

# Changes In “2015 Guidelines For Completing UHM Forms”

**SUBMISSION DEADLINES:** To facilitate timely review of proposals through Graduate Council and General Education, submission deadlines have been adjusted. While the OVCAA deadline remains the same, the spring deadline for Graduate Education and General Education has been revised to **March 15**.

# Frequent Mistakes Made in Completing UHM-1 and UHM-2 Forms

Submitting an **insufficient number of copies of forms** for undergraduate courses. An original and five copies of the UHM-1 or UHM-2 forms should be submitted for undergraduate courses.

**Abbreviating effective terms.** For some, SS means Summer Session; for others, it means Spring. Do not abbreviate effective terms.

Entering **Course/Banner titles** in all caps. Course titles will not be entered into the Catalog or Banner in all capital letters.

Including course alpha/numbers in **course titles**.

Not providing a **new Banner title** when the full course title is being changed.

Not providing **Banner major codes** when Major Restrictions are requested.

Reporting **contact hours** incorrectly. When reporting contact hours, 50 minutes of instruction should be reported as equivalent to one hour.

Not providing requested information for **Contact Hours, Credits, Repeat Limits, and Credit Limits** when only one item is being changed. Information for all four items must be provided, even if only one item is being changed.

Not providing **prerequisite minimum grades** when prerequisites are added or changed.

Requesting **prerequisite minimum grades** that are not consistent with existing blanket statements.

Using **changes in course descriptions** to record changes in prerequisites, co-requisites, major restrictions, etc. Each of these items should be entered separately on the UHM-2 form.

# Guidelines for Completing UHM Forms

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# Guidelines for Submitting UHM-1 & UHM-2 Forms

## General Information

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UHM forms are used to create, modify, and delete courses at the University of Hawai'i at Mānoa (UHM).

- UHM-1 forms are used to create new courses.
- UHM-2 forms are used to modify or delete existing courses, or to create new honors or cross-listed courses to go along with existing courses.

The latest information and UHM forms are available online at the Office of the Vice Chancellor for Academic Affairs' (OVCAA) Planning and Approval webpage located at [http://manoa.hawaii.edu/ovcaa/planning\\_approval/](http://manoa.hawaii.edu/ovcaa/planning_approval/).

Direct links to the forms are:

UHM-1 form: [http://manoa.hawaii.edu/ovcaa/planning\\_approval/pdf/UHM-1\\_form.pdf](http://manoa.hawaii.edu/ovcaa/planning_approval/pdf/UHM-1_form.pdf)

UHM-2 form: [http://manoa.hawaii.edu/ovcaa/planning\\_approval/pdf/UHM-2\\_form.pdf](http://manoa.hawaii.edu/ovcaa/planning_approval/pdf/UHM-2_form.pdf)

Other useful websites for filling out UHM forms:

- General Education: <http://www.hawaii.edu/gened/>
- Graduate Division: <http://manoa.hawaii.edu/graduate/content/programs-courses>

IMPORTANT: All forms, except for ~99 courses, must be accompanied by a course syllabus.

## Submitting UHM Forms

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Departments should take care to fill out forms completely and accurately. **Incomplete or inaccurate forms will be returned to the department and will need to be resubmitted.**

To ensure timely processing, the following number of forms must be submitted to OVCAA:

- Undergraduate courses: Original plus 5 copies (double-sided copies preferred)
- Graduate courses: Original plus 6 copies (double-sided copies preferred)
- If a course is cross-listed, please include extra copies for the cross-listed department(s) and college(s).

Additional copies may be required by the other approving offices (e.g., Graduate Division, etc.).

Departments are advised to keep a record of all submitted forms.

## Approval Process

Forms should be routed for approval from the following offices in the following order:

- (a) Department Chair (& cross-listed Department Chair(s) or Honors Program Director, if applicable)
- (b) College-level Curriculum Committee, if applicable
- (c) College Dean (& cross-listed College Dean(s), if applicable)
- (d) General Education Office for undergraduate courses

- (e) Graduate Division Office for graduate-level courses numbered 500 & 600+ (Graduate Division Office approval is generally not needed for courses numbered 501-599)
- (f) Office of the Vice Chancellor for Academic Affairs

If a request is not approved, the department that submitted the form will be contacted. If the request is approved, OVCAA will send copies to:

- The College of the originating department
- Cross-listed departments (if applicable)
- Honors Program Office (if applicable)
- Graduate Division (if applicable)
- Office of the Registrar (for entry into Banner)
- Catalog Office (for entry into the UHM Catalog)

Course information is also shared with the Admissions Office (undergraduate courses only) and the Scheduling Office.

Colleges can expect to receive copies of approved UHM forms from OVCAA usually within about six weeks of the submission deadline (if the forms were submitted in time to meet the deadline) – by the end of January for Summer and Fall forms, and by the end of June for Spring forms.

Departments are advised to update any relevant departmental publications/databases/websites/etc. once a UHM form has been approved.

## ***Deadlines***

UHM forms must be received by OVCAA **with all required signatures** (except VCAA's) no later than:

- *December 1 for the next Summer and Fall term*
- *May 15 for the next Spring term*

Note: If a deadline falls on a weekend or holiday, forms are due by the last working day before the weekend or holiday.

Check with each individual College/School academic services office and other appropriate offices regarding their deadlines as each may have its own. Some offices require UHM forms to be submitted as early as one year prior to when the course is to be offered.

**Reminder: All undergraduate courses must be reviewed by the General Education Office and most graduate courses by the Graduate Division prior to submission to the OVCAA.**

General Education and Graduate Division deadlines are normally mid-October for the next Summer and fall terms and **March 15** for the next Spring term. Please check with the General Education Office and Graduate Division for exact dates.

All forms are subject to the same deadlines, regardless of the status of the requested course (regular, experimental, single-term offering).

UHM forms for related requests (e.g., two new courses that are co-requisites of each other) should be submitted together so that they may be reviewed and processed at the same time.

If your department will be performing major program/curriculum changes or will be submitting a large number of forms, please submit your forms early. Remember that program/curriculum changes must be approved by the OVCAA prior to the submission of any UHM forms.

It is the originating department's responsibility to follow up on submitted forms to ensure that they are received by the OVCAA by the appropriate deadlines.

### **Late Forms**

Forms received by the OVCAA after posted deadlines for the requested effective term must be accompanied by a justification memo from the department in order to be considered. If no memo is included, the effective term on the form may be changed by the OVCAA.

# UHM-1 Forms (Add a Course)

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## Item 1: Course Subject

Enter the appropriate three- or four-letter Banner subject code for the subject requested. Only course subjects approved for use at UHM may be used. For information on creating new course subjects, contact OVCAA.

## Item 2: Course Number

Enter the requested course number, paying attention to the guidelines below.

### Course Numbering System

#### Undergraduate Courses (1–499)

- 1-99** Courses not applicable for credit toward a bachelor's degree
- 100-199** Initial or introductory courses
- 200-299** Second-year courses in a sequence or development in a field of study.
- 300-499** Third- and fourth-year courses in a sequence of courses, or first courses in professional curricula. May be accepted by Graduate Division to fulfill graduate degree requirements (petition may be required). Courses numbered 300–499 are upper-division and count toward the upper-division credit requirement.

#### Post-Baccalaureate Courses (500–800)

- 500** Directed Study (master's Plan B)
- 501-599** Courses applicable toward first professional degrees (architecture, law, and medicine) and in-service training programs in education
- 600-699** Graduate courses
- 700/700F** Thesis Research (master's Plan A)
- 701-799** Advanced graduate courses (typically for doctoral-level courses)
- 800/800C** Dissertation Research

The following course number types have been reserved for special uses:

- “~97” & “~98”: Experimental courses (See [Experimental Courses](#) section for more information)
- “~99”: Directed Reading/Research courses
- “~L”: Labs
- “~A”: Honors courses (See [Honors Courses](#) section for more information)
- “~B-K, M-U, X-Z”: Alpha course sections (See [Alpha Courses](#) section for more information)

Whenever possible, course numbers should not be reused for a period of at least five years.

