Catalog Editorial Style Guide

April 2022

UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

Introduction

The UNC Charlotte Catalog Editorial Style Guide provides nomenclature standards and usage guidelines for the *UNC Charlotte Undergraduate* and *Graduate Catalogs.* This guide serves as a resource to ensure the catalogs maintain consistency in nomenclature, capitalization, punctuation, etc.

This guide is divided into three sections:

- Pages 2-7: **The University**
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The University

University Name
The University's official name is The University of North Carolina at Charlotte. It is typically abbreviated and known as UNC Charlotte, but never UNCC or UNC-C. Additionally, there are no hyphens or periods in UNC Charlotte (i.e., UNC-Charlotte, U.N.C. Charlotte).

The "U" in University should be capitalized when it stands alone and refers to UNC Charlotte, but not when used as a broad term. This difference can be easily identified when using the terms *a* vs. *the*.

> Examples:
> *A university of this size can accommodate a lot of students.*
> *There are many undergraduate programs at the University.*

UNC Charlotte is one of 17 institutions of The University of North Carolina System. The system can either be written as The University of North Carolina or abbreviated as UNC. There are no periods in UNC.

Campuses
UNC Charlotte has two campuses:

> UNC Charlotte Main Campus
> UNC Charlotte Center City

Campus Buildings
Capitalize the names of University structures.

Academic Buildings
> Alan D. Kulwicki Motorsports Laboratory
> Barnard Hall
> Bioinformatics Building
> Burson Hall
> Cameron Hall
> Cato College of Education
> College of Health and Human Services
> Colvard Hall
> Denny Hall
> Dubois Center at UNC Charlotte Center City
> Duke Centennial Hall
> Energy Production and Infrastructure Center (EPIC)
> Fretwell Hall
> Friday Hall
> Garinger Hall
> Grigg Hall
> J. Murray Atkins Library (Atkins Library or Library, for short)
> Johnson Band Center
> Macy Hall
> McEniry Hall
> Memorial Hall

Motorsports Research Building
Partnership, Outreach, and Research to Accelerate Learning Building (PORTAL)
Robinson Hall
Rowe Arts Hall
Science Building
Smith Hall
Storrs Hall
Winningham Hall
Woodward Hall

Administrative Buildings

Auxiliary Services Building
Bissell House (Chancellor's Residence)
Cato Hall
Facilities Management/Police and Public Service Building
Harris Alumni Center
King Building
Lucius G. Gage Jr. Undergraduate Admissions Center
Reese Building

Residential Buildings

Belk Hall
Cedar Hall
Elm Hall
Greek Village
Hawthorn Hall
Hickory Hall
Holshouser Hall
Hunt Hall
C. F. Lynch Hall
Levine Hall
Maple Hall
Martin Hall
Miltimore Hall
Moore Hall
Oak Hall
Pine Hall
Sanford Hall
Scott Hall
Wallis Hall
Walnut Hall
Witherspoon Hall

Recreational Buildings/Facilities

Belk Gymnasium
Halton Arena
Halton-Wagner Tennis Complex
Irwin Belk Center and Transamerica Field
James H. Barnhardt Student Activity Center (SAC, for short)

Jerry Richardson Stadium
Judy W. Rose Football Center
McColl-Richardson Field at Jerry Richardson Stadium
Miltimore-Wallis Athletics Training and Academic Center
Robert and Mariam Hayes Stadium
Sue M. Daughtridge Softball Stadium
University Recreation Center (UREC)
Wells Fargo Field House

Other Facilities
Belk Plaza
Christine F. Price Center for Counseling and Psychological Services (CAPS)
Hechenbleikner Lake
McMillan Greenhouse
Popp Martin Student Union (Student Union, for short)
Prospector Building
Student Health Center
Susie Harwood Garden
Van Landingham Glen

Centers and Institutes
UNC Charlottes has several centers and institutes. For a complete list, see research.charlotte.edu/centers-and-institutes.

Colleges
Most of the colleges at UNC Charlotte that include *and* can be written either with *and* or *&*, although the former is preferred. However, both the College of Arts + Architecture and College of Liberal Arts & Sciences must be written using *+* and *&*, respectively.

