

**PROCEDURE FOR
NEW COURSE PROPOSALS**
Department of Oceanography

Undergraduate Courses	Graduate Courses
When proposing a new course, a UHM-1 form and supporting documents (proposed syllabus and course description) is prepared by the instructor.	When proposing a new course, a UHM-1 form and supporting documents (proposed syllabus and course description) is prepared by the instructor.
The instructor informs the Undergraduate Chair of this new course proposal and obtains approval to forward it to the GES Steering Committee.	The instructor informs the Department Chair of this new course proposal and obtains approval to forward it to the Curriculum Committee.
The proposal must be approved by the GES Steering Committee. The instructor submits a copy of the proposal (along with a cover memo) to the Committee and submits the original to the Ocean office.	The proposal must be approved by the Curriculum Committee. The instructor submits a copy of the proposal (along with a cover memo) to the Committee and submits the original to the Ocean office.
Once the GES Steering Committee approves the course proposal, the Department Chair and the Undergraduate Chair are notified by the committee, and the original UHM-1 goes to the Department Chair for signature.	Once the Curriculum Committee approves the course proposal, the Department Chair is notified by the committee, and the original UHM-1 goes to the Department Chair for signature
The completed UHM-1 + 3 copies are submitted to the SOEST Dean's office, POST 802, by the appropriate deadline. One additional copy is filed in the Ocean office.	The completed UHM-1 + 6 copies are submitted to the SOEST Dean's office, POST 802, by the appropriate deadline. One additional copy is filed in the Ocean office.
When an approved copy is returned from the Dean's office, the Undergraduate Chair, the Department Chair, and the instructor are notified about the course approval and the effective semester.	When an approved copy is returned from the Dean's office, the Department Chair and the instructor are notified about the course approval and the effective semester.