

Course Approval Checklist

First Available-Enter the first date of the first term in which the course is offered. Course sections will only start on or after this date. Most first available dates should align with the standard academic period start date.

Typical Periods Offered-While not a required Workday field, this field will feed students' course planning/requirements' sequencing needs. Please include all periods the course will be offered

Allowed Locations-Must select at least one (Danforth, Med) campus location to be able to assign a classroom.

Academic Level-Undergraduate or Graduate.

Course Inventory Owner-Must be checked.

Allowed to Offer-Must be checked.

Academic Unit-Must have a viable unit to tie with the subject.

Subject-Must fit within the academic unit that was selected.

Course Number-Must fit within our sequence and not previously used.

Title/Abbreviated Title-Title is required for completion of course.

Course Tags-Not to be used for "searchability". Should only be used to track Academic Requirements.

Course Section Overrides- All Overrides Allowed must be selected.

Course Description-Must have some kind of course description tied to the course. (not including co-requisites and pre-requisites)

Instructional Format-This will help determine the room selection. For more information please click on [Courses: Delivery Mode/Instruction Type Guide - Office of the University Registrar](#)

Allowed Delivery Modes-In person/Online/Hybrid.

Credit Hour Type-Credit Hours.

Default Section Capacity-Must be equal to or less than the Default Projected Enrollment

Default Wait List Capacity-If using this, it must be within 1.25x the section capacity

Allowed Grading Bases-Can select any or all: Audit, Pass/No Pass Credit, Quality Graded Credit. Satisfactory/Unsatisfactory is no longer a valid option for fall 2025 courses and beyond.

Eligibility Rules-Can be used to determine the student population allowed to enroll into the course, and/or if there are any prerequisite requirements.

Corequisites-Can be used if the created course requires a corequisite course.

Repeat box-Needs to be checked if the course can be repeated for credit.

Unlimited Capacity-This must stay unchecked

Public Notes-Only allowed if title/course allow variance by instance/instructor, identify a time period of focus, genre, current events focus, etc.

Private Notes-Do not use