

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.

1. Course Subject	2. Course Number	3. Effective Term (semester & year)	4. Frequency (check all that apply) <input type="checkbox"/> Fall semester <input type="checkbox"/> Alternate years <input type="checkbox"/> Spring semester <input type="checkbox"/> Summer semester
5. Offering Status (check one) <input type="checkbox"/> Regular <input type="checkbox"/> Experimental <input type="checkbox"/> Single-term	6a. Full Course Title (Alpha courses: attach separate sheet & specify title for <u>each</u> alpha)		
	6b. BANNER Course Title (30 characters max, including spaces/punctuation. Alpha courses: attach separate sheet & specify title for <u>each</u> alpha)		
7. Grade Option (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)		8. Gen Ed Core or Hawaiian/Second Language Requirement Designation (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.)	
9. Contact Hours (meeting hours per week – if variable, specify range)		10. # of credits (if variable, give range)	11. Repeat Limit (Do NOT write "None")
12. Credit Limit (Do NOT write "None")		GEC Use: <input type="checkbox"/> Approve <input type="checkbox"/> Deny GEC Initials _____	
13. Schedule Type (check all that apply) <input type="checkbox"/> Lecture (LEC) <input type="checkbox"/> Laboratory (LAB) <input type="checkbox"/> Discussion (DIS)	<input type="checkbox"/> Seminar (SEM) <input type="checkbox"/> Lecture/Discussion combined (LED) <input type="checkbox"/> Lecture/Laboratory combined (LEL)	<input type="checkbox"/> Thesis/Dissertation (THE) <input type="checkbox"/> Hybrid Technology Intensive (HTI) <input type="checkbox"/> Directed Reading or Research (DRR)	<input type="checkbox"/> Field Experience/ Internship/Practicum (PRA)
14. Co-requisite Course(s)	15a. Major Restriction (as it should appear in Catalog)	15b. Banner codes of acceptable majors	16. Class Standing Restriction
17a. Prerequisite Course(s) (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.)			
17b. Minimum required grade for prerequisites		17c. Blanket requirements listed in Catalog (if none, write "none")	
18. Catalog Description (Limit 35 words; 85 words for alpha courses)			
19. Justification 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.			
20. Cross-listed or Honors Course(s)			
Course Subject & Number	Chair/Director	Signature	Date
Course Subject & Number	Chair/Director	Signature	Date
21. 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	Signature	Date
2 nd College or School	Dean	Signature	Date
General Education (Undergraduate courses numbered 100-499)			
Director		Signature	Date
Graduate Division (600 level and above)			
Dean		Signature	Date
Mānoa Chancellor's Office			
Vice Chancellor for Academic Affairs		Signature	Date