

APPLICATION FOR NEW COURSE APPROVAL
UNIVERSITY OF HAWAI'I 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): _____
NOTE: If the course deals with Hawaii, Asia or the Pacific, please be sure that the title and course description reflects this so that the course can be added to the Hawaii/Asia/Pacific list.

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

List any cross-listed course alpha(s) and number(s) _____

Course meets requirements for the following majors _____

Course meets requirements for the following minors _____

Course meets requirements for the following certificate programs _____

Course submitted for General Education approval YES NO If yes, in what area? _____

Course submitted for Hawaii/ Asia/ Pacific approval YES NO

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

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

Name of Department Chair (Please type or print) Signature of Department Chair Date

Vote: _____ / _____ / _____

New Course Application:

Course _____

Date _____

Name of cross-listed Department Chair(s)

Signature of cross-listed Department Chair

Date

Vote: _____ / _____ / _____

Signature of Division Chair

Date

Signature of Division Chair

Date

NOTE: THE SUBMITTER FORWARDS THIS APPLICATION TO THE FACULTY SENATE CHAIR AFTER DIVISION CHAIR(S) SIGNATURE(S)

Curriculum Review Committee:

Approved:

Not Approved:

Signature of CRC Chair

Date

Vote: _____ / _____ / _____

CRC Comments:

Senate:

Approved:

Not Approved:

Signature of Senate Chair

Date

Vote: _____ / _____ / _____

Senate Comments:

Approval of the Council of Deans

Date _____

Dean:

Approved:

Not Approved:

Articulation: N/A

Signature of Dean

Date

Completed:

Dean's 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 majors, minors or certificate programs.**

Signature page returned to: Senate Chair on _____(date)

Submitter on _____(date)

Copy of Application sent to Course Inventory/DSA – Office of the Registrar on _____(date)

Placed in catalog on _____(date) Aug 19, 2008