

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 <input type="checkbox"/> Modify <input type="checkbox"/> Delete	2. Course Subject and Number	3. Existing Full Course Title	4. Effective Term of Change																
5. Honors Counterpart Exists? <input type="checkbox"/> No <i>(To add honors counterpart course also check Box 8n)</i> <input type="checkbox"/> Yes – <i>Honors Program must sign box 11. Specify course:</i>			7. Existing Diversification, Foundations, Hawaiian/Second Language Designation <i>If requesting change to designation also fill out Box 8f</i> GEC Use: <input type="checkbox"/> Continue <input type="checkbox"/> Remove _____ GEC Initials																
6. Existing Cross-Listed Course(s) <i>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.</i>																			
8. Type of Change <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> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"><input type="checkbox"/> a. Course Subject &/or Number</td> <td style="width: 25%; border: none;"><input type="checkbox"/> e. Grade Option</td> <td style="width: 25%; border: none;"><input type="checkbox"/> g. Contact Hours/Number of Credits/Repeat Limit/Credit Limit</td> <td style="width: 25%; border: none;"><input type="checkbox"/> k. Class Standing Restrictions</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> b. Frequency</td> <td style="border: none;"><input type="checkbox"/> f. Diversification, Foundations, Hawaiian/Second Language Designation</td> <td style="border: none;"><input type="checkbox"/> h. Schedule Type</td> <td style="border: none;"><input type="checkbox"/> l. (i) Prerequisite Course(s) (ii) Prerequisite Grade Requirement (iii) Blanket Requirements</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> c. Offering Status</td> <td style="border: none;"><input type="checkbox"/> i. Co-requisite Course(s)</td> <td style="border: none;"><input type="checkbox"/> j. Major Restrictions</td> <td style="border: none;"><input type="checkbox"/> m. Catalog Description</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> d. Full Course Title/Banner Title <i>(Banner title 30 char. max incl. spaces/punctuation)</i></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> n. Cross-listed/Honors Course(s) – <i>Signatures required in Box 11 (& "Approved By" section for cross-listings). Submit syllabus for honors courses.</i></td> </tr> </table>				<input type="checkbox"/> a. Course Subject &/or Number	<input type="checkbox"/> e. Grade Option	<input type="checkbox"/> g. Contact Hours/Number of Credits/Repeat Limit/Credit Limit	<input type="checkbox"/> k. Class Standing Restrictions	<input type="checkbox"/> b. Frequency	<input type="checkbox"/> f. Diversification, Foundations, Hawaiian/Second Language Designation	<input type="checkbox"/> h. Schedule Type	<input type="checkbox"/> l. (i) Prerequisite Course(s) (ii) Prerequisite Grade Requirement (iii) Blanket Requirements	<input type="checkbox"/> c. Offering Status	<input type="checkbox"/> i. Co-requisite Course(s)	<input type="checkbox"/> j. Major Restrictions	<input type="checkbox"/> m. Catalog Description	<input type="checkbox"/> d. Full Course Title/Banner Title <i>(Banner title 30 char. max incl. spaces/punctuation)</i>			<input type="checkbox"/> n. Cross-listed/Honors Course(s) – <i>Signatures required in Box 11 (& "Approved By" section for cross-listings). Submit syllabus for honors courses.</i>
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Change Type <i>(Specify letter noted above)</i>	Existing Data <i>(Check Banner to confirm)</i>	Proposed Data <i>(Enter data as it should appear AFTER change. Use Box 9 to describe change.)</i>																	
9. Description of Change(s) & Justification <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>																			
10. Consultation: <i>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 major, offered at another UH campus, etc.)</i>			<input type="checkbox"/> Yes -- <i>Indicate offices/campuses:</i> <input type="checkbox"/> Not applicable																
11. Cross-listed Department(s)/Honors Program																			
Dept/Unit	Chair/Director	Signature	Date																
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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																			
1 st College/School	Dean	Signature	Date																
2 nd College/School	Dean	Signature	Date																
General Education <i>(Undergraduate courses numbered 100-499)</i>																			
Director		Signature	Date																
Graduate Division <i>(600 level and above)</i>																			
Dean		Signature	Date																
Mānoa Chancellor's Office																			
Vice Chancellor for Academic Affairs		Signature	Date																