

UNIVERSITY OF HAWAI'I AT MĀNOA

UHM-2 FORM (MODIFY/DELETE A COURSE)

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

1. Transaction Type <input type="checkbox"/> Modify <input type="checkbox"/> Delete	2. Course Subject and Number	3. Existing Full Course Title	4. Effective Term of Change																					
5. Honors Counterpart Exists? <input type="checkbox"/> No (To add honors counterpart course also check Box 8n) <input type="checkbox"/> Yes – Honors Program must sign box 11. Specify course:			7. Existing Diversification, Foundations, Hawaiian/Second Language Designation If requesting change to designation also fill out Box 8f	GEC Use: <input type="checkbox"/> Continue <input type="checkbox"/> Remove GEC Initials _____																				
6. Existing Cross-Listed Course(s) Signature of cross-listed department(s) required in Box 11 and Dean(s) in "Approved By" section. To remove cross-listed status also check Box 8n.																								
8. Type of Change Check all that apply. For each change, fill in CHANGE DETAILS below. Read instructions carefully before completing this section. Use additional sheets if needed. <table style="width: 100%; font-size: small;"> <tr> <td><input type="checkbox"/> a. Course Subject &/or Number</td> <td><input type="checkbox"/> e. Grade Option</td> <td><input type="checkbox"/> g. Contact Hours/Number of Credits/Repeat Limit/Credit Limit</td> <td><input type="checkbox"/> k. Class Standing Restrictions</td> <td><input type="checkbox"/> m. Catalog Description</td> </tr> <tr> <td><input type="checkbox"/> b. Frequency</td> <td><input type="checkbox"/> f. Diversification, Foundations, Hawaiian/Second Language Designation</td> <td><input type="checkbox"/> h. Schedule Type</td> <td><input type="checkbox"/> l. (i) Prerequisite Course(s) (ii) Prerequisite Grade Requirement (iii) Blanket Requirements</td> <td><input type="checkbox"/> n. Cross-listed/Honors Course(s) – Signatures required in Box 11 (& "Approved By" section for cross-listings). Submit syllabus for honors courses.</td> </tr> <tr> <td><input type="checkbox"/> c. Offering Status</td> <td></td> <td><input type="checkbox"/> i. Co-requisite Course(s)</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> d. Full Course Title/Banner Title (Banner title 30 char. max incl. spaces/punctuation)</td> <td></td> <td><input type="checkbox"/> j. Major Restrictions</td> <td></td> <td></td> </tr> </table>					<input type="checkbox"/> a. Course Subject &/or Number	<input 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	<input type="checkbox"/> n. Cross-listed/Honors Course(s) – Signatures required in Box 11 (& "Approved By" section for cross-listings). Submit syllabus for honors courses.	<input type="checkbox"/> c. Offering Status		<input type="checkbox"/> i. Co-requisite Course(s)			<input type="checkbox"/> d. Full Course Title/Banner Title (Banner title 30 char. max incl. spaces/punctuation)		<input type="checkbox"/> j. Major Restrictions		
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Change Type (Specify letter noted above)	Existing Data (Check Banner to confirm)	Proposed Data (Enter data as it should appear AFTER change. Use Box 9 to describe change.)																						
9. Description of Change(s) & Justification Describe the change and why it is being requested, including its relationship to your overall curriculum. Attach additional sheets if needed. Attach a course syllabus for the modified course specifying student learning objectives for the course. Syllabi are not required for "-99" courses.																								
10. Consultation: If other UHM departments and/or UH-system campuses will be affected, have they been consulted? (e.g., course is a prerequisite, required for another major, offered at another UH campus, etc.) <div style="float: right;"> <input type="checkbox"/> Yes -- Indicate offices/campuses: <input type="checkbox"/> Not applicable </div>																								
11. Cross-listed Department(s)/Honors Program <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 25%;">Dept/Unit</td> <td style="width: 25%;">Chair/Director</td> <td style="width: 25%;">Signature</td> <td style="width: 25%;">Date</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Dept/Unit</td> <td>Chair/Director</td> <td>Signature</td> <td>Date</td> </tr> </table>					Dept/Unit	Chair/Director	Signature	Date					Dept/Unit	Chair/Director	Signature	Date								
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12. Requested By I certify that the student learning objectives for this modified course are consistent with the learning objectives of each program under which the course is listed. <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 25%;">Dept/Unit</td> <td style="width: 25%;">Chair/Director</td> <td style="width: 25%;">Signature</td> <td style="width: 25%;">Date</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Dept/Unit	Chair/Director	Signature	Date																
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