

# **Course Request Form (CRF) Style Guide**

## **CRSE 000: Example Course**

### **Course Title:**

*Also known as the “long course title.” Has no character limit in Banner. Used in the academic catalog.*

### **Abbreviated Course Title:**

*Also known as the “short course title.” Must be limited to 30 characters including spaces, but try to make the title as full and clear as possible within that limit. Used in the online schedule, class registration, and in most instances, student transcripts. See Appendix A below for additional standards related to abbreviated course titles.*

### **Course Subject:**

*Must be a valid three or four-letter subject code. Proposals for new subject codes should be included on new major/minor program proposals and thus already familiar to the Undergraduate Council (UGC) and/or the Graduate Council (GC) during the CRF approval process. If a subject code does not yet exist in the CRF system, notify curriculum staff of the School to which the course belongs to have it added to the selection criteria.*

### **Course Number:**

*Must be three digits. Allows for one valid suffix letter in some instances (e.g. “H” designates Honors version of a course).*

### **School Submitting Request:**

*The School to which the course subject code belongs, regardless of faculty affiliation or funding (e.g. indicate Natural Sciences for a BIO course, even if submitted by an Engineering professor). If the course is crosslisted/conjoined, use the appropriate fields below for the crosslisted/conjoined courses and their corresponding Schools.*

### **Division:**

*Undergraduate:*

*Select “Lower” for course numbers 001-099 or “Upper” for course numbers 100-199.*

*Graduate:*

*Select “Graduate” for course numbers 200 and above.*

### **Effective Term:**

*The term the new course or course changes will go into effect. Adhere to the timeline for term enforcement set by UGC and GC. The deadline by which CRFs must be approved by the Schools and submitted to the Registrar’s Office for review is usually October 1st for Spring and Summer terms and March 1st for Fall terms, but see the Academic Senate website for a calendar of specific deadlines within the current academic year: <http://senate.ucmerced.edu/committees/undergraduate-council-ugc/resources>. Leave this field blank if the course is being deactivated and the discontinuance term is listed below.*

### **Discontinuance Term:**

*The term the course deactivation will go into effect. If the course is being replaced by a new or existing course, the replacement course must be clearly noted in the “Brief Explanation of Changes” section below. Leave this field blank if the effective term field is used above.*

**Lower Unit Limit:**

*If course units are not variable, then enter the unit value for the course here and leave “Upper Unit Limit” blank. If course units are variable, enter the minimum unit limit here.*

**Upper Unit Limit:**

*If course units are variable, then enter maximum unit limit here.*

**Prerequisites:**

*Enter all prerequisite courses and any equivalent prerequisites. If you would like all equivalents to be added by default, add “and all equivalents” after the prerequisite courses. “Equivalents” include competency exams, crosslisted or conjoined courses, and equivalent courses (but do not include mutually exclusive courses). C- is the default minimum grade for undergraduate prerequisite courses, and B the default minimum grade for graduate prerequisite courses. If you would like a higher minimum grade for certain prerequisites, specify the course and the minimum grade.*

*Use “and,” “or,” and parentheses to delimit the prerequisites [e.g. (HIST 016 and HIST 017) or (HIST 010 and HIST 011)].*

*What not to do (items listed below):*

- Do not use commas or other ambiguous punctuation as the only delimiters. If commas are used, they are usually interpreted as “and” unless they are part of a list ending with an “or” connector.*
- Do not list prerequisites with a concurrent option, as this is intended for the next field.*
- Do not include major or class level restrictions here, since these also have their own designated fields.*
- Do not add “Or instructor consent” as a prerequisite. This option is assumed of every course.*

**Prerequisites with a Concurrent Option:**

*The same guidelines as the “Prerequisite” section apply here, the only distinction being that these are prerequisites students can complete before or concurrent with the course in question.*

**Corequisites:**

*Courses that students are required to take during the same term as the course in question. Any course listed here will be required for all students, not optional for some. Corequisites may be set up as one-sided (e.g. enrolling in BIO 001L also requires enrollment in BIO 001, but not the vice versa). If the corequisite is double-sided, then the CRF for both courses must reflect each other.*

**Major Restrictions:**

*Can be as specific as major, minor, and even degree program (e.g. limited to Ph.D. Physics students). The default interpretation is that anything listed here is inclusive, that*

*the course should be limited only to these majors. If the restriction is intended to be exclusive, then note it clearly (e.g. “BIO, CHEM, and PHYS majors may not enroll”).*

