## 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 <br> request a number. Include the level (introductory, intermediate, or advanced: 1xx, 2xx, 3xx) and prerequisites. One-time and <br> topics courses will beassigned alphabetic designations by the Registrar's Office in addition to their course numbers, <br> e.g. HIST-331MR.): |  |
| ACADEMIC | ALL SEMESTER(S) OFFERED THIS YEAR: |
| YEAR: 2024-25 |  |
| $\square$ Fall 2024 $\square$ Spring 2025 |  |
| $\square$ New course for catalog but not offered in 2024-25 |  |


| 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 $\square$ Seminar $\square$ PE/Activity $\square$ Studio/Performance Discussion Case Method <br> 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): $\square$ Fixed number of credits: $\qquad$ | Range of credits from: $\qquad$ to: $\qquad$ <br> 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 $\bigcirc$ Credit/No Credit only $\bigcirc$ Letter grading only

## EXPECTED WEEKLY MEETINGS:

Primary meetings (without $4^{\text {th }}$ hour or lab):

Number per week: $\qquad$
Length: $\qquad$ hour(s) or $\qquad$ minutes

Will there also be a:Fourth hour Lab

Length in minutes of:
Fourth hour: $\qquad$ Lab: $\qquad$

COURSE REPEATS (check one):
$\square$ Every semesterOnce a yearEvery three semesters

Every other yearEvery 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
$\square$ 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):
$\square$ Writing-intensiveSpeaking-intensive

English-taught course in a foreign language dept. or programCommunity-based learning
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? $\qquad$ Should this course be printed in the catalog? $\qquad$

EXPECTED ENROLLMENT (student count): $\qquad$

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?
$\square$ 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.

