COURSE APPROVALS (UHM 1 and 2 Forms)

**Forms:**
- Fillable forms and guidelines for completing the forms are available on the OVCAA website: [http://www.manoa.hawaii.edu/ovcaa/planning_approval/#cad](http://www.manoa.hawaii.edu/ovcaa/planning_approval/#cad)
- UHM 1 forms are for new course requests; UHM 2 for course modifications.

**Approval Process:**
- Department Chair
- Cross-listed Department Chair Or Honors Program Director, if applicable
- College Dean (most colleges have internal approval processes that must be followed prior to the Dean’s Office approval)
- Cross-listed College Dean, if applicable
- General Education Office (for all undergraduate courses)
- Graduate Division for graduate-level courses (except for Law and Medicine)
- Office of the Vice Chancellor for Academic Affairs

**Deadlines:**

**OVCAA (forms with all required approvals, except OVCAA)**

<table>
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<tr>
<th>Deadline</th>
<th>Effective Term</th>
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<tr>
<td>December 15</td>
<td>Summer &amp; Fall</td>
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<tr>
<td>May 15</td>
<td>Spring</td>
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**Graduate Division & General Education**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Effective Term</th>
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<tr>
<td>Early November</td>
<td>Summer &amp; Fall</td>
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<td>Early April</td>
<td>Spring</td>
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Note: Contact Grad Division or Gen Ed for exact dates.

**Syllabi:**
- Syllabi, detailing student learning outcomes for each course, are required for all UHM 1 and 2 forms (except for ~99 courses).

**Justification:**
- The UHM forms list information that is required by the OVCAA.
- Other approving offices (colleges, Graduate Division, etc.) may require additional information. Please check with your Dean’s Office and the Graduate Division for their requirements.
Common Problems:

Prerequisites:
- Identify prerequisite course by their subject and numbers (i.e., BIOL 101) NOT in descriptive terms (e.g. college level biology course)
- Be sure to indicate minimum required grade for each prerequisite (item 17b)
- Indicate "or concurrent" after each course that may be taken concurrently.
- Use "ands", "ors", and punctuation to indicate relationships between prerequisites
  - Example: CHEM 372 and MATH 242 or MATH 252A (or concurrent). Does this mean:
    - CHEM 372 and MATH 242, or MATH 252A (or concurrent)?
    - CHEM 372, and MATH 242 or MATH 252A (or concurrent)?
    - CHEM 372, and MATH 242 (or concurrent) or MATH 252A (or concurrent)?
    - CHEM 372 (or concurrent), and MATH 242 (or concurrent) or MATH 252A (or concurrent)?
  - Same guideline applies to using "or consent."

Multiple Co-requisites:
- Banner cannot accommodate "or" options for co-requisites. An alternative is to state the requirement as a prerequisite that may be taken concurrently (because prerequisites can be built with "or" options).

Changes affecting other courses:
- If you are making a change that will affect other courses be sure to submit UHM forms for the affected courses.
  - Ex: ASTR 140 was created as a new course with the notation that "credit allowed for only one of ASTR 110, 120, or 140."
    - UHM 2s should also be submitted for ASTR 110 and 120 to include the correct notation.
  - Ex: NURS 452 is created and listed as a co-requisite with NURS 450.
    - A UHM 2 should also be submitted for NURS 450 to list 452 as a co-req.
- If you are making a change for a course that is cross-listed, the cross-listed unit must approve the change (sign the form).

Major Restrictions:
- If you fill in item 15a (major restriction), you MUST fill in item 15b (Banner codes of acceptable majors).
- Be sure that the major that you list is recognized in Banner as a major. Restricting enrollment to "certificate majors" or "consortium majors" is not possible if it is not recognized as a major in Banner.

Changing Credits:
- If you are changing the credits earned by a course, you also need to provide the new contact hours, repeat limit, and credit limit (item 8g on the UHM 2). Essentially, if you are changing any part of item 8g, be sure to provide the information for all parts.