TEXAS

The University of Texas at Austin

Office of the Registrar Standards

The existing Office of the Registrar standards as they relate to course inventory, course scheduling, registration, and degree audit have been published in the following document to share with our campus partners. It is intended to ensure transparency for existing University policies and serve as a resource for our campus partners that utilize the Registrar core systems.

This is a living document that will evolve to serve the University's changing needs. Suggestions and feedback are welcome and can be sent to: registrar-standards@utlists.utexas.edu.

SUMMARY OF CHANGES

- Added to **"Contact Hours"** section
  - o For multi-semester courses, the contact hours should reflect the total for all semesters.
    - Example: For a 6 hour A/B course, the contact hours would be 6.0 Lecture Hours. See the Meeting Statements section for A/B course meeting statement format.
    - Example: For a 6 hour X/Y/Z course, the contact hours would be 6.0 Lecture Hours. See the Meeting Statements section for X/Y/Z course meeting statement format.
- Revised "**Contact Information**" section
  - o Corrections/updates to Vet Certs section.
- Added to "**Titles**" section:
  - o If a department wants a singular course to have multiple grading methods, they must create duplicate courses with different grading methods assigned to each course. However, the multiple grading methods must be Letter Grade for one course and (Credit/No Credit or Pass/Fail) for the other. They cannot use Student Option for one course and then make a duplicate course with a specified grading method.
  - o Course titles should reflect course content.
  - o Titles should be broad enough and flexible enough.
- Added to "**Meeting Statements**"
  - o For A/B (multi-semester) courses, the meeting statement should reflect the halved contact hours for two semesters.
    - Example: For a 6 hour A/B course, the contact hours would be 6.0 Lecture Hours and the meeting statement would be "Three lecture hours a week for two semesters."
  - o For X/Y/Z (multi-semester) courses, the meeting statement should reflect a third of the contact hours for three semesters.

- Example: For a 6 hour X/Y/Z course, the contact hours would be 6.0 Lecture Hours and the meeting statement would be "Two lecture hours a week for three semesters."

- Added to "**Non-Inventory Notelines**"
  - Class meets May 27-June 24. Taught in Cambridge, England. Students must consult with department as travel and orientation dates may be in addition to these dates.
  - A rotation hybrid section should list the following noteline: 'This is a Rotation Hybrid section. Students enrolled will be divided into groups and notified by instructor of which class days to participate in the physical classroom and which days to participate online.'
  - *Moved from "Titles" section to this one*--The full topic title without abbreviations should be listed in the non-inventory notelines before the topic description and should be written as 'Topic title: Full Title'.

- Added to "**Relationships with Other Courses**" section
  - (RwOC) abbreviation to header, in line with what it is commonly referred to as in course inventory.
  - If a course is created in Course Inventory to replace an unnumbered topic (that was last offered no more than six years ago), the unnumbered topic should be listed in the RwOC.
  - If an unnumbered topic has not yet been offered but is scheduled in the Course Schedule to be offered, it should be included in the RwOC.
  - Example: A new course is being created in inventory for Fall 2022 but will be offered as unnumbered topic in the Course Schedule in Spring 2022 until the new course is available in Course Inventory.

- Revised "**Repeatability**" section:
  - Change "...number of times repeatable" to "...number of times eligible for credit"

- Added to "**Restrictive Statements**" section
  - Clarified that standing (upper-division, graduate, etc) should be reflected in the prereq, not the restrictive statement. EX: "Restricted to graduate students in studio art." Should have prereq of graduate standing and then restrictive statement would just be "Restricted to studio art majors."

- This information is inherited from base topics courses, where relevant.
- Additional information about Restrictive Statements for non-inventory notelines in the Course Schedule can be found [here](#).

- Added to "**Title Abbreviations**" section
  - Discussion, Portugal/Portuguese
- Added to "**General Title Guidelines**" subsection
  - Linked from this section to the **Non-Inventory Notelines** section
- Added to "**Subject-Matter Descriptions"** section
  - Updated Bloom's Taxonomy active verbs list
  - Should not include...second-person pronouns
    - Names of companies or persons
- Revised active verbs in "**Good Subject-Matter Descriptions**" section.

Table of Contents

Contact Hours

- Contact hours are set in the Course Inventory.

- Should at least equal the credit hour value, but can exceed it (i.e. if a course is worth three credit hours, the contact hours should be a minimum of three.)

- If a course entails irregular contact hours, the total hours the course will meet in a semester should be divided by the length of a semester (which is understood to be fifteen weeks).

  - Example: If an internship course requires 150 hours in one semester, the contact hours entered into the lecture hours field of the course form would be 10 (150 divided by 15).

- One lecture contact hour or one-and-one-half lab hours are equivalent to one credit-hour (e.g. a two credit-hour class with no lecture would have to have at least 3.0 lab contact hours).

- Lecture hours should be used if the instruction takes place in a classroom setting with a lecturer presenting information. Discussion hours can be reported as either lab or lecture. Anything else should be reported as laboratory (including fieldwork, film screenings, etc.).

- There can always be more contact hours than hours of credit (e.g. three lecture hours and two lab hours for a three credit hour course), but the number of contact hours cannot be fewer than the number of credit hours a student will earn.

- Blank contact hour fields should have 0.0 entered as necessary.

- All whole numbers must have ".0" follow them.

- A course with credit-hour variants must have contact hour values entered for each hour variant.

- Contact hours on numbered topics must match the base.

- For multi-semester courses, the contact hours should reflect the total for all semesters.

  - Example: For a 6 hour A/B course, the contact hours would be 6.0 Lecture Hours. See the Meeting Statements section for A/B course meeting statement format.

- o Example: For a 6 hour X/Y/Z course, the contact hours would be 6.0 Lecture Hours See the Meeting Statements section for X/Y/Z course meeting statement format.

- See Meeting Statements for information on the written reflection of contact hours.

- Policy References for Credit Hours:

  - o SACSCOC Credit Hours Policy Statement

    - Includes federal definition of a Credit Hour.

  - o TX Administrative Code TITLE 19, PART 1, CHAPTER 4, SUBCHAPTER A, RULE §4.6 Minimum Length of Courses and Limitation on the Amount of Credit that a Student May Earn in a Given Time Period

  - o Definition of a Credit Hour document on the Registrar website

Contact Information

Find the most up-to-date information for all teams within the Office of the Registrar online at https://registrar.utexas.edu/about/contact

Course Scheduling

512-475-7604 | course.schedule@austin.utexas.edu

- Produces and maintains course schedule files, schedules classes, and produces the online *Course Schedule*.

Degree Audit

512-475-7618 | degreeaudit@austin.utexas.edu

- Maintains Interactive Degree Audit System (IDA) and the Degree Plan Interface (DPI).

Official Publications

512-475-7607 | offpubs@austin.utexas.edu

- Maintains Course Inventory; publishes the University catalogs; and maintains school major, field of study, minor, and certificate codes.

Registration

512-475-7656 | registration@austin.utexas.edu

- Administers registration, adds and drops, in absentia and late registration, withdrawals, reinstatements, online waitlists and prerequisite checking, and registration information sheets.

