CAP Guidelines for New Course Proposals
(revised 21 October 2010, minor changes 24 January 2011)

Enrollment Limits:
The standard enrollment limits are 12 for a seminar, 16 for a proseminar, 20 for a writing-intensive course, 24 for a college seminar, and 40 for other courses. The guidelines for these special courses are in the Redbook and are on the CAP website.

a. Requests for writing-intensive courses are normally approved after guidelines are sent to the faculty member and once a syllabus, or schedule of writing assignments, is reviewed by CAP or the Writing Advisory Committee.

b. Requests for proseminars are normally approved after guidelines are sent to the faculty member and once a syllabus, or schedule of assignments, is reviewed by CAP.

c. Requests for college seminars are normally approved after guidelines are sent to the faculty member and once a syllabus is reviewed by CAP.

Faculty may request alternative limits (higher or lower) to reflect constraints imposed by classroom resources or in order to achieve pedagogical goals not possible with standard limits. Such requests for non-standard limits must be endorsed by the department or program chair and should include a rationale in the appropriate section of the on-line Course Catalog Change Forms (my.hamilton.edu/academics/CAP/index.html.) Questions about non-standard limits should be directed to the CAP chair.

Although the QSR designation is not associated with an enrollment limit, the review process is parallel so that QSR courses are normally approved after guidelines are sent to the faculty member and once a syllabus is reviewed by CAP or the QLit Committee.

Assumptions:
When the CAP approves a course to be entered into the curriculum, in the absence of specific information from a department, we make the following implicit assumptions, and expect departments to call attention to any exceptions:

1. The course is a “self-standing” Hamilton course:
   a. The course primarily and regularly meets on campus, at a time scheduled through the registrar's office, except for occasional and compelling curricular reasons (field work or special performances).
   b. Full responsibility for the organization and evaluation of the course rests with a regular Hamilton faculty member or adjunct approved by the Dean's office.

2. The actual teaching of the course will be conducted by the Hamilton faculty instructor of record.
   a. Team-taught courses are offered jointly by Hamilton faculty.
   b. Other individuals who contribute to the teaching of the course have been approved by the Dean, as guest lecturers or speakers, or are themselves currently affiliated with Hamilton.

3. Normally the CAP does not approve courses in which the teaching responsibilities are shared with a non-accredited institution.

Exceptions to these principles should be the occasion for further discussion among the CAP, the Dean, and the Department.