Required Documentation For
Graduate/Undergraduate New Course Proposals

Your completed UHM-1 form should be accompanied by an addendum that addresses the following items:

1. **The course syllabus**
   Provide a detailed course syllabus that includes the following information:
   - Course alpha and number, and course title
   - Number of credit hours
   - Prerequisites
   - Course description
   - Student learning outcomes.
     - “At the end of the course, the student will be able to…”
   - Textbooks, required readings
   - Grading and Student Evaluation
     - The assessment tools (exams, quizzes, projects, papers, journals, etc.) that will be used should be described, as well as the weight attributed to each. Note that the UHM catalog states that “final examinations are required in all undergraduate courses, except writing courses, directed reading, creative arts, research seminars, internships, and field experiences, and must be taken during the scheduled examination period.”
   - Classroom policies
   - Weekly or daily schedule of topics and readings, including exam dates

2. **The relationship of the proposal to your current and future curriculum plans.**
   How will the new course affect the existing curriculum? Also, if the proposed course is a writing intensive course, please explain why it is being proposed as a WI course. A brief description of the relationship of the proposed course with existing curricula and/or the future plans of the degree program is usually adequate.

3. **The number of credits and the level.**
   Justify the number of credits and the level of the course. Please explain the prerequisites where applicable. Note that most 200-level courses should have prerequisites, and all 300-level and 400-level courses must have prerequisites. It is strongly advised to list course alphas and numbers for prerequisites.

4. **The possibility of overlap with other UHM courses, and the unique contribution made by the course.**
   Whenever a question of territory arises, the proposal is routinely circulated to departments with a possible interest. To facilitate and expedite the approval process, it is strongly advised that the petitioning department provide approval signatures from other departments and/or other degree programs that will or may be affected and/or that have courses that are very similar.

5. **The availability of instructor(s) and impact on faculty workload.**
   Explain the qualifications and availability of instructors who will teach the course and the impact that the new course may have on faculty workloads.

6. **The expected enrollment.**
   Provide a rationale for expected course enrollment.

(Updated: January, 2012)