

INSTRUCTIONS FOR COMPLETING THE UHM-1 FORM

Adherence to the following guidelines and format will facilitate the approval process. Type all text in upper/lowercase format (except course alphas, which are always uppercase).

Submit a separate form for each course.

For undergraduate courses, submit at least an original and three copies; for graduate courses, submit at least an original and six copies.

To be included in the appropriate Schedule of Classes or Catalog, UHM-1 Forms must be submitted to the Mānoa Chancellor's Office (MCO) by **December 31 for the next fall semester** and **May 31 for the next spring semester**. Check with individual college/school academic services office and Graduate Division regarding internal deadlines.

- Course Subject.** Between two and four letters (uppercase), eg. BUS, SPAN.
- Course Number.** Three-digit number may be followed by letter for certain courses (L for lab, A for honors, and B–K, M–U, or X–Z for alpha course sections). -97 and -98 are reserved for experimental courses.
- Effective Term.** Type in appropriate semester and year. For example, type "spring 2004" for 2004 spring semester. Codes from earlier versions of the UHM-1 Form **should not be used. Note deadlines above.**
- Frequency.** Indicate how often the course will be offered.
- Course Title. 5a.** Type in full title of the course, in upper/lowercase format, the way it will appear in the Catalog. **5b.** Type in the title for BANNER, not to exceed 30 characters, abbreviating as necessary.
- Offering.** Check only one. Check "Regular" for permanent course, "Single" for a course to be offered only once, or "Experimental" for an experimental course numbered -97 or -98. When approved, an experimental course can be offered for a maximum of two academic years. To modify an experimental course into a regular course, submit a UHM-2 Form.
- Undergraduate Core or Graduation Requirement.** Check only one. Check #1 if approval as a Diversification or Hawaiian/Second Language course is requested; #2 if approval as a Foundations course is requested; #3 if the department does not want the course to be considered for a designation. If #2 is checked, appropriate supporting documents must be sent to the General Education Office. Indicate only one Diversification designation (DA, DH, DL, DB, DP, DY, or DS) or one Foundations designation (FW, FS, or FG) in the space provided. See the General Education website, www.hawaii.edu/gened, for Diversification and Foundation hallmarks. Instructions for Focus designations are also available on the website.
- Grade Option.** Check all boxes that apply. For most courses, the first 3 options will be checked. For mandatory CR/NC grading, only "Credit/No Credit" is checked. Leave "Audit" blank only if no auditors are permitted.
- Number of Credits.** Type the number of credits the course carries. For variable credit offerings, please specify range, e.g., "V(1-6)."
- Repeat Limit.** Type number of times a course may be repeated after it has been completed successfully. For most courses, this is zero. A "1" means a course can be repeated once, i.e., it can be taken twice. For courses designated repeatable more than once, a rationale is required in the justification section (item 18).
- Credit Limit.** Taking into account the proposed repeat limit from No. 10, type in the maximum number of credits that a student may earn for this course. For variable credit course courses, this number represents the maximum credits the college/school allows.
- Corequisite Course(s).** If an existing course **must** be taken concurrently with the course covered by this UHM-1 form, enter alpha and number. If the corequisite is one of two courses, write both alphas and numbers separated by "or." If two or more courses are all corequisites, list all, separated by "and." For example, the corequisites for ABC 300 are "ABC 300L and ABC 301 and ABC 301L."
- Major Restriction(s).** Course may be restricted to students in specific majors. Up to four designated fields of study may be specified. Type the three-digit code(s) from the PROG table when indicating major(s).
- Prerequisite Course(s) and/or Waiver.** Be clear and specific. Enter course alpha and number for each prerequisite. Use "and" or "or" rather than punctuation marks to designate relationships between prerequisites, e.g., "Either ABC 100 or XYZ 100" or "Both ABC 100 and 101." Type "or concurrent" after each prerequisite course that may be taken concurrently. Also specify what type of waiver is acceptable in lieu of specific prerequisites (check only one).
- Contact Hours and Instruction Type.** In the space provided beside each instruction type, type the number of **minutes per week** for each applicable instruction type. For example, ABC 300 is a 3-credit course consisting of two 50-minute lectures per week and one 3-hour laboratory per week. Therefore, the contact hours for lecture would be "100 minutes" and the contact hours for laboratory would be "180 minutes." For a variable credit course, use a check mark (✓) to identify all applicable instruction types.
- Cross-Listed Course(s).** List course alpha and number of cross-listed course(s). Have chair of cross-listed department sign and date. It is not necessary for the cross-listed department to submit a separate UHM-1 form if the counterpart course already exists. A course may be cross-listed with no more than two other courses.
- Catalog Description.** This section will appear in the Catalog. Enter only the description of the course. Refer to the sample below.

SAMPLE COURSE DESCRIPTION (for ABCD 485 Introduction to Paperwork)

Combined lecture-lab course on the theory and practice of paperwork. Open to nonmajors.

Describe the course; do not simply repeat course title. Limit description to 35 words; 85 words for alpha courses. Indicate class size and format (e.g. lecture, discussion, seminar, lab, workshop studio). Specify if it is a continuation of another course, if it includes field trips, group projects, delivery via HITS, other out-of-the-ordinary learning experiences; and/or list key words from syllabus.

- Justification.** Provide rationale for request **including a description of how the proposed course is linked to stated learning outcomes of the degree program** and expected course enrollment. Identify additional resources (if any) that will be required to teach the course. Attach course syllabus. Refer to instructions from the college and Graduate Division. If course is, or will be, a major or degree requirement of another academic unit, specify affected unit. Attach additional sheets as needed.