Room Scheduling

512-475-7600 | scheduling@austin.utexas.edu

- Makes reservations in general purpose classrooms; schedules final exams; produces online course and final exam schedules; and coordinates construction projects related to classrooms.

Veteran Certifications

512-475-7540 | gibill@austin.utexas.edu and hazlewood@austin.utexas.edu

- Provides assistance to veterans and dependents seeking education benefits under the Post-9/11 GI Bill, the Montgomery GI Bill – Active Duty, the Montgomery GI Bill – Selected Reserve, , the Survivors' and Dependents' Educational Assistance Program, the Veteran's Readiness and Employment program , and the Hazlewood Exemption.

Course Numbers

- The first digit in the course number indicates the credit hour value of the course, except in the Dell Medical School.
- Each course is identified by a field of study (which can either be written out in full or a one-, two-, or three-letter abbreviation) followed by a number made up of three digits, which may be followed by a letter.
- Academic Level or "rank" is indicated in the second and third digits of the course number.
  - o 01-19 are lower-division courses.
  - o 20-79 are upper-division courses.
  - o 80-99 are graduate level (including Master's, Professional, and Doctoral level) courses.
  - o LAW and MED courses are always Professional academic level.
- Course numbers ending in A and B are reserved for two-semester courses, where the grade is normally given at the completion of the B course for both the A and B courses.
- Course numbers ending in X, Y, and Z are reserved for three-semester courses, where the grade is normally given at the completion of the Z course for the X, Y, and Z courses.
- Course numbers ending in H are reserved for honors courses at the undergraduate level.
- Courses numbered 398R, X99R, or X99W are designated for thesis and dissertation courses at the graduate level.
  - o X99R were retired as of the fall 2019 inventory.
- X98T is designated for graduate teaching courses.
- X19S and X29S are designated for recording credit for courses taken abroad.
- To propose a new zero hour course, departments must request the "Zero Hour Course Form" from Official Publications.
- Please see the Credit Value and Course Numbers section of the General Information Catalog for more information regarding the semester hour and course numbers as defined by the University.

Course Relations

Course Inventory Relations

The following information applies to course relations in the Course Inventory.

General Relations

- Departments should not retire a course and add a new, identical replacement course of the same course type with a different course number in the same field of study (FOS).
- Two identical courses in the same field of study can exist simultaneously in Course Inventory if:
  - Each course is designed for different academic levels (e.g. one upper-division and the other lower-division, one doctoral and the other undergraduate, one is doctoral and the other is professional, etc).
  - The language they are conducted in is different.
    - In this case, the two courses should be differentiated through the subject-matter description. See Subject-Matter Descriptions for more information.

Inventory Same-As in Course Inventory

- Courses in inventory same-as relationships should exactly match.
  - This includes grading mode, core code, prerequisites, restrictions, description, title etc.
  - Same Credit Hours:
    - An inventory same-as relationship can only exist between courses with the same credit hour value(s) (e.g. HDF 466, 566 and WGS 466, 566 can be in a same-as relationship.).
  - Same Academic Level:
    - Upper-division courses cannot be in an inventory same-as relationship with lower-division courses.
    - Professional and non-professional (undergraduate or graduate) courses cannot be in an inventory same-as relationship.
    - Graduate and Undergraduate courses cannot be in an inventory same-as relationship.
- A course can only have two of the three characteristics below at any given time:

- o   Multiple credit hour variants
- o   A numbered topic
- o   A same-as relationship
- Same-As courses are considered interchangeable aliases of each other within the Interactive Degree Audit system. See [Course List Maintenance](#) for more information.
- Inventory same-as relationships also affect the Course Schedule. See [Inventory Same-As in Course Schedule](#).

Course Schedule Relations

The following information applies to course relations in the Course Schedule.

General Relations

- Course relations must be set for classes that meet together during their first timeline (i.e. classes have identical first timelines).
- A course may have up to three timelines but can only be related via the first timeline.
- There are four types of relationships in the Course Schedule:
  - o   ISA = Inventory Same-As
  - o   SSA = Schedule Same-As
  - o   RS = Room Share
  - o   MS = Multiple Section or Multi-section
- For both types of same-as relationship, a Home Section must be designated in the Course Schedule. The home section is the section that counts in areas of funding, allocation, etc. Once designated, only the home section may:
  - o   add new sections to the relationship
  - o   re-assign a home designate
  - o   "ripple" attributes throughout all related sections

Inventory Same-As in Course Schedule

One course is the same as another course permanently in the Course Inventory:

- Satisfies same degree requirement
- UGS Flags, grading mode, instructor, schedule etc. MUST be the same and will ripple across all sections when changes are made to the course schedule

- Requires 'Home' designation in course schedule
- See [Inventory Same-As in Course Inventory](#) for the Course Inventory standards for an inventory same-as relationship.

Schedule Same-As

One course is the same as another course temporarily in course schedule. Related at the time they are offered together in course schedule.

- Temporary/Transient relationship
    - After offering for 3 semesters, should be put into Course Inventory.
- Satisfies same degree requirement only for the semester that it is a schedule same as UGS Flags, grading mode, instructor, schedule etc. MUST be the same and will ripple across all sections when changes are made
- Requires 'Home' designation in course schedule
- Should follow the same criteria as [Inventory Same-As in Course Inventory.](#)

Room Share

Class sections meeting together in the same room and time but do not have to share other characteristics.

- Does NOT satisfy the same degree requirements.
- Examples: UG/Grad, Swimming Pool, Gym, Studio.
- Only first timeline will ripple when changed
- No 'Home' designation

Multiple Section or Multi-section

Group of the same exact course that meet at the same first timeline, with each section in the group having its own unique second timeline.

- Typically the first timeline is the lecture and the second or third timelines are discussions and labs.
- Must have more than one timeline
- UGS Flags, grading mode, instructor, etc. MUST be the same and will ripple across all sections when changes are made.

- No 'Home' designation

Grading Method

- The grading method for numbered and unnumbered topics must match that of their base topics course.
- Grading methods can be changed during both the fall and spring inventory editing cycles.
- "Credit/No Credit" should be selected for graduate courses only. This will display in the Course Schedule and on the VF screen of NRCRIN as "Offered on the credit/no credit basis only."
- "Pass/Fail" should be selected for undergraduate or law courses only. This will display in the Course Schedule and on the VF screen of NRCRIN as "Offered on the pass/fail basis only."
- "Letter Grade" can be selected for both undergraduate and graduate courses. This will display in the Course Schedule and on the VF screen of NRCRIN as "Offered on the letter-grade basis only."
- 'Student Option' can be selected for both undergraduate and graduate courses. This grading method allows a student to choose to take the course for either a letter grade or on a pass/fail, credit/no credit basis.
- For a singular course to have multiple grading methods, two distinct course forms must be created with different course numbers, but with the same title . The two grading methods must be "Letter Grade" for one course and "Credit/No Credit" or "Pass/Fail" for the other. Student Option may not be chosen as one of the two grading methods.

