GUIDE EDITOR HELP
Suggested Format and Terminology for the Requirements section

This document is created to help GUIDE editors write factual, concise entries in the Requirements section of the GUIDE. The Requirements section is intended to be a factual representation of faculty policy, curriculum and academic requirements approved through official governance.

Requirements entries should mirror the DARS audits for your program(s), so that students receive consistent messages regarding what is required.

Below are three sections: GENERAL GUIDANCE, TERMINOLOGY, and ILLUSTRATIONS for *Major*, *Honors in the Major,* and *Certificate*. Please take a few moments to browse the document for information that is helpful to your GUIDE entries.

GENERAL GUIDANCE

Policy vs. Procedure
The Requirements section is for listing the official, approved minimum academic requirements to complete the program. Procedures related to how students declare, get advising, enroll in courses should not be published in the *Requirements* section. Place procedural and advising information in the *Advising and Careers* section*.*

Advice and Recommendations
The Requirements section of the Guide is for listing the *minimum* Requirements of your program. Advice to students who intend to pursue graduate studies and other recommendations should be in the *Advising and Careers* section.

Footnoting
Information that is auxiliary to program Requirements (*e.g., COURSE 123 is only offered in Spring*) is appropriate for the Requirements section as a *footnote*.

Course format
Use the official SUBJECT designation when referring to a course, whether in text or a course list. Official SUBJECT codes can be found at this [Office of the Registrar web page](#).

Terminology
Please use care with the words and phrases you input into the Guide, so that students do not misunderstand or receive mixed messages when looking at Guide in comparison to other student information resources (e.g., DARS, MyUW, Advising Gateway, etc.). Specific guidance on terminology is in the next section.

TERMINOLOGY

Quality of Work
L&S requires that students meet quality of work standards in their major and certificate program(s). Calculated as a GPA, this standard is enforced to the thousandths (third) place after the decimal. Please express your GPA minimums in this format. For majors, it should look like:

   2.000 GPA in all MAJOR/SUBJECT courses

A GPA is an average; it is not necessary to state that students need an *average* GPA.

Named Options and Declared Tracks
Options are officially approved academic programs that are declared by students, and transcripted upon completion. For example, Communication Arts has two major Options: *Radio-Television-Film* and *Communication Science & Rhetorical Studies*.

Tracks are unofficial pathways through a major. Some Tracks are declared and/or enforced in DARS.

If using either *Option* or *Track*, please ensure your use is factual and do not mix terms.

Residence and at UW-Madison
L&S requires students to earn sufficient credits in their major or certificate programs, *in Residence.* Courses taken through UW-Madison — including study abroad — are considered *in Residence*. Test and Transfer credit, of any kind, is *not* in residence (this includes retroactive language credit).

L&S also requires students to earn sufficient credits in their major *at UW-Madison*. This is credit *in Residence* that *also* excludes credit taken through a UW-Madison study abroad program.

Course Level
Most L&S courses have an approved, designated level. These are one of: *Elementary, Intermediate,* or *Advanced.* These are official course attributes that students can see in the enrollment system, DARS and student record. When using these terms, please ensure your use is factual and reflects a course's approved, attributed level.

Upper Level [in a Major]

L&S requires students to achieve a minimum standard for *Upper Level* in their major(s).   Upper Level in context of each major may be defined differently. Your definition is approved and published in the Undergraduate Catalog and coded in DARS. Your definition of Upper Level must be published in the Guide Requirements section. We recommend footnoting this:

2.000 GPA on 15 UPPER LEVEL Major credits in RESIDENCE.[1]

[1] *PORTUG 220 through 699 are Upper Level in the major*

Language Units

Foreign language competency is measured by course *units*.

A unit of foreign language is equivalent to one semester of college foreign language and to one year of high school foreign language. Thus, a unit does not necessarily represent a *semester*.

Units granted to recognize high school work do not carry credit; collegiate units carry as a college course. Thus, units do not necessarily connote academic *credit*.

Thus, when referring to language competency requirements, use the term *unit* to denote the minimum requirement, and avoid terms like *semester*, *level*, and *credit*.

Course Attribute Categories

L&S relies on course attribute designations to identify categories of learning. Thus it is important to use terminology that is consistent with the established meaning of these attributes. For example, when using the term *advanced*, be aware that students may interpret this to mean courses with the ***Advanced*** level designation. Use your words and phrases intentionally, so that your meaning is clear.

Appendix A provides definition to course attributes.

ILLUSTRATION 1: Major

Portuguese major

REQUIREMENTS FOR THE MAJOR

Following are the Portuguese major requirements for all students declaring the Portuguese major on or after August 23, 2010.