College of Arts + Architecture
College of Business
College of Computing and Informatics
College of Education
College of Engineering
College of Health and Human Services
College of Liberal Arts & Sciences
Graduate School
Honors College
University College

Three of the colleges have the following formal names, but are often abbreviated:

Belk College of Business*
Cato College of Education
The William States Lee College of Engineering

When referring to the college, use either the full name, Belk College of Business at UNC Charlotte, or Belk College. Belk School of Business is not correct, and referring to the college simply as Belk is discouraged in order to avoid confusion with the retail chain.

Some colleges are internally abbreviated as well:

> College of Arts + Architecture (CLAS)
> College of Business (COB)
> College of Computing and Informatics (CCI)
> College of Education (COED)
> College of Engineering (COE)
> College of Health and Human Services (CHHS)
> College of Liberal Arts & Sciences (CLAS)
> University College (UCOL)

Capitalize *college* if referring to a specific UNC Charlotte unit. Do not capitalize when referring to UNC Charlotte colleges in a more general sense.

Departments and Schools
A department or school is an academic unit with a college. There are only five schools at UNC Charlotte; the rest are departments.

> College of Arts + Architecture
> > School of Architecture
> > Department of Art and Art History
> > Department of Dance
> > Department of Music
> > Department of Theatre
>
> College of Business
> > Department of Accounting
> > Department of Business Information Systems and Operations Management
> > Department of Economics
> > Department of Finance
> > Department of Management
> > Department of Marketing
>
> College of Education
> > Department of Counseling
> > Department of Educational Leadership
> > Department of Middle, Secondary, and K-12 Education
> > Department of Reading and Elementary Education
> > Department of Special Education and Child Development
>
> College of Engineering
> > Department of Civil and Environmental Engineering
> > Department of Electrical and Computer Engineering
> > Department of Engineering Technology and Construction Management
> > Department of Mechanical Engineering and Engineering Science
> > Department of Systems Engineering and Engineering Management
>
> College of Health and Human Services
> > School of Nursing

Department of Applied Physiology, Health, and Clinical Sciences
Department of Public Health Sciences
School of Social Work

College of Liberal Arts & Sciences
Department of Aerospace Studies (Air Force ROTC)
Department of Africana Studies
Department of Anthropology
Department of Biological Sciences*
Department of Chemistry
Department of Communication Studies
Department of Criminal Justice and Criminology
Department of English
Department of Geography and Earth Sciences*
Department of Global Studies
Department of History
Department of Languages and Culture Studies
Department of Mathematics and Statistics
Department of Military Science (Army ROTC)
Department of Philosophy
Department of Physics and Optical Science*
Department of Political Science and Public Administration
Department of Psychological Science*
Department of Religious Studies
Department of Sociology
Department of Writing, Rhetoric, and Digital Studies

School of Data Science (an interdisciplinary school comprised of faculty from the College of Computing and Informatics, the Belk College of Business, the College of Health and Human Services, and the College of Liberal Arts & Sciences)

School of Professional Studies

*Note: Biological Sciences and Earth Sciences are pluralized; Psychological Science and Optical Science are singular.

Refer to the departments using the proper nomenclature listed above. Do not refer to them with the department name followed by the word *department*.

Examples:
Use: Department of English
Do not use: English department

Capitalize *department* or *school* if referring to a specific UNC Charlotte unit. Do not capitalize when referring to UNC Charlotte departments or schools in a more general sense. Also, do not capitalize *department* when not using the department's full name.

Examples:
The School of Architecture and the Departments of Art and Art History, Music, and Theatre are in the College of Arts + Architecture.

There are three departments and one school in the College of Arts + Architecture.

The Department of Dance offers bachelor's degrees and a minor. Additionally, the department offers a Professional Training Certificate in Dance for advanced ballet training.

The departments and schools at UNC Charlotte that include *and* can be written either with *and* or *&*, although the former is preferred for consistency purposes in the *Catalogs*. *Note: the Minor in Health & Medical Humanities should be written with the & symbol.*

Academic Terms, Usage, and Style Preferences

Accreditation
UNC Charlotte is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Specific language must be used for this (received from the Office of Accreditation and Assessment), and it should only appear in the Academic Programs section of the *Catalogs* to avoid possible misinformation.

Specific language must also be used when referring to accredited institutions throughout the *Catalogs*. This language is primarily found in the Admissions Requirements section of degree programs. "A college or university accredited by an accepted accrediting body" is the terminology that should always be used.

> Examples:
> > For the master's program, a bachelor's degree is required from a college or university accredited by an accepted accrediting body.
> >
> > *Not:* A bachelor's degree from an accredited institution.

