**Checklist for Subject Owners Completing Requisite Amnesty Review**

This is not a complete list of guidelines and requirements for the Requisite Amnesty Program but is a list of common issues. Review this list against your substantially completed spreadsheet.

* Subject codes need to be exact every time. (They correct codes are found in the “List of Subjects with current status in RAP” at the bottom of the Requisite Amnesty Program page and they are found in other campus publications such as the Guide and Course Guide.)
* Do not use:
  + &s
  + AND or OR (use lowercase)
* If a course has the graduate attribute, are graduate students able to meet the requisite and enroll without permission? (Typically the issue is the requisite is undergraduate courses that a graduate student would not have taken on this campus.)
* Don't put "and" or "or" between every course. A list that ends with "and" means all in the list are required. A list that ends in "or" means that all in the list are options.
* Don't repeat subject code if all courses in a list have the same subject code.
* Course descriptions, titles and other fields that are outside the realm of this project have not been updated. Course descriptions are only updateable if the course is currently lacking a description. The description that is added must be simple (ex. “Directed study projects for juniors and seniors as arranged with a faculty member.”)
* What is in the requisites column is and only is enforced requisites.
* What is in Enroll Info is advisory and does not contain anything that needs to be enforced or uses language that suggests it is enforced (“must”, “required” etc.).
* No other requisites may accompany consent of instructor.
* “or equivalent” cannot be used in a requisite.
* All courses with a number that ends in x98 or x99 have a requisite of “Consent of instructor”.
* All crosslisted subjects have been included for any course used in a requisite.
* If a course requires changes that are outside the scope of this project, clearly indicate that the course will be updated via the regular course proposal process. (We don’t want to update a course twice and will update the requisite with the regular course change proposal.)
* Review the [Course Requisite Requirements](https://kb.wisc.edu/vesta/page.php?id=25566) KB page.