

COURSE STYLE GUIDELINES

Revised January, 2010

GENERAL FORMAT FOR COURSE ENTRY DATA

All items must appear in the exact order and with the exact punctuation as shown below. Only the first three items are required. Courses should be typed left justified, single spaced.

**Course Number. COURSE TITLE. (Lec, Lab, Cr). Course Description. Prereq:__. Coreq:__.
Restr:__. Grading Option: if other than normal. Instruction Type(s): if other than Lecture or
Lab. Formerly:__**

1. Course Number.

- a. The general policy is not to use a number which has been in use within the last five years for different courses.
- b. The course number must represent the level of the course, e.g.,

Performance and practical experience:	001-049
Developmental/Remedial :	080-099
Freshman:	100-199
Sophomore:	200-299
Junior	300-399
Senior (sometimes Graduate level):	400-499
Graduate only (generally Masters):	500-599
Graduate only (generally Ph.D.):	600-699
- c. 400-level courses which can be taken for graduate credit are to be designated by the letter G, e.g., 425(G). Do not use this designation for 500 and 600 level courses.
- d. Two-semester courses which must be taken sequentially, should be hyphenated using an odd number for the first semester and an even number for the second semester. Whenever possible separate course descriptions for these two-semester courses should be avoided.

Example:

111-112. MATH FOR ELEMENTARY TEACHERS I, II. (3,0,3 ea.). Elementary development of the real number system theory of arithmetic.

An obvious exception is when the course content of the second semester is so radically different that a single course description is not possible.

Example:

101. BASIC CONCEPTS OF MATH I. (3,0,3). Deduction, logic, algebra.

102. BASIC CONCEPTS OF MATH II. (3,0,3). Trigonometry, statistics, probability.
Prereq: MATH 101.

2. COURSE TITLE.

- a. The course title must be typed in CAPS.
- b. Keep it brief. Note that for the Schedule of Classes and student transcripts, course titles are limited to a 30 character abbreviation.
- c. Roman numerals should be used in the case of multi-semester courses with the same course title, e.g.,

497-498. SPECIAL PROJECTS I, II
350. ELECTRONICS
451. ELECTRONICS II.
454 (G). ELECTRONICS III.

- d. The phrases "Content Varies" and "May be repeated for credit" may be entered just after the title.
- e. The phrase "Alternate subtitles will appear on students' transcripts" (see "Print" in Schedule of Classes Manual) may be entered just after the title.

3. (Lec, Lab, Cr).

- a. Do not include the words "lecture," "lab," or "credit." Enter just numbers.

Incorrect: Lec. 3, Lab. 3, Cr. 4.
Correct: (3,3,4).
- b. The term "contact hours" refers to the total number of hours of student-faculty contact per week in a regular semester. "Lec" represents the Lecture contact hours. "Lab" represents the Laboratory contact hours. "Cr" represents the Credit to be earned by the student.
- c. If either lecture contact or lab contact are zero, indicate with a zero, do not leave blank, e.g., (3,0,3) for no lab and (0,2,1) for no lecture.
- d. For individual instruction courses and other instruction types in which contact varies, only the credit should be shown, e.g., 480. RESEARCH PROBLEM (1).
- e. If the course has multiple instruction types such as lecture, lab, and clinical, then list the contact hours for each and the credit, e.g. (4,2,5,9). See 12. below
- f. For a hyphenated course indicate only once with the abbreviation "ea." on the credit value only, e.g., 451-452. PROBLEMS I, II. (3,0,3 ea.).
- g. For a variable credit course, show credit only as (minimum-maximum) on a one semester basis, e.g., (1-6).

h. Examples

A four hour lab for two credits	(0,4,2)
A three hour lecture course	(3,0,3)
A one hour lecture with a 4 hour lab for 3 credits	(1,4,3)
Thesis	(1-6)
BIOL 410	(1-6)
An individual studies course	(3)
An Internship	(3)

4. Course Description.

- a. The course description is intended to serve several functions: to provide information to students prior to their enrolling in a course; to aid other institutions in their evaluation of a student's record should the student transfer from UL Lafayette; and to help other departments in the advising of their majors and in the evaluating of their degree programs.

