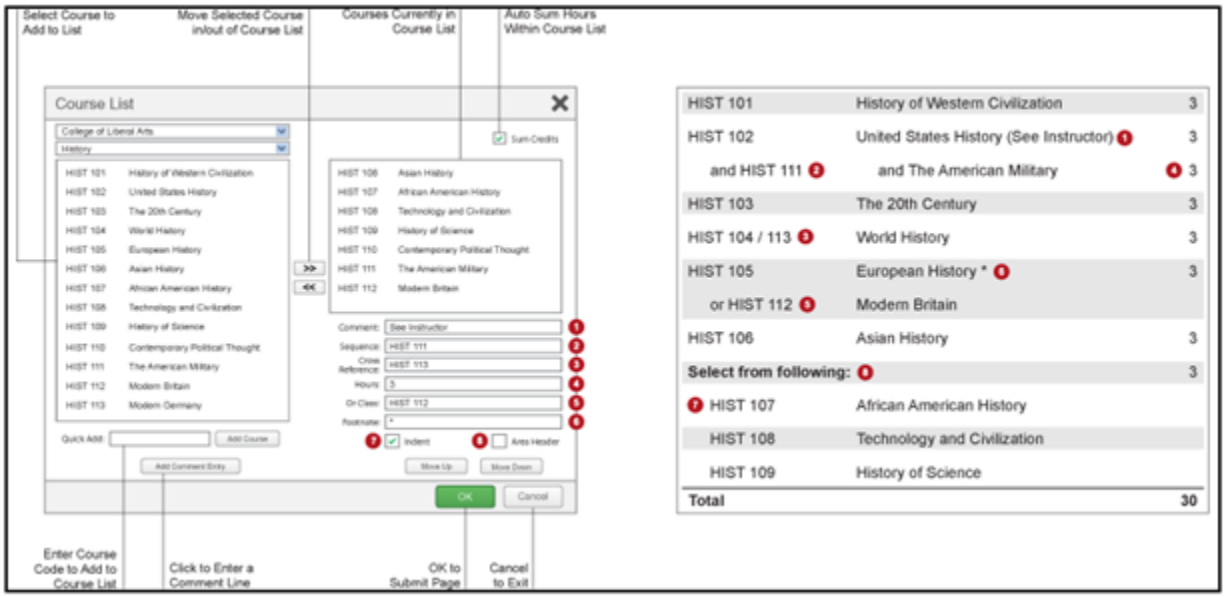
Major, Minor, Certificate (Programs) Standardization Recommendations

The fields within the course list table allow editors to assign specific information to individual courses.



1. **Comment** - A comment will be displayed in parentheses after the course title.
2. **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
3. **Cross Reference** - A cross reference course describes a course that is the same course content offered under different course numbers.
    - For instance, if credit is given at both the undergraduate and graduate level.
    - Another example is a course that is offered by different departments for credit.
4. **Hours** - The hours field automatically is populated with the credit hours assigned to the course in WINS.
5. **Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
6. **Footnote** - Only the footnote symbol is entered in the course list and then add a Footnote table after the course list in the Page Body.
7. **Indent** - The item will be indented to the right, the credit hours will be suppressed from displaying, and credit hours will be suppressed from adding to your Total Credits.
    - For example, a Comment Entry of "Select one of the following:" may proceed a list of indented courses. This allows users to see all of the options, without adding the credit hours of each course to the Total Credits.
8. **Area Header** - The item will be styled as a header within the table.
    - This option typically is used to logically group courses within a Course List.
    - For example, grouping "Elective Courses" separately from "Required Courses".

Note: Multiple course codes may be added in the Sequence, Cross Reference or Or Class fields, separated by a comma. To include an ampersand (&) in an Or Class, include the ampersand. For instance, to display ACCOUNT 101 OR ACCOUNT 102 & ACCOUNT 103, put ACCOUNT 102 & ACCOUNT 103 in the Or field of the ACCOUNT 101 course.

Initial Title:

1. Bold title of “Major/Minor/Certificate Requirement(s): X units”

Certificate Requirements - 12 units

Required Courses:

1. Bold title of “Required Course(s):”
2. No not apply credits to right-hand margin
3. Keep required courses set to left-hand margin and allow for credits to populate automatically
4. Organize courses in alpha and numerical order

Example of required single course:

Required Course:		
COMM 276	EVENT PLANNING FOR COMMUNICATION PROFESSIONALS	3

Example of required either/or courses:

ACCOUNT 351	INDIVIDUAL TAXATION	3
or ACCOUNT 352	BUSINESS TAXATION	

Electives:

1. Bold title of “Elective Course(s):” (or indicate skill set as in the example below)
2. Apply credits to right-hand margin
3. Indent courses within electives
4. Organize courses in alpha and numerical order

Example:

Interpersonal Skills Component:		6
COMM 228	INTERPERSONAL COMMUNICATION	
COMM 242	COMMUNICATION AND TEAM BUILDING	
COMM 328	COMMUNICATION CONFLICT RESOLUTION	
JOURNLSM 364	ADVERTISING AND PUBLIC RELATIONS ACCOUNT MANAGMENT	

Example of elective either/or courses:

ACCOUNT 352	BUSINESS TAXATION
or ACCOUNT 351	INDIVIDUAL TAXATION

Total Units:

1. Checkbox “Sum Credits” within the proposal to total credits and ensure everything aligns. Be sure this matches the credit total identified within the “Number of units in program” portion of the program proposal.

Total Units	**15**

Special Notes:

1. Anytime a note clarifying anything beyond coursework is necessary, a footnote should be placed within the program requirements and text added below within the footnote area.

Example 1:

Major Requirement3 [1] [2]

Example 2:

[1] ACCOUNT 250 is part of the Lower Division Core Requirements and is included in the overall ACCOUNTING major GPA

[2] 2.60 GPA and a C- or better in all Accounting courses.

Unique Requirements:

1. Unique requirements should be separate from the overall course program
2. New course listing
3. Bold title of “Unique Requirement(s):”
4. Apply credits to right-hand margin
5. Indent courses within electives
6. Organize courses in alpha and numerical order

Example:

Unique Requirement:		**3-4**
BIOLOGY 303	BIOSTATISTICS	
EDFOUND 482	EDUCATIONAL STATISTICS	
PSYCH 215	BASIC STATISTICAL METHODS	
SOCIOLGY 295	BASIC SOCIAL STATISTICS	
SOCWORK 250	STATISTICS FOR SOCIAL WORK	
STAT 230	INTRODUCTION TO STATISTICAL REASONING AND ANALYSIS	

Additional Information:

The CIM program form is an overview of required coursework and will be reflected as such on the AAR and the course catalog. The 4-year plan is the appropriate place to organize coursework based on timeline, requisites, and graduation path. If the 4-year plan is no longer in sync with the approved curriculum, please coordinate with your college and update appropriately.