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
   - Fall semester
   - Spring semester
   - Summer semester

4. Frequency (check all that apply)
   - Master Course list
   - Alternate years

5. Offering Status (check one)
   - Regular
   - Experimental
   - Single-term

6. Full Course Title
   - Alpha courses: attach separate sheet & specify title for each alpha
   - See page 18-20

6b. BANNER Course Title
   - (30 characters max, including spaces/punctuation. Alpha courses: attach separate sheet & specify title for each alpha)
   - See page 10-11

7. Grade Option (check all that apply)
   - Letter Grade
   - Satisfactory/Unsatisfactory
   - Credit/No Credit (500, 700, 700F, 800, 800C only)
   - Audit
   - Honors (Medicine only)

8. Gen Ed Core or Hawaiian/Second Language Requirement Designation (check one)
   - Do not consider for Core or Hawaiian/Second Language requirements
   - Request approval of Core or Hawaiian/Second Language requirements
   - Honors (Medicine only)
   - Diversification (DA, DH, DL, DB, DP, DY, DS)
   - Core (housed in catalog)
   - Internship/Practicum (Practicum, Internship/Practicum (Alp, DP, DY, DS), Core (housed in catalog)

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)
    - Lecture (LEC)
    - Seminar (SEM)
    - Laboratory (LAB)
    - Lecture/Discussion combined (LED)
    - Thesis/Dissertation (THE)
    - Directed Reading or Research (DRR)
    - Lecture/Laboratory combined (LEL)
    - Hybrid Technology Intensive (HTI)
    - Field Experience/Internship/Practicum (PRA)
    - Discussion (DIS)

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 "needs", "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

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

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 Courses
    - 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

   1st College or School
   Dean
   Signature
   Date

   2nd College or School
   Dean
   Signature
   Date

General Education (Undergraduate courses numbered 100-499)
   Director
   Signature
   Date

Graduate Division (600 level and above)
   Signature
   Date

Mānoa Chancellor's Office
   Vice Chancellor for Academic Affairs
   Signature
   Date