Legislation

For Undergraduate and Law Catalog changes

Visit the [Faculty Council website](#) for information regarding the approval timeline, what changes require legislation, and how to legislate those changes.

For Graduate Catalog changes

Visit the [Graduate School website](#) for information regarding the approval timeline, what changes require legislation, and how to legislate those changes.

For New Courses Listed as Requirements in the Catalogs

Any new courses that will be added to the catalog as requirements for a program must be created during the fall Course Inventory editing cycle, one year prior to the catalog publication.

See the following scenario for an example:

You need to add a new course to your program's degree requirements in the 2022-2024 Undergraduate Catalog.

1. Create the course during the fall 2022 Course Inventory editing cycle, which will be open to users from September to October 2021.

2. Legislate the addition of this requirement to the catalog through Faculty Council, typically due the end of September 2021.

3. Make the legislated addition to the catalog page during the catalog editing cycle, which will be open September 2021 through February 2022.

4. The catalog will be published and the new degree requirement will go into effect on the first class day of the fall 2022 semester.

For New Academic Units and Fields of Study in the Catalogs

Any new academic units or fields of study that will be added to the catalog for a program must be created prior to the start of the fall Course Inventory editing cycle one year before the catalog publication.

See the following scenario for an example:

You need to add a new field of study to the 2022-2024 Undergraduate Catalog

1. Request the Field of Study form from Official Publications, as soon as the department knows they will be creating a new field of study.

2. Route the form through the necessary approval process for the new field of study.

3. Submit the approved Field of Study form to Official Publications (ideally before August 1, 2021).

4. Official Publications creates the field of study in Academic Unit Relations and adds it to the Course Inventory Management system.

5. Legislate any needed catalog edits through Faculty Council, typically due the end of September 2021.

6. The department creates new courses for that field of study during the fall 2022 Course Inventory editing cycle, which will be open to users from September to October 2021.

7. Make the legislated addition to the catalog page during the catalog editing cycle, which will be open September 2021 through February 2022.

8. The catalog will be published including the new field of study by the first class day of the fall 2022 semester. The new field of study will become effective fall 2022.

Meeting Days and Times

Meeting days and times are set in the Course Schedule and should not be indicated in Course Inventory.

Standard Meeting Days and Times

- Please see the Semester Hour section of the Credit Value and Course Numbers page of the General Information Catalog for more information regarding the meeting days and times as defined by the University.
- See Contact Hours for more information.
- Fall/Spring:
  - Long sessions (Fall/Spring) are 15 weeks.
  - A 1-hour organized class must be scheduled for at least 60 minutes once a week.
  - A 3-hour organized class must be scheduled for at least 3 hours per week, either once a week for 3 hours, twice for 1 ½ hours, or 3 times for 1 hour each.
  - MWF in 60 minute intervals starting at 8AM e.g. MWF 10-11AM
    - 50 minutes with a ten-minute interval at the end of class.

    OR
  - TTh in 90 minute intervals starting at 8AM e.g. TTh 11-12:30PM
    - 75 minutes with a fifteen-minute interval at the end of class.
- Summer:
  - A 3 hour organized class must meet at least 7 ½ hours per week.
    - Either 5 times for 1 ½ hours each, 3 times for 2 ½ hours each, 3 times for 2 ½ hours, or some combination therein.
  - A 3 hour organized class must meet for a total of 37 ½ hours per 6 week session.
  - MTWThF in 75 minute intervals starting at 8:30AM e.g. MTWThF 1-2:30PM
    - 75 minutes with a fifteen-minute interval at the end of class.
  - See the below table for more information regarding meeting days and times for summer sessions.

Term/Session Prefix	Credit Hour Value*	Minimum Class Time Required per Time/Session	Hours per Week	Preferred Scheduling**
f or s	1	12.5 hours	2.5	MTWThF, 1 hour per day
f or s	2	25 hours	5	MTWThF, 1.5 hours per day
f or s	3	37.5 hours	7.5	MTWThF, 2 hours per day
f or s	4	50 hours	10	MTWThF, 2.5 hours per day
f or s	5	62.5 hours	12.5	MTWThF, 3 hours per day
f or s	6	75 hours	15	
n	1	12.5 hours		
n	2	25 hours		
n	3	37.5 hours	5	MTWThF, 1 hour per day
n	4	50 hours		
n	5	62.5 hours		
n	6	75 hours		
w	1	12.5 hours		
w	2	25 hours		
w	3	37.5 hours	4.5	MWF, 1.5 hours per day
w	4	50 hours		
w	5	62.5 hours		
w	6	75 hours		
*Classes that require more contact hours than indicated by the credit hour value should be scheduled for additional hours equal to five-sixths of the minimum time required in a long-session summer				
**Classes with prefix f or s have 25 possible class days; classes with the prefix n have 37 possible class days; and classes with the prefix w have 50 possible class days				
Summer Session Key F=First Session S=Second Session N=Nine-week Session W=Whole Session				

Prime Class Meeting Hours

Defined as:

- MWF: 8:00am - 5:00pm
- TTh: 8:00am - 5:00pm

Graduate Classes

- Generally speaking, graduate classes are scheduled in 3-hour blocks one day per week, beginning and ending at a standard timeline day and hour listed above.

- When possible, these classes are scheduled in sets that balance room usage across the entire MWF or TTH standard timeline.

Meeting Statements

- Meeting statements are created in the Course Inventory.
- They should reflect the [contact hours](#) as closely as possible.
- In cases of irregular class meeting hours, a department may add detail, such as "30 fieldwork hours."
- Standalone and base topics courses must have a meeting statement.
- Numbered topics inherit the meeting statement from the base topics course, which will appear in the Course Schedule. As such, the meeting statement field for numbered topics should be left blank.
  - Exception: If a numbered topic is in an inventory same-as relationship with a standalone course, it does need a meeting statement.
- 1.5 contact hours should be spelled out "one-and-one-half"
- Lab hours should be written out as "laboratory" in the meeting statement.
- Study abroad courses should not have meeting statements.
- If a course has multiple credit hours, a standard statement that can be used is "For each semester hour of credit earned, the equivalent of one lecture hour a week for one semester."
- For A/B (multi-semester) courses, the meeting statement should reflect the halved contact hours for two semesters.
  - Example: For a 6 hour A/B course, the contact hours would be 6.0 Lecture Hours and the meeting statement would be "Three lecture hours a week for two semesters."
- For X/Y/Z (multi-semester) courses, the meeting statement should reflect a third of the contact hours for three semesters.
  - Example: For a 6 hour X/Y/Z course, the contact hours would be 6.0 Lecture Hours and the meeting statement would be "Two lecture hours a week for three semesters."

Examples

- "Three lecture hours a week for one semester"

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- "For each semester hour of credit earned, one lecture hour a week for one semester."
- "For 326, three lecture hours and two laboratory hours a week for one semester; for 426, three lecture hours and six laboratory hours a week for one semester."
- "Three lecture hours a week for one semester, and 45 hours of volunteer experience."
- "Six laboratory or fieldwork hours a week for one semester."
- "Two lecture hours and one-and-one-half laboratory hours a week for one semester."