Which universities are accepted? A Glossary entry in the Catalogs defines this as:

> **Accepted Accrediting Body** - the following are accepted accrediting bodies: Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges, Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and WASC Senior College and University Commission (WSCUC).

Additionally, do not use any descriptions about accrediting bodies being "national" or "regional." If needed, use "institutional" in place of "national" or "regional."

> Examples:
> > All education programs are accredited by the National Council for Accreditation of Teacher Education (NCATE).
> >
> > Institutional accrediting bodies conduct comprehensive reviews of institutions of higher education.
> >
> > *Not:* All education programs are nationally accredited by the National Council for Accreditation of Teacher Education (NCATE).

Add/Drop Period
When referring to the add/drop period with regard to the Office of the Registrar, always put *add* before *drop.*

Advisor
Use *advisor*, not *adviser*.

Alumni
Alumnus refers to a male who attended UNC Charlotte. *Alumna* refers to a female who attended UNC Charlotte. *Alumni* can refer to an individual of either sex or refer to a group of men and/or women who attended UNC Charlotte.

Ampersand (&)
Avoid using an ampersand unless it is part of an official title or for spacing reasons.

Apostrophes
Apostrophes are not necessary when pluralizing abbreviations or decades, unless using a shortened version of the decade.

>   Examples:
>> MBAs, RNs, IDs, 1920s, 1970s, the '20s, the '70s

Apostrophes should be used, though, when referencing a *bachelor's* or *master's* degree.

Bachelor's Degree
Bachelor's contains an apostrophe when referring to the general degree. When referring to a specific degree title, it's singular.

>   Examples:
>> He has a bachelor's degree in English.
>> He has a Bachelor of Arts degree in English.

Bulleted Lists
In a bulleted list, the bullet takes the place of punctuation (such as commas or semi-colons) between items in the list. Don't use any punctuation at the end of bulleted lists that are not sentences.

>   Example:
>> The College of Liberal Arts & Sciences houses the following undergraduate interdisciplinary programs:
>> - American Studies
>> - Film Studies
>> - Latin American Studies
>> - Southern Studies

There is no need for a concluding period at the end of a bulleted list, even when that list continues a sentence.

>   Example:
>> The minimum admission requirements for the program are:
>> - An earned undergraduate degree in engineering or a closely related field
>> - An undergraduate GPA of 2.75 or above
>> - Acceptable scores on the verbal, quantitative, and analytical sections of the GRE
>> - Three letters of recommendation
>> - Other credentials as required by the Graduate School

Keep bulleted lists consistent. If some of the items in a list are sentences, make all of them sentences and use appropriate ending punctuation.

>   Example:
>> Degree Requirements for the Project Option:
>> - Students must meet with their advisor to formulate a plan of study and get the committee's approval. The plan of study must be submitted after completing at least 9 but no more than 18 credit hours.

- Students must satisfactorily complete of 30 credit hours of approved graduate courses. At least 21 credit hours must be in the department.
- Students must take three credit hours of an individualized project that requires a written report and an oral presentation.
- The admission to candidacy form must be completed prior to the oral exam. Students should consult the schedule of classes for deadlines on submitting this form for Fall or Spring graduation.
- Students must pass an oral exam during the presentation of the project that is administered by the program advisory committee.

If some bullets begin with verbs, begin all of them with verbs. In addition, always capitalize the first word of each bulleted item, whether it is a sentence, phrase, or single word.

Example:
General academic regulations apply to application for admission to candidacy. In addition to these, the applicant should have:
- Removed any identified entrance deficiencies by the time of application
- Successfully completed the Candidacy Examination, which can be taken only after the completion of all required coursework for the degree, with the exception of the Tutorial requirement for the non-thesis track, and Research and Thesis for the thesis-track
- Taken at least 15 credit hours of graduate work with a GPA of 3.0 or above
- Satisfied the Supervisory Committee that he/she is qualified to become a candidate, i.e., can fulfill the requirements successfully

Catalogs
Use italics when referring to the *Undergraduate* or *Graduate Catalogs*.

Examples:
UNC Charlotte Undergraduate Catalog
UNC Charlotte Graduate Catalog
Undergraduate Catalog
Graduate Catalog
Undergraduate or *Graduate Catalog*
Undergraduate and *Graduate Catalogs*

Or and *and* should not be in italics when using it as written above. Following the first reference of one of the above, it is acceptable to use just *Catalog* when referring to the same catalog again, and *Catalog* should be capitalized.

