

**GRADUATE COUNCIL OF THE  
UNIVERSITY OF HAWAI‘I AT MĀNOA**  
**Revised UHM-1 Form Course Committee Checklist**

Course number & alpha:

Yes	No	NA	Item	Comments, if “No”
<input type="checkbox"/>	<input type="checkbox"/>		#9 & 10 – Are the course hours allotted aligned with the credits to be earned?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#11 & 12 – If course may be repeated for credit, does the repeat limit and the total credits allowed match? (e.g., Course = 3 cr, if repeat 1x, = 6 cr, 2x = 9 cr, etc)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If repeatable for credit, does content justify course being repeatable?</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>		#13 – Is the schedule type appropriately identified?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#17a, b – If pre-requisite(s) are listed, are grade requirements reasonable and justified?	
<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> <li>• If no prerequisites are required, especially for 700 level courses, a rationale is required. Is the rationale reasonable?</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> <li>• If 700 level course, does it contain more advanced material than 600 level courses?</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>		#19 – Does the justification support and include how this new course fits into the current graduate program?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is this new course a core requirement?	
<input type="checkbox"/>	<input type="checkbox"/>		Is it replacing another core requirement?	
<input type="checkbox"/>	<input type="checkbox"/>		<p>If yes, is there an outline of the revised degree program and an explanation of the role of this new course in the graduate program?</p> <ul style="list-style-type: none"> <li>• Graduate Program: <i>Has a program modification request been submitted to the Graduate Division Associate Dean?</i></li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>		Is there a sample <b>syllabus</b> included?	
<input type="checkbox"/>	<input type="checkbox"/>		<p>Does the syllabus include:</p> <ul style="list-style-type: none"> <li>• Student learning objectives?</li> </ul>	

<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"><li>• Do the learning objectives relate to the graduate institutional learning objectives?</li><li>• Are requirements in the syllabus appropriate to the level and subject matter of the course?</li><li>• Is there information on how students will be evaluated?</li></ul>	
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

			VII. If this is a distance education course, is it clear that it will be equivalent to a campus based course?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VII. Are the requirements and rigor at the <b><u>graduate level</u></b> for 600 courses?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VIII.	

Revised April 2011