26 PORTUG credits beyond PORTUG 201 [1]

Survey of Portuguese Literature

Select one of the following:		3
PORTUG 411	Survey of Portuguese Literature before 1825	
PORTUG 412	Survey of Brazilian Literature before 1890	
PORTUG 467	Survey of Portuguese Literature since 1825	
PORTUG 468	Survey of Brazilian Literature since 1890	

Additional Portuguese Literature

Select one of the following:		3
PORTUG 411	Survey of Portuguese Literature before 1825	
PORTUG 412	Survey of Brazilian Literature before 1890	
PORTUG 413	Portuguese Poetry	
PORTUG 414	Brazilian Poetry	
PORTUG 446	Modern Portuguese Novel	
PORTUG/GEN&WS 450	Brazillian Women Writers	
PORTUG/AFRICAN 451	Lusophone African Literature	
PORTUG 467	Survey of Portuguese Literature since 1825	
PORTUG 468	Survey of Brazilian Literature since 1890	
PORTUG 469	Modern Brazilian Novel	
PORTUG 640	Topics in Luso-Brazilian Literature	

Portuguese Culture/Civilization

Select one of the following:		3
PORTUG 361	👉 Portuguese Civilization	
PORTUG 362	Brazilian Civilization	

PORTUG 363	Historical and Cultural Traditions of Portugal	
PORTUG 364	Historical and Cultural Traditions of Brazil	
PORTUG/GEN&WS 460	Carmen Miranda	
PORTUG 642	Topics in Luso-Brazilian Culture	
Composition and Conversation		
Select two of the following:		6
PORTUG 225	Third Year Conversation and Composition	
PORTUG 226	Third Year Conversation and Composition	
PORTUG 311	Fourth Year Composition and Conversation	
PORTUG 312	Fourth Year Composition and Conversation	
Elective Courses in Portuguese		
Select two additional Portuguese courses at the 300 level or higher		6
Select additional Portuguese courses beyond PORTUG 201 to bring total credits to 26. [1]		5
Second Romance Language		
Two units of another Romance language (French, Italian, or Spanish) taken either in high school or in college. [2]		
Total Credits		**26**

RESIDENCE AND QUALITY OF WORK

2.000 GPA in PORTUG and major courses

2.000 GPA on 15 UPPER LEVEL Major credits in RESIDENCE.[3]

15 credits in PORTUG, taken at UW-Madison.

[1] May not include PORTUG 301 Intensive Portuguese which is the equivalent of PORTUG 101 First Semester Portuguese and PORTUG 102 Second Semester Portuguese.

[2] Coursework in Spanish is recommended.

[3] PORTUG 220 through 699 are Upper Level in the major

Portuguese major

HONORS IN THE MAJOR

Students may declare Honors in the Portuguese Major in consultation with the
Portuguese Undergraduate Advisor.

HONORS IN THE PORTUGUESE MAJOR REQUIREMENTS

To earn the B.A. or B.S. with Honors in the Major in Portuguese students must satisfy
both the requirements for the major (above) and the following additional requirements:

Earn a 3.300 overall University GPA

Earn 3.500 GPA for all PORTUG courses beyond PORTUG 301

Complete at least 10 credits, taken for Honors, PORTUG 202 to PORTUG
680, excluding PORTUG 301

Complete a two-semester Senior Honors Thesis in PORTUG 681 and
PORTUG 682, for a total of 6 credits.

ILLUSTRATION 3: Certificate

Spanish Certificate for Business Students

CERTIFICATE REQUIREMENTS:

SPANISH/INTL BUS 329	Spanish for Business	3
SPANISH 359	Spanish Business Area Studies	3
Select one course from the following:		3
SPANISH 361	Spanish Civilization	
SPANISH 363	Spanish American Civilization	
Select additional credits from Spanish 300-499		6
Total Credits		**15**

➕ **SPANISH COURSES 300-499**

RESIDENCE AND QUALITY OF WORK:

Students must maintain a 3.000 cumulative GPA in all courses required for the certificate.

8 SPANISH credits in residence, of which 6 credits must be taken at UW–Madison.

APPENDIX A: Common Course Attributes

Attribute	Courses with this attribute are eligible to meet the requirement…
Communication-Part A	University General Education Communications, Part A
Communication-Part B	University General Education Communications, Part B
Quantitative Reasoning-Part A	University General Education Reasoning, Part A
Quantitative Reasoning-Part B	University General Education Quantitative Reasoning, Part B
Ethnic Studies	University General Education Ethnic Studies
Humanities	University General Education and L&S Breadth
Social Science	University General Education and L&S Breadth
Biological Science	University General Education and L&S Breadth
Physical Science	University General Education and L&S Breadth
Natural Science	University General Education and L&S Breadth
Literature	L&S Breadth
Elementary Level	none
Intermediate Level	60 credits Intermediate/Advanced Level in L&S
Advanced Level	60 credits Intermediate/Advanced Level in L&S
Liberal Arts and Science credit	108 credits in Liberal Arts and Science courses