If one of the catalogs is used in a paragraph that is italicized, the title of the catalog should not be italicized, to differentiate it from the rest of the text.

Example:
Note: Please refer to the UNC Charlotte Graduate Catalog *for details on the Ph.D. program.*

Century
When referring to a specific century, do not capitalize *century* unless it is used in a title.

Examples:

     ENGL 3213 - British Literature of the Restoration and 18th Century

     This course consists of introductory readings from six to eight authors, approximately half from the 19th century and half from the 20th century, both poetry and prose.

Chair

Use *chair* in all cases when referring to the head of a department or committee (not *chairman, chairwoman,* or *chairperson*).

Capitalize *chair* when referring to a person's specific title.

Example:

     Jane Doe, Professor and Department Chair

Commas

The Oxford (or serial) comma is used throughout the *Undergraduate* and *Graduate Catalogs*. The Oxford comma is the final comma in a list of things. Use of the Oxford comma is stylistic, meaning that some style guides demand its use while others don't. However, since it has already been used in the Catalogs throughout, it should *always* be utilized for consistency purposes.

Example:

     Study of a particular facet of the Arabic language, culture, or literature.
     Not: Study of a particular facet of the Arabic language, culture or literature.

Commencement

Capitalize *Commencement*, but not the word *ceremony*, when referring to the University's official graduation ceremonies in May and December. Do not refer to the ceremonies by season (Spring, Fall, Winter).

Example:

     UNC Charlotte will celebrate 3,000 graduates at its May Commencement ceremony.

Course vs. Class

Use the word *course* when referring to a course offered by UNC Charlotte. Use *class* only when referring to a specific classroom setting or a student's official year in school.

Examples:

     You need to take biology courses for the Nursing major.
     Make sure you bring your books to class.
     He's a member of the Freshman class.

Course Titles

The first letter of every word within a course title is always capitalized (with minor exceptions such as "a," "and," "for," "of," "the," or "to" used in the middle of the title).

Examples:

     ENGL 2090 - Topics in English (3)
     ENGL 2104 - Major American Writers (3)
     ENGL 2126 - Introduction to Creative Writing (3)

ENGL 3162 - Language and the Virtual World (3)

If using a number within a course title, Roman numerals should be used.

> Example:
> > Calculus III, *not* Calculus 3

When referring to a course in a series of courses, list without punctuation the course number and title along with the credit hours in parentheses. Note there is a hyphen between the course number and course title to be consistent with how Acalog presents the courses online.

> Example:
> > MATH 1241 - Calculus I (3)
> > MATH 1242 - Calculus II (3)
> > MATH 2241 - Calculus III (3)
> > MATH 2242 - Calculus IV (3)

If referring to a course in a paragraph, never list just the course title. Always list the course number by itself or with the course title in parentheses, and don't include the credit hours.

> Example:
> > MATH 1241 (Calculus I) is a prerequisite for PHYS 3141.

Coursework
Write as one word, not *course work.*

Credit Hours
For consistency and to reduce student confusion with multiple terminology, use *credit hours* instead of *semester hours.* Typically, the entire phrase should be used, but it is acceptable to just use *hours* after using *credit hours* once in the description*.* Never just use *credits*, though.

Cybersecurity
Write *cybersecurity* as one word, not two.

Degree Programs
Capitalize degree programs and use periods between the degree letters.

> Examples:
> > Ph.D. in Infrastructure and Environmental Systems
> > Ed.D. in Educational Leadership
> > M.A. in Spanish
> > M.S. in Kinesiology
> > M.Ed. in Counseling
> > M.A.T. in Teaching English as a Second Language
> > B.A. in Biology
> > B.S. in Geography
> > Graduate Certificate in Data Science and Business Analytics
> > Undergraduate Certificate in Business Entrepreneurship

Major in English
Minor in Women's and Gender Studies

Do not capitalize the names of fields of study, majors, or subjects (except languages) unless a specific degree program is being referred to. Also, do not capitalize the word *degree*.

Examples:
He is studying psychology and French.
She earned a M.Ed. in Counseling degree.

Double-Counted
Hyphenate when using as a verb or adjective (e.g., in Early Entry Programs).

Example:
Up to 12 credit hours of graduate coursework may be double-counted toward both the undergraduate and graduate degrees.

