

UNIVERSITY OF HAWAI'I AT MĀNOA

UHM-1 FORM (ADD A COURSE)

See *Guidelines* for instructions and deadlines. For undergraduate courses, submit an original and 5 copies; graduate courses, submit an original and 6 copies. If cross-listed, include extra copies for cross-listed department(s) & college(s). List one course per form. Attach additional sheets as needed.

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|--|--|---|---|
| 1. Course Subject | 2. Course Number | 3. Effective Term (semester & year) | 4. Frequency (check all that apply) <input type="checkbox"/> Fall semester <input type="checkbox"/> Alternate years <input type="checkbox"/> Spring semester <input type="checkbox"/> Summer semester |
| 5. Offering Status (check one) <input type="checkbox"/> Regular <input type="checkbox"/> Experimental <input type="checkbox"/> Single-term | 6a. Full Course Title (Alpha courses: attach separate sheet & specify title for <u>each</u> alpha) | | |
| | 6b. BANNER Course Title (30 characters max, including spaces/punctuation. Alpha courses: attach separate sheet & specify title for <u>each</u> alpha) | | |
| 7. Grade Option (check all that apply) <input type="checkbox"/> Letter Grade <input type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> Credit/No Credit (500, 700, 700F, 800, 800C only) <input type="checkbox"/> Audit <input type="checkbox"/> Honors (Medicine only) | | 8. Gen Ed Core or Hawaiian/Second Language Requirement Designation (check one) <input type="checkbox"/> Do not consider for Core or Hawaiian/Second Language designation. <input type="checkbox"/> Request approval of _____ Diversification (DA, DH, DL, DB, DP, DY, DS), Foundations (FW, FS, FG), or Hawaiian/Second Language (HSL) designation. (For Foundations, also submit a proposal to General Education Office.) | |
| 9. Contact Hours (meeting hours per week – if variable, specify range) | | 10. # of credits (if variable, give range) | 11. Repeat Limit (Do NOT write "None") |
| 12. Credit Limit (Do NOT write "None") | | GEC Use: <input type="checkbox"/> Approve <input type="checkbox"/> Deny GEC Initials _____ | |
| 13. 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"/> Lecture/Discussion combined (LED) <input type="checkbox"/> Lecture/Laboratory combined (LEL) | <input type="checkbox"/> Thesis/Dissertation (THE) <input type="checkbox"/> Hybrid Technology Intensive (HTI) <input type="checkbox"/> Directed Reading or Research (DRR) | <input type="checkbox"/> Field Experience/ Internship/Practicum (PRA) |
| 14. Co-requisite Course(s) | 15a. Major Restriction (as it should appear in Catalog) | 15b. Banner codes of acceptable majors | 16. Class Standing Restriction |
| 17a. Prerequisite Course(s) (Use "ands", "ors" <u>and</u> punctuation to indicate relationships between prerequisites. "Or consent" is implied for ALL prerequisites. "Consent" requirements can be implemented through your <u>class schedules</u> each semester.) | | | |
| 17b. Minimum required grade for prerequisites | | 17c. Blanket requirements listed in Catalog (if none, write "none") | |
| 18. Catalog Description (Limit 35 words; 85 words for alpha courses) | | | |
| 19. Justification Attach separate sheets and indicate the rationale for the request, expected course enrollment, program learning objectives and institutional learning objectives that the new course will cover, and a course syllabus specifying student learning objectives for the course. Syllabi are not required for "-99" courses. | | | |
| 20. Cross-listed or Honors Course(s) | | | |
| 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 | Signature | Date |
| | | | |
| 2 nd College or School | Dean | Signature | Date |
| | | | |
| General Education (Undergraduate courses numbered 100-499) | | | |
| Director | | Signature | Date |
| | | | |
| Graduate Division (600 level and above) | | | |
| Dean | | Signature | Date |
| | | | |
| Mānoa Chancellor's Office | | | |
| Vice Chancellor for Academic Affairs | | Signature | Date |