

STANDARD COURSE NAMES AND SHORT NAMES

COURSE NAME (long name)

The long name is the complete course name as printed in the College Catalog and on Course Outlines of Record.

SHORT NAME

The Class Schedule and students' transcripts are limited to printing 30 characters for a course name. Therefore, when a course name (long name) is greater than 30 characters (including spaces), a short name must be created for the course. The short name is entered into the master course file along with the long name.

RECOMMENDATIONS FOR STANDARD COURSE NAMES

Departments/programs should follow these recommendations when creating new courses. Where applicable, departments/programs should update existing course names to meet the standards when reviewing course outlines. Changes to course names (but not short names) will require Curriculum Committee action.

1. Wherever possible, use a course name that is 30 characters (including spaces) or fewer to avoid an abbreviated short name for the Class Schedule and students' transcripts.

Example of a course name with 30 characters or fewer which will print identically in the Class Schedule, on students' transcripts, and in the College Catalog:

Introductory Composition

Example of a course name that must be abbreviated:

Economic History of the United States (37 characters in the College Catalog) will be abbreviated to **Economic History of the U.S.** (28 characters) for the Class Schedule and students' transcripts.

2. Consistent application of Roman numerals in course names, as opposed to Arabic numerals

Example: Use Modern Dance III rather than Modern Dance 3

3. Do not repeat discipline name or discipline acronym in course name

Examples:

Use CHDV 197C **Workshop: Professional Education**
rather than CHDV 197C Child Development Workshop: Professional Education

or

Use EME 197C **Workshop: Changes in Emergency Medicine**
rather than EME 197C Emergency Medical Education Workshop: Changes in
Emergency Medicine

STANDARD ABBREVIATIONS FOR SHORT NAMES

At the time a new course is created with a course name that exceeds 30 characters, the department/program must also recommend a short name which will be printed in the Class Schedule and on students' transcripts. Following are recommendations for standard abbreviations to use in short names.

Advanced – ADV

Beginning – BEG

Computer – CMPTR

Elementary – ELEM

Intermediate – INTER

Introduction/Introductory – INTRO

Management – MGMT

Material(s) – MTRL or MTRLS

Procedure – PRCDR

Production – PROD

Service(s) – SVC or SVCS

Skills – SKLS

Workshop – WKSP

Use / to replace of, by, for, etc.

If other words must be abbreviated, determine the focus of the course and recommend an abbreviation that would make sense to anyone reading the short name. Our goal is to have a comprehensive list of standard abbreviations.

Approved by Curriculum Committee October 23, 2002