

**UNIVERSITY OF HAWAII AT MĀNOA
UHM-2 FORM (TO MODIFY/RETIRE A COURSE)**

See [Guidelines](#) for instructions and deadlines. Submit forms (one course per form) to uhmcrse@hawaii.edu.

1. Transaction Type <input type="checkbox"/> Modify <input type="checkbox"/> Retire (formerly delete)	2. Course Subject and Number	3. Existing Full Course Title	4. Effective Term & Year of Change <input type="checkbox"/> FA ____ <input type="checkbox"/> SP ____ <input type="checkbox"/> SU ____
5. Existing Honors Counterpart <i>Signature of Honors Program required in Box 12. To remove honors counterpart status, also check Box 8m.</i>		6. Existing Cross-Listed Course(s) <i>Signature of cross-listed department(s) and Dean(s) required in Box 12 and in "Approved By" section. To remove cross-listed status, also check Box 8m.</i>	
7a. Existing Gen Ed Diversification, Foundations, or HSL Designation <i>If none, write "none." If requesting a change, also fill out 7b.</i>		GEO Use: <input type="checkbox"/> Continue <input type="checkbox"/> Add ____ <input type="checkbox"/> Remove <input type="checkbox"/> Change to: ____	
7b. If adding/changing Gen Ed Designation, indicate requested designation (choose one): DA DH DL DS DB DP DY DB+DY DP+DY FGA FGB FGC FQ FW HSL			
8. Other Requested Changes <i>(Check all that apply. For each change requested, fill in Existing and Proposed Data. Read instructions carefully before completing this section. Use additional sheets if needed.)</i>			
	Change Type	Existing Data <i>(Check Banner to confirm)</i>	Proposed Data <i>(Enter data as it should appear AFTER change)</i>
<input type="checkbox"/>	a. Course Subject and/or Number		
<input type="checkbox"/>	b. Course Title <i>(for alpha courses, attach separate sheet and specify titles for each alpha)</i> (1) Full Course Title (2) Banner Course Title <i>(30 characters max, including spaces and punctuation)</i>	(1)	(1)
		(2)	(2)
<input type="checkbox"/>	c. Frequency <i>(check all that apply)</i>	<input type="checkbox"/> Fall Semester <input type="checkbox"/> Summer Semester	<input type="checkbox"/> Fall Semester <input type="checkbox"/> Summer Semester
		<input type="checkbox"/> Spring Semester <input type="checkbox"/> Alternate years	<input type="checkbox"/> Spring Semester <input type="checkbox"/> Alternate years
<input type="checkbox"/>	d. Offering Status	<input type="checkbox"/> Experimental	<input type="checkbox"/> Regular
<input type="checkbox"/>	e. Grade Option(s) <i>(check all that apply)</i>	<input type="checkbox"/> Letter Grade <input type="checkbox"/> Satisfactory/ Unsatisfactory	<input type="checkbox"/> Letter Grade <input type="checkbox"/> Satisfactory/ Unsatisfactory
		<input type="checkbox"/> CR/NC	<input type="checkbox"/> CR/NC
		<input type="checkbox"/> Audit <input type="checkbox"/> Honors <i>(Medicine only)</i>	<input type="checkbox"/> Audit <input type="checkbox"/> Honors <i>(Medicine only)</i>
<input type="checkbox"/>	f. (1) Contact Hours (2) Number of Credits (3) Repeat Limit (4) Credit Limit	(1)	(1)
		(2)	(2)
		(3)	(3)
		(4)	(4)
<input type="checkbox"/>	g. Schedule Type <i>(check all that apply)</i>	<input type="checkbox"/> LEC <input type="checkbox"/> DIS <input type="checkbox"/> LED <input type="checkbox"/> THE <input type="checkbox"/> DRR	<input type="checkbox"/> LEC <input type="checkbox"/> DIS <input type="checkbox"/> LED <input type="checkbox"/> THE <input type="checkbox"/> DRR
		<input type="checkbox"/> LAB <input type="checkbox"/> SEM <input type="checkbox"/> LEL <input type="checkbox"/> HTI <input type="checkbox"/> PRA	<input type="checkbox"/> LAB <input type="checkbox"/> SEM <input type="checkbox"/> LEL <input type="checkbox"/> HTI <input type="checkbox"/> PRA
<input type="checkbox"/>	h. (1) Major Restrictions <i>(as they should appear in the Catalog)</i> (2) Banner codes of acceptable majors	(1)	(1)
		(2)	(2)
<input type="checkbox"/>	i. Class Standing Restrictions		
<input type="checkbox"/>	j. Co-requisite Course(s)		
<input type="checkbox"/>	k. (1) Prerequisite Course(s) (2) Prerequisite Grade Requirement (3) Blanket Requirements	(1)	(1)
		(2)	(2)
		(3)	(3)
<input type="checkbox"/>	l. Catalog Description <i>(35-word maximum. Do not include/count other course information such as frequency, grade option, and prerequisite courses.)</i>		
<input type="checkbox"/>	m. Cross-listed/Honors Course(s) <i>(Signatures required on page 2. Submit syllabus for all courses except ~99.)</i>		
9a. Description of Change(s)		9b. Justification of Change(s) <i>(attach additional sheets if needed)</i>	
10. Syllabus Attached <i>(except ~99 courses and retirements)</i> <input type="checkbox"/> Yes <input type="checkbox"/> Not Needed		11. List other UH departments and campuses that have been consulted.	

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12. Cross-listed or Honors Course(s) (for SUST cross-listing, see Guidelines)			
Course Subject & Number	Chair/Director	Signature	Date
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13. Requested By			
I certify that the student learning objectives for the course are consistent with the learning objectives of each program under which the course is listed.			
Department/Unit	Chair/Director	Signature	Date
Approved By			
1 st College or School	Dean or Designee	Signature	Date
2 nd College or School	Dean or Designee	Signature	Date
General Education Office (for courses numbered 100-499)			
Director or Designee		Signature	Date
Graduate Division (for Grad Division-administered courses)			
Dean or Designee		Signature	Date
Office of the Provost			
Vice Chancellor for Academic Affairs or Designee		Signature	Date