

Guidelines for Course Descriptions

Course Description Example: (x^x –see below for expanded description)

BIOL 5320r¹ - Toxicology²

Acute and chronic effects of toxic substances and residues on organisms, environmental exposures and controls. Background in toxic substances.³ Pre-requisite: Department Head Approval, BIOL 5160⁴ Cross-listed: Same as ENVR 5320⁵ Stand letter grade.⁶ Information regarding additional fees assessed.⁷

(3) Credit Hours⁸

Method of Instruction⁹

Certificates:

- Indicate if they are Post-Bacc or Post-Masters
- Identify course requirements and admission tests if required

Course Description Elements and Their Order

1. Course symbol
 - Limited to four letters and number
 - Indicate if repeatable
2. Title
 - Abbreviate when necessary and where possible (see [Standard Abbreviations to be Used in Graduate Course Titles](#))
3. Course description
 - Include expected background knowledge in this section
4. Pre-requisites
 - Included only if required
 - UG courses should not be listed as pre-requisites
 - *List required background knowledge in course description*
5. Cross-listed course
 - Same as...
 - Included only if course is cross-listed
6. Method of grading
 - Standard letter grade or S/NC
7. Laboratory or studio fee assessed
 - Included only if fee assessed
8. Hours of credit
9. Method of instruction with associated hours
 - Lecture, lab or combination (see [Working Definitions for Course Delivery Methods](#))
 - On-Line