*The SIS (Banner) reads major/minor/program restrictions as “and” requirements in relation to other prerequisites and restrictions (e.g. prerequisite of MATH 021 **and** MATH major). Statements like “MATH 021 **or** MATH major” cannot be setup in Banner. Like prerequisites, the “instructor consent” option is always assumed.*

**Class Level Restrictions (Undergraduate Only):**

*Limits the course to students within a specified class level (i.e. Freshman, Sophomore, etc.) The default interpretation is that the restriction is inclusive and encompasses the class level specified plus those above it (e.g. if “Sophomore standing” is listed, then it will be assumed that Juniors and Seniors should also be allowed to enroll). If only particular levels are permitted, then note clearly (e.g. “Sophomore standing only”). Like major restrictions, “or” statements are not possible in class level restrictions and the “instructor consent” option is assumed.*

**Course Description:**

*Used in the academic catalog and online schedule. Should be as succinct as possible, not exceeding 75 words, and limited only to the content of the course. When composing course descriptions:*

**Do:**

- *Begin sentences with active verbs (e.g. “Investigates...” or “Explores...” ) or fragments (e.g. “Introduction to...” or “Study in...” )*
- *Write in the third person present tense*
- *Use a comma before “and” or “or” in a series (e.g. Athens, Rome, and Alexandria)*
- *Use the word “course” sparingly*

**Do not:**

- *Include administrative notes (e.g. “Offered Fall semesters” or “Not intended for Engineering majors”), advertisements for the course, or syllabus- and schedule-related information*
- *Begin sentences with filler words or redundant phrases (e.g. “This course will...” or “In this course, we will...” or “This instructor-led seminar...” )*
- *Pose rhetorical questions*
- *Use specialized terminology and discipline-specific jargon that will confuse potential students*
- *Use pronouns like “you” and “we”*

*For additional guidelines related to course descriptions, see the [Course Conventions](#) document.*

**TIE Code:**

*Select the appropriate code from the list based on the course’s instructional activity type. For a list of types and their definitions:*

*[http://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/definitions\\_of\\_instructional\\_activity\\_types\\_2.pdf](http://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/definitions_of_instructional_activity_types_2.pdf)*

**Reasons for Request:**

*Explain briefly why the new course is being introduced or the existing course modified. Do not use this field for administrative notes or course details.*

**Brief Explanation of Change(s):**

*List all changes being made throughout the CRF, accounting for not only additions to the course but also deletions (e.g. if removing a class level restriction, delete it from the restriction field above and also note here). If the course is new, simply indicate “New Course.” You may use this field for miscellaneous notes and administrative details.*

**Total Contact/Non-contact Hours Per Week:**

*Per Academic Senate Regulation (SR) 760, “the value of a course in units shall be reckoned at the rate of one unit for three hours’ work per week per term on the part of a student, or the equivalent.” Enter the course’s distribution of contact/non-contact hours by instruction type in the fields below. For example, a 4-unit course might be distributed as follows:*

Lecture: 3 contact, 5 non-contact  
Lab: 2 contact, 0 non-contact  
Seminar: 0 contact, 0 non-contact  
Discussion: 2 contact, 0 non-contact  
Tutorial: 0 contact, 0 non-contact  
Field: 0 contact, 0 non-contact  
Studio: 0 contact, 0 non-contact

*The fields used should correspond to the TIE code selected in the TIE code field above (e.g. if Seminar-Topical is selected as the TIE code, then ensure that hours are inputted for Seminar). Contact hours in particular are used by curriculum staff and the Office of the Registrar to determine the length and frequency of class meetings for scheduling purposes. To see how contact hours on the CRF correspond directly to standardized meeting patterns, consult the scheduling grids found here: [http://registrar.ucmerced.edu/files/page/documents/ga\\_classroom\\_scheduling\\_practices.pdf](http://registrar.ucmerced.edu/files/page/documents/ga_classroom_scheduling_practices.pdf). Note that actual scheduling hours as specified by the standard meeting patterns are often slightly shorter than a true 60-minute hour in order to allow for adequate passing time between classes (e.g. a discussion section requiring one weekly contact hour per the CRF might in practice meet Mondays, 10:30-11:20am, for a total of 50 minutes each class period).*

**Total Hours Per Week:**

*The contact and non-contact hours totaled from the table above. Should calculate in multiples of three at the rate of three hours per one unit (e.g. a 4-unit course totals to 12 hours).*