Merriam-Webster Dictionary

The [Merriam-Webster Dictionary](#) should be used as the standard spelling reference.

Non-Inventory Notelines

The following standards apply to Non-Inventory Notelines in the Course Schedule.

General Guidelines

- One of the standard statements listed below can be used whenever necessary.
    - Hour(s) to be arranged.
    - Restricted to students registered under Plan II for the BA degree.
    - Laboratory hour(s) to be arranged.
    - Designed to accommodate 35 or fewer students.
    - Designed to accommodate 100 or more students.
    - Additional hour(s) to be arranged.
    - Restricted enrollment; contact the department for permission to register for this class.
    - In addition to the lecture, students must register for a laboratory/discussion section listed below.
- Use "international students" rather than "foreign students."

Information and Order

Information included in Non-Inventory Notelines should follow the below order:

*Note: Text in red below indicates reserved language that must be used in these instances.

1. **Topic Titles/Topic Descriptions**
    - For title standards, please see [Titles](#).
    - For topic description guidelines, please see the Course Inventory standards for [Subject-Matter Descriptions.](#)
    - The full topic title without abbreviations should be listed in the non-inventory notelines before the topic description and should be written as 'Topic title: Full Title'.
2. **Degree Plan Statements (DPS)**

- Called "Relationships with Other Courses" (RwOC) in Course Inventory.
- May NOT conflict with statements in Course Inventory. See [Relationships with Other Courses](#).

3. **Variable Prerequisites**

- May be included only if there is a variable prerequisite statement in inventory supporting prerequisites that vary with topic. May NOT conflict with statements in inventory.
  - o Prerequisite (in Course Inventory): Upper-division standing; <u>additional prerequisites vary with the topic</u>.
  - o *Additional prerequisite* (in Course Schedule): *History 310L with a grade of at least C.*

4. **Restrictions and Groupings**

- Should reflect the exact name of formally recognized programs, majors, etc. as published in the University catalogs.
- If a Special/Irregular Program code is applied to a section, such as an Option III program, it must contain the language:

    Restricted to students in the [BLANK] program.

    Restricted to students in the Engineering Management program.

- Restricted to (reserved for) a general type/group/cohort of student:
- Restricted to {<u>adjective</u> (ex: first-year, college)} students. Restricted to a particular degree:

    Restricted to students pursuing a {degree name} degree.

- Restricted to nonmajors:

    Restricted to non-{department name} majors.

- Restricted to majors:

    Restricted to students in a {catalog major name} major.

- Restricted to minors or certificate seekers:

    Restricted to students pursuing the {catalog minor name (capitalized)} minor.

Restricted to students pursuing the {catalog certificate name (capitalized)} certificate.

- Restricted to students in a Maymester Education Abroad program:

    Restricted to students in the Maymester Abroad Program; contact Education Abroad for permission to register for this class.

5. **Additional Meeting Requirements/Time Commitments/Locations** (not already in a published timeline)

- Examples:

    o Class meets June 3-29.

    o Class also meets 10am-3pm, Saturday, July 11.

    o Mandatory exams 7pm-9pm Tuesdays, January 18, February 4, and March 20. *(If mandatory exams will be held the week of finals, the date range must be included. Example: "Mandatory exams held week of May 13-19.")*

    o Mandatory orientation 12pm-1pm Tuesday, August 26 in BIO 301.

    o Mandatory evening film showings first Saturday of each month.

    o Mandatory seminar

    o Mandatory field trip abroad March 5-15 taught in Buenos Aires, Argentina and Santiago, Chile. Students must consult with department as travel and orientation dates may be in addition to these dates.

    o Class meets May 27-June 24. Taught in Cambridge, England. Students must consult with department as travel and orientation dates may be in addition to these dates.

6. **Technological Needs**

    o Course uses AVID software.

    o Exam proctoring software requires computer with microphone and webcam.

    o Course requires access to a Mac computer.

7. **Special Pedagogical /Instruction information not covered by type/mode**

- If the Instruction Mode is INTERNET: a non-inventory noteline should be added: 'Taught as a Web-based course' or 'Taught online during scheduled times.'
- If the Instruction Mode is WEBEHAN (Web-enhanced), HYBRBLND (Hybrid/blended), MLTMEDIA (Multimedia and Other Electronics), INTERACT (two-way interactive), VIDEOTV (Video-Tape and/or Broadcast TV): a non-inventory noteline should be added: 'Partially taught as a Web-based course'
    - A rotation hybrid section should list the following noteline: 'This is a Rotation Hybrid section. Students enrolled will be divided into groups and notified by instructor of which class days to participate in the physical classroom and which days to participate online.'
- If taught via interactive broadcast, there should be a non-inventory noteline listed indicating locations: e.g. Taught at UT Health Science Center in San Antonio, Texas via interactive broadcast from UT Austin.

Prerequisites

- Prerequisites are optional.
- A prerequisite is a departmental requirement that a student must meet prior to registering for a class.
    - Not to be confused with [Restrictive Statements](#).
- In general, the items in a prerequisite should follow this order if applicable:
    - Student standing or number of hours completed
    - Minimum number of hours required in a field of study
    - Specific coursework
    - Other requirements (such as GPA)
    - Consent (e.g. of graduate advisor, instructor, or other)
- For numbered topics, prerequisites are inherited from the base topics course. They do not need to be repeated on the numbered topic. Additional prerequisite information may be added to a numbered topic if it does not conflict with the base.
    - An example of conflicting information: A base requires a course, while the numbered topic requires credit or registration for that course.
- If a base topics course will have numbered or unnumbered topics that need to list additional prerequisites, the prerequisite should include "additional prerequisites vary with the topic".
- Prerequisites on numbered topics cannot be coded and are strictly informational, therefore the department must enforce them.
- If a course's prerequisite includes a numbered topic, the entire prerequisite cannot be coded in the prerequisite system and will need to be enforced by the department.
- The entire prerequisite should be one sentence.
    - Items in a series should be separated by commas and more than one series should be separated by semicolons.
- Fields of study should be spelled out (M -> Mathematics).
- Advis**or,** *not* adviser.
- Coursework requirements should be listed by number, rather than the the phrase "credit for" a course.
- All graduate courses must contain "Graduate standing" as the first element in the prerequisite.

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- Graduate standing cannot be conditional, such as in the statement "Graduate standing *or* consent of instructor."
- Retired courses should appear in parentheses: e.g. "History 313 (or 345)."
- Retired fields of study should also appear in parenthesis: e.g. "Statistics and Data Sciences 329C (or Statistics and Scientific Computation 329C)."
- "Credit or registration" means that a student must have already taken the required course or be currently registered for it.
  - If a course is retired it should be written in parentheses, e.g.: "Credit or registration for History 313 (or credit for History 345)."
  - "Credit or registration" can only be included on one of two courses that should be taken at the same time. If this is enforced on both courses, students may be prevented from registering.
- Co-requisites (when a student has to be enrolled in two courses simultaneously) must be included as "concurrent registration for [Course 1] and [Course 2]" on both courses involved.
  - Note that even then, it cannot be coded in the prerequisite system and the department will have to monitor.
- "Passing grade" should instead be specified as C, C-, D… (e.g. "Mathematics 302 with a grade of at least C-.")
  - Should be written as "Grade of at least C-", not "Grade of C- or higher".
- "Honors" should not be capitalized unless written as part of the program (e.g. "Consent of the honors advisor.")
- Graduate courses should not have undergraduate courses as prerequisites unless they are part of an integrated program.
- A base topics course must have the language "Varies with the topic." in order for unnumbered topics in the Course Schedule to be able to add prerequisites.
  - If the base topics course itself has prerequisites, this should be written as "Additional prerequisites vary with the topic."
    - Example: "Biology 301 and 304. Additional prerequisites vary with the topic."
- Unnumbered topics may not be used as prerequisites, as they do not exist in the Course Inventory.

