MEMORANDUM

TO: Department Chairs
    Academic Deans

FROM: Reed Dasenbrook
      Vice Chancellor for Academic Affairs

SUBJECT: Repeatable Courses and Financial Aid

As you may know, the University will not provide financial aid for a course that is not listed as repeatable in the Mānoa General Catalog course description or if the student repeated the course more than the number of times listed in the course description. In most cases, a registration hold will be placed on students receiving financial aid who are attempting to repeat courses that are not noted as repeatable in the Catalog. Clearly, including the appropriate information on repeatable courses is important.

Please review the descriptions for your courses posted on the in the 2013-14 catalog proofread website; it includes all changes approved since the 2012 catalog deadline. It can be downloaded at http://www.catalog.hawaii.edu/proofread/. Review the course descriptions to insure that approved repeat limits are correctly reflected in the description.

If you have an approved UHM-1 or UHM-2 form that lists repeat limits (i.e., the OVCAA has already approved the repeat limits) which are not reflected in the Catalog, please make those corrections on your Catalog copy (you will be receiving the revision letter from the Catalog Office in late August) and send those corrections (from the approved UHM forms) to be reflected in the 2013-14 Catalog to the Catalog Office by November 20, 2012.

If you wish to modify any courses to include repeat limits, please complete a UHM-2 form and submit those through the normal approval processes. The deadline for course changes which will be reflected in the 2013-14 Catalog are:

Undergraduate Courses: November 12, 2012 to the General Education Office
Graduate Courses: Early November to the Graduate Division

Please check with the General Education Office and Graduate Division to confirm their deadlines.

Thank you for your assistance.

c: D. Nakashima, Mānoa Catalog Office
    J. Kuba, Financial Aid Services