Early Entry
Some master's degree programs offer early entry to undergraduate students while they're pursuing their undergraduate degrees. When describing this availability, use "Program" when referring to Early Entry, not "Option." For the headers, use **Early Entry: Master of Science in Chemistry** and then refer to the Early Entry Program from there on out. Additionally, there should be no hyphen between Early and Entry, Early Entry should always be capitalized when referring to the program and/or students, and Program should always be capitalized when following the words Early Entry (but not when just referring to the program).

Examples:
The Early Entry Program leads to completion of all requirements for the B.S. and M.S. degrees in only five academic years and one or two summers.
The application process and all the required documentation (e.g., test scores, transcripts, letters of recommendation) are the same for Early Entry students as for other applicants to the program.

Elective Course
Elective Course vs. Elective
It's natural to refer to elective courses as *electives* when speaking colloquially. However, in the *Catalogs*, write it as an *elective course*. Exception: see below.

Wildcard Elective Courses
In degree programs where elective courses are listed, use "xxx" to indicate students can take any number of courses "wildcard" courses to fulfill their requirements.

Example:
Select from the following:
ENGL 4xxx - English Elective (3)

Note: In DegreeWorks, these courses are scribed as "ENGL 4@@@" for system requirements.

Email
Spell *email* as one word, without a hyphen.

Faculty Governance
Capitalize the names of committees relating to faculty governance.

> Examples:
>> Faculty Council
>> Faculty Executive Committee
>> Undergraduate Course and Curriculum Committee
>> Graduate Council

First-Year vs. First Year
Hyphenate and capitalize when using the phrase as an adjective before a noun; otherwise, use it as two words.

> Examples:
>> Our goal for all First-Year students is for you to feel connected.
>> This is his first year at the University.
>> Through the First-Year Writing program, students achieve academic and professional success.

Freshman vs. Freshmen
Freshman is the singular noun and is also as an adjective. *Freshmen* is the plural form of the noun; do not use *freshmen* as an adjective.

> Examples:
>> Fred is a freshman at UNC Charlotte.
>> ENGL 1101 is often considered a freshman course.
>> The University welcomes incoming freshmen during SOAR.

Full-Time vs. Full Time
Hyphenate when using the phrase as an adjective before a noun; otherwise, use it as two words.

> Examples:
>> She's a full-time student taking five courses.
>> She works full time in addition to taking five courses.

Gender
For inclusivity, when referring to someone's gender, use *they*, *them*, or *their* instead of *he/she*, *him/her,* or *his/hers*.

> Examples:
>> A student may select one of the following options as their Capstone Requirement.
>> *Not:* A student may select one of the following options as his/her Capstone Requirement.

Grade Point Average (GPA)
Grade point average is abbreviated GPA in all caps without periods in between the letters. When listing the GPA requirements for a particular course or program, use *above*, not *higher*. It is also acceptable to use *minimum.*

> Examples:
>> A GPA of 3.0 or above is required.
>> A minimum GPA of 3.0 is required.

Healthcare
Write *healthcare* as one word without a hyphen.

Housing
Always use *residence hall, tower halls, towers,* or *housing*, but never *dormitories* or *dorms*, when referencing a student's living quarters.

Internet
Internet used to always be capitalized, but now it's acceptable to make it a lowercase *internet*.

Levels
Use a hyphen when referring to *upper-level* or *lower-level* courses, divisions, etc. (i.e., when using them as adjectives).

Master's Degree
Master's contains an apostrophe when referring to the general degree. When referring to a specific degree title, it's singular.

> Examples:
> > He has a master's degree in English.
> > He has a Master of Arts degree in English.

Off-Campus vs. Off Campus, On-Campus vs. On Campus
Write *off campus* or *on campus* as two words, using a hyphen when the phrase is used an adjective before a noun.

> Examples:
> > Tracee lives off campus.
> > Tracee has an off-campus apartment.
> > Christine works on campus.
> > Christine has an on-campus job.

Online
Use *online* (not *on-line*) when referring to a course or program being offered on the internet; don't use a hyphen.

Part-Time vs. Part Time
Hyphenate when using the phrase as an adjective before a noun; otherwise, use it as two words.

> Examples:
> > She's a part-time student taking two courses.
> > She works part time in addition to taking four courses.

Point of View
Sentences should be written in the third person, which is subjective. Also, do not write as if talking to someone.