- Recommended courses or comparable courses are allowed in the prerequisite, but cannot be coded in the prerequisite system.
- If a prerequisite includes "<u>or</u> consent of instructor," the prerequisite cannot be coded. However, "<u>and</u> consent of instructor" is not codeable but allows the rest of the prerequisite to be coded.
- Prerequisites containing two parts in which one of the requirements contains a modifier should be divided by a comma.
  - Example: "English 310 *with a grade of at least B*, and History 365."
- Class standing or the number of hours of coursework it takes to achieve that standing can be used as a prerequisite.
  - From the General Information Catalog: "A student is a freshman until 30 hours have been accepted; a sophomore until 60 hours have been accepted; a junior until 90 hours have been accepted; and a senior until graduation."
  - Examples:
    - "Less than 30 hours of coursework" or "Freshman standing."
    - "A minimum of 30 hours of coursework" or "Sophomore standing".
    - "A minimum of 60 hours of coursework" or "Junior standing".
    - "A minimum of 90 hours of coursework" or "Senior standing".
- Prerequisites can be different for different majors.
  - Ex: "For engineering majors, Physics 303L and 103N or Physics 316 and 116L with a grade of at least C-; for others, upper-division standing."
- If a prerequisite has a noncodeable element alongside a codeable element, the entire prerequisite will be unenforceable/inactive.
  - Ex: "Graduate standing and basic knowledge of a programming language." Graduate standing is codeable and enforceable; the second half is not codeable. As a result, the entire prerequisite is unenforceable/inactive.
- For a multi-term course (A/B and X/Y/Z), the previous semesters must be included as prerequisites.
  - Examples:
    - For HDO 679A/B, the prerequisite should read "For 679B, Human Dimensions of Organizations 679A."

- For G E 379X/Y/Z the prerequisite should read, "For 379Y, General Engineering 379X; for 379Z, General Engineering 379Y".

Examples

<u>Codeable</u>

- "Psychology 301 and six semester hours of upper-division coursework in psychology."
- "Credit or registration for Business Administration 151H."
- "Credit with a grade of at least C or registration for Journalism 312."
- "For non-College of Fine Arts students, consent of department."
- "Twenty-four semester hours of college credit, including Mathematics 408D, 408L, or 408S and credit or registration for Business Administration 324 or 324H."
- "Ninety semester hours of college coursework, including Marketing 460; credit or registration for one of the following: Accounting 366P, Business Administration 353 (or Accounting 353J or Business Administration 353H or Finance 353 or Management 353 or Management Information Systems 353 or Marketing 353 or Operations Management 353), Finance 366P, Management 366P, 367P, Management Information Systems 366P, Marketing 366P, Operations Management 366P; and three additional semester hours of elective coursework in marketing."

<u>Not Codeable</u>

- "For art and art history and visual art studies majors, Art History 302 and 303; for others, at least one of the following is advisable but not required: Art History 301, 302, 303."
- "Educational Psychology 380D (Topic 4) (or 180P, 280P, 380P, 480P (Topic 2)), or consent of instructor."
- "Mathematics 403K is recommended" (not "recommended but not required").
- "Spanish 604 with a grade of at least B, 507 or 508K with a grade of A, or an appropriate score on the University of Wisconsin College-Level Placement Test in Spanish; and written consent of the lower-division coordinator for Spanish."
- "Concurrent registration for Nursing 396Q and 196R, 296R, 396R, 496R; or consent of instructor." (for co-requisites)
- "Consent of [anyone other than instructor, advisor, chair, or dean]."
- "A grade point average of 3.0 in [any field of study] coursework."

Relationships with Other Courses (RwOC)

- This statement is created in Course Inventory and was formerly called the Degree Plan Statement (DPS).
- Intended to inform both students and Degree Audit of duplicate and replacement relationships between courses.
- Language indicating how a course may count toward a certain degree belongs in the catalog rather than in this field.
  - Exceptions:
    - DEV courses may use the language "May not be counted toward any degree."
    - ESL undergraduate courses may use the language "May not be counted toward any University of Texas at Austin degree."
    - GOV Core courses may use the language "May be paired with [another GOV Core course] to satisfy the legislative Core requirement for government."
- Base topics courses should not have Relationships with Other Courses statements.
- Two courses should be listed as "(this) and (that) may not both be counted."
- Three or more courses should be listed starting with "Only one of the following may be counted:"
  - Example: "Only one of the following may be counted: Architecture 386M (Topic: Architectural Drawing), Architectural Interior Design 381R (Topic: Architectural Drawing), Landscape Architecture 381D."
- When a single course contains the content of two other courses, a multi-part Relationships with Other Courses statement can be used to indicate this.
  - Example: Hindi 612 and 312K may not both be counted; Hindi 612 and 312L may not both be counted.
- The full field of study name should be used, e.g. "History 344G and 362K may not both be counted," rather than "HIS 344G and 362K may not both be counted."
- If a course is created in Course Inventory to replace an unnumbered topic (that was last offered no more than six years ago), the unnumbered topic should be listed in the RwOC.

- o If an unnumbered topic has not yet been offered but is scheduled in the Course Schedule to be offered, it should be included in the RwOC.
  - ▪ Example: A new course is being created in inventory for Fall 2022 but will be offered as unnumbered topic in the Course Schedule in Spring 2022 until the new course is available in Course Inventory.
- If you are adding an unnumbered topic to the RwOC statement, be sure to use the course schedule title as it appears in the [Topic Title Inventory](#).
  - o Example: The course's full title might be "History of South American Turtles" but in the Topic Title Inventory it's abbreviated to fit the 27-character limit of a course schedule title. It would be written as "History 301T (Topic: Hist of South Amer Turtles)"
    - ▪ The unnumbered topic title should be in initial caps (Topic: Hist of South Amer Turtles) rather than all caps (Topic: HIST OF SOUTH AMER TURTLES).
    - ▪ Information regarding location or teaching method in the Course Schedule Title after a hyphen (-country code or -WB for web-based) should not be included in the topic title for the RwOC.
- Numbered topics should be written as: "History 356 (Topic 2)" and should not include the course title.
- Repeatable courses should not include a RwOC statement indicating a duplicate relationship. Duplicate and replacement functionality in the Interactive Degree Audit (IDA) system is not compatible with repeatability.
- A series of courses must be listed alphabetically by field of study and then numerical order excluding the first digit.
  - o Example: "Only one of the following may be counted: Core Texts and Ideas 310 (Topic: Roots of Religious Toleration), European Studies 306 (Topic: Roots of Religious Toleration), 306 (Topic 3), History 309J, 317N (Topic: Roots of Religious Toleration), 317N (Topic 1), Jewish Studies 311 (Topic: Roots of Religious Toleration), 311 (Topic 5), 311C, Religious Studies 306 (Topic: Roots of Religious Toleration), 306 (Topic 1), 306D."
- Base topics courses should not have RwOC statements.

