

**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](mailto:uhmcrse@hawaii.edu).

<b>1. Transaction Type</b> <input type="checkbox"/> Modify <input type="checkbox"/> Retire (formerly delete)	<b>2. Course Subject and Number</b>	<b>3. Existing Full Course Title</b>	<b>4. Effective Term &amp; Year of Change</b> <input type="checkbox"/> FA ____ <input type="checkbox"/> SP ____ <input type="checkbox"/> SU ____	
<b>5. Existing Honors Counterpart</b> <i>Signature of Honors Program required in Box 13. To remove honors counterpart status, also check Box 9m.</i>		<b>6. Existing Cross-Listed Course(s)</b> <i>Signature of cross-listed department(s) &amp; Dean(s) required in Box 13 and in "Approved By" section. To remove cross-listed status, also check Box 9m.</i>		
<b>7a. Existing Gen Ed Diversification, Foundations, or HSL Designation</b> <i>If none, write "none." If requesting a change, also fill out 7b</i>			<b>GEO Use:</b> <input type="checkbox"/> Continue <input type="checkbox"/> Add ____ <input type="checkbox"/> Remove <input type="checkbox"/> Change to: ____	
<b>7b. If adding/changing Gen Ed Designation, please indicate requested designation:</b> DA    DH    DL    DS    DB    DP    DY    DB+DY    DP+DY    FGA    FGB    FGC    FQ    FW    HSL				
<b>8. Existing Blanket Statement:</b> <i>(If none, write "none." For cross-listed courses, include all applicable blanket statements. If requesting a change to the blanket statement, submit <a href="#">memo</a>).</i>				
<b>9. Other Requested Changes</b> <i>(Check all that apply. For each change requested, fill in Existing and Proposed Data. Read instructions carefully before completing; use additional sheets if needed)</i>				
	<b>Change Type</b>		<b>Existing Data (Check Banner to confirm)</b>	<b>Proposed Data (Enter data as it should appear <u>after</u> change)</b>
<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 <u>each</u> alpha)</i> (1) Full Course Title (2) Banner Course Title <i>(30 characters max, including spaces and punctuation)</i>		(1)	(1)
<input type="checkbox"/>			(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"/> Spring Semester <input type="checkbox"/> Alternate years	<input type="checkbox"/> Fall Semester <input type="checkbox"/> Summer Semester <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 <i>(500, 700, 800 only)</i> <input type="checkbox"/> CR/NC <input type="checkbox"/> Honors <i>(Medicine only)</i> <input type="checkbox"/> Audit	<input type="checkbox"/> Letter Grade <input type="checkbox"/> Satisfactory/Unsatisfactory <i>(500, 700, 800 only)</i> <input type="checkbox"/> CR/NC <input type="checkbox"/> Honors <i>(Medicine only)</i> <input type="checkbox"/> Audit
<input type="checkbox"/>	f. (1) Contact Hours <i>(per semester)</i> (2) Number of Credits (3) Repeat Limit (4) Credit Limit		(1)	(1)
<input type="checkbox"/>			(2)	(2)
<input type="checkbox"/>	g. Schedule Type <i>(see <a href="#">guidelines</a> for definitions)</i>		<input type="checkbox"/> CLN <input type="checkbox"/> FLD <input type="checkbox"/> LAB <input type="checkbox"/> LED <input type="checkbox"/> PRA <input type="checkbox"/> STU <input type="checkbox"/> DRR <input type="checkbox"/> INV <input type="checkbox"/> LEC <input type="checkbox"/> LEL <input type="checkbox"/> SEM <input type="checkbox"/> THE	<input type="checkbox"/> CLN <input type="checkbox"/> FLD <input type="checkbox"/> LAB <input type="checkbox"/> LED <input type="checkbox"/> PRA <input type="checkbox"/> STU <input type="checkbox"/> DRR <input type="checkbox"/> INV <input type="checkbox"/> LEC <input type="checkbox"/> LEL <input type="checkbox"/> SEM <input type="checkbox"/> THE
<input type="checkbox"/>	h. (1) Major Restrictions <i>(as they should appear in the Catalog)</i> (2) Banner Codes of Acceptable Majors		(1)	(1)
<input type="checkbox"/>			(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		(1)	(1)
<input type="checkbox"/>			(2)	(2)
<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>			
<b>10a. Description of Change(s)</b>			<b>10b. Justification of Change(s)</b> <i>(attach additional sheets if needed)</i>	
<b>11. Syllabus Attached</b> <i>(except ~99 courses and retirements)</i> <input type="checkbox"/> Yes <input type="checkbox"/> Not Needed			<b>12. List other UH departments and campuses that have been consulted.</b>	

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<b>13. Cross-listed Department(s)/Honors Program</b> (for SUST cross-listing, see <a href="#">Guidelines</a> )			
Department/Unit	Chair/Director	Signature	Date
Department/Unit	Chair/Director	Signature	Date
<b>14. Requested By</b>			
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
<b>Approved By</b>			
1 <sup>st</sup> College or School	Dean or Designee	Signature	Date
2 <sup>nd</sup> College or School	Dean or Designee	Signature	Date
<b>General Education Office</b> (for courses numbered 100-499)			
Director or Designee		Signature	Date
<b>Graduate Division</b> (for Grad Division-administered courses)			
Dean or Designee		Signature	Date
<b>Office of the Provost</b>			
Vice Provost for Academic Excellence or Designee		Signature	Date