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:

COURSE NUMBER 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:

2023-24

ALL SEMESTER(S) OFFERED THIS YEAR:

☐ Fall 2023   ☐ Spring 2024

☐ New course for catalog but not offered in 2023-2**4**

COURSE TITLE:

TOPIC SUBTITLE, for topics courses only:

APC STATUS (select one):   ☐ New Course   ☐ Significantly Revised Course   ☐ One-time Only Course

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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.

GRADING OPTIONS AVAILABLE TO STUDENT (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. *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 MEETINGS:

Primary meetings (without 4th hour or lab):

Number per week: ___

Length: _____   hour(s)   or   _____   minutes

Will there also be a:

☐ 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 three years   ☐ Not Applicable (One-time only course)

REQUIREMENTS MET (check all that apply):

☐ Language requirement   ☐ Multicultural requirement (*additional questions to follow)

☐ Humanities I   ☐ Science/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 diversity of perspectives by presenting alternatives to predominant Western assumptions?

OTHER CHARACTERISTICS (check all that apply):

☐ Writing-intensive   ☐ Speaking-intensive   ☐ 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 VERSION (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): _____

INSTRUCTOR(S) (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: Instructor(s) Last Name:

CROSS-LISTED AS (specify the department and exact course number(s), to which your course should be cross-listed – e.g. ENGL-246, GNDST-333AQ):

Which is the "parent"/"primary" course?

PREAMBLE (for topics courses only; appears in the catalog before description of all specific topics for this course number):

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

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.