- If the course can be repeated, but only for a certain number of times, the repeatability must be included in the RwOC.
    - Example: If a course has Times Eligible for Credit set to 4, the RwOC should include the statement "May be taken four times for credit."
        - Do not use "May be <u>repeated</u> three times for credit."
- "May be repeated for credit when the topics vary" should not be included in the RwOC of a base topics course as this is set when "Repeatable with different topics" is selected under Repeatability.
- May be multiple sentences.
    - English 350 and History 254 may not both be counted. May be taken three times for credit.
- If an RwOC statement mentions another course that exists in the inventory, check the other course to ensure the RwOC statements match.
    - If they don't match, they must be updated to reflect each other. The corresponding department should be coordinated with to sync them up.

Repeatability

- Repeatability is set in the Course Inventory.
- Repeatability, including the number of times a course may be repeated, may not be changed once the course is created.
    - If either the repeatability or the number of times eligible for credit needs to be changed, the course must be retired and replaced with a new course. The replacement relationship is not compatible with IDA and a workaround must be created by the college IDA coder in consultation with Degree Audit staff.
- Standalone courses: May be repeatable "yes" or "no." May not be set as "Repeatable with Different Topics."
- Base topics courses: Must be set as "Repeatable with Different Topics" only. May not be set as repeatable "yes" or "no."
- Numbered topics: Must be set as repeatable "no."
- Repeatable courses should not include a RwOC statement indicating a duplicate relationship. Duplicate and replacement functionality in the Interactive Degree Audit (IDA) system is not compatible with repeatability.
- If a course is set as being repeatable a certain number of times, this must also be written out in the Relationships with Other Courses (RwOC) statement.
    - Example: If a course has Times Eligible for Credit set to 4, the RwOC should include the statement "May be taken four times for credit."
        - Do not use "May be repeated three times for credit."

Restrictive Statements

- Restrictive statements address which group(s) may or may not register for a course.
  - Not to be confused with [Prerequisites](#).
  - Additional information about Restrictive Statements for non-inventory notelines in the course schedule can be found [here](#).
- The Restrictive Statement in Course Inventory is an informational text field and does not enforce anything by itself. To enforce these restrictions for registration, they must be entered in the Seat Management System.
- Restrictions entered in the Seat Management System limit enrollment in a course to a certain population of students, such as students in a certain major.
  - Seats in classes can be reserved for, or excluded from, the following student populations entered in the Seat Management System (SMS):
    - Student (can be reserved for, but not excluded)
    - Major Code
      - This will be a School Major Code
    - Minor
    - Certificate
    - School/college
    - Student classification
    - Advising Code
      - This will be a Special Advising Area Code
    - First time in college (FTIC)
    - All students
    - Summer orientation session
  - These elements are not codeable in the SMS, but are still allowed in Course Inventory Management system (CIM):
    - Academic programs listed in the catalog
- Can be inclusive or exclusive (e.g. "Restricted to students in the College of Natural Sciences." or "Restricted to students outside the College of Natural Sciences.")
- Course Inventory and Course Schedule: All statements should start with "Restricted to…"
- Seat Management System: Restrictions will be indicated through "Reserved" or "Excluded".

- Fields of study and majors should not be capitalized unless they are a proper noun (e.g. English).
- Fields of study and majors should be alphabetized.
- If a student is required to have a certain academic standing in order to take a course, this should be set in the prerequisite rather than the restrictive statement.
  - Example: "Restricted to graduate students in studio art." should instead be "Restricted to studio art majors." with a prerequisite of "Graduate standing."
- A core curriculum course should not have a restrictive statement, as it must be open to all students.
- Graduate courses can be restricted to doctoral or Master's students.
- For numbered topics, the restrictive statement is inherited from the base topics course. It does not need to be repeated on the numbered topic. Additional restriction information may be added to a numbered topic if it does not conflict with the base.

Examples of Restrictive Statements in Course Inventory
- "Restricted to international business majors."
- "Restricted to non-department of art and art history majors."
- "Restricted to students in the McCombs School of Business Honors Program."
- "Restricted to students in the College of Fine Arts."
- "Restricted to students in a business major."
- "Restricted to doctoral students."
- "Restricted to students pursuing the history minor."
- "Restricted to students pursuing the risk management certificate."

Style Guides

The University of Texas System Writing Style Guide

Chicago Manual of Style

Subject-Matter Descriptions

- Optional.

- Should describe the content of the course.

- Should be broad enough to provide flexibility and stand the test of time.

- Used by external agencies (including accrediting, regulatory, licensing, government, etc) to determine if coursework meets certain criteria.

- Maximum of three to four sentences.

- Syllabus and marketing language should not be included in the course description.

  o Examples of syllabus language that shouldn not be included are provided below under "Examples of Syllabus Language Removed."

- Sentences should begin with active verbs, such as Bloom's Taxonomy. See the below table for recommended examples.

Analyze	Connect	Design	Experiment	Practice
Apply	Construct	Determine	Explain	Predict
Appraise	Contrast	Develop	Explore	Produce
Assess	Correlate	Differentiate	Focus	Question
Calculate	Critique	Discover	Identify	Relate
Categorize	Debate	Discuss	Implement	Research
Classify	Defend	Distinguish	Interpret	Review
Collect	Define	Estimate	Investigate	Test
Compare	Demonstrate	Evaluate	Learn	Use
Compute	Describe	Examine	Model	Utilize

- Should be in the present tense; avoid statements in future tense (e.g. "students will…").

- Should not include:

  o Statements such as "this course…"

  o Promissory language, such as "teaches students X" or "students learn X."

  o Reference to "students" (outside of recommended audience)

  o A series of numbered items

- o Abbreviations, use "for example" and "such as" instead of "e.g." or "i.e.", respectively
  - o Second-person pronouns such as "you" and "your"
  - o Names of companies or persons
- If the class is taught on property of a company in Austin, the location should be listed as "Taught at XX Headquarters in Austin, Texas." after the topic description. Only base topics course may have "Topic(s)" in the description.
- Active verbs such as 'discuss' or 'explore' should be used rather than 'topics include' or 'subjects include'.
- The topic description should begin with "Topic description: Explore…"
- If there are two courses that are identical in content with the exception of the language they are conducted in, the two courses should be differentiated through the subject-matter description.
  - o Example: If two courses are the same except that one is conducted in Spanish, the subject matter-description should include "Conducted in Spanish."
- Can include a recommended audience (e.g. recommended for business students) if a restrictive statement cannot be used for this purpose.
- A single space should be used following a period.
- Dates should be written as "from the 1850s to the present" or "nineteenth century," rather than "1850-present" or "19th century."
- Numbering (based on AP style standard):

One - nine	Spelled out
10 - 100+	Numeral

  - o Exceptions: twelfth, twentieth, etc.
  - o Note: If a number starts a sentence, it must always be spelled out.

