## MOUNT HOLYOKE COLLEGE NEW COURSE TEMPLATE FOR FACULTY

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 or registrar@mtholyoke.edu. For a new course with multiple sections, just fill out one copy of this form. Use the semester schedule spreadsheet to indicate multiple sections.

DEPARTMENT/PROGRAM:						
<b>COURSE NUMBER</b> The College's course inventory is managed by the Registrar's Office; please email registrar@mtholyoke.edu to request a number. Include the level (introductory, intermediate, or advanced: 1xx, 2xx, 3xx) and prerequisites. One-time and topics courses will be assigned alphabetic designations by the Registrar's Office in addition to their course numbers, e.g. HIST-331MR.):						
ACADEMIC YEAR:	ALL SEMESTER(S) OFFERED THIS YEAR:					
2022-23	☐ Fall 2022					
	New course for catalog but not offered in 2022-23					
COURSE TITLE:						
TOPIC SUBTITLE, for topics courses only:						
APC STATUS (select one): New Course Significantly Revised Course One-time Only Course						
PRIMARY INSTRUCTIONAL METHOD (select one):             Lecture          Seminar          PE/Activity          Studio/Performance         Discussion         Case Method         This information helps shape student expectations about the nature of the course and the classroom assignments for the course.						
CREDITS (check one and fill in appropriate credits):  Fixed number of credits: Range of credits from: to: Note: If range of credits, justification should be provided to the APC.						
<b>GRADING OPTIONS AVAILABLE TO STUDENT</b> (choose 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 the letter grade will convert to a CR or NC (credit/no credit) on the transcript. <i>Justification should be attached if requesting instead "Credit/No Credit only" or "Letter grading only" for an academic course</i> .						
Standard Grading Credit/No Credit only Letter grading only						

EXPECTED WEEKLY MEETINGS:									
Primary meetings (without 4 <sup>th</sup> hour or lab):									
Number per week:									
Length: hour(s) or	minutes								
Will there also be a:									
E Fouth hour Lab	Fouth hour Lab								
Length in minutes of:									
Fourth hour: Lab:									
COURSE REPEATS (check one):									
Every semester	Once a year	Every three semesters							
Every other year Every	y three years	Not Applicable (One-time only course)							
<b>REQUIREMENTS MET</b> (check all that app	ly):								
Language requirement	Mult	icultural requirement (*additional questions to follow)							
Humanities I Science	e/Math II	Social Science III							
IF THIS COURSE SHOULD FULFILL THE MULTICULTURAL PERSPECTIVES REQUIREMENT, PLEASE SUPPLY BRIEF ANSWERS TO BOTH OF THE FOLLOWING QUESTIONS:									
1. To what extent does this course: deal with (a) the peoples of Africa, Asia, Latin America, the Middle East; or with (b) peoples of color in Australia, Europe or North America; or with (c) peoples in North America whose primary language is other than English?									
2. How does this course incorporate a diver assumptions?	rsity of perspectives by pres	enting alternatives to predominant Western							

OTHER CHARACTERISTICS (check all that apply):							
Writing-intensive	Speaking-ir	ntensive	Community-based learning				
English-taught course in a foreign language dept. or program First-year seminar (will be taught under FYSEM subject)							
REPEATS ALLOWED/PRINTED V	ERSION (answer "yes"	or "no" to each	):				
Can this course be repeated for credit? Should this course be printed in the catalog?							
EXPECTED ENROLLMENT (student	count):						
<b>INSTRUCTOR(S)</b> (indicate first and last names for all instructors who will be teaching this course in the academic year, in alphabetical order. Do not include lab instructors or teaching assistants, etc.):							
Instructor(s) First Name: In	structor(s) Last Name:						
		Γ					
<b>CROSS-LISTED AS</b> (specify the department number(s), to which your course should be c		Which is the	"parent"/"primary" course?				
ENGL-246, GNDST-333AQ):							
<b>PREAMBLE</b> (for topics courses only; appears in the catalog before description of all specific topics for this course number):							

COURSE DESCRIPTION	I (must contain fewer the	an 700 characters	s including spaces an	d punctuation):
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PREREQUISITES (examples: fy. so. jr. sr. jr, sr. English 200. 8 credits in department):

**PERMISSION** Is instructor permission required for *all students* taking this course?

Yes, *all* students must request instructor permission to enter. No, follow only the prerequisites above (if any)

VISIBLE NOTES, if any (included in the catalog):

**ADDITIONAL COMMENTS FOR THE APC,** if any (such as implications for staffing patterns or material purchase). Not published.

**APPROVAL BY THE DEPARTMENT/PROGRAM CHAIR.** The Registrar's Office assumes that all submitted proposals have approval of the department/program chair.