

**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 into the Course Catalogue Database, accessed through the Registrar's web site, before the deadline specified by the Registrar's Office. Paper course proposals are not accepted; all proposals must be made via the online database. Please note that all fields on this template are required. If you have any questions about proposing new courses, please consult the Registrar's Office at x2025.

DEPARTMENT/PROGRAM:		
COURSE NUMBER (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):		
SECTION NUMBER (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 page of this template):		
ACADEMIC YEAR:	SEMESTER(S) OFFERED:	NOT OFFERED THIS ACADEMIC YEAR? (if "yes," the course number will have a * in front of it on the catalogue):
COURSE TITLE:		
SECTION SUBTITLE , for topics courses only:		
APC STATUS (circle one):		
New course	Revised course	One-time only Course
PRIMARY INSTRUCTIONAL METHOD (circle one):		
Lecture	Seminar	Physical Education Activity
Performance	Discussion	Case Method
CREDITS (check one and fill in appropriate credits):		
<input type="checkbox"/> Fixed number of credits: _____ <input type="checkbox"/> Range of credits from: _____ to: _____		
Note: If range of credits, justification should be provided to the APC.		
GRADING OPTIONS AVAILABLE TO STUDENT (circle one):		
Courses at Mount Holyoke, with few exceptions, are offered on a standard grading basis: a letter grade is awarded but a student taking the course as an elective may, within deadlines and other limits, elect the Ungraded Option so her letter grade will convert to a CR or NC (credit/no credit) on the transcript. Justification should be attached if requesting instead Credit/No Credit only or Letter grading only for an academic course.		
Standard Grading	Credit/No Credit only	Letter grading only

EXPECTED WEEKLY MEETING PATTERN:

Number of Meetings per week (without 4th hour): _____

Length of each of those non-4th hour meetings (fill in one of the choices below):

_____ hour(s) or _____ minutes

Length of 4th hour (or similar related additional section meeting), if any: _____ minutes

COURSE REPEATS (circle one):

Every semester

Once a year

Every three semesters

Every other year

Every three years

Not Applicable (One-time only course)

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? _____

EXPECTED ENROLLMENT (student count): _____

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

PREAMBLE (for topics courses only; appears before description in all sections of this course):

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

PREREQUISITES (examples: fy. so. jr. sr. jr,sr. SPAN-101. 8 credits in department or permission of instructor):

VISIBLE NOTES, if any (included in the printed and online catalogue):

ADDITIONAL COMMENTS FOR THE APC, if any (such as implications for staffing patterns or material purchase, whether this course might be of particular interest to students or faculty in another department or program). Not published. :

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