**IMPORTANT: Course numbers that are currently being used by a campus in the UH system may not be used by UHM unless the courses are equivalent.** (UH course numbers can be checked via the UH Master Course List; see [https://www.sis.hawaii.edu/uhdad/bwckctlg.p\\_disp\\_dyn\\_ctlg](https://www.sis.hawaii.edu/uhdad/bwckctlg.p_disp_dyn_ctlg).)



## Alpha Courses

Alpha course designations allow an overall topic to be divided into smaller areas and offered as multiple courses. Each alpha should have distinctive content such that a student may earn credit toward the degree for each area taken.

*Ex: HIST 614 (Alpha) (3) Research in European History. Selected topics for advanced research. (B) ancient; (C) medieval; (D) early modern; (E) modern; (G) intellectual.*

- Alpha options are: B-K, M-U, X-Z. "A" is reserved for Honors courses; "L" is reserved for labs.
- Individual alpha course topics must be specified when the course is created. They may not be decided each semester.
- The course titles for the alpha course and each of its alphas must fit the format described in the [Alpha Course Titles](#) section.
- All alphas of an alpha course will share the same catalog description. Other information (such as number of credits, prerequisites, etc.) may be different for each alpha.
- Each alpha is considered to be a separate, unrelated course in Banner.
- When referencing alpha courses, always state the specific alpha(s) that you are referring to (e.g., "CRS 101B", "CRS 101C", etc.); do not just state "alpha" (Ex: "CRS 101 (alpha)").

See also the [Alpha Course Titles](#) & [Credit Limits for Alpha Courses](#) sections for more information regarding alpha courses.

## Topics Courses

Topics courses have a focus that changes from semester to semester.

*Ex: LIS 693 Special Topics in Librarianship (V) Course reflects interests of visiting and permanent faculty. Topics such as human relations, service to special groups, networks, reprography, etc.*

Each semester, departments may ask the Scheduling Office to enter course comments in the *Registration Guide* to note the particular topic; however, only the course title will be included on a student's transcript. Thus, a student repeating a topics course will appear to have taken the same course multiple times. Departments are advised to keep accurate records of the topics covered for each section offered.

## Honors Courses ("A" alpha)

Departments should work with the Honors Program regarding honors course offerings (courses with an "A" alpha). Courses and their honors counterparts (Ex: ENG 100 & ENG 100A) share the same course information (course number, credits, description, Undergraduate General Education Requirement designations, content, etc.), with the exception that the honors course is more challenging. This should be evident in the course syllabus.

- An honors course must have a "regular", non-honors counterpart. If a course with an honors counterpart is deleted, the honors counterpart will also be deleted.
- A course and its honors counterpart will be set as equivalents in Banner so that they are accepted interchangeably toward prerequisite requirements.
- When modifying a course with an honors counterpart, changes will be applied to both the "regular" and honors course.
- The Honors Program must approve UHM forms involving Honors courses.

### **Item 3: Effective Term**

Courses may be added and updated for each of the three semesters offered at UHM: Fall, Spring, and Summer. Specify the semester and year of the requested change (e.g., Spring 2011) on the UHM form; do not abbreviate the requested term. Forms must be submitted according to the deadlines specified in the [Deadlines](#) section to be considered for the term requested.

- Changes and additions are noted in Banner according to the effective term approved on the UHM form.
- Because the printed UHM Catalog and UHM Catalog website ([www.catalog.hawaii.edu](http://www.catalog.hawaii.edu)) are updated only once a year, changes and additions received after the fall deadline may not appear. Additionally, changes and additions for spring or summer may not appear. Please refer to the [Information in the UHM Catalog](#) section for more information on Catalog update deadlines.

### **Item 4: Frequency**

Check all boxes that apply to indicate the terms that a course will be offered. Frequency is included in the UHM Catalog when only one box is checked, and the course is taught only in one term (e.g., Spring only) or in alternate years (e.g., Alt. years). Frequency is not included in the Catalog if a course is offered more than once per year. Frequency information is not entered in Banner, except as part of the course description. While departments are free to schedule courses as they choose, they should carefully consider the frequency options that they select as students may rely on this information for planning purposes.

### **Item 5: Offering Status**

#### **Regular Courses**

Regular courses are those offered on a permanent basis at UHM. Most courses fall into this category.

#### **Experimental Courses**

Experimental courses receive approval for two years. At the end of the two-year period, the course must be modified into a regular course using a UHM-2 form, or it will be deleted. Deadlines for experimental courses are the same as for other courses, as specified in the [Deadlines](#) section.

- Experimental courses should be numbered ~97 or ~98.
- Experimental courses are not listed in the UHM Catalog.
- Experimental courses are not eligible for Foundations, Diversification, or Hawaiian/Second Language designations but may qualify for Focus designations.

#### **Single-term Courses**

Single-term courses are approved for one term only and are not included in the UHM Catalog. They are not eligible for Foundations, Diversification, or Hawaiian/Second Language designations but may qualify for Focus designations. Deadlines for single-term courses are the same as for all other courses, as specified in the [Deadlines](#) section.

### **Item 6: Course Title**

Course titles will be entered exactly as they appear on UHM forms, so it is important to use appropriate punctuation and capitalization. However, titles will not be entered into the Catalog or Banner in all capital letters. Diacritical and other punctuation marks that are not included on a keyboard (Ex: macrons/kahakōs (ō), accents (é), etc.) will not appear in Banner, course listings in MyUH, or the online UHM Catalog. Commas, apostrophes, dashes, hyphens, slashes, ampersands, and other symbols with a key on the keyboard are possible.

“Online” should not be included in a course title to indicate that the course is offered online. The course description field may be used to indicate that a course will be offered online.

Two or more courses within the same subject should not share the same title, (e.g. PSY 230 and PSY 330 should not have the same title). An exception is for honors courses and their non-honors counterparts.

### 6a. Full Course Title

The full course title will be displayed in the UHM Catalog and certain screens in MyUH. (MyUH limited to 99 characters.)

### 6b. Banner Course Title

The Banner course title will appear on student transcripts and in some areas in MyUH. Banner titles may not exceed 30 characters, including spaces and punctuation.

### Alpha Course Titles

Titles for alpha courses should be displayed in the following format: “*Overall Course Title: area title*”. (*Overall course title* indicates overall topic covered by the course; *area title* indicates special topic area to be covered by the alpha.)

*Ex: CRS 101 (alpha)*  
*Overall full course title: Contemporary Issues in Ethnic Studies*

- CRS 101B - Contemporary Issues in Ethnic Studies: Hawaii
- CRS 101C - Contemporary Issues in Ethnic Studies: Japan

Banner titles for alpha courses should follow the *Overall Course Title: area title* format and must meet the 30 character limit for each alpha course.

*Ex: CRS 101 (alpha)*  
*Overall Banner title: Contemp Iss Ethn Stdies*

- CRS 101B – Contemp Iss Ethn Stdies: HI
- CRS 101C – Contemp Iss Ethn Stdies: Japan

## Item 7: Grade Option

Select all grading options that are acceptable for the course.

- For mandatory “Credit/No Credit” grading, check only “Credit/No Credit”.
- Leave “Audit” unchecked only if auditors are not permitted. “Audit” must be selected as a grading option on the UHM form for students to be able to audit a course. An instructor’s signature on an *Audit Approval Form* will not override UHM forms that were submitted without the audit option selected. According to the UHM Catalog’s “auditors” definition, auditors are generally not allowed in art studio, laboratory science, mathematics, elementary and intermediate Hawaiian and foreign languages, creative writing, English composition, physical education, speech and other performance courses, or in classes where they might displace credit students.
- Grading options for a course will be listed in the UHM Catalog only when one grading option has been selected. (Ex: “A-F only”, “CR/NC only”, etc.)

