-listed):

Which is the "parent" course to be listed on the transcript and schedule of classes?

**RELATION OF COURSE TO OTHER COURSES IN DEPARTMENT?**

**WHAT COURSES, IF ANY, DOES THIS COURSE REPLACE?**

**SPECIAL REQUIREMENTS FOR THE CLASSROOM (MULTIMEDIA, LAB EQUIPMENT, ETC.)**  
(please note that this information is for analysis purposes only; it will need to be officially requested from the Registrar's Office when the course is submitted for the schedule and a room request is made):

**LAB OR LANGUAGE SECTION(S) FOR THE COURSE:**

Section (x01, x02, (01), (02), etc.)

Section Instructor First Initial

Section Instructor Last Name

**IF YOU HAVE INDICATED THAT THIS COURSE FULFILLS THE MULTICULTURAL REQUIREMENT, PLEASE SUPPLY BRIEF ANSWERS TO THE FOLLOWING THREE QUESTIONS:**

To what extent does this course deal with the people of Africa, Asia, Latin America, the Middle East, and/or the non-white people of North America?

How does this course provide diversity of perspectives by presenting alternatives to predominant Western assumptions?

How does this course approach content and methodology in a spirit of self-examination as well as address consciously and explicitly the ways in which racial, ethnic, religious or cultural biases affecting thinking and conduct?

**PREAMBLE** (appears before description in all sections of this course):

**DESCRIPTION** (must contain fewer than 700 characters *including spaces and punctuation*):

**PREREQUISITES** (example: jr, sr, 8 credits in department, or permission of instructor):

**VISIBLE NOTES INCLUDING NUMBER AND LENGTH OF COURSE MEETINGS** (example: 2 meetings (75 minutes) and 1 lab (3 hours)):

**ADDITIONAL COMMENTS** (for departmental/program use only):

**HAS THIS COURSE BEEN APPROVED BY THE DEPARTMENT/PROGRAM CHAIR?** (for departmental/program use only)