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 2013

The course approval (UHM-1) and course modification (UHM-2) forms and Guidelines for completing the forms have been revised to reflect changes in submission deadlines and the adoption of institutional learning objectives for baccalaureate programs by the Mānoa Faculty Senate. Instructions have also been clarified or expanded for completing items that historically have posed problems for units.

Submission Deadlines: Due to the establishment of Mānoa Green Days over the Winter Break, it has been difficult to process the submitted UHM-1 and UHM-2 forms on a timely basis. Accordingly, the submission deadline to the OVCAA for Summer and Fall effective terms in now December 1. Deadlines for the submission of the forms to the General Education Office (for undergraduate courses) and the Graduate Division (for graduate courses) have accordingly been adjusted to October 15.

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 2013) for all course requests submitted starting from the Fall 2013 semester. Please discard any copies of the old UHM-1 and UHM-2 forms that you may have in your files.

cc: Department Secretaries
    Diane Nakashima, Mānoa Catalog
    Lisa Imai, Office of the Registrar
    Lisa Fujikawa, General Education Office
    Patricia Cooper, Graduate Division