
M E M O R A N D U M

APPROVED SEP 22 2010
as amended. J

DATE: September 22, 2010
TO: Simon Bott, Undergraduate Council Chair
FROM: Kevin S. Simon, CBM2 Subcommittee Chair
RE: Undergraduate Catalogue Course Listing Changes
CC: CBM2 Subcommittee Members – Sarah Fishman, William Dupre

RECEIVED SEP 22 2010
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Per previous approval from Undergraduate Council the CBM2 Subcommittee recommends all UH Undergraduate Special Problems course titles be changed to *Independent Study*. This includes all course numbers of X198, X298, X398, X498, and X598.

Additionally, there are a variety of courses at UH with *Course Punctuation* listed between two or more courses. Listed below are the current definitions of these course punctuations. Per mandate we recommend all courses with the following Course Punctuation between course numbers be separated and changed as outlined in red below:

- A colon (:) following a course number indicates that the course may be taken as an independent one-semester course. This also applies when two course numbers are separated by a colon.
 - Each course be separated listing its own course description.
- A comma (,) between course numbers indicates that both courses must be taken before credit is received for either, but the second course may be taken first
 - Each course be separated listing its own course description. Additionally, the following sentence should be added to each course description. "Courses XXXX and XXXX must ~~both~~ be satisfied in order for either to apply to a degree."
- A hyphen (-) between course numbers indicates that both courses must be taken before credit is received for either, and the courses must be taken in the sequence in which they are shown.
 - Each course be separated listing its own course description. The first course in the sequence should be listed as a prerequisite for the second course; the second course in the sequence should be listed as a prerequisite for the third course; etc. Additionally, the following sentence should be added. "Courses (*list all courses in the sequence*) ~~all~~ must be satisfied in order for any to apply to a degree."

- A semicolon (;) between course numbers indicates that the first course may be taken and justify credit without completion of the second course, but the second course cannot be taken without the first as a prerequisite.
 - Each course be separated listing its own course description. The first course in the sequence should be listed as a prerequisite for the second course, the second course in the sequence should be listed as a prerequisite for the third course, etc.

All UH courses containing any of these punctuations have already been separated in PeopleSoft as courses cannot be jointly listed there. The recommended changes will need to be completed in the UH Undergraduate Catalogue.