Guidelines for Course Descriptions

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

BIOL 5320r^1 - Toxicology^2

Acute and chronic effects of toxic substances and residues on organisms, environmental exposures and controls. Background in toxic substances. Pre-requisite: Department Head Approval, BIOL 5160^4 Cross-listed: Same as ENVR 5320^5 Stand letter grade. Information regarding additional fees assessed. (3) Credit Hours^8

Method of Instruction^9

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