

UNIVERSITY OF HAWAI‘I AT MĀNOA

UHM-1 FORM (ADD A COURSE)

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

| | | | | | | | | | | | | | | | | |
|---|--|---|----|--|----|--|----|---|-------|-------|-----|-----|-----|----|----|-----|
| 1. Course Subject and Number | | 2. Effective Term & Year <input type="checkbox"/> FA_____ <input type="checkbox"/> SP_____ <input type="checkbox"/> SU_____ | | 3. Frequency (check all that apply) <input type="checkbox"/> Fall Semester <input type="checkbox"/> Summer Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Alternate years | | 4. Offering Status (check one) <input type="checkbox"/> Regular <input type="checkbox"/> Experimental (~97 or ~98 only) | | | | | | | | | | |
| 5a. Full Course Title (Alpha courses: attach separate sheet & specify title for <u>each</u> alpha) | | | | | | 6. Grade Option (check all that apply) <input type="checkbox"/> Letter Grade <input type="checkbox"/> Satisfactory/Unsatisfactory (500, 700, 800 only) <input type="checkbox"/> CR/NC <input type="checkbox"/> Audit <input type="checkbox"/> Honors (Medicine only) | | | | | | | | | | |
| 5b. Banner Course Title (30 characters max, including spaces/punctuation; use title case. Alpha courses: attach separate sheet & specify title for <u>each</u> alpha) | | | | | | | | | | | | | | | | |
| 7a. Gen Ed Foundations, Diversification, or Hawaiian/Second Language Designation (check one) <input type="checkbox"/> No, do not consider for Gen Ed designation <input type="checkbox"/> Yes (complete 7b) | | | | | | GEC Use: <input type="checkbox"/> None <input type="checkbox"/> Add _____ GEC Initials | | | | | | | | | | |
| 7b. Gen Ed Designation Requested (circle one) | | DA | DH | DL | DS | DB | DP | DY | DB+DY | DP+DY | FGA | FGB | FGC | FQ | FW | HSL |
| 8. Contact Hours (Total meeting hours per semester – if variable, specify range) | | 9. Number of Credits (if variable, give range) | | 10. Repeat Limit (Do NOT write "None") | | 11. Credit Limit (Do NOT Write "None") | | | | | | | | | | |
| 12. 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"/> Hybrid Technology Intensive (HTI) <input type="checkbox"/> Lecture/Laboratory combined (LEL) <input type="checkbox"/> Lecture/Discussion combined (LED) | | <input type="checkbox"/> Thesis/Dissertation (THE) <input type="checkbox"/> Directed Reading or Research (DRR) <input type="checkbox"/> Field Experience/ Internship/Practicum (PRA) | | | | | | | | | | |
| 13. Co-requisite Course(s) | | 14. Class Standing Restrictions | | 15a. Major Restrictions (as they should appear in Catalog) | | | | 15b. Banner Codes of Acceptable Majors | | | | | | | | |
| 16a. Prerequisite Course(s) (Use "and," "or" <u>and</u> punctuation to indicate relationships between prerequisites.) | | | | | | | | | | | | | | | | |
| 16b. Minimum Required Grade for Prerequisites | | 16c. Blanket Requirements Listed in Catalog (if none, write "none") | | | | | | | | | | | | | | |
| 17. Catalog Description (35-word maximum. Do not include other course information such as frequency, grade option, and prerequisites in the description/word count.) | | | | | | | | | | | | | | | | |
| 18. Justification (Attach additional sheets if needed.) | | | | | | 19. Syllabus Attached <input type="checkbox"/> Yes <input type="checkbox"/> Not Needed (~99 only) | | | | | | | | | | |
| 20. Cross-listed or Honors Course(s) (For SUST cross-listing see guidelines .) | | | | | | | | | | | | | | | | |
| Course Subject & Number | | Chair/Director | | Signature | | Date | | | | | | | | | | |
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| 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 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 Graduate Division administered courses) | | | | | | | | | | | | | | | | |
| Dean or Designee | | | | Signature | | Date | | | | | | | | | | |
| Office of the Provost | | | | | | | | | | | | | | | | |
| Vice Chancellor for Academic Affairs or Designee | | | | Signature | | Date | | | | | | | | | | |