**Grading Options:**

*If the course is limited to one grade mode, specify only that one. Courses with multiple grading options will be set to “Normal Letter Grade” as the default mode and “P/NP” or “S/U” as the non-default, unless otherwise specified. During registration, Banner will set student records to the default mode automatically, but where applicable, individual students may request to use a non-default grade option by completing a “Grade Mode Change” form through the Registrar’s Office.*

*Undergraduate:*

*Valid grading options are “Letter Grade Only,” “Pass/No Pass Only,” and “Pass/No Pass Option for Everyone.” Please note that Banner does not have the capability of controlling automatically for student-specific grade options at the time of registration (i.e. “Pass/No Pass Option for non-majors only”). This must instead be coordinated manually through MyAudit, a student’s academic advisor, and the individual registration record in Banner.*

*Graduate:*

*Valid grading options are “Letter Grade Only,” “Satisfactory/Unsatisfactory Only,” and “Satisfactory/Unsatisfactory Option.”*

**In Progress Grading:**

*Field is not used currently.*

**Maximum Enrollment:**

*Specify the maximum number of students allowed to enroll in a primary section of the course (e.g. the lecture, not the supplementary discussions or labs).*

**Maximum Enrollment Reason:**

*Elaborate on reasons for max enrollment number.*

**Cross-listing:**

*Crosslisting refers to courses within the same academic level, with different subject prefixes and/or course numbers, that meet together with the same instructor(s) as one class. Each crosslisted course must have its own CRF to match to its corresponding crosslisted course(s). Effective terms should be consistent for each CRF. Crosslisted courses must have the same requirements, number of units, prerequisites, title, course description and anticipated resources. If the courses originate within different Schools, each School’s curriculum committee and dean must approve their own course.*

**Conjoined:**

*Conjoining indicates courses across different academic levels (i.e. UG and GR), with different subject prefixes, titles, and/or course numbers, that meet together with the same instructor(s) as one class. Similar to crosslisting, conjoined courses must each have their own CRFs with consistent effective terms and must be reviewed and approved through the regular procedure for their own academic levels (i.e. through UGC for undergraduate and GC for graduate). Aspects like course description, units, requirements, etc. do not necessarily have to be identical between the conjoined courses, but details must be provided about which parts will be shared and how courses of the higher academic level will differ from those of the lower, per Academic Senate Regulation (SR) 762.*

**Cross-listed Schools:**

*The School to which the crosslisted/conjoined course subject code belongs, regardless of faculty affiliation, funding, or the School of the course in the CRF title (e.g. indicate Natural Sciences for a BIO course, even if the course is submitted by an Engineering professor and the course in the CRF title belongs to SSHA).*

**Can this course be repeated?**

*Mark “Yes” or “No” whether the course may be repeated for credit (e.g. special topics courses and independent studies often fall into this category). Repeating for credit is*

*distinct from repeating after failing a course. For policies related to the latter, see <http://registrar.ucmerced.edu/policies/course-repetition>.*

**How many times?**

*If “Yes” above, note how many times a student may retake the course for credit. Repeats are in addition to the first instance of the student completing the course (e.g. if three repeats are allowed, then student will be allowed to take the course four times total). If there is no limit to repeats, say “unlimited.”*

**Resource Requirements:**

*List all resources needed to successfully teach the course. Resources include classroom requirements, equipment, software needs, media, field trips, transportation, consumables, TA support, etc.*

**Does this satisfy a General Education Requirement? (Undergraduate only):**

*Mark “Yes” or “No.” If yes, UGC requires explanation, noted in the syllabus, of how the course fulfills one or more of the eight guiding principles for General Education at UC Merced: <http://catalog.ucmerced.edu/content.php?catoid=3&navoid=295>.*

**Course Outline and/or Additional Documentation:**

*Attach a WSCUC-compliant syllabus/course outline. If the course is crosslisted or conjoined, the CRFs and syllabi for the corresponding courses must also be included. Requirements for a WSCUC-compliant course outline/syllabus are provided in the relevant UGC and GC policies for the review and approval of courses. These policies, Undergraduate Courses: Review/Approval Policies and Procedures and Course Approval and CRF Process (Graduate) respectively, are available here:*

<http://senate.ucmerced.edu/committees/undergraduate-council-ugc/resources>  
<http://senate.ucmerced.edu/committees/graduate-council-gc/resources>

