

APPLICATION FOR NEW GRADUATE COURSE APPROVAL
UNIVERSITY OF HAWAII AT HILO

College _____ Division _____ Department _____

Course Alpha _____ Course Number _____ Credits _____
(Note: Numbers are tentative pending availability confirmation from Registrar)

Has this course **previously** been offered under another course number? Yes No
If yes, number(s) and semester(s) offered: _____.

Title (maximum of 30 characters, including spaces): _____

Description in college catalog style (**five lines or less and edited to be publication-ready**).

Course will be introduced: Semester _____ Year _____

Deadlines for submission to the Office of the Registrar: Fall = Jan 31st; Spring = May 15th and Summer = Oct 31st. Course must be approved and received in the Office of the Registrar by Dec 15th for guaranteed inclusion in the Fall semester schedule.

The course will be offered:

- Every Semester Every Summer Session
- Alternate Years Every Fall Semester
- Occasionally Every Spring Semester

Anticipated schedule: Lecture hrs/week _____ Laboratory hrs/week _____

Discussion hrs/week _____ Field trips/semester _____

ATTACHMENTS: (See second page for required list of attachments.)

Name of Submitter (Please type or print)	Signature of Submitter	Date
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Name of Program Director (Please type or print)	Signature of Program Director	Date
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Vote: _____ / _____ / _____

Graduate Council review: Approved: Not Approved:

Signature of Graduate Division Director	Date
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GC Comments:

Dean or VCAA for Interdisciplinary Programs: Approved: Not Approved:

Signature of Dean or VCAA	Date
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Comments:

REQUIRED ATTACHMENTS FOR NEW COURSE APPROVAL FORM

1. Statement specifying reason(s) for the course being proposed and specific course objectives.
2. Statement specifying types of students to be served by the course, and an estimate of class size.
3. Tentative syllabus including an outline of major topics. **Optional:** Additional material, including information about readings, other assignments, and methods of assessment, will be useful in the review process.
4. Statement explaining the course's relationship to the long-range academic development of the Department, the College, and to other course(s) and/or academic programs of the University of Hawai'i at Hilo.
5. List new resources required for the course or explain how existing resources will be used. Include personnel resources (faculty, staff, and student help), supplies, equipment, library and any other resources needed.
6. **Specify how course will apply to any/all Graduate programs or graduate certificate programs.**