Examples of Syllabus Language Removed

- The British painter Edward Burne-Jones (1833-1898) was associated with the Pre-Raphaelite Brotherhood, with the Arts and Crafts movement, and was acclaimed as a Symbolist painter in France. This course will study his work and its place within 19th

33

century European culture. He enjoyed close friendships with rackety, bohemian and antinomian characters.

- o **Edited to meet standards:** Explore the work of British Symbolist painter Edward Burne-Jones (1833-1898) and its place within nineteenth-century European culture.

- This course explores the role of nutrition as a critical preventive measure for both acute and chronic disease. The current research supporting the role of nutrition as a preventative therapy is examined and evaluated. Students work in teams to evaluate the validity of proposed nutritional therapies, and outcomes are shared in group presentations.

  - o **Edited to meet standards:** Explore the role of nutrition as a critical preventive measure for both acute and chronic disease. Examine and evaluate the current research supporting the role of nutrition as a preventative therapy.

- This course will draw upon the popular "Reacting to the Past" pedagogy and use historical role playing to allow students to develop skills in public speaking, debate, critical thinking, research and writing. Students will be assigned historically based perspectives and build arguments drawing upon both primary sources and secondary readings.

  - o **Edited to meet standards:** Explore public speaking, debate, critical thinking, research and writing using historically based perspectives through role play.

- Free public education is often viewed as one of the key pillars of opportunity in the U.S. Yet, the quality of public education varies greatly depending on the neighborhood and characteristics of the student. This class examines how inequality has developed and is maintained within the American public education system.

  - o **Edited to meet standards:** Examine how inequality has developed and is maintained within the American public education system.

Examples of Good Subject-Matter Descriptions

- "Examine kinematics and dynamics of displacement and Earth orientation. Investigate the determination of time and reference frames. Explore deformations of the Earth due to tides and mass loading. Study modern space geodetic applications."

- "Explore the broad social, economic, technological, and political forces that shape design, and how design influences the human experience in today's world. Examine the critical discourse surrounding the creation, production, consumption, and interpretation of design."
- "Examine developmentalism, postcolonialism, neoliberalism, and compressed modernity in East and Southeast Asia."
- "Discuss major terms, issues, and approaches in literary criticism, and their application to the reasoned discussion of poetry, fiction, and drama."
- "Discuss standards-based lesson design and various teaching and behavior management strategies. Plan and teach inquiry-based lessons to students in grades three to eight while visiting local elementary and middle schools."
- "Through Niccolò Machiavelli's chief writings, explore the local, regional, Mediterranean, European, and global aspects of his work."
- "Analyze research from an interdisciplinary perspective. Develop a thesis project proposal in groups."
- "Examine statistical analyses that can be used in a variety of application areas, including energy trading, and provide a cutting-edge perspective on technical trading and valuation."

Titles

General Title Guidelines

These guidelines apply to catalog titles and course schedule titles in Course Inventory and titles in the Course Schedule:

- Course titles should reflect course content.
- Title should be kept broad, when possible, for flexibility. Very specific titles can be limiting.
- Should not be the same as another course in the same field of study.
  - Exception: Two identical courses in the same field of study can exist simultaneously in Course Inventory if:
    - Each course is designed for different academic levels (e.g. one upper-division and the other lower-division, one doctoral and the other undergraduate, one is doctoral and the other is professional, etc.).
    - The language they are conducted in is different.
      - In this case, the two courses should be differentiated through the subject-matter description. See Subject-Matter Descriptions.
    - They are exactly the same other than grading method (one has a grading method of Letter Grade and the other a grading method of Credit/No Credit or Pass/Fail).
- Should not change once a course has been created.
  - If the department would like to change the title, they must retire the existing course and create a new course with the new, desired title.
- Should not include characters such as ampersands, exclamation points, or question marks.
- "Honors" should only be used in the title if the course is part of an honors program that is published in the catalog.
- Base topics course title should begin with "Topics in".
  - If a course is not a base topics course, it should not include the word "topics" in the title.
- Attributes that are set in the course schedule should not be included in the Course Inventory. Such as:
  - Teaching locations: a course's location is set in the course schedule to allow for greater flexibility.

- o   Mode of teaching or pedagogy. For example, "-WB" to indicate web-based courses.
- Sequential iterations of the same course title should be indicated via roman numerals rather than numbers.
    - o   Quantum Computing I and Quantum Computing II
- Titles should not consist solely of the words "Practicum", "Seminar", "Laboratory", "Quiz", or "Practice Session".

Catalog Title Guidelines

These guidelines apply to catalog titles (the long title in Course Inventory).

- Should not contain any abbreviations or acronyms (except when using technical jargon or program names).
- Should not have an ampersand in the title; spell out the word "and".
- Honors courses should have ": Honors" at the end of the title with a colon. The title should not include a hyphen for "- Honors."

Course Schedule Title Guidelines

These guidelines apply to course schedule titles in Course Inventory and titles in the Course Schedule.

- The Course Schedule title should reflect all significant words of the Catalog Title.
- Maximum length of 30 characters for:
    - o   Base topics
    - o   Standalones
- Maximum length of 27 characters for:
    - o   Numbered topics
    - o   Unnumbered topics
    - o   Courses in a same-as relationship with a numbered topic
- The above 27-character limit allows room for the addition of a two-digit topic number and hyphen that appears on the Course Schedule.
- If "and" needs to be abbreviated, it should be substituted by a slash (), rather than an ampersand (&).
- Honors courses may have ": HON" at the end of their title. Should not have "- HON."

- Centuries, such as in "Twentieth-Century Literature", should be abbreviated without the hyphen as "20TH CENTURY", "20TH CEN", or "20TH C"
    - Rather than "20TH-CENTURY", "20TH-CEN" or "20TH-C"
- See below section for recommended abbreviations of common words used in course titles.

Title Abbreviations

Please see the Title Abbreviation Guidelines below for abbreviating course schedule titles in Course Inventory and titles in the Course Schedule.

The list below includes historically used abbreviations for commonly used words in university course titles. This list is offered as a helpful resource for abbreviating titles and is not intended to be an exhaustive source of information.

If you have suggestions for additional words to be added to this list, please contact Official Publications.

Generally speaking, shorten titles by:

1. Removing non-essential words, such as articles (i.e. a, and, for, of, or, the, and so on). Replace "and" with "/", not "&." Shortened titles should not begin with articles, such as "A" or "The," when possible.

2. Abbreviating words. Begin with least important or most recognizable words, using the list below as a guide. When in doubt, abbreviate words by removing vowels at the end of the word first, working to find the right balance of title length and readability. Abbreviate most important or difficult to abbreviate words last. Avoid abbreviations resulting in a full word or a field of study abbreviation when possible (exceptions below). Please note: Words with only one letter removed appear to be typos; remove at least two letters if abbreviating a word.