**Further considerations:**

- *CRFs are taken in their entirety as submitted; they do not build upon previously-approved CRFs. Make sure to begin with the most recent version of the CRF, the course as it currently exists, and then make edits from there. Changes and omissions will be interpreted as intentional and at face value (e.g. if a course originally included a major restriction that is omitted from the new CRF, the assumption is that the School and faculty wish to remove the restriction to the course going forward).*
- *Do not include details in the CRF about course cycles (e.g. “Spring semester only,” “Every Fall semester”), especially not in the course description. Please submit this information to School Curriculum staff, who will then communicate with the Office of the Registrar. The Registrar’s Office will update Banner and the Academic Catalog accordingly.*
- *If a course will be offered online or as an in-person/online hybrid or through some other distance technology, indicate above in the “Brief Explanation of Changes” section how the course will distribute its time among the various delivery modes (e.g. 2 hours a week of in-person lecture, 10 hours a week of online work, or 12 hours a week fully online). Course units and weekly hours for online/hybrid/distance classes are calculated at the same rate as traditional in-person courses (i.e. one unit for three hours’ work per week per term). In addition to this explanation on the CRF itself, UGC and GC also requires*

the completion of a supplemental questionnaire for online/hybrid/distance classes, to be included with the syllabus and additional documentation. Questionnaires may be found here:

Undergraduate:

[http://senate.ucmerced.edu/files/public/UGC\\_OnlineEducationQuestionnaire9.21.11.pdf](http://senate.ucmerced.edu/files/public/UGC_OnlineEducationQuestionnaire9.21.11.pdf)

Graduate:

[http://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/public/OnlineSupplementalQuestions\\_GradPolicy\\_9.9.14.pdf](http://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/public/OnlineSupplementalQuestions_GradPolicy_9.9.14.pdf)

## Appendix A: Abbreviated Course Title Standards

This section provides additional guidelines for course titles and common abbreviations when titles exceed 30 characters.

For	Always	Example
Capitalization	Use upper and lower case	Prin of Organic Chem
And	Use an ampersand	Intro to Business & Finance
Sequential Courses	Use Roman numerals	Intro Physics I, Intro Physics II
Common words	Use regular abbreviations	TV, USA, GPS
Centuries	Enumerate	20th Century
Generic to specific titles	Use colon to separate	Creative Writing: Drama
Redundancies	Eliminate	Bio I, not Bio Level I
Punctuation	Delete periods, commas, question and exclamation marks	Intro to Comp Sci, not Intro. to Comp. Sci. Exception: use dash for date ranges (AfAmer Hist 1877-Pres)
Articles and Prepositions	Try to eliminate "the," "of," "to," "for" and other connectors	Politics Medieval Europe, not The Politics of Medieval Europe

- Abbreviate words so they are understandable
- One syllable words generally do not need abbreviation
- Three or four essential words are usually preferable to abbreviating every word

Correct	Incorrect
Intro Object Orient Program	Int Ob Ori Prog

- Avoid using acronyms unfamiliar to someone outside the discipline

<b>Correct</b>	<b>Incorrect</b>
<i>Intro Computer Asst Draw</i>	<i>Intro CAD</i>

- *Avoid abbreviations that result in inadvertent innuendos or offensive phrases*

<b>Correct</b>	<b>Incorrect</b>
<i>Practical Assess Student Serv</i>	<i>Prac Ass Stud Service</i>

- *Variations of a word should use the same abbreviation*

<b>For</b>	<b>Use</b>
<i>Administration, Administer, Administrate</i>	<i>Admin</i>
<i>Quantitative, Quantity, Quantum</i>	<i>Quant</i>

- *Combine abbreviations where appropriate:*

<b>For</b>	<b>Use</b>
<i>Biological Geography</i>	<i>Biogeography</i>

*Consult the table below for a list of standard abbreviations for common words:*

<b>Word</b>	<b>Abbreviation</b>
<i>Academic</i>	<i>Acad</i>
<i>Accounting</i>	<i>Acct</i>
<i>Administration</i>	<i>Admin</i>
<i>Advanced</i>	<i>Adv</i>
<i>Aerospace</i>	<i>Aero</i>
<i>African</i>	<i>Afr</i>
<i>Algebra</i>	<i>Alg</i>
<i>Algorithm</i>	<i>Algo</i>
<i>Alternative</i>	<i>Alt</i>
<i>American</i>	<i>Amer</i>
<i>Analysis</i>	<i>Analy</i>
<i>Ancient</i>	<i>Anc</i>
<i>Anthropology</i>	<i>Anth</i>
<i>Applied</i>	<i>Appl</i>
<i>Approach</i>	<i>Appr</i>
<i>Archeology</i>	<i>Archeol</i>
<i>Architecture</i>	<i>Arch</i>
<i>Assessment</i>	<i>Assess</i>