- The *Satisfactory/Unsatisfactory* grading option may be used only for 500, 700, 700F, 800, 800C, and approved “Plan B Master’s Project” courses. (For 500, 700, 700F, 800, and 800C courses, Satisfactory/Unsatisfactory is the only grading option that may be selected.)
- The *Honors* grading option may only be selected for courses within the School of Medicine.
- The “No Grading” (X) option is no longer available.

## **Item 8: Core or Hawaiian/Second Language Requirement Designation**

Departments may request approval of Foundations, Diversification, and Hawaiian/Second Language designations for courses numbered 100 – 499 via UHM forms. The designations are as follows:

### **Foundations Requirements**

Written Communication	<b>FW</b>
Symbolic Reasoning	<b>FS</b>
Global and Multicultural Perspectives	<b>FG</b>

- Because students must complete their Foundations requirement during their first year, Foundations courses must be at the 100- or 200-level.
- Once given a Foundations designation, a course cannot have a Focus or Diversification designation.
- Courses on the [Diversification/Foundations Course List](#) are approved for a five-year period. At the end of the period, the course will be reassessed to see if it continues to meet the hallmarks.

**IMPORTANT: Foundations designations also require that a separate proposal be submitted to the General Education Office. See [www.hawaii.edu/gened/foundations.htm](http://www.hawaii.edu/gened/foundations.htm) for Foundations Hallmarks, the proposal form, and applicable deadlines.**

### **Diversification Requirements**

Arts	<b>DA</b>
Humanities	<b>DH</b>
Literature	<b>DL</b>
Social Sciences	<b>DS</b>
Biological Sciences	<b>DB</b>
Physical Sciences	<b>DP</b>
Laboratory (science)	<b>DY</b>

- The following types of courses are not eligible for Diversification designations: graduate level, experimental, directed reading and research, internship, practicum.
- Two Diversification designations (DB+DY or DP+DY) may be granted only for courses with an embedded science lab.
- Courses on the [Diversification/Foundations Course List](#) are approved for a five-year period. At the end of the period, the course will be reassessed to see if it continues to meet the hallmarks.

### **Hawaiian/Second Language**

**HSL**

- Experimental courses are not eligible for Foundations, Diversification, or Hawaiian/Second Language designations but may qualify for Focus designations.
- Focus designations (H, E, O, W) are granted on a section-by-section basis and should not be requested using UHM forms. See the General Education website ([www.hawaii.edu/gened/](http://www.hawaii.edu/gened/)) or contact the General Education Office for information regarding Focus designations.
- Cross-listed courses must have the same designation(s).
- Honors courses and their non-honors counterparts must have the same designation(s).
- Changes to a course may result in changes to its existing Core or Hawaiian/Second Language designation(s).

### **Item 9: Contact Hours**

Indicate the number of meeting hours per week in a fifteen-week semester. (50 minutes of instruction should be counted as equivalent to one hour.) For variable credit courses, specify the range of hours per week.

In general, 50 minutes of instruction or three hours of lab per week over a fifteen-week semester are required for each credit hour awarded. Contact hours must comply with UH Executive Policy E5.228—Credit Hours.

The contact hours along with the type of instruction (“Lecture”, “Lab”, or “Other”) will be displayed in MyUH when a student views the MyUH catalog entry for the course.

### **Item 10: Number of Credits**

Indicate the number of credits the course will be offered for. For variable credit courses indicate the range. Do not attach a “V” to the course number (Ex: BIOL 499V) to indicate that a course is variable. Course credit hours must comply with UH Executive Policy E5.228—Credit Hours.

### **Item 11: Repeat Limit**

The repeat limit is the number of times a course may be repeated for credit. It is enforced at the time of registration. Providing the appropriate repeat limit is important as the University will not provide financial aid for a course that is not listed as repeatable in the course description or if the student repeated the course more than the number of times listed in the course description.

- If a course may not be repeated, enter “0” for the repeat limit. Do not write “none”.
- If there is no limit to the number of times a course may be taken, enter “unlimited”.
- The repeat limit plus 1 should equal the total number of times the course may be taken.
- Attempts at a course that earn grades of C-, NC, or lower will not be counted towards the repeat limit for registration purposes, but may have academic and financial aid implications if/when the course is subsequently repeated.
- For more information regarding the academic and financial aid implications of course repeats, see the [UHM Catalog Undergraduate Credits and Grades](#) and [UHM Catalog Graduate Grades](#) sections.

### **Item 12: Credit Limit**

The credit limit indicates the maximum number of credits that a student may earn from a particular course. In most cases, the credit limit can be found by multiplying the (number of credits) x (the number of times the course may be taken) ~or~ (the number of credits) x (the repeat limit + 1).

*Example: CRS 101 is 3 credits and has a repeat limit of "1".*

**Course credit limit** = (Number of credits) x (repeat limit +1) => 3 x 2 = **6 credits**

- If a course cannot be repeated, the credit limit should equal the number of credits of the course. (For variable credit courses, see section below.)
- If there is no credit limit, enter "unlimited".

The credit limit is NOT enforced at the time of registration. When students take "repeatable" courses beyond the designated limit, grades continue to be recorded on the transcript, but those grades do not impact the GPA and the credits are not counted toward degree requirements.

### ***Repeat/Credit Limits for Variable Credit Courses***

For variable credit courses, the credit limit is not necessarily the (high value for the number of credits) x (repeat limit + 1). It can be lower if the department does not want students to be able to take the maximum number of credits the maximum number of times.

*Example: CRS 101 is variable, 3 to 8 credits. The department wants students to be able to take the course up to 4 times (repeat limit = 3), but not to exceed 24 credits. This is acceptable.*

Students could take the course four times at 6 credits each, three times at 8 credits each, or any other combination that does not exceed the three-time repeat limit or the 24-credit credit limit.

### ***Removal of excess credits for variable credit courses***

Credits cannot be partially awarded or "split" in the event that only a part of the credits for a repeated course exceeds the course's credit limit.

*Example: CRS 101 is variable, 1-3 credits, repeat limit = 3, credit limit = 10.*

A student takes CRS 101 3 times @ 3 credits each for a total of 9 credits. Based on the repeat limit, he can take the course one more time, however if he registers for 2 (or 3) credits for this fourth time, the student will exceed the 10-credit limit. It is not possible to remove only the part of the credits from his fourth attempt that exceeded the credit limit, so all credits from the fourth attempt will be treated as having exceeded the credit limit.

### ***Adjustment of repeat limits entered in Banner for variable credit courses***

In order to help prevent students from exceeding the credit limit for a course, for variable credit courses, repeat limits will be adjusted and entered into Banner based on the credit limit and high value for the range of credits (resulting in a lower repeat limit). Students that exceed the repeat limit entered into Banner can request approval from the department, at which time the department can advise the students of the credit limit. Departments do not need to make adjustments to their repeat and credit limits themselves; repeat and credit limits listed on UHM forms should reflect what the department actually wants. Adjustments in Banner, if necessary, will be made by the Registrar's Office.

*Example: CRS 101 is variable, 1 to 5 credits. The department wants students to be able to take the course up to 3 times (repeat limit = 2), but not to exceed 10 credits. The department should enter the requested repeat limit on the UHM form as "2", and the credit limit as "10". When the course is built in Banner, the repeat limit will be adjusted and entered as "1" and the credit limit will be entered as "10". Students who already took the course twice can request approvals from the department if they want to take it a third time, at which time the department can advise the students of the credit limit. In the UHM Catalog, it will be listed as repeatable 2 times or up to 10 credits.*

### ***Repeat/Credit Limits for Alpha Courses***

Because each alpha (Ex: CRS 101B, CRS 101C, CRS 101D) is treated as a separate course in Banner, repeat and credit limits are enforced for each alpha separately. CRS 101B's credit limit of "x" in Banner will NOT affect, or be affected by, credits from CRS 101C, CRS 101D, etc.

If departments want repeat/credit limits that take into account different alphas of a course (Ex: repeatable one time in a different alpha), the department will have to enforce the repeat/credit limit during advising or degree audits.

