MEMORANDUM

TO: Academic Deans
    Department Chairs

FROM: Reed Dasenbrock
      Vice Chancellor for Academic Affairs

SUBJECT: Revised UHM 1 and UHM 2 Forms and Guidelines
         Effective Spring 2012

The course approval (UHM 1) and course modifications (UHM 2) forms have been revised to reflect changes recommended by the Mānoa Faculty Senate. The new forms should be used for all course requests submitted starting from the **Spring 2012** semester. Guidelines for completing the forms have also been revised.

On January 19, 2011, the Faculty Senate passed a resolution requiring that syllabi clearly stating student learning objectives for all new and amended courses be submitted with the appropriate UHM 1 and UHM 2 forms. Further the resolution recommended that UHM forms indicate that the proposed or amended courses have student learning objectives consistent with the learning objectives of each program under which the course are listed. Accordingly, the revised UHM 1 and UHM 2 forms indicate that appropriate syllabi must be attached to the forms. The chair’s signature section has been modified to include a certification that the student learning objectives for the course are consistent with learning objectives of each program under which the course is listed.

Further, on December 8, 2010, the Senate approved a CAPP recommendation to adopt a new graduation requirement of 45 upper division credits to replace the 60 non-introductory (NI) credit requirement for baccalaureate programs. Consequently, references to the NI designations have been removed from the UHM 1 and UHM 2 forms.

Guidelines for completing the forms to reflect these revisions have also been updated. The updated Guidelines additionally reflect clarified instructions for many of the items in response to frequently occurring errors that have been noted in the review of course approval requests. We **strongly** recommend that these Guidelines be reviewed before completing any of the forms.

Form-fillable versions of the new forms and the updated Guidelines are available at: [http://www.manoa.hawaii.edu/ovcaa/planning_approval/](http://www.manoa.hawaii.edu/ovcaa/planning_approval/) (click on “Course Approval & Deletion” in the right column).
Please discard any copies of the old UHM 1 and UHM 2 forms that you may have in your files.

c:  Department Secretaries
    Diane Nakashima, Mānoa Catalog
    Lisa Imai, Office of the Registrar
    Lisa Fujikawa, General Education Office
    Ken Tokuno, Graduate Division