> Examples:
> > The University offers an undergraduate program in English.
> > *Not:* Our University offers an undergraduate program in English.
> >
> > The Department of English offers a Concentration in Creative Writing.

>
> *Not:* Our department offers a Concentration in Creative Writing.
>
> After students apply for admission, they can begin to register for courses.
> *Not:* After you apply for admission, you can begin to register for courses.

Postbaccalaureate and Postsecondary
Both postbaccalaureate and postsecondary are written as one word, not hyphenated.

Race or Origin
When referring to someone's ethnic race or origin, hyphens are not used.

> Examples:
> > African American, *not* African-American
> > Asian American, *not* Asian-American

Semesters
Capitalize the academic semesters (e.g., Fall, Spring, Summer).

Student-Athlete
Always use a hyphen when referring to *student-athletes*.

Student Classification
When referring to a requirement for a student's classification (particularly in a course description), capitalize their classification.

> Example:
> > Prerequisite(s): Junior or Senior standing.

In other circumstances, do not use capitalization.

> Example:
> > At each commencement ceremony, the University honors the juniors with the highest grade point averages by inviting them to serve as the marshals who lead the processions of graduates, faculty members, and the platform party.

Telephone Numbers
Write telephone numbers with area codes all with dashes, no parentheses.

> Example:
> > 704-687-8622

Please note, though, that other than the Directory in the front of the *Catalogs*, telephone numbers and contact names within the *Catalogs* are discouraged due to turnover. Website URLs are preferable; the shorter the better.

Tense
Sentences should be written in present tense. Do not use the word "will."

> Example:

For the capstone project, students write an 8-10 page essay.
Not: For the capstone project, students *will* write an 8-10 page essay.

Test Scores

Typically, Admission Requirements list only what *is* required rather than what *is not* required. An exception is regarding standardized test scores for graduate programs. For these, following the list of admission requirements, add the following note for programs that do not require test scores. This removes any doubt for the student applying to the program.

> *Note: Standardized test scores (e.g., GRE, MAT) are not required.*

Titles

Use *italics* when referring to book titles, movie titles, newspaper titles, or works of art.

> Examples:
> > *Catcher in the Rye*
> > *The Student Handbook*
> > *When Harry Met Sally...*
> > *Charlotte Observer*
> > *Starry Night* by Vincent Van Gogh

Use quotation marks when referring to an article or a section of a catalog.

> Examples:
> > "UNC Charlotte Releases Its New Catalogs"
> >
> > Please see the "Degree Requirements and Academic Regulations" section of the *Undergraduate Catalog* for details.

United States

When abbreviating the United States, use periods for U.S.

University

When referring to UNC Charlotte in general, always capitalize University. When referring to other universities in a general sense, do not capitalize the word.

> Examples:
> > The University requires a bachelor's degree to enter the M.S.N. degree program.
> >
> > A bachelor's degree from an accredited university is required for admission to the M.S.N. degree program.

University-wide, campus-wide

Use hyphens for each.

Websites

Write *website* as one word without capitalization.

When listing a website, underline the link, but omit "www." and "http://", unless it is necessary because omitting it would cause an error. And try to keep the URL as short as possible (at a high level) so they don't run onto several lines and in case they change.

Examples:
The University catalogs are available online at catalog.uncc.edu.
Students can log into Banner Self Service by visiting https://selfservice.uncc.edu.

Wildcard Courses
See Elective Courses.

Course Descriptions

Course descriptions in the printed version of the *Undergraduate Catalog* appear in this format:

> **SUBJ 1234. Course Title. (Credit Hours) (General Education Requirements Met or Service Learning Course Designation)** Cross-listing Course(s). Pre-/Corequisite(s). Brief description of course content. *Different grading options. Repeatability.*

Course Number
The course number contains a four-letter course prefix (all caps) and four-digit course number. It is in **bold** and followed by a period. There is only one space between the Course Numbers and the Course Title.

Course Title
The course title is written in bold, followed by a period. There is only one space between the Course Title and the Credit Hours.

Credit Hours
The credit hours are written as a single digit and placed in parentheses following the Course Number. In some cases, there may be a range of credit hours if the credit hours could vary. It is also **bolded** without punctuation.

General Education Requirements Met or Service Learning Course Designation
The General Education Requirements are optional. When they appear, they are written in parentheses as either (W), (O), or (O, W). The Service Learning Course Designation is written as (SL). All are in **bold** text. There is no additional punctuation.

