

**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.

<b>DEPARTMENT/PROGRAM:</b>	
<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.):	
<b>ACADEMIC</b>  <b>YEAR:</b> 2024-25	<b>ALL SEMESTER(S) OFFERED THIS YEAR:</b>  <input type="checkbox"/> Fall 2024 <input type="checkbox"/> Spring 2025  <input type="checkbox"/> New course for catalog but not offered in 2024-25
<b>COURSE TITLE:</b>	
<b>TOPIC SUBTITLE</b> , for topics courses only:	
<b>APC STATUS</b> (select one): <input type="checkbox"/> New Course <input type="checkbox"/> Significantly Revised Course <input type="checkbox"/> One-time Only Course	
<b>PRIMARY INSTRUCTIONAL METHOD</b> (select one): <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> PE/Activity <input type="checkbox"/> Studio/Performance <input type="checkbox"/> Discussion <input type="checkbox"/> Case Method This information helps shape student expectations about the nature of the course and the classroom assignments for the course.	
<b>CREDITS</b> (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.	
<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>  <div style="display: flex; justify-content: space-around;"> <span>Standard Grading</span> <span>Credit/No Credit only</span> <span>Letter grading only</span> </div>	



**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.