GUIDELINES FOR WRITING COURSE DESCRIPTIONS

Course descriptions should be developed in the following order and inserted in the appropriate area of the course proposal form based on this guide. Course descriptions cannot be changed without approval of the UCC. Most course descriptions require three tiers of information.

Tier One

1. **Prefix**: Always include the prefix of the course.
2. **Number**: Include the course number as approved by the Office of the Registrar.
3. **Title**: The course title should reflect the overall intent of the course. Insert a hyphen between the course number and the title. If a course and associated lab are being developed, include a separate number and title for each. The Office of the Registrar abbreviates course titles on transcripts that are more than thirty characters.

   **Example**: BIOL 4000 – Bioinformatics
   
   BIOL 4001 – Bioinformatics Laboratory

Tier Two

1. **Semester Hour Credit**: Indicate the number of s.h. credit for the course by inserting the Arabic numeral on the second line.

   **Example**: BIOL 4000 – Bioinformatics
   
   3
   
   BIOL 4001 – Bioinformatics Laboratory
   
   0

2. **Service-Learning Credit**: Use SL to indicate that all sections of the courses will be taught as service-learning and SL* to indicate that some of the sections will be taught as service-learning. However, it is important to note that before a course is listed as service-learning in the undergraduate catalog, it must be approved as such by the Service Learning Committee (SLC).

   **Example**: BIOL 4000 – Bioinformatics
   
   3 SL*

3. **Writing Intensive Credit**: Use WI to indicate that all sections of the courses will be taught as writing intensive and WI* to indicate that some of the sections will be taught as writing intensive. However, it is important to note that before a course is listed as writing intensive in the undergraduate catalog, it must be approved as such by the Writing Across the Curriculum (WAC) Committee.

   **Example**: BIOL 4000 – Bioinformatics
   
   3 SL* WI

4. **Semesters**: The semesters during which a course will be offered may be included using the following key. This information is optional and may be updated on a yearly basis, prior to catalog publication.

   F=Fall Semester   S=Spring   SS=Summer Session

   **Example**: BIOL 4000 – Bioinformatics
   
   3 SL* WI F, S, SS
5. **Foundations Curriculum Credit**: If the course counts in more than one area (i.e., logic for humanities or mathematics), use both codes (e.g., FC: HU or FC: MA).

<table>
<thead>
<tr>
<th>FC:EN English</th>
<th>FC:HL Health</th>
<th>FC:SC Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>FC:EX Exercise and Sport Science</td>
<td>FC:HU Humanities</td>
<td>FC:SO Social Sciences</td>
</tr>
<tr>
<td>FC:FA Fine Arts</td>
<td>FC:MA Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

*Example:* BIOL 4000 – Bioinformatics
3 SL* WI F, S, SS FC:SC

6. **Global Diversity Credit**: Use GD to indicate that the course will have global diversity credit. It is important to note that before a course is listed as global diversity in the undergraduate catalog, it must be approved as such by the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee.

*Example:* BIOL 4000 – Bioinformatics
3 SL* WI F, S, SS FC:SC GD

7. **Domestic Diversity Credit**: Use DD to indicate that the course will have domestic diversity credit. It is important to note that before a course is listed as domestic diversity in the undergraduate catalog, it must be approved as such by the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee.

*Example:* BIOL 4000 – Bioinformatics
3 SL* WI F, S, SS FC:SC DD

8. **Formerly**: If a course is being renumbered, include the previous course prefix and number.

*Example:* BIOL 4000 – Bioinformatics
3 SL* WI F, S, SS FC:SC DD Formerly BIOL 3050

9. **Same As**: If a course is cross-listed in the catalog under another prefix, include the prefix and number of the other course.

*Example:* BIOL 4000 – Bioinformatics
3 SL* WI F, S, SS FC:SC DD Formerly BIOL 3050 Same as BIOC 4000

**Tier Three**

1. **Other Information**: There is a vast amount of information that might be included at this point in the course. Not all of the following items will appear in the course description; however, if more than one of the areas below is to be included in the course description, they should appear in the following order:

- 2 lab hours per week. (This wording may be used for lab, field placement and internship hours.)
- Not open to CHEM majors or minors. (Use prefix for appropriate major or minor if the prefix clearly indicates the title of the major degree program or minor.)
- Conferences with program director may be required.
- May be repeated for maximum of 6 s.h. (This means that a 3 s.h. course may be taken twice for credit; if the course is repeated beyond this, then no credit will be given.)
- May be repeated for maximum of 6 s.h. with change of topic. (This means that the maximum of 6 s.h. will be given only with a change of topic.)
- May count toward either the SOCI major or minor or foundations curriculum social sciences requirement. (May use prefix for minor if the prefix clearly indicates the title of the minor.)
- May not count toward foundations curriculum humanities requirement. (Insert appropriate foundations curriculum area from the above list.)
• May not count toward BIOL major or minor. (Use prefix for appropriate major or minor if the prefix clearly indicates the title of the major degree program or minor.)
• May receive credit for only one of MATH 1065, 1066.
• Students normally expected to provide personal transportation to field site.
• No previous knowledge of French required.
• Taught in German.

If there is information to be entered in this field that is not covered above, please submit concise wording at this point.

2. **Prerequisites and Corequisites**: List prerequisites in alphanumeric order. Abbreviations to indicate course prerequisites, corequisites, etc., should be indicated in the following order:

   - **P**: = Prerequisites
   - **RP**: = Recommended Prerequisites
   - **P/C**: = Prerequisites or Corequisites
   - **RP/C**: = Recommended Prerequisites or Corequisites
   - **C**: = Corequisites
   - **RC**: = Recommended Corequisites

   Pre/corequisites should be listed, as applicable, in alphanumeric order by prefix and number. The semicolon between prerequisites indicates “and,” unless followed by the word “or.” When granting consent by the departmental chairperson, use the abbreviation *chair*.

3. **Content Description**: The course title should not be repeated as opening words of description. Use only one space between punctuation and the next word. Please do not begin the description with “This course….” If a course contains material that is not discipline-specific, the description should indicate how the course differs from other offerings. Course descriptions should be succinct, yet descriptive, and not merely consist of lists of topics.

   **Example**: BIOL 4000 – Bioinformatics
   3 SL* WI F, S, SS FC: SC DD Formerly BIOL 3050 Same as BIOC 4000
   May be repeated for a maximum of 6 s.h. with change of topic. P: Course in biochemistry or consent of instructor; BIOL 2900; C: BIOL 4001. Bioinformatic skills necessary for routine molecular sequence analyses using computational programs.