> Examples:
> **MUSC 2290. Early Music. (3) (W)**
> **PHYS 3282. Advanced Laboratory in Modern Physics. (3) (O, W)**
> **PSYC 3407. Service Learning in Psychology. (1-4) (SL)**

Cross-Listings
Cross-listed is written with a hyphen. The text is not bolded and there is a colon. It appears before any pre- or corequisites in the course description.

> Example:
> Cross-listed Course(s): LACS 1202.

Prerequisites/Corequisites
The words *prerequisite* and *corequisite* do not include hyphens unless it is for a course which is both a prerequisite and a corequisite. This text is not bolded. Two spaces follow the colon. The first letter following the colon is always capitalized.

> Examples:
> Prerequisite(s): Minimum 3.0 GPA in the major.
> Corequisite(s): PYSC 2235.
> Pre- or Corequisite(s): BIOL 2100.

If a grade requirement is attached to a prerequisite course, list it after the course.
> Example:
> Prerequisite(s): PYSC 2235 with a grade of C or above.

Use the term *permission* rather than *consent* when requiring a student have approval from an individual, department, or college before registering for a course. To minimize text, the word "the" before "permission of instructor" is not required.

Example:
Prerequisite(s): METR 3250 or permission of instructor.

If there are no prerequisites or corequisites, don't list anything at all, including *none.* It will be assumed there are none if nothing is listed.

Course Content
The course content contains a brief, succinct description of the course. It should be limited to 3-4 sentences at most. Additionally, extraneous words are not necessary.

Examples:
Use:
Overview of applied biotechnology, engineering thermodynamics, and kinetics.
Do not use:
This course is an overview of applied biotechnology, engineering thermodynamics, and kinetics.

Do not include degree program requirements within a course description. For consistency and brevity, this information should be included only in the degree program information under "Major Courses," "Technical Elective Courses," "Restricted Elective Courses," etc.

Examples:
Do not include:
Technical Elective.
Required for the major.
Not applicable toward the major or minor; however, it may count as an elective course for one of the concentrations of the major.
A grade of C or above must be earned within two attempts to continue in the major.

When choosing to list the topics covered, start the sentence with *Topics include,* followed by a colon. Be sure to use semi-colons to separate topics that have commas listed in them.

Example:
Topics include: theories of urban and regional growth, location theories including industry, central places, and growth centers; and human capital, labor force, and entrepreneurial contributions to growth.

Following the course content, list in italics if a course is graded different from a letter grade (A-F) system. Undergraduate and graduate courses are graded slightly different in Banner, so they require phrasing.

Example:
For undergraduate courses:
Graded on a Pass/No Credit basis.

For graduate courses:
> *Graded on a Pass/Unsatisfactory basis.*
> *Graded on a Satisfactory Progress/Unsatisfactory Progress basis each term.*

At the end of the course content in italics is also where you would also include if a course is repeatable.

Examples:
> *May be repeated for credit.*
> *May be repeated for credit with change of topic.* (for topics courses)
> *May be repeated for credit with change in sponsor.* (for internships)
> *May be repeated for credit one time.*
> *May be repeated for credit up to two times.*
> *May be repeated for credit with permission of department.*
> *May be repeated for credit with change of topic and permission of department.*
> *May be repeated for credit up to 6 credit hours.*
> *May not be repeated for grade replacement.*

Do **not** list if a course isn't repeatable, unless it relates to grade replacement.

Example:
> Use:
> > *May not be repeated for grade replacement.*
> Do not use:
> > *May not be repeated.*

Do **not** list degree requirements in course descriptions.

Examples:
> *Does not count toward the major.*
> *May be used as elective.*

Do **not** list General Education Requirements in the course content section of course descriptions. This information is already listed for the student at the beginning of the course description, following the course title using (O) or (W).

Examples:
> *Fulfills General Education writing goal and oral communication goal.*
> *Does not fulfill General Education oral communication goal.*

Complete Example
This course provides a great example, incorporating much of the above discussed parts of a course description.

LTAM 3319. Hispanic Women Writers in English Translation. (3) (W) Cross-listed Course(s): SPAN 3319 and WGST 3319. Prerequisite(s): Sophomore standing and ENGL 1102. Examination of prose and poetry by women writers from Spain and the Americas to understand women's voices and other cultures. Conducted in English. Knowledge of Spanish not required. *May be repeated for credit with permission of department. Graded on a Pass/No Credit basis.*