July 27, 2012

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 Fall 2012

The course approval (UHM-1) and course modification (UHM-2) forms and Guidelines for completing the forms have been revised to reflect recent changes implemented in Banner and to clarify instructions for completing various items that continue to pose problems in the review of course approval requests. The form-fillable versions of the new forms and the updated Guidelines are available at:

http://www.manoa.hawaii.edu/ovcaa/planning_approval/
(click on “Course Approval & Deletion” in the right column)

Please use the new forms (dated July 2012) for all course requests submitted starting from the Fall 2012 semester. 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