MEMORANDUM

TO: Academic Deans

FROM: Reed Dassenbrock
Vice Chancellor for Academic Affairs

SUBJECT: Modification of Course Blanket Requirements

As you are aware, my office reviews and approves requests to create and to modify courses.

It has come to my attention that the use of blanket requirements to set standards within in a course alpha has caused some confusion. For instance, there blanket requirements that read, “The minimum required grade for prerequisites is C- or better.” While a C- grade may be acceptable in an undergraduate course, it is much lower than what would be acceptable in a graduate seminar. Moreover, there are instances when blanket requirements that dictate undergraduate prerequisites for undergraduate courses are applied to the graduate seminars in the same course alpha.

To eliminate some confusion, we will update all blanket requirements to include the statement “unless otherwise specified” to make it easier for units to set coursespecific requirements. To avoid similar problems in the future, however, I urge you to ensure that your faculty review your blanket requirements regularly as part of their assessment activities.

Should you have any questions, please contact Wendy Pearson at 956-6145, or by e-mail at pearsonw@hawaii.edu. Thank you for your attention to this matter.

c: Assistant Vice Chancellor Cambra
   Dean Aune
   Associate Dean Maeda
   Department Chairs
   Registrar Lau
   Catalog Coordinator Nakashima