UNIVERSITY OF HAWAI’I AT MĀNOA
UHM-2 FORM (MODIFY/DELETE 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. Transaction Type
   - Modify
   - Delete
   - See p. 22

2. Course Subject and Number
   - See p. 23

3. Existing Full Course Title
   - See p. 23; SCASYLB

4. Effective Term of Change
   - See p. 23; do not abbreviate

5. Honors Counterpart Exists?
   - No (To add honors counterpart course also check Box 8n)
   - Yes – Honors Program must sign Box 11. Specify course.
   - See p. 23

6. Existing Cross-Listed Course(s)
   - Signature of cross-listed department(s) required in Box 11 and Dean(s) in “Approved By” section.
   - To remove cross-listed status also check Box 8n.
   - See p. 23-24; write “none” if not cross-listed with any course.
   - SCADETL

7. Existing Diversification, Foundations, Second Language Designation
   - If requesting change to designation also fill out Box 8f
   - See p. 24; write “none” if N/A

8. Type of Change
   - Check all that apply. For each change, fill in CHANGE DETAILS below. Read instructions carefully before completing this section.
   - Use additional sheets if needed.
   - Write “none” if N/A
   - See p. 23-24
   - Use Banner title 30 char.

9. Description of Change(s) & Justification
   - Describe the change and why it is being requested, including its relationship to your overall curriculum. Attach additional sheets if needed.
   - Attach a course syllabus for the modified course specifying student learning objectives for the course. Syllabi are not required for “99” courses.
   - See p. 29; also address if additional resources are required and specify affected units.
   - Use Banner major codes (G)

10. Consultation: If other UHM departments and/or UH-system campuses will be affected, have they been consulted? (e.g., course is a prerequisite, required for another at another UH campus, etc.)
   - Yes – Indicate offices/campuses:
   - Not applicable major, offered

11. Cross-listed Department(s)/Honors Program
   - Dept/Unit
   - Chair/Director
   - Signature
   - Date

   - Dept/Unit
   - Chair/Director
   - Signature
   - Date

12. Requested By
   - I certify that the student learning objectives for this modified course are consistent with the learning objectives of each program under which the course is listed.

   - Dept/Unit
   - Chair/Director
   - Signature
   - Date

   - Approved By
     - 1st College/School
     - Dean
     - Signature
     - Date

     - 2nd College/School
     - Dean
     - Signature
     - Date

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

   - Graduate Division (600 level and above)
     - Dean
     - Signature
     - Date

   - Mānoa Chancellor’s Office
     - Vice Chancellor for Academic Affairs
     - Signature
     - Date

Rev. z2013