### ***Item 13: Schedule Type (formerly called Instruction Type)***

Select all schedule types that you will want to have available as options when scheduling the course. Schedule types should be reflective of the type of class (lecture, lab, seminar, etc.), and not the mode of delivery except for HTI courses. (Ex: A lecture class offered 100% online via the web should have a schedule type of "Lecture".) A different field used at the scheduling level will be used to indicate that a course section is offered online.

- The "Hybrid-Technology Intensive" (HTI) schedule type is to be used for courses "that make intensive use of online and offline technologies to such an extent that the schedule of class meetings is altered. The HTI designation may apply to a campus-based course or to a distance learning course that might have required meetings off-site or via interactive television". The HTI schedule type should not be selected for a course that will be offered completely online because HTI courses use both online and offline technology.
- The WEB, FLD, & ITV schedule types no longer exist.

### ***Item 14: Co-requisite Course(s)***

A co-requisite is a course that must be taken at the same time as another course. Please consider whether a course is better suited as a prerequisite that may be taken concurrently rather than as a co-requisite.

Failure to offer a co-requisite course during a specific semester is not justification for removing the co-requisite requirement on a temporary basis (i.e., without a UHM-2 form). The department must either enter approvals for students or submit a UHM-2 form by the appropriate deadline to remove the co-requisite. Another UHM-2 form would be needed to reinstate the co-requisite in subsequent terms.

#### ***Multiple Co-requisites***

More than one co-requisite may be listed for a course; however Banner is unable to accommodate "or" options for co-requisites. (Ex: "Co-req: CRS 123 & 124" is possible, but "CRS 123 or 124" is not.) An alternative is to state the co-requisites as *prerequisites that may be taken concurrently*, because prerequisites can be built with "or"

options (Ex: Pre: CRS 123 (or concurrent) or CRS 124 (or concurrent)). If the department still wants to proceed with an “or” co-requisite, it will be listed in the Catalog, but will not be enforced by Banner.

### ***Alpha Courses as Co-requisites***

If the course you are requesting as a co-requisite is an alpha course (Ex: CRS 101 (alpha)), be sure to specify the alpha that you want as a co-requisite (Ex: CRS 101B). If any alpha will satisfy the co-requisite, Banner will not be able to screen for it because it will be considered an “or” co-requisite (e.g., CRS 101B or CRS 101C or CRS 101D; see explanation above).

## **Item 15: Major Restrictions**

Courses may be restricted to students in specific majors. **If item 15a is filled in, item 15b must also be completed.**

### **15a. Major Restriction**

Enter the major restriction information as you would like it to appear in the Catalog. (e.g. Engineering majors)

### **15b. Banner major codes**

Specify the current 2- to 4-character (alphas or alpha/numeric) **Banner major code(s)** of the major(s) that should be allowed to enroll in the course (e.g., EE, CE, ME, SE29). Numeric major codes are no longer valid. Major restrictions can be viewed in the Banner form SCARRES, *Major Restrictions* field.

Major restrictions may also be changed on a semester-by-semester and section-by-section basis via the Scheduling Office. Be sure to check your *SOC Worksheet* sent by the Scheduling Office each semester to make sure the major restrictions are listed correctly. Note: Changes made via the Scheduling Office will not be included in the UHM Catalog unless a UHM-2 form is also submitted.

### **Degree Restrictions**

Unclassified students are automatically restricted from courses numbered 500 and 600+. These students will receive a “Degree Restriction” error message during registration and will need approval from the department offering the course.

## **Item 16: Class Standing Restrictions**

Courses may be restricted to students who meet specific class standing requirements. A student’s class standing can be determined as follows:

- **Freshmen:** Fewer than 25 earned semester credit hours
- **Sophomores:** 25–54 earned semester credit hours
- **Juniors:** 55–88 earned semester credit hours
- **Seniors:** 89 or more earned semester credit hours
- **Second Bachelor’s degree students:** Treated as seniors for class standing purposes

Credit must already have been earned to count toward the class standing calculation; courses are not counted until the grades are “rolled” (officially added to a student’s record by the Registrar’s Office) and the student’s GPA is recalculated.

When a class standing restriction is requested, it is assumed that all higher class standings will also be acceptable to register unless requested otherwise. (Graduate standing satisfies all undergraduate class standing



requirements.) If you do not wish higher class standings to be included, indicate so by saying “sophomores only”, etc. If any student may enroll in the course, leave this field blank.

Class standing restrictions may also be changed on a semester-by-semester and section-by-section basis via the Scheduling Office. Be sure to check your *SOC Worksheet* sent by the Scheduling Office each semester to make sure the class standing restrictions are listed correctly. Note: Changes made via the Scheduling Office will not be included in the UHM Catalog unless a UHM-2 form is also submitted.

### Level Restrictions

Level restrictions based upon a student’s “level” (undergraduate, graduate, law, or medicine) are automatically applied to certain courses as follows:

- All courses numbered 500 and above are automatically restricted to graduate, law, and medical students only; it is not necessary to state “graduate standing” as a requested restriction for this to occur.
- 500-level courses in the School of Medicine and School of Law are automatically restricted to school of medicine and school of law students, respectively.

## Item 17: Prerequisites

Prerequisites for courses usually consist of a previous course or courses in a related subject and/or the department or instructor’s consent. In Banner terms, “prerequisites” can be built from the following two categories:

1. UHM courses
2. Course attributes such as the Core/Graduation Requirements (DS, DB, DL, etc.)

### 17a. Prerequisite Course(s)

- Use “ands”, “ors”, and punctuation to indicate relationships between prerequisites. “Ands” and “ors” by themselves, or punctuation by itself is not always sufficient.

*Example – Pre: “MATH 101 or BIOL 101 and CHEM 101” is not clear. It could be:*

- “MATH 101 or BIOL 101, and CHEM 101” ~OR~
- “MATH 101, or BIOL 101 and CHEM 101”

*Punctuation, in addition to the “ands” and “ors”, is required to effectively communicate the prerequisite requirements in this case.*

- Indicate “or concurrent” after each course that may be taken concurrently. If a course must be taken during the same semester, it should be listed as a co-requisite, not a concurrent prerequisite.
- The use of higher-numbered courses as prerequisites is generally not allowed.
- Prerequisites stated in general terms are not enforceable in Banner. Use specific UHM courses as prerequisites, identifying them by their subject and number (Ex: BIOL 101) rather than with descriptive terms (e.g., “College-level biology course”).
- Graduate-level courses requiring specific undergraduate courses as prerequisites may be problematic for students who completed their undergraduate coursework elsewhere. In these cases, stating prerequisites in terms of general competencies or skills such as “knowledge of...”, “coursework in...”, etc. may be beneficial as the prerequisites will not be built in or enforced by Banner.
- Stating “or consent” to allow for prerequisite overrides is not necessary. It may be included however, if the department wishes to remind and encourage students to request consent.

- To require all students to obtain consent, departments may list “consent” on the UHM form, however they must also request *Instructor* or *Departmental Approval Restrictions* through the Scheduling Office on a section-by-section and semester-by-semester basis.
- If a prerequisite course is an alpha course, be sure to indicate the specific alpha that is required.

### 17b. Minimum Required Grade for Prerequisites

Departments must specify a minimum required grade for prerequisites due to the implementation of automated prerequisite checking. (See the [Automated Prerequisite Checking](#) section for more information.)

- Departments with automated prerequisite checking should have already established a minimum required grade(s) for their prerequisites and may contact the Course Catalog Specialist in the Registrar’s Office with any questions regarding the department’s grade requirement.

In general, requiring grades higher than a “C” (i.e., “C+”, “B-”, etc.) is not recommended for prerequisites for undergraduate courses because students using transfer credits will need to obtain approvals.

Note: The minimum required grade associated with prerequisites is different from grade requirements related to program admission and graduation. The minimum required grade for a prerequisite should reflect the grade necessary for a student to demonstrate competency in a subject in order to advance to the next level.

