
To: All Department Chairpersons
From: Deb Bolen, Associate Provost for Curriculum and Registrar
Date: January 8, 2025
Re: 2025-2026 Course Submissions

**FALL 2025 & SPRING 2026 COURSE SUBMISSIONS
ARE DUE BY NOON, MONDAY, FEBRUARY 3, 2025**

Happy new year!

Full Academic Year Submission

Departments will submit course offerings for the full 2025-2026 academic year. Fall 2025 course offerings will be released to the community in March, and Spring 2026 offerings in October.

Electronic Course Submission

Departments will use the electronic course submission application in CLIQ to submit courses. To access CLIQ for submitting your courses go to <https://gateway.dickinson.edu> and press the CLIQ icon. For details on entering the information, review [these instructions](#).

Fall 2025 Adjunct Requests:

Requests for Visiting Assistant Professors (and Visiting Instructors) for 2025-26 were made in the fall and departments have been notified about results. Requests for Fall 2025 Adjunct Instructors are **due Monday, February 3** and can be made [here](#). You must submit a new request for each adjunct colleague you hope to hire, **even if this colleague works with your department regularly**. Department Chairs will receive more information in mid-January. Please contact Senior Associate Provost Amy Steinbugler with questions.

New Courses

If you wish to offer a **new course**, refer to the Curriculum Revisions section of the [Academic Program and Standards Committee web page](#) for information. All new courses must be approved by APSC and faculty. The completed [New Course Proposal Form](#) is due to APSC **no later than February 1**. Include proposed courses with your department submission using the “Create a New Course” option through CLIQ.

*NOTE: New topics using existing course numbers **do not** require APSC approval. Just include the new title and description in your CLIQ submission. Details for changes to non-topic course titles and descriptions can be found [here](#).*

Courses Meeting Graduation Requirements

If you wish to offer a course meeting one or more of the Graduation Requirements, you can indicate that on the “Course Attributes” box of the Course Submission application on CLIQ. If the course has not met that requirement in the past, please send supporting information to the appropriate person (listed at the bottom of [this page](#)) for review.

Course Priority for Registration

The Fall 2025 Course Request Period will take place 9:00am EST, Monday, March 24, through 4:00pm EST, Wednesday, March 26, 2025.

Please be sure to **review all** of your priorities for each course submitted. There is a report

available containing just the priorities. If the priorities listed are correct, there's nothing additional you need to do. If you would like to make changes, follow the instructions in that section of the Course Submission application.

Remember, if more students request your course than there is space available, students will be registered randomly within each of your priority designations. In other words, there is no first-come, first-chosen procedure during the initial Course Request Period.

If you would like to **save seats for incoming first-year students** in your fall courses, the number of seats can be indicated on the "Schedule & Capacity" box. Seats are not reserved for first-year students in spring classes because first-year students request classes at the same time as returning students.

Course Descriptions for Topics Courses

Include course descriptions for any new topics courses in the "Course Description" box of the Course Submission application on CLIQ. If a topic was previously offered including description, that description should automatically default into this box when the topic is selected.

Classroom Preferences/Special Needs

Indicate a specific classroom in the "Schedule & Capacity" box or technology need in the "Room Attributes" box of the Course Submission application on CLIQ. Below are our criteria for prioritizing room requests:

- A. Courses scheduled during faculty-approved time slots
- B. Courses with special needs:
 - a. Specific technology on a permanent usage basis
 - b. Specific equipment required by a particular subject
- C. Course capacity correlated to room size
- D. Classroom in close proximity to faculty member's office
- E. Classrooms in close proximity (within same building) for back-to-back meeting times
- F. Room preferences without code information will receive lower priority in scheduling

Important Reminder Regarding Scheduling

First-year seminar courses will be offered 11:30 MWF; 12:30 MWF; 11:30-12:45 MF; MW 11:30-12:45 & WF 11:30-12:45. When offering courses that are appropriate for first-year students, avoid these times unless you have multiple sections. (NOTE: In the past first-year students encountered difficulty scheduling certain courses for which only single sections were offered during these time slots.)

Class Meeting Times

APSC will continue to adhere to the course scheduling policy, which includes **spreading course offerings across the weekly schedule**: a second 50-minute course may not be offered in a time slot unless all 50-minute slots have been used; likewise for 75-minute time slots.

Departments must utilize the [faculty-approved time slots](#). Deviating from the faculty-approved time slots is strongly discouraged by the committee and will require a [petition to APSC](#) for approval. The petition would need to include a very brief rationale for why the exception is needed, including how the specific time requested benefits students. Workshop science courses, studio art courses and other courses which traditionally meet in two-hour time blocks can continue to do so without petitioning.

As a reminder, each course, including Senior Seminars, and unless otherwise noted in the course description, is equivalent to four semester hours. Credit for courses is based on the

assumption that at least three hours of study accompany each class period (excluding labs).

If you have any questions, please feel free to contact me at bolend@dickinson.edu. Thank you!

cc Lynn Sullivan
Amy Steinbugler
Maria Ritchie
Academic Department Coordinators