For further guidance, see:

    The University of Texas System Writing Style Guide:
        https://www.utsystem.edu/sites/branding/writing-style-guide

    The University of Texas at Austin Brand Guidelines, Editorial Style:
        https://brand.utexas.edu/messaging/editorial-style/

Abbreviation Guidelines	
A	
accelerate	accel
accounting	acctg, acct
adaptation	adaptatn, adaptn

administer, administration, administrative	admin
advanced	advncd, adv
advertising	advrtsg, advrt
Africa, African	Afrc, Afrcn
-al	-l
America, American	Amer, Am
-an	-n
analysis	anly (always omit second a)
analytical, analytics	anlytc (always omit second a)
ancient	anc, anct
and	/ (not &)
anthropology	anthro
application	applctn, app
applied	appld, app
approach	appr, apprch
Arabic	(avoid abbreviating if possible)
archaeology	archaeol (do not use arch)
architectural	archtrl
architecture	arch
assessment	assess, assessmt (always include "-ess")
astronomy	astro, astr
B	
beginning	begin, begn
behavior, behavioral	behav
-bility	-blty
biology, biological	biol
biomedical	biomed (do not use bme)
Brazilian	Brazil, Braz, Brz
building	bldg
business	busn (do not use bus)
C	
capstone	cpstn
cellular	cell
central	cntrl
century	cen, c
change	chng
chemical, chemistry	chem

cinema	cine, cin
civil	civ
civilization	cvlztn, civ
class	cls
classical	clascl,
clinical	clin, clncl
communication	comm
community	commun
comparative	compartv, compar, cmpr
composition	compostn, compos, compstn
computational	computnl, comput
computer	comp, comptr (do not use cpu)
concepts	cncpts, conc
conference	conf
construction	constr, const
contemporary	contemp
context	ctxt
control	ctrl
cooperative	coop
corporate	corp
counseling	couns
culture, cultural	cultr, cul (do not use cult)
current	curr (do not use cur)
curriculum	curric (do not use cur)
D	
dance	dnc
design	dsgn (do not use des)
development, developmental	dvlpmt, devel, dev
digital	digtl
directed	dir
discussion	discuss
disorders	disords, dis
dynamics	dynam, dyn
E	
east, eastern	e
ecology, ecological	ecol (do not use eco)
economic	econ (do not use eco)

education	educ, ed (do not use edu)
electrical	electrcl, electr, elec
electronic	electrnc, electr, elec
engineering	engr (do not use eng)
English	Eng
ensemble	ensmbl, ens
environment	envrmt, environ, enviro, envir, env
environmental	envrmtl, envir, env
estate	est
ethics, ethical	ethcl, ethic
Europe, European	Eur
evaluation	evaltn, eval
evolution	evoltn, evol
experience	exper, exp
F	
family	fam
fiction	fictn, fict (do not use fic)
field	fld
fieldwork	fldwk
finance	finc
financial	fincl, finc
foreign	frgn, forgn (do not use for)
formation	formtn
foundation	foundtn, fdtn (do not use found)
French	Frn
function	funct (do not use fun)
fundamental	fundmtl, fdmtl
G	
gender	gend, gndr (do not use gen)
general	gen
geography	geog (do not use geo)
geology	geol (do not use geo)
German	Ger (do not use germ)
global	glbl
government	govt
graduate	grad
Greek	Grk

H	
health	hlth
history	hist (do not use his)
honors	hon
human	hmn
I	
-ial	-l
-ian	-n
identity	ident, iden, id
independent	indep, indp
individual	indiv, indv
information	info
-ing	-g
instruction, instructor	instr, instruct
instrument	inst
integrated	integr, integ
intensive	intensv, intnsv
intermediate	intermed
international	intl
internship	intern, internsp
intervention	intervn
introduction, introductory	intro (do not use int)
-ion	-n
-ious	-s
Islamic	Islam
issue	iss
J	
Japanese	japan, jpn
journalism	journ, jour
K	
L	
laboratory	lab
language	lang
Latin	Lat
leadership	ldrshp
learning	lrng, learn
legal	lgl

library	lib
linguistics	ling
literature, literary	lit
M	
management	mgmt, mgt
managing	manag
marine	mar
marketing	marktg
materials	matls
mathematics	math
mechanics	mech
media	(do not abbreviate if at all possible)
medicine	medcn, med
medieval	mdvl
Mediterranean	Mediterr (do not use Med)
-ment	-mt
method	mthd (do not use meth)
methodology	mthdlgy
Mexican	Mex
middle	mid
modeling	modlg
modern	mdrn
molecular	molec, mol
multinational	multinatl
music	mus
N	
narrative	narrtv, narr
national	natl
natural	nat
-nce	-nc, -c
neuroscience	neurosci
north, northern	nrth, n
nursing	nurs, nur
O	
-ol	-l
-on	-n
operation	op

organization	org
P	
people	ppl
performance	perf
pharmacy	pharm, phrm, phr
philosophy, philosophical	phil, philos
physical	physcl, phys
physics	physcs, phys
physiology	physiol, phys
planning	plan
policy	pol
political, politics	polit, pol
population, popular	pop
Portugal/Portuguese	prtgl/prtgse
power	pwr
practice, practicum	pract, prac
preparation	prep
principle	princpl, prin
problem	prob
process, processing	proc
production	prod, prdctn
professional	pro (do not use prof)
program	prog, pgm
programming	program, prog
project	proj
promotion	promo
psychology	psych
public	publ
Q	
R	
reading	read, rdg
recent	rcnt
regulation	reg
relation	relatn, rel
religion, religious	relig
renaissance	renais
report	rprt

research	rsch (do not use res)
resource	resrc (do not use res)
Russian	Russ
S	
school	sch
science	sci
second, secondary	sec
selected	sel
seminar	smnr
service	serv, svc
-ship	-sp
since	snc
-sion	-sn, -n
skills	skls
social	socl
society	socty, scty
sociology	soclgy
software	sftwr
south, southern	s
Spanish	Span
special	spec (use sp if necessary)
statistical	stat, statcl
statistics	stats
strategic	strtgc, strat
strategy	strtgy, strat
structural	struct, struc
student	stu (do not use stud or std)
study, studies	do not abbreviate (no std)
studio	do not abbreviate (no std)
supervised	suprvsd, supv
survey	surv
system	sys
T	
teacher	tchr
teaching	tchg
technical	techncl, tech
technique	technq, tech

technology	technol, tech
Texas	Tx
theatre	thtr
theory	thry
through	thru
-tion	-tn, -n
-tional	-tnl, -tl, -l
-tive	-tv, -v
topics	tpcs
translation	transltn, transl
U	
undergraduate	undergrad (if needed, use ug)
United States	US
urban	urb
V	
versus	vs, v
visual	vis
W	
-ward	-wd
west, western	w
-wise	-ws
with	(do not abbreviate, omit if needed)
women	wmn
work	wk
workshop	wrkshp, wkshp
written, writing	wrt (use wr if necessary)
X	
Y	
year	yr
Z	