### 17c. Blanket Requirements

Blanket requirements are included in the UHM Catalog (in the courses section) for some subjects, and are meant to apply to a number of courses in that subject.

Ex (from UHM Catalog ICS course listing section): *All students wishing to enroll in ICS courses above 211 except ICS 241 must meet the prerequisite grade requirement of B or higher in ICS 111 and 211 prior to registering for the course.*

Blanket requirements listed in the Catalog will be enforced and should be compatible with the prerequisites listed specifically for each course. Blanket requirements will not be applied to a cross-listed counterpart of a course.

### Combining Different Types of Registration Restrictions with Prerequisites

The different types of registration restrictions available in Banner (major restrictions, class standing restrictions, level restrictions, co-requisites, special approval requirements, and prerequisite checking) function independently of each other. Thus, a requirement such as “Graduate standing or CHEM 300” cannot be enforced by Banner because it involves defining a relationship between two separate and independent functions (level restrictions and prerequisites). If the level restriction and the prerequisite were listed in Banner, both would be enforced. Therefore a requirement of “Graduate standing and CHEM 300” can be enforced by Banner, whereas a requirement of “Graduate standing or CHEM 300” cannot.

### Automated Prerequisite Checking

Departments will be contacted by the Registrar’s Office prior to having their prerequisites enforced by Banner. For more information, please contact the Registrar’s Office.

## Item 18: Catalog Description

Enter the description of the course, up to 35 words (85 words for alpha courses). Describe the course; do not simply repeat the course title. Indicate the class format (e.g., lecture, studio, seminar, lab, etc.). If the course is

composed of several formats, indicate the number of hours for each (e.g., 2 lec, 1 3-hr. lab). List key words from the syllabus and specify if the course is a continuation of another course, if it includes field trips, if it is delivered via HITS, or other out-of-the-ordinary learning experiences.

The following items should not be listed in Box 18 as part of the Catalog description:

- Frequency
- Grading option(s)
- Repeatability
- Prerequisites
- Co-requisites
- Cross-listed courses
- Major restrictions
- Class restrictions
- General education designation(s)

These items will be added to the catalog description by the Catalog Office (if applicable) and are not counted towards the word count limit.

The catalog description of the course will appear in the UHM Catalog (except for Experimental and Single-term Courses) and will also be available in Banner, [MyUH](#), and the [UHM Check Class Availability](#) website.

## The UHM Catalog

### *Printed Version*

The UHM Catalog is published each academic year and is distributed in July. The deadline for updated course information to be included in a Catalog is December 1 of the previous year. UHM forms submitted to OVCAA by this deadline will be included in the next Catalog if the *Effective Term* noted on the form indicates that it should.

Example:

<u>Date UHM form received by OVCAA</u>	<u>Effective term</u>	<u>Change will appear in</u>
December 1, 2015	Fall 2016	2016-2017 Catalog
May 15, 2016	Spring 2017	2017-18 Catalog

Requests for Spring changes that are submitted early and received in time to meet the Catalog deadline will be included in the next Catalog.

<u>Date UHM form received by OVCAA</u>	<u>Effective term</u>	<u>Change will appear in</u>
December 1, 2015	Spring 2017	2016-2017 Catalog

### *Online Version*

The information presented in the online UHM Catalog at [www.catalog.hawaii.edu](http://www.catalog.hawaii.edu) is the same as what appears in the printed version of the UHM Catalog of the same year. The online version is NOT updated as UHM forms are received.

UHM courses that are processed after the catalog deadline are updated on the Catalog Proofreading website at [www.catalog.hawaii.edu/proofread/](http://www.catalog.hawaii.edu/proofread/) in preparation for the next published Catalog. The changes reflected in the Proofreading website are **not effective** until they have been included in the published and online versions of the Catalog. The Courses section is the only section that is updated whenever courses are processed.

## **Experimental and Single-term Course Descriptions**

Experimental and single-term courses do not appear in the printed UHM Catalog. Their descriptions will be included in their listings in MyUH in case students are interested. Departments are advised to keep their own records of these courses for future reference.

### **Item 19: Justification**

Using a separate sheet, please include the following items in the justification:

- Rationale for the request.
- For new undergraduate courses, indicate the program learning objectives and the institutional learning objectives that this course will cover.
- Course syllabus specifying student learning objectives for the course. NOTE: For requests to create a course that has an honors counterpart (e.g., SOC 123 and SOC 123A), a separate honors version of the syllabus must also be submitted. Syllabi are not required for “-99” courses.
- Expected course enrollment.
- Additional resources (if any) that will be required to teach the course.
- List of any academic units for which the course is or will be a major or degree requirement.
- Confirmation of consultation with those academic units, as well as with any other departments and UH campuses that might be impacted by the new course (departments offering one of the prerequisite courses, campuses offering a course with similar course content, etc.).

For alpha courses, the requirements listed above must be addressed for each alpha.

Other approving offices (Colleges, Graduate Division, etc.) may require additional information. Please check with each office for their requirements. See the [Contact Information](#) section at the end of these instructions for department contact information.

### **Item 20: Cross-Listed or Honors Course(s)**

#### **Cross-Listed Courses**

Cross-listed courses have identical content and information and are jointly offered by more than one department.

- A course may be cross-listed with no more than two other courses at a time.
- Cross-listed courses must have the same General Education designation(s).
- In rare cases, cross-listed course numbers may be different, but they should at least be the same level (e.g., 200-level courses should not be cross-listed with 300-level courses).
- Cross-listings must be approved by the cross-listed Department Chair(s) and Dean(s).
- When submitting your UHM form, please include extra copies for the cross-listed department(s) and college(s).

To create two (or three) new courses that are to be cross-listed, submit a single UHM-1 form listing one course in Box 2 and the other course(s) in Box 20. All courses will be created based on the one UHM-1 form.

To create a new course that is to be cross-listed with an existing course, a UHM-2 should be used. See the [Cross-Listed/Honors Course\(s\)](#) entry in the UHM-2 section for more information on adding or removing cross-listed courses.

## **Honors Courses**

Courses and their honors counterparts share the same course information, with the exception that the honors course is more challenging. This should be evident in the course syllabus.

To create a new course along with an honors counterpart at the same time, submit a single UHM-1 form. List the “regular” course in Box 2 and the honors counterpart course in Box 20. Both courses will be created based on the one UHM-1 form. Two syllabi should be submitted with the form—one for the “regular” course and one for the honors course.

To create an honors counterpart for an existing course, a UHM-2 form should be used. See the [Cross-Listed/Honors Course\(s\)](#) entry in the UHM-2 section for more information on adding or removing cross-listed courses.

## ***Item 21: Requested By***

The Chair or Director of the department requesting the new course must certify that the student learning objectives for the course are consistent with the learning objectives of each program under which the course is listed and must sign the form before routing it for approval.

## UHM-2 Forms (Modify or Delete a Course)

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UHM-2 forms are used to modify or delete existing courses. UHM-2 forms may also be used to add a new course that will be cross-listed with an existing course or to create an honors version of an existing course. With the exception of alpha courses, cross-listed courses, and courses with an honors counterpart, only one course should be listed per form.

**Confirm existing course information prior to filling out the UHM-2 form by checking Banner. The UHM Catalog might not contain the most up-to-date information if changes were made after the Catalog was printed.**

The following list can tell you where information can be found in Banner.

