

INSTRUCTIONS FOR COMPLETING THE UHM-2 FORM

Adherence to the following guidelines and format will facilitate the approval process. Type all text in upper/lowercase format (except course alphas, which are always uppercase).

Submit a separate form for each course.

For undergraduate courses, submit at least an original and three copies; for graduate courses, submit at least an original and six copies.

To be included in the appropriate Schedule of Classes or Catalog, UHM-2 Forms must be submitted to the Mānoa Chancellor's Office (MCO) by **December 31 for the next fall semester** and **May 31 for the next spring semester**. Check with individual college/school academic services office and Graduate Division regarding internal deadlines.

- Transaction Type.** Check only one. If modifying a course, please fill in all **applicable** or **affected sections**. If deleting a course, please fill in items 1, 2, 4, 5, and 11 only.
- Existing Course Subject and Number.** Type in current course subject and number (eg. BUS 610).
- Proposed Course Subject and Number.** Type in appropriate course subject and number.
- Effective Term of Change.** Type in appropriate semester and year. For example, type "spring 2004" for 2004 spring semester. Codes from earlier versions of the UHM-1 Form **should not be used. Note deadlines above.**
- Existing BANNER Course Title.** Provide existing BANNER title (no longer than 30 characters), typed in upper/lower case format.
- Undergraduate Core or Graduation Requirement.** Check #1 if a change in Diversification, Foundations, or Hawaiian/Second Language designation is requested; #2 if approval as a Diversification or H/SL course is requested; #3 if approval as a Foundations course is requested; or #4 if the course does not have a General Education Core or Graduation Requirement designation and the department does not want the course to be considered for a designation. If #3 is checked, appropriate supporting documents must be sent to the General Education Office. Indicate only one Diversification designation (DA, DH, DL, DB, DP, DY, or DS) or one Foundations designation (FW, FS, or FG) in the space provided. See the General Education website, www.hawaii.edu/gened, for Diversification and Foundations hallmarks. Instructions for Focus designations are also available on the website.
- Purpose of Request.** Check all sections that apply and provide appropriate information (existing and proposed data). If f, g, and/or h are checked, indicate number of times a course may be repeated after it has been completed successfully. For most courses, this is zero. A "1" means a course can be repeated once, i.e., it can be taken twice. For courses designated as repeated more than once, a rationale is required in the justification section. Taking into account the proposed repeat limit, indicate the maximum number of credits that a student may earn for this course. For variable credit courses, this number represents the maximum credits the college/school allows.
- Contact Hours and Instruction Type.** (Complete only if changed.) In the space provided beside each instruction type, type the number of **minutes per week** for each applicable instruction type. For example, ABC 300 is a 3-credit course consisting of two 50-minute lectures per week and one 3-hour laboratory per week. Therefore, the contact hours for lecture would be "100 minutes" and the contact hours for laboratory would be "180 minutes." For a variable credit course, use a check mark (✓) to identify all applicable instruction types.
- Cross-Listed Course.** (Complete only if changed) List course alpha and number of cross-listed course(s). Have chair of cross-listed department sign and date. It is not necessary for the cross-listed department to submit a separate UHM-2 form if the counterpart course already exists. A course may be cross-listed with no more than two other courses.
- Catalog Description.** (Complete only if changed) This section will appear in the Catalog. Enter only the description of the course. Refer to the sample below.

SAMPLE COURSE DESCRIPTION (for ABCD 485 Introduction to Paperwork)

Combined lecture-lab course on the theory and practice of paperwork. Open to nonmajors.

Describe the course; do not simply repeat course title. Limit description to 35 words; 85 words for alpha courses. Indicate class size and format (e.g. lecture, discussion, seminar, lab, workshop studio). Specify if it is a continuation of another course, if it includes field trips, group projects, delivery via HITS, other out-of-the-ordinary learning experiences; and/or list key words from syllabus.

- Justification.** Provide rationale for request **including a description of how the modified course is linked to stated learning outcomes of the degree program**. Identify additional resources (if any) that will be required to teach the modified course. Substantial modifications require course syllabus. If the modified course is, or will be, a major or degree requirement of another academic unit, specify affected unit. Attach additional sheets as needed.