- b. Course descriptions must be kept as short and as precise as possible. Long descriptions are expensive. Please do not waste words. Course descriptions are not required if the title is self explanatory.
- c. Course description must be written in the present tense.
- NOT OK: "Studies will include....."
OK: "Includes....."
- NOT OK: Emphasis will be placed.....
OK: Emphasis on.....
- d. Consider the course title to be the subject of the first sentence of the course description and consider the verb "is" to be understood.
- NOT OK: 100. ORIENTATION. (1,0,1). This is an introductory course in....
OK: 100. ORIENTATION. (1,0,1). An introductory course in.....
- e. Avoid repeating the course title in the course description. The course title is often sufficiently descriptive that a formal course description is unnecessary.
- NOT OK: 411-412. FREEHAND DRAWING. Lab. 4. Cr. 2 each.
Advanced freehand drawing.
- OK: 411-412. FREEHAND DRAWING III, IV. (0,4,2 ea.)
- f. If two course descriptions are required for a two-course sequence, don't say "This is a continuation of..." Use Roman Numeral I and II, e.g., 241. HANDICRAFTS I. and 242. HANDICRAFTS II.
- If a course title is used more than once, Roman Numerals are required.
- g. It is unnecessary to say "This lab must be scheduled with..." Simply use the term Coreq: _____ . See 8. below.
- h. In the case of a Seminar or other unusual delivery plan, it is usually unnecessary to state a definition of a "Seminar". This will be clarified under 12. Instruction Type(s) below.
- i. Statements such as "required of majors," and "credit not given for this course and....," and other statements which are essentially degree requirements should be avoided in a course description. It is a function of the curriculum listing to describe course requirements for a degree.
- j. The phrase "Credit does not apply to any degree" should be used where appropriate and is required for remedial/developmental courses.
- k. The following are examples of phrases which should not be used:
- NOT OK: This course is an intensive survey of...
OKAY: Survey of....
- NOT OK: Among the topics to be covered are: a)..... b)..... c).....
OK: a)..... b)..... c).....
- NOT OK: In this course emphasis is placed on.....
OK: Emphasis on.....
- NOT OK: This course is centered about.....
OK: Emphasis on.....
- NOT OK: This course concentrates on.....
OK: Emphasis on.....
- NOT OK: A course designed to acquaint the student with
a)..... b)..... c)..... d).....

OK: a)..... b)..... c)..... d).....

NOT OK: A course which presents a)..... b)..... c).....

OK: a)..... b)..... c).....

NOT OK: This course deals with a)..... b)..... c)....

OK: a)..... b)..... c).....

5. Prereq:

- a. A prerequisite is a course requirement which must be satisfied prior to entering this course.
- b. Permission of Instructor or Department are discussed under 10. Restr: below.
- c. Use the abbreviation Prereq: not the full word Prerequisite.
- d. Use the abbreviation in CAPS, for the subject name, not the full name, e.g.,

NOT OK: Prerequisite: Mathematics 103-104

OK: Prereq: MATH 103-104

- e. Do not state a prerequisite unless you plan to enforce it.
- f. Use a semicolon between prerequisites from several departments. The comma and the semicolon will represent an "and" relationship, and each requirement must be met.

NOT OK: MATH 101-102, ENGL 101, 201, CHEM 109, 119

OK: MATH 101, 102; ENGL 101, 201; CHEM 109, 119

- g. Avoid ambiguous statements involving the use of the logical operators "and" and "or." Use the colon ":" to indicate the end of a series of "ands".

NOT OK: MATH 101-102 and PHYS 200 or CHEM 201

OK: MATH 101, 102: or PHYS 200 and CHEM 201

- h. Use the hyphen only when the courses referenced are hyphenated.

NOT OK: MATH 101-102 or MATH 111-112 - where 101 and 102 are not hyphenated.

OK: MATH 101, 102 or MATH 111-112

- i. The phrase "or equivalent" is permitted but discouraged since its use casts doubts as to what is considered "equivalent".
- j. Prerequisites for graduate level courses which include undergraduate courses only, should be listed as any other course.

OK: Prereq: CMPS 325,426(G)

It must be understood, however, that the undergraduate course prerequisite will not be entered as an ISIS prerequisite since undergraduate courses are not stored for graduate students.

- k. ACT test score or other test score cut-offs should be stated as an information item but ISIS may or may not be able to check these automatically.

OK: Prereq: ACT MATH score of 15 or greater.

- l. If a minimum grade is required, it must be stated.

OK: Prereq: Math 105 with a grade of C.

