Editorial Guidelines for Creating/Revising Requirements for Major, Sequence, Minor, and Certificate Proposals

Name of Requirement:

Note—after the major or sequence, the format is "(sp)-(sp)## Minimum Required Hours"

For a major with no sequence: Major in _____ - ## Minimum Required Hours
Ex—Major in Molecular and Cellular Biology – 72 Minimum Required Hours

For a sequence within a major: _____ Sequence - ## Minimum Required Hours

--the name of the major should not be included in the Sequence name.
Ex—Instrumental-Band Sequence – 96 Minimum Required Hours

For a minor: Minor in _____ - ## Minimum Required Hours
Ex—Minor in Mathematics – 22 Minimum Required Hours

For a certificate: _____ Certificate - ## Minimum Required Hours
Ex—Queer Studies Certificate – 12 Minimum Required Hours

Rule Name:

Generally, only capitalize the first letter, unless a 3-letter subject is being indicated. Here are some examples:

Required courses

Elective courses

Professional education courses

300-level elective courses

Non-thesis option required courses

Thesis option elective courses

If a subject must be specified, there are 2 alternatives:

300-level history elective courses (OR) 300-level

HIS elective courses

When adding directions in requirements, try to use Complete XYZ instead of Take XYZ.