<i>Astronomy</i>	<i>Astro</i>
<i>Astrophysics</i>	<i>Astrphys</i>
<i>Behavior</i>	<i>Behav</i>
<i>Biochemistry</i>	<i>Biochem</i>
<i>Biology</i>	<i>Bio</i>
<i>Business</i>	<i>Bus</i>
<i>Calculus</i>	<i>Calc</i>
<i>Cellular</i>	<i>Cell</i>
<i>Century</i>	<i>Cent</i>
<i>Chemistry</i>	<i>Chem</i>
<i>Child/Children</i>	<i>Chld</i>
<i>Civil</i>	<i>Civ</i>
<i>Classic</i>	<i>Class</i>
<i>Classification</i>	<i>Class</i>
<i>Clinical</i>	<i>Clin</i>
<i>Colloquium</i>	<i>Colloq</i>
<i>Commercial</i>	<i>Commer</i>
<i>Communication</i>	<i>Comm</i>
<i>Community</i>	<i>Commun</i>
<i>Comparative</i>	<i>Compar</i>
<i>Computer</i>	<i>Comp</i>
<i>Concept</i>	<i>Cncpt</i>
<i>Conservation</i>	<i>Conserv</i>
<i>Continuing</i>	<i>Contin</i>
<i>Cooperative</i>	<i>Coop</i>
<i>Creative</i>	<i>Creat</i>
<i>Criminology</i>	<i>Crim</i>
<i>Criticism</i>	<i>Crit</i>
<i>Culture</i>	<i>Cultr</i>
<i>Current</i>	<i>Currt</i>
<i>Curriculum</i>	<i>Curr</i>
<i>Design</i>	<i>Des</i>
<i>Development</i>	<i>Dev</i>
<i>Diagnose</i>	<i>Diag</i>
<i>Directed</i>	<i>Dir</i>
<i>Dissertation</i>	<i>Diss</i>
<i>Division</i>	<i>Div</i>
<i>Dynamics</i>	<i>Dyn</i>
<i>Ecology</i>	<i>Eco</i>

<i>Economics</i>	<i>Econ</i>
<i>Education</i>	<i>Educ</i>
<i>Electrical</i>	<i>Elect</i>
<i>Elementary</i>	<i>Elem</i>
<i>Engineering</i>	<i>Engr</i>
<i>English</i>	<i>Eng</i>
<i>Environment</i>	<i>Envir</i>
<i>Ethnology</i>	<i>Ethn</i>
<i>European</i>	<i>Eur</i>
<i>Evolution</i>	<i>Evol</i>
<i>Evaluation</i>	<i>Eval</i>
<i>Experiment</i>	<i>Expmnt</i>
<i>Financial</i>	<i>Fin</i>
<i>Foreign</i>	<i>For</i>
<i>Foundations</i>	<i>Found</i>
<i>Function</i>	<i>Func</i>
<i>Fundamental</i>	<i>Fund</i>
<i>Gender</i>	<i>Gend</i>
<i>Genetics</i>	<i>Genet</i>
<i>Geography</i>	<i>Geog</i>
<i>Geology</i>	<i>Geol</i>
<i>Health</i>	<i>Hlth</i>
<i>Hispanic</i>	<i>Hisp</i>
<i>History</i>	<i>Hist</i>
<i>Honors</i>	<i>Hon</i>
<i>Human</i>	<i>Hum</i>
<i>Hydraulics</i>	<i>Hydrl</i>
<i>Immunology</i>	<i>Immun</i>
<i>Implementation</i>	<i>Implm</i>
<i>Independent</i>	<i>Ind</i>
<i>Individual</i>	<i>Indiv</i>
<i>Information</i>	<i>Info</i>
<i>Innovation</i>	<i>Innov</i>
<i>Inquiry</i>	<i>Inq</i>
<i>Instruction</i>	<i>Instr</i>
<i>Instrumental</i>	<i>Instrm</i>
<i>Integrated</i>	<i>Integ</i>
<i>Intermediate</i>	<i>Interm</i>
<i>International</i>	<i>Intl</i>

