



Reminders:

1. Make sure at least 10 years has passed since a course was deleted with this course number. To check the status of a course, email sfucal@sfu.ca.
2. Course descriptions should be brief and should never begin with phrases such as "This course will..." or "The purpose of this course is...".
3. A course description should not be longer than 50 words.
4. If the course can be repeated for credit, please indicate by stating: "This course can be repeated for credit" after the course description.
5. If the grading basis is satisfactory/unsatisfactory include this in the course description.
6. If the course can be repeated for credit, please indicate:
 - a. the number of total completions allowed and
 - b. if multiple enroll within the term is allowed or not.
7. Please mark course components accurately.
8. For Co-operative Education program courses, please ensure to involve the [Co-operative Education program manager or curriculum manager](#).
9. If a criminal record check is required, this should be added as a prerequisite.
10. Equivalent courses preclusion statement should read: "Students with credit for '*course ###*' may not take this course for further credit."
11. Adding W designation does not delete the existing course. If the intention is to delete the non-W course, please also fill out the "[Undergraduate Course Deletion form](#)" for that course.