FORM B

UNIVERSITY OF MASSACHUSETTS AMHERST
OFFICE OF THE SECRETARY
THE FACULTY SENATE

UNDERGRADUATE COURSE APPROVAL FORM
(Courses Numbered 001-599)

15 Copies Required for Courses Numbered 001-499
20 Copies Required for Courses Numbered 500-599

1. **DEPARTMENT, COURSE NUMBER AND TITLE:** _____

2. **SCHOOL OR COLLEGE:** _____

3. **Proposer's Name, Telephone and Email:** _____

4. **Proposed Instructor:** _____

5. **Course Credits:** _____

6. **Are there Prerequisites?** _____ **If yes, please specify** _____

   _____

   _____

7. **What is the intended clientele? Lower Division** _____ **Upper Division** _____

   Department majors only _____ **Departmental/related majors** _____ **Non-Majors** _____

   If course is intended for majors, what role will it play in the curriculum? Required _____ **Elective** _____

8. **Complete Course Catalog Description (30 Words):**

9. **Please attach the following materials:**

   _____ **Week-by-week outline of topics covered in course (or syllabus)**
   _____ **List of Required readings**
   _____ **Description of required assignments (papers, exams, projects, reports, presentations, etc.)**
   _____ **Summary of course grade criteria**
   _____ **Selected bibliography of works used by instructor in developing course, especially recent works (as appropriate)**

10. **If course has been offered as an experimental or special topics course, please comment (on an attached page) on its evolution.**

Upon approval of the course by the department head, one copy of this form shall be sent from the departmental office to the Faculty Senate Office to allow for the course to be published on the University's Web Site for comment.

For courses numbered 500-599, the "Guidelines for Course Approval Form" from the Graduate Council must accompany the new course proposal..