

# UNIVERSITY OF HAWAII AT MĀNOA

## UHM-1 FORM (ADD A COURSE)

See *Guidelines* for instructions and deadlines. List one course per form. Attach additional sheets as needed.

<b>1. Course Subject</b>	<b>2. Course Number</b>	<b>3. Effective Term</b> (semester & year)	<b>4. Frequency</b> (check all that apply) <input type="checkbox"/> Fall semester <input type="checkbox"/> Alternate years <input type="checkbox"/> Spring semester <input type="checkbox"/> Summer semester
<b>5. Offering Status</b> (check one) <input type="checkbox"/> Regular <input type="checkbox"/> Experimental <input type="checkbox"/> Single-term	<b>6a. Full Course Title</b> (Alpha courses: attach separate sheet & specify title for <u>each</u> alpha)		
	<b>6b. BANNER Course Title</b> (30 characters max, including spaces/punctuation. Alpha courses: attach separate sheet & specify title for <u>each</u> alpha)		
<b>7. Grade Option</b> (check all that apply) <input type="checkbox"/> Letter Grade <input type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> Credit/No Credit      (500, 700, 700F, 800, 800C only) <input type="checkbox"/> Audit <input type="checkbox"/> Honors (Medicine only)		<b>8. Gen Ed Core or Hawaiian/Second Language Requirement Designation</b> (check one) <input type="checkbox"/> Do not consider for Core or Hawaiian/Second Language designation. <input type="checkbox"/> Request approval of _____ Diversification (DA, DH, DL, DB, DP, DY, DS), Foundations (FW, FS, FG), or Hawaiian/Second Language (HSL) designation. (For Foundations, also submit a proposal to General Education Office.)	
<b>9. Contact Hours</b> (meeting hours per week – if variable, specify range)		<b>10. # of credits</b> (if variable, give range)	<b>11. Repeat Limit</b> (Do NOT write "None")
<b>13. Schedule Type</b> (check all that apply) <input type="checkbox"/> Lecture (LEC) <input type="checkbox"/> Seminar (SEM) <input type="checkbox"/> Laboratory (LAB) <input type="checkbox"/> Lecture/Discussion combined (LED) <input type="checkbox"/> Discussion (DIS) <input type="checkbox"/> Lecture/Laboratory combined (LEL)		<b>12. Credit Limit</b> (Do NOT write "None") GEC Use: <input type="checkbox"/> Approve <input type="checkbox"/> Deny GEC Initials: _____	
<b>14. Co-requisite Course(s)</b>	<b>15a. Major Restriction</b> (as it should appear in Catalog)	<b>15b. Banner codes of acceptable majors</b>	<b>16. Class Standing Restriction</b>
<b>17a. Prerequisite Course(s)</b> (Use "ands", "ors" <u>and</u> punctuation to indicate relationships between prerequisites. "Or consent" is implied for ALL prerequisites. "Consent" requirements can be implemented through your <u>class schedules</u> each semester.)			
<b>17b. Minimum required grade for prerequisites</b>		<b>17c. Blanket requirements listed in Catalog</b> (if none, write "none")	
<b>18. Catalog Description</b> (Limit 35 words; 85 words for alpha courses)			
<b>19. Justification</b> Attach separate sheets and indicate the rationale for the request, expected course enrollment, program learning objectives and institutional learning objectives that the new course will cover, and a course syllabus specifying student learning objectives for the course. Syllabi are not required for "~99" courses.			
<b>20. Cross-listed or Honors Course(s)</b>			
Course Subject & Number	Chair/Director	Signature	Date
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<b>21. 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	Signature	Date
2 <sup>nd</sup> College or School	Dean	Signature	Date
<b>General Education</b> (Undergraduate courses numbered 100-499)			
Director		Signature	Date
<b>Graduate Division</b> (600 level and above)			
Dean		Signature	Date
<b>Mānoa Chancellor's Office</b>			
Vice Chancellor for Academic Affairs		Signature	Date