

UNIVERSITY OF HAWAI'I AT MĀNOA

UHM-1 FORM (ADD A COURSE)

See *Guidelines* for instructions and deadlines. For undergraduate courses, submit an original and 4 copies; graduate courses, submit an original and 6 copies. If cross-listed, include extra copies for cross-listed department(s) & college(s). List one course per form. Attach additional sheets as needed.

1. Course Subject See page 8	2. Course Number ? See page 8-9; refer to box for limitations on course numbers	3. Effective Term (semester & year) See page 10; do not abbreviate ?	4. Frequency (check all that apply) ? <input type="checkbox"/> Fall semester <input type="checkbox"/> Alternate years <input type="checkbox"/> Spring semester <input type="checkbox"/> Summer semester See page 10
5. Offering Status (check one) <input type="checkbox"/> Regular See p.10 <input type="checkbox"/> Experimental ? <input type="checkbox"/> Single-term		6a. Full Course Title (Alpha courses: attach separate sheet & specify title for <u>each</u> alpha) See p.10-11; 99 CHARACTER LIMIT ? <hr/> 6b. BANNER Course Title (30 characters max, including spaces/punctuation). Alpha courses: attach separate sheet & specify title for <u>each</u> alpha See page 10-11; 30 CHARACTER LIMIT	
7. Grade Option (check all that apply) <input type="checkbox"/> Letter Grade <input type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> Credit/No Credit (500, 700, 700F, 800, 800C only) <input type="checkbox"/> Audit See page 11 <input type="checkbox"/> Honors (Medicine only)		8. Gen Ed Core or Hawaiian/Second Language Requirement Designation (check one) ? <input type="checkbox"/> Do not consider for Core or Hawaiian/Second Language designation. <input type="checkbox"/> Request approval of _____ Diversification (DA, DH, DL, DB, DP, DY, DS), Foundations (FW, FS, FG), or Hawaiian/Second Language (HSL) designation. See p. 12-13 (For Foundations, also submit a proposal to General Education Office.) GEC Use: <input type="checkbox"/> Approve <input type="checkbox"/> Deny GEC Initials _____	
9. Contact Hours (meeting hours per week – if variable, specify range) See p 13 ; 50 min instruction / 3 hr lab per credit hour	10. # of credits (if variable, give range) See page 13	11. Repeat Limit (Do NOT write "None") See page 13 (0 to unlimited) ?	12. Credit Limit (Do NOT write "None") See page 13-14; write credit max or "unlimited" ?
13. Schedule Type (check all that apply) See p 15 <input type="checkbox"/> Lecture (LEC) <input type="checkbox"/> Seminar (SEM) <input type="checkbox"/> Laboratory (LAB) <input type="checkbox"/> Lecture/Discussion combined (LED) <input type="checkbox"/> Discussion (DIS) <input type="checkbox"/> Lecture/Laboratory combined (LEL)		<input type="checkbox"/> Thesis/Dissertation (THE) <input type="checkbox"/> Field Experience/ Internship/Practicum (PRA) <input type="checkbox"/> Hybrid Technology Intensive (HTI) <input type="checkbox"/> Directed Reading or Research (DRR)	
14. Co-requisite Course(s) See p 15-16	15a. Major Restriction (as it should appear in Catalog) see p. 16 ?	15b. Banner codes of acceptable majors See p 16 ?	16. Class Standing Restriction See p 16-17; 500+ automatically restricted to GRAD standing ?
17a. Prerequisite Course(s) (Use "ands", "ors" and punctuation to indicate relationships between prerequisites. "Or consent" is implied for ALL prerequisites. "Consent" requirements can be implemented through your class schedules each semester.) See p 17-18; must specify a minimum grade ?			
17b. Minimum required grade for prerequisites See p 18; must be completed; check current minimum grades for current courses/ blanket statements ?		17c. Blanket requirements listed in Catalog (if none, write "none") ? See p 18; must be in agreement with 17b; blanket requirements NOT automatically applied to cross-listed courses	
18. Catalog Description (Limit 35 words; 85 words for alpha courses) See p 18-20; LIMIT OF 35 WORDS; 85 WORDS FOR ALPHA COURSES			
19. Justification Attach separate sheets and indicate the rationale for the request, expected course enrollment, and a course syllabus specifying student learning objectives for the course. Syllabi are not required for "-99" courses. See p 20 ?			
20. Cross-listed or Honors Course(s) See p 20-21; cannot cross-list with more than two courses; courses must be at same level; use UHM-1 if new course; use UHM-2 for an existing course to add a new cross-list. ?			
21. Requested By I certify that the student learning objectives for the course are consistent with the learning objectives of each program under which the course is listed. See p 21			
Approved By			
General Education (Undergraduate courses numbered 100-499)			
Graduate Division (600 level and above)			
Mānoa Chancellor's Office			
Vice Chancellor for Academic Affairs			