

**UH MANOA COLLEGE OF NATURAL SCIENCES**  
**ADDITIONAL INFORMATION REQUIRED FOR CHANGES TO EXISTING COURSES (Item 9 on UHM-2)**

Your completed UHM-2 form should be accompanied by an addendum that addresses the following points. **Please note that all new graduate courses have additional requirements from the Graduate Division; additional requirements for graduate courses are *italicized*.**

**1. Requested change(s)**

List all change(s) being requested.

**2. Rationale/ Relationship to learning outcomes to the degree program**

Include a short paragraph that provides a rationale for each change being requested, including a description of how the modified course is linked to learning outcomes in the degree program.

**3. Course syllabus** (note for courses with an Honors counterpart, a separate honors version of the syllabus must also be provided).

Provide a detailed course syllabus that includes the following information:

- a. **Course alpha and number, and course title.**
- b. **Instructor name and contact information.**
- c. **Course description.**
- d. **Course objectives.**
- e. **Student learning outcomes.**
- f. **Number of credit hours**
- g. **Prerequisites**
- h. **Textbooks, required readings**
- i. **Grading and Student Evaluation.**

The assessment tools (exams, quizzes, projects, papers, journals, etc.) that will be used should be given, as well as the weight attributed to each.

Note that the UH Catalog states explicitly 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.”

**j. Classroom policies**

**k. Weekly or daily schedule of topics and readings, including exam dates.**

For most courses, PCC expects that the syllabus will include a day-by-day (or week-by-week, if appropriate) list of topics to be covered, accompanied by a list of readings that the students are expected to complete for each topic. Dates or deadlines for the various “devices” of evaluation (exams, papers, etc.) should be included.

In rare cases where elements of an elaborate syllabus, such as the weekly schedule, are not appropriate (e.g., studio course in art, graduate seminars in subjects which rely heavily on recent articles from journals), then there can be some leeway in preparation of the syllabus. However, regardless of the course, there must be a statement of the course objective(s), the procedures to be followed in the course, and a fairly specific statement on procedures for evaluating students. In determining what constitutes an adequate syllabus, one might ask the question: If I were a student thinking of taking this course and if I were to read the syllabus, would I see a reasonable level of detail regarding content and also the types and timing of the work to be expected?

**4. Availability of instructor(s) and impact on faculty workload.**

*For all graduate and upper-level courses, please list:*

- ° *General qualifications for teaching this course.*
- ° *Current faculty who are qualified and available to teach the course.*

Course changes should not inflict undue hardship on faculty and students in graduate and undergraduate programs.

- ° *For all new graduate courses, please identify the old course that will be deleted if a new course is approved. If there will be no deletion, explain what effect the new course will have on faculty workloads and provide an outline of the revised degree program and sequence of courses.*

**5. Additional Resources**

Identify additional resources (if any) requested to teach the modified course.

**6. Affected Units:**

List of any academic units for which the course is or will be a major or degree requirement.

- 7. Confirmation of consultation with those academic units, as well as with any other departments and UH campuses that might be impacted by the new course (departments offering the prerequisite courses, campuses offering a course with similar course content, etc.)**

List which offices/campuses you consulted. (this also tied to box 10)