

# 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.

<b>1. Transaction Type</b> <span style="float: right;">?</span> <input type="checkbox"/> Modify <input type="checkbox"/> Delete <i>see p. 22</i>	<b>2. Course Subject and Number</b> <span style="float: right;">?</span> <i>see p.23</i>	<b>3. Existing Full Course Title</b> <span style="float: right;">?</span> <i>see p. 23; SCASYLB</i>	<b>4. Effective Term of Change</b> <span style="float: right;">?</span> <i>see p. 23; do not abbreviate</i>								
<b>5. Honors Counterpart Exists?</b> <span style="float: right;">?</span> <i>see p. 23</i> <input type="checkbox"/> No (To add honors counterpart course also check Box 8n) <input type="checkbox"/> Yes – Honors Program must sign box 11. Specify course:		<b>7. Existing Diversification, Foundations, Hawaiian/ Second Language Designation</b> <span style="float: right;">?</span> <i>If requesting change to designation also fill out Box 8f</i> <i>see p. 24 write "none" if N/A</i> <div style="float: right; text-align: right;">           GEC Use:  <input type="checkbox"/> Continue  <input type="checkbox"/> Remove            _____            GEC Initials         </div>									
<b>6. Existing Cross-Listed Course(s)</b> <i>Signature of cross-listed department(s) required in Box 11 and Dean(s) in "Approved By" section.</i> <i>To remove cross-listed status also check Box 8n.</i> <i>see p. 23-24; write "none" if not cross-listed with any course; SCADETL</i> <span style="float: right;">?</span>		<b>8. Type of Change</b> <i>Check all that apply. For each change, fill in CHANGE DETAILS below. Read instructions carefully before completing this section. Use additional sheets if needed.</i> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"> <input type="checkbox"/> a. Course Subject &amp;/or Number  <input type="checkbox"/> b. Frequency  <input type="checkbox"/> c. Offering Status  <input type="checkbox"/> d. Full Course Title/Banner  <i>see p. Title (Banner title 30 char. 24-29 max incl. spaces/punctuation)</i> </div> <div style="width: 25%;"> <input type="checkbox"/> e. Grade Option  <input type="checkbox"/> f. Diversification, Foundations, Hawaiian/Second Language Designation         </div> <div style="width: 25%;"> <input type="checkbox"/> g. Contact Hours/Number of Credits/Repeat Limit/Credit Limit  <input type="checkbox"/> h. Schedule Type  <input type="checkbox"/> i. Co-requisite Course(s)  <input type="checkbox"/> j. Major Restrictions         </div> <div style="width: 25%;"> <input type="checkbox"/> k. Class Standing Restriction  <input type="checkbox"/> l. (i) Prerequisite Course(s)                  (ii) Prerequisite Grade Requirement  <input type="checkbox"/> m. Catalog Description  <input type="checkbox"/> n. Cross-listed/Honors Course(s) – Signatures required in Box 11 (&amp; "Approved By" section for cross-listings). Submit syllabus for honors courses.         </div> </div>									
<b>CHANGE DETAILS</b>											
<b>Change Type</b> <i>(Specify letter noted above)</i>	<b>Existing Data</b> <i>(Check Banner to confirm)</i>	<b>Proposed Data</b> <i>(Enter data as it should appear AFTER change. Use Box 9 to describe change.)</i>									
Address all items for g. and l. <span style="float: right;">?</span>	Check Banner for existing information										
<b>9. Description of Change(s) &amp; Justification</b> <i>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.</i> <i>see p. 29. Also address if additional resources are required and specify affected units.</i>											
<b>10. Consultation:</b> 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.) <input type="checkbox"/> Yes -- Indicate offices/campuses: <input type="checkbox"/> Not applicable major, offered											
<b>11. Cross-listed Department(s)/Honors Program</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Dept/Unit <span style="float: right;">?</span></td> <td style="width: 25%;">Chair/Director</td> <td style="width: 25%;">Signature</td> <td style="width: 25%;">Date</td> </tr> <tr> <td>Dept/Unit</td> <td>Chair/Director</td> <td>Signature</td> <td>Date</td> </tr> </table>				Dept/Unit <span style="float: right;">?</span>	Chair/Director	Signature	Date	Dept/Unit	Chair/Director	Signature	Date
Dept/Unit <span style="float: right;">?</span>	Chair/Director	Signature	Date								
Dept/Unit	Chair/Director	Signature	Date								
<b>12. Requested By</b> 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								
<b>Approved By</b>											
1 <sup>st</sup> College/School	Dean	Signature	Date								
2 <sup>nd</sup> College/School	Dean	Signature	Date								
<b>General Education</b> <i>(Undergraduate courses numbered 100-499)</i>											
Director	Signature	Date	Date								
<b>Graduate Division</b> <i>(600 level and above)</i>											
Dean	Signature	Date	Date								
<b>Mānoa Chancellor's Office</b>											
Vice Chancellor for Academic Affairs	Signature	Date	Date								