6. Coreq:

- a. This term, corequisite, should be used whenever concurrent enrollment in some other course is required, e.g.,

101. GENERAL ZOOLOGY..... Coreq : BIOL 151.

151. GENERAL ZOOLOGY LABORATORY..... Coreq: BIOL 101.
- b. Use the abbreviation in CAPS for the subject name, not the full name, e.g.,
- NOT OK: Corequisite: Biology 151.
OK:Coreq: BIOL 151.
- c. Primary use will be for those lecture courses requiring concurrent enrollment in an associated laboratory course.
- d. A "Coreq" on a single course is not sufficient to indicate that the two courses must always be taken at the same time.

BIOL 101		
BIOL 151		Coreq: BIOL 101
	IS NOT THE SAME AS	
BIOL 101		Coreq: BIOL 151
BIOL 151		Coreq: BIOL 101

Pre or Coreq:

The term "Pre or Coreq:" should be used to indicate that a requirement may be satisfied by either prior completion of or current enrollment in another course.

For example: CHEM 221
CHEM 222 Pre or Coreq: CHEM 221

Indicates that 221 may be taken alone but that the lab 222 may not be taken unless the student has already completed 221 or is concurrently enrolled in 221.

7. Restr:

- a. Restrictions should be used when enrollment in a course is restricted to or is to exclude students in a specific college(s), a specific major(s), a specific classification(s), or when special permission required.
- b. Example of a college restriction: Restr: available only to students in the College of Education.
- c. Example of a college exclusion restriction: Restr: Junior Division students are not permitted.
- d. Example of a major restriction: Restr: Mathematics majors only.
- e. Example of a major exclusion restriction: Restr: not available for Engineering students.
- f. Example of a classification restriction: Restr: seniors only.
- g. Example of a classification exclusion restriction: Restr: Freshman and Sophomores excluded.
- h. Example of a special permission: Restr: permission of department head required.
Restr: permission of instructor required.
Restr: if prerequisites not met permission of instructor is required.

8. Grading Options:

- a. This is to be used only when the normal grading option is not used.
- b. Example CR/NC: Grading Option: CR/NC.

Note: Special permission to use the CR/NC grading option must be obtained from the Committee on Academic Affairs and Standards for undergraduate courses and/or the Graduate Council for graduate courses.

- c. Example of S/U: Grading Option: S/U.

Note: The use of the S/U grading option is restricted to 599, 699, 899, certain 594 Research Projects and certain graduate level music performance courses.

9. Instruction Type(s):

- a. This is to be used only when the normal lecture, lab instruction types are not used.
- b. Examples: Instruction Type: Internship
Instruction Type: Student Teaching
Instruction Type: Individual Instruction
Instruction Type: Field Study
Instruction Types: Lecture, Lab, Clinical

10. Formerly: _____.

- a. To be used if a course number is changed and the course title and content remain the same since the last printing of the catalog. This is very important since it indicates that the "Repeat Rule" should be applied. The course listed will be entered as an "Alias" in ISIS.
- b. This is primarily for the purpose of applying the repeat rule.
- c. Example: PHED 500 ----- Formerly: HPED 537.

OTHER MISCELLANEOUS EXAMPLES:

460. PARASITES AND PARASITIC DISEASES. (2,0,2). A study of parasites, both external and internal, affecting domestic livestock, their detection, prevention and treatments. Coreq: ANHB 461.

461. PARASITES AND PARASITIC DISEASES LABORATORY. (0,2,1). Coreq: ANHB 460.

306(G). GOVERNMENTAL ACCOUNTING. (3,0,3). Accounting principles for governmental units and agencies and nonprofit organizations; emphasis on fund theory and budgetary control.

100. FUNDAMENTALS. (2,0,2). As applied to the overall agricultural industry. Restr: Agriculture majors only. Grading Option: CR/NC.

431(G). MORPHOLOGY OF NON-VASCULAR PLANTS. (2,4,4). Life cycles, evolution, and recognition of representative algae, fungi, lichens, liverworts and mosses. Prereq: BIOL 102, 152. Restr: Junior Division students are excluded.

599. THESIS RESEARCH AND THESIS. (6). Grading Option: S/U.

207. INTRODUCTION TO PHYSICS I. (3,2,4)..

208. INTRODUCTION TO PHYSICS II. (3,0,3). Prereq: PHYS 207. Coreq: PHYS 218.

218. INTRODUCTION TO PHYSICS II LAB. (0,3,1). Prereq: PHYS 207. Coreq: PHYS 208.