- **Course Number** (for a list of courses existing in Banner or to see what course numbers are in use for a certain subject) – SCACRSE, Enter course subject in *Subject* field, [Tab] to *Course* field, click black triangle button next to *Course* field.
- **Frequency** – SCADETL, *Options* pull-down menu, select *Course Description*
- **Offering Status** – SCACRSE, [CTRL]+[Page down], *Status* field
- **Full Course Title** (if Full Course Title is different from Banner Course Title) – SCASYLB. Older courses may not have Full Course Title entered in SCASYLB. In these cases, refer to the Catalog.
- **Banner Course Title** – SCACRSE, *Course Title* field.
- **Grade Option** – SCACRSE, *Options* pull-down menu, select *Grading Mode*
- **Diversification, Foundations, Hawaiian/Second Language designation**– SCADETL, *Options* pull-down menu, select *Course Degree Attributes*
- **Contact Hours** – SCACRSE, [CTRL]+[Page down], *Hours* box, *Contact* field
- **Number of Credits** – SCACRSE, [CTRL]+[Page down], *Hours* box, *CEU or Credit* field
- **Repeat Limit** – SCACRSE, [CTRL]+[Page down], *Repeat Details* box, *Limit* field
- **Credit Limit** – SCACRSE, [CTRL]+[Page down], *Repeat Details* box, *Maximum Hours* field
- **Schedule Type** – SCACRSE, *Options* pull-down menu, select *Schedule Type*
- **Co-requisite Course(s)** – SCADETL, [CTRL]+[Page down], *Corequisite Course* field
- **Major Restrictions** – SCARRES, [CTRL]+[Page down], *Field of Study Restrictions* field
- **Class Standing Restrictions** – SCARRES, *Options* pull-down menu, select *Course Class Restrictions*
- **Prerequisite Courses** – SCADETL, *Options* pull-down menu, select *Course Description*
- **Minimum Required Grade for Prerequisites** – check UHM Catalog (if not in Catalog, check with Registrar’s Office). This option is not listed for each course in the UHM Catalog but might be stated as a Blanket Requirement.
- **Blanket Requirements** – check UHM Catalog (not in Banner)
- **Catalog Description** – SCADETL, *Options* pull-down menu, select *Course Description*
- **Cross-listed/Honors Courses** – SCADETL, [CTRL]+[Page down], *Equivalent Course* field. Note: This field also lists courses that are considered equivalent but are not cross-listed (e.g. past course numbers if course was renumbered).

On each Banner screen enter: (1) Course subject in the *Subject* field; (2) Course number in *Course* field; and (3) Appropriate term code in the *Term* field. If you do not know the term code, click the black triangle next to the *Term* field then *Valid Terms for Course* link to view the available codes.

### Item 1: Transaction Type

Check the appropriate box to indicate a modification or deletion of the course.

## **Item 2: Course Subject and Number**

Enter the course subject and number as it currently exists.

- To create a new course that will be cross-listed with an existing course, enter the course subject and number of the existing course. You will specify the new course in Box 8.
- To create an honors course, enter the course subject and number of the existing non-honors counterpart course. You will specify the new honors course in Box 8.
- Alpha courses
  - You may list more than one alpha on a form if the requested change will be the same for each alpha. Be sure to specifically list each alpha that will be affected by the change request (e.g., CRS 123 (alpha): b, c, d, e, f). Do not simply write “(alpha)”.
  - If different alphas will be updated differently, submit a separate UHM-2 form for each applicable alpha.

## **Item 3: Existing Full Course Title**

Enter the existing full course title. The full course title can be found in the Banner form SCASYLB, if the full course title is different from Banner course title. Some older courses may not have the full course title entered in SCASYLB. In these cases, refer to the Catalog.

## **Item 4: Effective Term of Change**

Enter the term and year requested; do not abbreviate the term (Fall, Spring, Summer). UHM-2 forms must be submitted by the established deadlines to be considered for the effective terms requested. See pages 6 and 19 for deadlines.

Late change requests may result in discrepancies between the actual course and what is printed in the Catalog and other publications. It is the department’s responsibility to ensure that all affected parties (e.g., Mānoa Advising Center, major advisers, faculty, students) are notified and aware of any changes. Departments are advised to keep records of any discrepancies for future reference.

**Changes to a course once registration has started are usually not permitted.**

## **Item 5: Honors Counterpart Exists? [This box must be completed for all requests.]**

Indicate whether the course has an honors counterpart (“A” alpha). If yes, specify the counterpart course. Changes requested on the form will be applied to both the regular course and its honors counterpart. The Honors Program will need to sign Box 11.

To create an honors counterpart for an existing course check Box 8n and fill out the Change Details to indicate the new honors course. The Honors Program must sign Box 11 and a syllabus for the Honors course must be submitted with the UHM-2 form.

## **Item 6: Existing Cross-Listed Course(s)**

List existing cross-listed course(s). If none, write “none”. Existing cross-listed courses can be found in the Banner form SCADETL, *Equivalent Course* field. Note: This field may also list courses that are considered

equivalent but are not cross-listed courses (e.g., Honors counterparts, past course numbers if the course was renumbered).

- Requested changes will be applied to all cross-listed courses of a cross-listed group except for course deletions. Separate UHM-2 forms are NOT required to modify each of the cross-listed courses.
- Changes must be approved by the cross-listed department(s) and their Deans, in the signature portion of the form.
- To remove a cross-listing, also fill out Box 8n on the UHM-2 form.
- To add a cross-listing, you will use Box 8n.
- To delete cross-listed courses you must submit a separate UHM-2 form for each course to be deleted.

### **Item 7: Existing Diversification, Foundations, Hawaiian/Second Language Designation**

Enter existing designation, if any. If none, write “none”. Designations can be found in the Banner form SCADETL, *Options* pull-down menu, select *Course Degree Attributes*.

UHM-2 forms for all undergraduate courses will be reviewed by the Mānoa General Education Office to re-confirm designation status. Changes to a course may result in the revocation of, or change to, existing designations.

### **Item 8: Type of Change**

Indicate requested changes by checking all applicable boxes. Fill in the appropriate **CHANGE DETAILS** for each change.

#### **CHANGE DETAILS**

##### ***Change Type***

Indicate each change using the letter(s) noted in Box 8.

##### ***Existing Data***

Use Banner to confirm existing data prior to entering the information.

##### ***Proposed Data***

Enter the information as it should appear AFTER the change is made. Do not use this field to describe the change. Box 9, *Description of Change(s) and Justification*, should be used to describe the change(s). Ex: You are changing a course title from “Field Practices in Science” to “Field Practices”. In the *Proposed Data* box write “Field Practices”. In Box 9 (*Description of Change*) describe the change by writing “delete ‘in Science’ from course title”.

In the **CHANGE DETAILS** box, use a separate line for each change requested, as shown below. Attach a separate sheet if multiple changes are requested.



5. 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>				
<input type="checkbox"/> a. Course Subject &/or Number	<input checked="" 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"/> m. Catalog Description
<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 (iv) NI Status	<input type="checkbox"/> n. Cross-listed Course(s) (cross-listed department signatures also required – see signature portion of form)
<input type="checkbox"/> c. Offering Status		<input type="checkbox"/> i. Co-requisite Course(s)		
<input checked="" type="checkbox"/> d. Full Course Title/Banner Title (Banner title 30 char. max incl. spaces & punctuation)		<input type="checkbox"/> j. Major Restrictions		
CHANGE DETAILS				
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>		
<p>→ D</p> <p>→ E</p>	<p><b>Field Practices in Science</b></p> <p><b>Letter Grade</b></p>	<p><b>Field Practices</b></p> <p><b>Letter Grade, Credit/No credit, Audit</b></p>		

### 8a. Course Subject and/or Number

Check this box to renumber a course. See the [Course Subject](#) and [Course Number](#) entries in the UHM-1 section for information on course subjects and numbers.

If other courses list the old course number as a prerequisite, co-requisite, etc., submit separate UHM-2 forms to update those other courses as well. Departments must notify other offices/departments that may need to update their course information.

When a course is renumbered (or the subject is changed), the old and new course are set as equivalents to each other in Banner for the appropriate time periods. They will then be accepted interchangeably to facilitate accurate prerequisite, repeat limit, and credit limit checking.