<i>Internship</i>	<i>Intern</i>
<i>Interpretation</i>	<i>Interp</i>
<i>Introduction</i>	<i>Intro</i>
<i>Investment</i>	<i>Invest</i>
<i>Issues</i>	<i>Iss</i>
<i>Japanese</i>	<i>Japn</i>
<i>Journalism</i>	<i>Jour</i>
<i>Laboratory</i>	<i>Lab</i>
<i>Language</i>	<i>Lang</i>
<i>Leader</i>	<i>Lead</i>
<i>Lecture</i>	<i>Lect</i>
<i>Library</i>	<i>Lib</i>
<i>Linguistics</i>	<i>Ling</i>
<i>Literature</i>	<i>Lit</i>
<i>Major</i>	<i>Maj</i>
<i>Management</i>	<i>Mgmt</i>
<i>Marketing</i>	<i>Mrkt</i>
<i>Mathematics</i>	<i>Math</i>
<i>Mechanical</i>	<i>Mech</i>
<i>Medicine</i>	<i>Med</i>
<i>Methodology</i>	<i>Meth</i>
<i>Modeling</i>	<i>Model</i>
<i>Modern</i>	<i>Mod</i>
<i>Molecular</i>	<i>Molec</i>
<i>Morphology</i>	<i>Morph</i>
<i>Multicultural</i>	<i>Multicul</i>
<i>Music</i>	<i>Mus</i>
<i>National</i>	<i>Natl</i>
<i>Native</i>	<i>Natv</i>
<i>Natural</i>	<i>Natur</i>
<i>Networking</i>	<i>Netwrk</i>
<i>Nuclear</i>	<i>Nucl</i>
<i>Nutrition</i>	<i>Nutr</i>
<i>Occupational</i>	<i>Occup</i>
<i>Organize</i>	<i>Org</i>
<i>Origin</i>	<i>Orig</i>
<i>Pathology</i>	<i>Path</i>
<i>Pediatrics</i>	<i>Ped</i>
<i>Performance</i>	<i>Perf</i>

<i>Perspective</i>	<i>Persp</i>
<i>Philosophy</i>	<i>Phil</i>
<i>Physical</i>	<i>Phys</i>
<i>Physiology</i>	<i>Physio</i>
<i>Planning</i>	<i>Plan</i>
<i>Politics</i>	<i>Pol</i>
<i>Practicum</i>	<i>Prac</i>
<i>Principle</i>	<i>Princ</i>
<i>Problems</i>	<i>Prob</i>
<i>Production</i>	<i>Prod</i>
<i>Professional</i>	<i>Prof</i>
<i>Program</i>	<i>Prog</i>
<i>Project</i>	<i>Proj</i>
<i>Psychology</i>	<i>Psych</i>
<i>Public</i>	<i>Publ</i>
<i>Reading</i>	<i>Read</i>
<i>Religious</i>	<i>Relig</i>
<i>Research</i>	<i>Res</i>
<i>Resource</i>	<i>Resour</i>
<i>Science</i>	<i>Sci</i>
<i>Seminar</i>	<i>Sem</i>
<i>Service</i>	<i>Serv</i>
<i>Social</i>	<i>Soc</i>
<i>Sociocultural</i>	<i>Sociocul</i>
<i>Sociology</i>	<i>Soc</i>
<i>Software</i>	<i>Soft</i>
<i>Spanish</i>	<i>Span</i>
<i>Special</i>	<i>Spec</i>
<i>Statistics</i>	<i>Stat</i>
<i>Strategies</i>	<i>Strat</i>
<i>Structure</i>	<i>Struc</i>
<i>Student</i>	<i>Stu</i>
<i>Study</i>	<i>Stdy</i>
<i>Supervision</i>	<i>Sup</i>
<i>Survey</i>	<i>Surv</i>
<i>Symbol</i>	<i>Symb</i>
<i>Synthesis</i>	<i>Synth</i>
<i>System</i>	<i>Sys</i>
<i>Teaching</i>	<i>Teach</i>

<i>Technology</i>	<i>Tech</i>
<i>Theatre</i>	<i>Theat</i>
<i>Theory</i>	<i>Theor</i>
<i>Thesis</i>	<i>Thes</i>
<i>Training</i>	<i>Train</i>
<i>Translation</i>	<i>Trans</i>
<i>Transmission</i>	<i>Transm</i>
<i>University</i>	<i>Univ</i>
<i>Visual</i>	<i>Vis</i>
<i>Women</i>	<i>Wom</i>
<i>Workshop</i>	<i>Wrk</i>
<i>World</i>	<i>Wrld</i>
<i>Writing</i>	<i>Writ</i>