



# COURSE STYLE GUIDELINES

## General format for Course Data

### 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.,
  - i. Freshman: 100-199
  - ii. Sophomore: 200-299
  - iii. Junior: 300-399
  - iv. Senior(G): 400-499
    1. 400-level courses which can be taken for graduate credit are to be designated by "G", e.g., 425G
    2. Do not use the "G" designation for 500 and 600 level courses.
  - v. Graduate only: 500-599
    1. Typically master's level courses
  - vi. Graduate only: 600-899113
    1. Typically doctoral level courses

### 2. Course Title

- a. For course titles over 30 characters (including spaces), you must also provide a 30 character or less course title abbreviation.
- b. Use Roman numerals in the case of multi-semester courses with the same subject and course title, e.g.,
  - i. Special Projects I, Special Projects II

### 3. Credit, Lab, Lecture

- a. **Contact Hours** refer to the total number of hours of student-faculty contact per week in a regular semester.
- b. **Lecture** represents the Lecture contact hours.
- c. **Lab** represents the Laboratory contact hours.
- d. **Credit** represents the Credit to be earned by the student.
- e. **Variable Credit** course, identify credit as minimum-maximum and equate appropriately the lab and/or lecture credit
- f. Identify **clinical hours** where necessary
- g. **Carnegie Unit Guide** is attached as an addendum at the end of this document

<b>Example</b>	<b>Credit</b>	<b>Lab</b>	<b>Lecture</b>	<b>Clinical</b>
Four hour lab for two credits	2	4	0	
Three hour lecture	3	0	3	
One hour lecture with a four hour lab for three credits (thesis)	3	4	1	
Variable credit course	1-6	0	1-6	
Course with clinical hours	4	2	5	9
Individual studies course	3			
Internship	3	0	0	

#### 4. **Course Descriptions**

- a. The course description is intended to serve several functions:
  - i. To provide information to students prior to their enrolling in a course
  - ii. To aid other institutions in their evaluation of a student's record should the student transfer from UL Lafayette
  - iii. To help other departments in the advising of their majors and evaluating of their degree programs
- b. Course descriptions are required
  - i. Seminars do not require a description
- c. Keep as short and as precise as possible
- d. Write in the present tense.
- e. Do not repeat the course title in the course description.
- f. Do not use statements such as "required of majors" and "credit not given for this course"
- g. The phrase "Content Varies" and "May be repeated for credit" may be included at the end of the description
- h. The phrase "Alternate subtitles will appear on students' transcripts" may be included at the end of the description.

<b>Incorrect</b>	<b>Correct</b>
Studies will include...	Includes...
This is an introductory course in...	An introductory course in...
This course is an intensive survey of...	Survey of...
Among topics to be covered are a, b, c...	A, b, c...
In this course, emphasis is placed on...	Emphasis on...
This course concentrates on...	Emphasis on...
This course deals with...	

**5. Prerequisites**

- a. An academic requirement that must be satisfied prior to enrolling in a course. A student requesting a course must have completed all prerequisites listed for that course or must otherwise satisfy the instructor and the head of the department that she/he has had the equivalent preparation.
- b. All prerequisites will be enforced systematically
- c. List out individual course prerequisites. "Or equivalent courses" cannot be systematically enforced.
- d. Use "and" and "or" as appropriate
- e. ACT and SAT scores may be used as prerequisites
- f. If a minimum grade is required, state as:
  - i. MATH 105 with a minimum grade of "C"

**6. Corequisites**

- a. An academic requirement that must be satisfied concurrent with enrollment in a course. A student requesting a course must satisfy all corequisites for that course or must otherwise satisfy the instructor and the head of the department that she/he has either had the equivalent preparation or is currently satisfying the requirement by some other means.
- b. Primary use of a corequisite is typically for lecture courses requiring concurrent enrollment in associated laboratory courses.

**7. Pre or Corequisites**

- a. Used to indicate that a requirement may be satisfied by either prior completion of or concurrent enrollment in another course.

**8. Restrictions**

- a. Identifying when a course is to include or exclude students based on particular requirements

**b. Examples**

- i. Minimum GPA requirement
- ii. College of Education students only
- iii. Elementary Education majors only
- iv. Not available to Education students
- v. Permission of department head, instructor, dean required
- vi. Completion of a minimum of 60 hours

**9.**

<b>Grading Options</b>		
Standard Grading Option	A, B, C, D, F	
Credit/No Credit	CR, NC	The Committee on Academic Affairs and Standards (CAAS) must approve this option for UGRD courses, Graduate Council must approve this option for GRAD courses. Once approved by curriculum committees and Academic Affairs, the courses will be sent to CAAS.
Satisfactory/Unsatisfactory	S, U	

**10.**

<b>Instruction Types – Multiple instruction types may be selected, if necessary.</b>	
Activity	ACT
Clinical	CLN
Dissertation	DRS
Ensemble	ENM
Exam	EXM
Field Study/Experience	FLD
Independent Study	IND
Internship/Coop	INT
Lab	LAB
Lecture	LEC
Lecture and Lab in one section	LLS
Observation	OBS
Practicum	PRA
Private Lesson	PRL
Seminar	SEM
Studio	STO
Thesis	THS

**Standard Credit Hours Awarded per Hours of Contact for Lectures and Labs by UL Lafayette**

	<b>Lecture</b>	<b>Lab</b>	<b>Credit Hour</b>
<b>1 Credit Hour Course</b>	1	0	1
	1	1	1
	0	2	1
<b>2 Credit Hour Course</b>	2	0	2
	1	2	2
	0	4	2
<b>3 Credit Hour Course</b>	3	0	3
	2	2	3
	1	4	3
	0	6	3
<b>4 Credit Hour Course</b>	4	0	4
	3	2	4
	2	4	4
	1	6	4
	0	8	4

**In exceptional cases and with approval, the following hours may be applied.**

	<b>Lecture</b>	<b>Lab</b>	<b>Credit Hour</b>
<b>1 Credit Hour Course</b>	1	2	1
	0	3	1
<b>2 Credit Hour Course</b>	1	3	2
	0	6	2
<b>3 Credit Hour Course</b>	2	3	3
	0	9	3
<b>4 Credit Hour Course</b>	3	3	4
	2	5	4
	1	7	4
	0	12	4