#### *Changing a non-alpha course to an alpha course*

If each alpha to be created will be a new course (none will be equivalent to the original non-alpha course):

- Submit a UHM-2 form for the original course (ABC 123)
- List the original course + “alpha” in the *Proposed Data* field. Also list the individual alphas that you want to be created. (Ex: ABC 123 (alpha): B,C,D,E).
- The title of the new alpha course (and each of the new alphas) must meet the alpha course title format described in the *Alpha Course Titles* section. Update the course title on the UHM-2 form if necessary.
- Update the Catalog description as needed. All alphas created for this course will share this same description.
- Make note in the *Justification* field that UHM-1 forms to create each alpha will be submitted.
- Submit a separate UHM-1 form for each alpha to be created. Again, the title for each alpha must meet the alpha course title format. The Catalog description should be the same for each alpha, as noted on the UHM-2 form (discussed above).

If the original, non-alpha course will become one of the new alphas (Ex. ICS 101 will become ICS 101B):

- Submit a UHM-2 form with the original course number (ICS 101) listed under “Existing data” and the new alpha (ICS 101B) under “Proposed data.”
- Change the course title as needed to meet the alpha course title format.
- Change the course description as needed. (All additional alphas created will share the same course description)
- Submit separate UHM-1 forms to create additional alphas as needed, being sure to use the alpha course title format.

- Submit the UHM-2 form for the original course together with the UHM-1 forms creating each alpha so that they will be reviewed at the same time.

### ***Renumbering & Articulation within the UH System***

If the renumbering will affect transfer courses from other UH System campuses, the affected campuses should be notified and consulted (a one-year advance notification may be required per UH Executive Policy 5.209). List the offices consulted in Box 10 on the UHM-2 form. Attach additional sheets if needed.

### **8b. Frequency**

The options for frequency designations are: *Fall, Spring, Summer, and Alternate years*. Select all that apply. Frequency information that is entered in the Catalog as part of the course description can be found in the Banner form SCADETL, *Options* pull-down menu, *Course Description*.

See the [Frequency](#) entry in the UHM-1 section for more information.

### **8c. Offering Status**

Choices for offering status are: *Regular, Experimental, and Single-term*. The Banner form SCACRSE, *Course Details* block, *Status* field will tell you if a course is “Regular” or “Experimental”. (Single-term offering courses are listed as “Experimental”.) Note: Experimental and Single-term courses are not listed in the UHM Catalog.

See the [Offering Status](#) entry in the UHM-1 section for more information.

### **8d. Full Course Title/Banner Title**

To change the title of a course, be sure to update both the Full Course and Banner Titles. Title information can be found in the following Banner forms: Full Course Title – SCASYLB (if Full Course Title is different from Banner Course Title); Banner Course Title – SCACRSE.

See the [Course Title](#) entry in the UHM-1 section for guidelines.

### **8e. Grade Option**

Grade option choices are: *Letter grade, Credit/No credit, Audit, Satisfactory/Unsatisfactory (500, 700, 700F, 800, 800C, and approved “Plan B Master’s Project” courses only), and Honors (Medicine only)*. Grade options can be found in the Banner form SCACRSE, *Options* pull-down menu, *Grading Mode*.

See [Grade Option](#) in the UHM-1 section for guidelines.

### **8f. Diversification, Foundations, Hawaiian/Second Language Designation**

Choices are: *DA, DH, DL, DB, DP, DY, DS, HSL, FW, FS, or FG*. Requests will be reviewed by the Mānoa General Education Office. To request a Foundations designation (FW, FS, or FG), a separate proposal must also be submitted to the General Education Office. A course’s Core/Graduation Requirement status can be found in the Banner form SCADETL, *Options* pull-down menu, *Course Degree Attributes*.

See the [Core or Hawaiian/Second Language Requirement Designation](#) entry in the UHM-1 section for more information.

### **8g. Contact Hours/Number of Credits/Repeat Limit/Credit Limit**

The contact hours, number of credits, repeat limit, and credit limit are related. A change to one field may require changes to another. If you change any of these fields, you must list all four (contact hours, number of credits, repeat limit, and credit limit) in the *CHANGE DETAILS* section, even if some of those will not change.

Contact hours, number of credits, repeat limit, and credit limit can be found in the following Banner forms:

- Contact Hours – SCACRSE, *Hours* box, *Contact* field
- Number of Credits – SCACRSE, *Hours* box, *CEU or Credit* field
- Repeat Limit – SCACRSE, *Repeat Details* box, *Limit* field
- Credit Limit – SCACRSE, *Repeat Details* box, *Maximum Hours* field

See the [Contact Hours](#) or [Number of Credits, Repeat Limit, Credit Limit](#) entries in the UHM-1 section for more information.

### **8h. Schedule Type**

You may select from the following schedule types: *Lecture, Laboratory, Discussion, Seminar, Thesis/Dissertation, Lecture/Discussion combined, Lecture/Laboratory combined, Hybrid-Technology Intensive, Directed Reading or Research, or Field Experience/Internship/Practicum*. A course's current schedule types may be viewed in the Banner form SCACRSE, *Options* pull-down menu, *Schedule Type*.

See the [Schedule Type](#) entry in the UHM-1 section for more information.

### **8i. Co-requisite Course(s)**

A course's co-requisites can be viewed in the Banner form SCADETL, *Co-requisite Course* field.

Failure to offer a co-requisite during a semester is not justification to remove the co-requisite on a temporary basis (i.e., without submitting a UHM-2 form). To remove a co-requisite for one semester only, submit one UHM-2 to remove it and another UHM-2 to add it for subsequent semesters.

See the [Co-requisites](#) entry in the UHM-1 section for more information.

### **8j. Major Restrictions/Major Code(s)**

A course's major restrictions can be viewed in the Banner form SCARRES, *Major Restrictions* field. Note: Major restrictions submitted via the Scheduling Office each semester will not be noted in this field, only permanent restrictions that were requested via a UHM form.

Departments that make changes to their major restrictions via UHM-2 forms should check the schedule sent to them each semester by the Scheduling Office to make sure that the major restrictions are correctly listed.

Changes to major restrictions MUST indicate the appropriate Banner major code(s) for the new restrictions. See the [Major Restrictions](#) entry in the UHM-1 section for information.

### **8k. Class Standing Restrictions**

A course's class standing restrictions can be viewed in the Banner form SCARRES, *Options* pull-down menu, *Course Class Restrictions*. Note: Class restrictions submitted via the Scheduling Office each semester will not be noted in this field, only permanent restrictions that were requested via a UHM form.

Departments that make changes to their class standing restrictions via UHM-2 forms should check the schedule sent to them each semester by the Scheduling Office to make sure that the class standing restrictions are correctly listed.

See the [Class Standing Restrictions](#) entry in the UHM-1 section for guidelines.

## 8l. Prerequisites

A course's prerequisites may be found in the Banner form, SCADETL, *Options* pull-down menu, *Course Description*. The (i) prerequisite courses, (ii) prerequisite grade requirements, and (iii) blanket requirements are related. A change to one field may require changes to another. If you change any of these fields, you must list all three, in the CHANGE DETAILS section, even if some of those will not change. Requested prerequisites should not conflict with any existing applicable blanket prerequisites.

See the [Prerequisites](#) entry in the UHM-1 section for more information.

## Updating Blanket Requirements

To make changes to a blanket requirement, submit a UHM-2 form with the course subject plus "blanket requirement" (Ex: "BIOL blanket requirement") written in the *Course Subject and Number* field. The change should be noted as a catalog description change. The new blanket requirement must not conflict with any existing prerequisites.

## 8m. Catalog Description

The catalog description can be viewed in the Banner form, SCADETL, *Options* pull-down menu, *Course Description*. Changes will be noted in the printed Catalog according to the deadlines specified in the [Catalog Description](#) entry in the UHM-1 section. Catalog descriptions in Banner and MyUH will be updated for the term requested on the UHM-2 form.

When requesting a change to the following fields, you do not also need to check box 8m to update that information in the catalog description; the Catalog Office will note the change if appropriate.

- Frequency
- Grading option(s)
- Repeatability
- Prerequisites
- Co-requisites
- Cross-listed courses
- Major restrictions
- Class restrictions
- General education designation(s)

## 8n. Cross-listed/Honors Course(s)

### *Cross-listed Courses*

If the course to be added as a cross-listing will be a new course it will be created based upon information on file for the existing course. A separate UHM-1 is not needed. Any other changes on the form will be applied to all courses in the cross-listed group.

