

College of Natural Sciences PCC
Course Proposal Checklist

This is a list of common mistakes found on UHM -1 and UHM-2 forms. Please reference the NatSci Cheat Sheets for more information.

UHM-1

1. Item 2. The new course number must not conflict with existing system course numbers used on any campus. (Currently course numbers may be found at https://www.sis.hawaii.edu/uhdad/bwckctlg.p_disp_dyn_ctlg)
Note that this list is not completely reliable but it's a first step.
2. Item 5. Note that an experimental course may not have a GenEd designation (Item 8).
3. Item 11. The Repeat Limit is 0 for a course that may only be taken once. Do not enter "none". If there is no limit on repeats, enter "unlimited".
4. Item 12. The Credit Limit is the maximum # of credits (from Item 10) times the number of times a course may be taken (Item 11 value +1).
5. Item 17a. "Or consent" does not need to be included. Required consent is implemented in the class schedule each semester.
6. Item 17b. Minimum required grade for prerequisites should be "D-" if the intention is to require only that the prerequisite course be passed.
7. Item 17c. For a new course proposal, only list a blanket requirement that is already in the catalog and applies to the new course.
8. To add a new blanket requirement, put the new requirement in Item 18, put the course subject in Item 1 and put the words "blanket requirement" in Item 2.
9. Item 18. Count the words. No more than 35 words are allowed for a non-alpha course.
10. Item 19. Be sure the syllabus includes student learning objectives and that the other required information is included. Confirmation of consultation with other affected units is required.
11. Every box must be filled. Enter "NA" or "none" if needed.

Checklist (continued)

UHM-2

1. Item 6. List existing cross-lists. Enter “none” if there are no existing cross-lists.
2. Item 7. List existing designations. Enter “none” if there are no existing designations. Do not mark in the “GEC Use” area.
3. Item 8.b. Only *Fall, Spring, Summer* and *Alternate Years* or combinations of these designations may be entered in this item.
4. Item 8.c. *Regular, Experimental* and *Single-term* are the allowed values for this item. Note that experimental courses may not have a GenEd designation (Items 7, 8f).
5. Item 8.d. Count the characters in the Proposed Data. No more than 30 characters are allowed.
6. Item 8.g. List Existing Data and Proposed Data in the Change Details section for all 4 items if this box is checked. See 2. and 3. above.
7. Item 8.l. Give all of (i), (ii) and (iii) if this box is checked. (iii) refers only to an existing blanket requirement that applies to the course being modified by this form.
8. Item 8.l.(ii) . Prerequisite Grade Requirement should be “D-“ if the intention is to require only that the prerequisite course be passed.
9. To change an existing blanket requirement submit a UHM-2 with the course subject and the words “blanket requirement” in Item 2. Enter the modification as a Catalog Description change (8m.), listing complete Old and Proposed Data as required.
10. Item 8m. Count the words in the Proposed Data for the Catalog Description. No more than 35 words are allowed for a non-alpha course.
11. Item 10. This item must be completed on all UHM-2 forms. Check “Not applicable” if no other units are affected by the proposed change.
12. Every box must be filled. Enter “NA” or “none” if needed.

These checklists only address the most common problems that we find on UHM-1 and UHM-2 forms submitted to the Natural Sciences PCC. Detailed instructions for UHM-1 and UHM-2 forms are found in the “Guidelines for Submitting UHM-1 & UHM-2 forms”, which may be found on the OVCAA Planning & Approval web page.