The following guidelines have been developed in conjunction with the Registrar’s office to facilitate the selection of an appropriate course title and to establish principles to ensure uniformity in the USF catalog.

The purpose of the course title is to provide multiple audiences with a snapshot of what a course is about. Accrediting bodies, other academic institutions, current and prospective students, prospective employers, and various other audiences inside and outside of the University view course titles. The course title should be brief and general, but should accurately portray the subject matter covered in the course.

- Use no more than 30 characters, including spaces. Banner, the University’s student information system, limits course titles to 30 characters or less. This ensures that transcripts are legible and each course exists on one line only.

- Use uppercase letters for each word of the title. However, do not capitalize articles (a, an, the), coordinating conjunctions (and, but, or), or prepositions (on, at, to).

- Use English language unless the course is approved to be offered (instructed) in another language.

- Numbers appearing in course titles should be written in Roman numerals (not Arabic numerals).

- Course titles should no longer include core attributes such as “CD” or “SL” or “Core E”.

So, while one might wish to name a course:

*The History of Harry Potter and Magic through the 18th Century in Great Britain*

A more effective title is:

*Harry Potter and Magic*
If words must be abbreviated, make sure the reader easily understands them. It is better to use full essential words than to fit in a bunch of words that end up having no meaning.

*Example: Hist HarPot/Mag 18th Cent in GB*

The subject code (the three or four letters that appear before the course number) will describe the context for the course; adding the subject in the title is redundant and often takes up a large portion of a course’s title. It is presumed that the subject matter of the course will be related to the discipline/department in which it is housed.

*Example: HIST 100: The History of Harry Potter and Magic*

Don’t include verbs that can be accounted for in the course description. These take up space and are less important than the actual subject of the course. Generally, in courses, some kind of analyzing will take place, so including the subject is most important.

*Example: Analyzing Harry Potter Mag*

Remember:

- The course title is not the only source of information about a class, but it is often the first source of information.
- When choosing classes, students can also review the course description, which is where information about course content can be provided.
- If students are looking for a course with course attributes such as “SL” or “CD” or “Core E”, this information can be found by searching the dynamic course schedule.

**NOTE:**

Once students have completed a course, the course title cannot be retroactively changed (unless there was a clerical error). Proposed changes to course titles may be submitted through the *New/Change Course Proposal* form (located on the CAS curricula page at http://myusf.usfca.edu/arts-sciences/faculty/curricula) and, once approved, will be applied prospectively.