If two existing courses are to be cross-listed, their information must match.

The cross-listed departments must sign Box 11 and their Dean(s) must sign the "Approved By" section on the bottom of the form.

See the [Cross-Listed Courses](#) entry in the UHM-1 section for more information on cross-listed courses.

### ***Honors Courses***

When adding a new honors course, the course will be created based upon information on file for the existing counterpart course listed in Box 2. A UHM-1 is not required to create the honors course. Any other changes on the UHM-2 form will be applied to both the existing non-honors counterpart and the honors course. Submit a syllabus for the new honors course with your UHM-2 form. The Honors Program must sign Box 11.

For more information on honors courses see the [Honors Courses](#) entry in the UHM-1 section.

### ***Item 9: Description of Change(s) & Justification***

Describe all change(s) you are requesting and provide a rationale for the request including a description of how the modified course is linked to learning outcomes of the degree program. Attach a syllabus for the modified course specifying student learning objectives for the course. Syllabi are not required for “~99” courses. Identify additional resources (if any) required to teach the modified course. If the modified course is, or will be, a major or degree requirement of another academic unit, specify the affected unit. Attach additional sheets as needed.

### ***Item 10: Consultation [This box must be completed for all requests.]***

If your requested change(s) will affect other departments/offices/campuses (e.g., other departments requiring one of your courses, other campuses offering the course, etc.), please notify those parties of your proposed change(s) and check “Yes,” indicating which offices/campuses you consulted. Executive Policy 5.209 requires that UHM consult with UH campuses that will be affected by the modification.<sup>1</sup>

### ***Item 11: Cross-listed Department(s)/Honors Program***

Cross-listed departments and/or the Honors Program must sign Box 11 when appropriate. Additionally, cross-listed departments’ Deans must sign the “Approved By” section of the form.

### ***Item 12: Requested By***

The Chair or Director of the department requesting the changes must certify that the student learning objectives of this modified course are consistent with the learning objectives of each program under which the course is listed and must sign the form before routing it for approval.

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<sup>1</sup> E5.209 states: “Proposed changes in general education or degree requirements and other academic policies at one campus, college or program which affect students transferring from other UH campuses must involve **prior** consultation with faculty and administrators affected by the changes. Consultation implies timely and active discussion with all affected parties **prior** to a final decision on the proposed change. Campuses implementing curricular changes must notify other UH campuses when the changes are approved. There must be at least **one full academic year** between notification and implementation of the approved change to allow other campuses to initiate appropriate curricular changes. In addition, coordination and communication regarding curriculum changes must be undertaken to ensure no inter-campus conflicts are created via inconsistencies in course numbering systems”. *Executive Policy E5.209 University of Hawai’i System Student Transfer and Inter-Campus Articulation*. May 2006. p. 4-5. Available online at <http://hawaii.edu/apis/ep/e5/e5209.pdf>.

# Frequently Asked Questions

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## 1. How long does it take for a form to get approved?

The time required for approval varies for each course, depending on the nature of the request, when the UHM form was submitted, and which offices need to approve the form. Certain offices use committees to review the forms, which increases the time required to review the request. Departments should check with each individual office for timelines and deadlines.

## 2. How do I know if a request was approved?

Schools and colleges can expect to receive copies of approved UHM forms from OVCAA usually within six weeks of the submission deadline—by the end of January for Summer and Fall forms, and by the end of June for Spring forms.

If a department does not receive an approved form, it should follow up with its Dean's Office or the other approving offices.

## 3. What is each office looking for when reviewing the forms?

First and foremost, forms must be legible and filled out completely and accurately. Beyond that, departments should refer to the guidelines outlined in this document and/or contact the individual offices for specific requirements. The following websites may be helpful:

- General Education: <http://www.hawaii.edu/gened>
- Graduate Division: <http://manoa.hawaii.edu/graduate/content/programs-courses>

## 4. I would like to cross-list an existing course with a new course that does not yet exist. Do I submit a UHM-1 form first to create the new course, then submit a UHM-2 to add the cross-listing?

No. A UHM-2 form to add the cross-listing to the existing course is all that is needed. You do not need to submit a UHM-1 for the new course; the new course will be created based upon the information already on file for the existing course. Other changes noted on the UHM-2 form (e.g., change in title, number of credits, etc.) will be applied to both the existing course and the new course.

## 5. When I make changes to an alpha course, do I need to submit a separate form for each alpha?

If the changes will affect ALL alphas of that course, only one UHM-2 form is needed. Specify each alpha on the form (Ex: BIOL 101 B, C, D) to make sure that each alpha will be updated. Do not simply write "alpha".

If changes will affect different alphas differently, separate UHM-2 forms must be submitted.

## 6. If an alpha course already exists and I want to add a new alpha to that course, do I submit a UHM-1 form because I am creating a new alpha, or a UHM-2 form because I am modifying the currently existing alpha course?

Submit a UHM-1 form. The title MUST match the alpha course title format used for the existing alphas. (See the [Alpha Course Titles](#) section for more information.) Departments can check SCACRSE and SCASYLB in Banner to find out the current title. The course description should also match the course

description already on file, with the exception of the addition of the new alpha to the listing. If the course description needs to be changed, a separate UHM-2 form should be submitted to do so.

**7. Can an honors course exist without a non-honors counterpart?**

No. Honors courses ("A" alphas) cannot exist on their own. (Existing exceptions are grandfathered courses.) If a course that has an honors counterpart is deleted, the honors course will be deleted as well. A separate UHM-2 form is not needed to delete the honors ("A" alpha) course.

**8. If a course that has an honors counterpart ("A" alpha) is modified, will the honors course be modified as well?**

Yes. Both the honors course and the non-honors counterpart will be updated at the same time. A separate UHM-2 form for the honors course is not needed. The UHM 2 form should be submitted to the Honors Program for their signature.

**9. I need to submit a UHM form but the deadline has passed. What can I do?**

Decisions to accept late forms will be made on a case-by-case basis.

Late forms must be signed by all required offices and accompanied by a memo explaining the circumstances in order to be considered by OVCAA. Keep in mind that each individual approving office has the right to decide whether or not to accept late forms. Departments should check with individual offices regarding their deadlines and policies regarding late submissions.

Changes to a course once registration has started are usually not permitted.

# Contact Information

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The following offices are available to provide further assistance regarding UHM forms:

*Office of the Vice Chancellor for Academic Affairs*

Wendy Pearson, Academic Affairs Program Officer

Phone: 956-6145

Email: [pearsonw@hawaii.edu](mailto:pearsonw@hawaii.edu)

<http://manoa.hawaii.edu/ovcaa>

*Office of the Registrar*

Lisa Imai, Course Catalog & Archive Specialist

Phone: 956-0855

Email: [lisaakam@hawaii.edu](mailto:lisaakam@hawaii.edu)

*Catalog Office*

Diane Nakashima, Catalog Coordinator

Phone: 956-9947

Email: [dianena@hawaii.edu](mailto:dianena@hawaii.edu)

<http://www.catalog.hawaii.edu>

*General Education Office*

Lisa Fujikawa, Academic Support

Phone: 956-9168

Email: [lisa.fujikawa@hawaii.edu](mailto:lisa.fujikawa@hawaii.edu)

<http://www.hawaii.edu/gened>

*Graduate Division*

Julienne Maeda, Associate Dean

Phone: 956-7541

Email: [julienne@hawaii.edu](mailto:julienne@hawaii.edu)

<http://manoa.hawaii.edu/graduate>

Also see <http://manoa.hawaii.edu/graduate/content/programs-courses> for specific information regarding course proposals.

*Scheduling Office (Registration Guide, section information, section-specific restrictions)*

Phone: 956-7953

Email: [schedule@hawaii.edu](mailto:schedule@hawaii.edu)