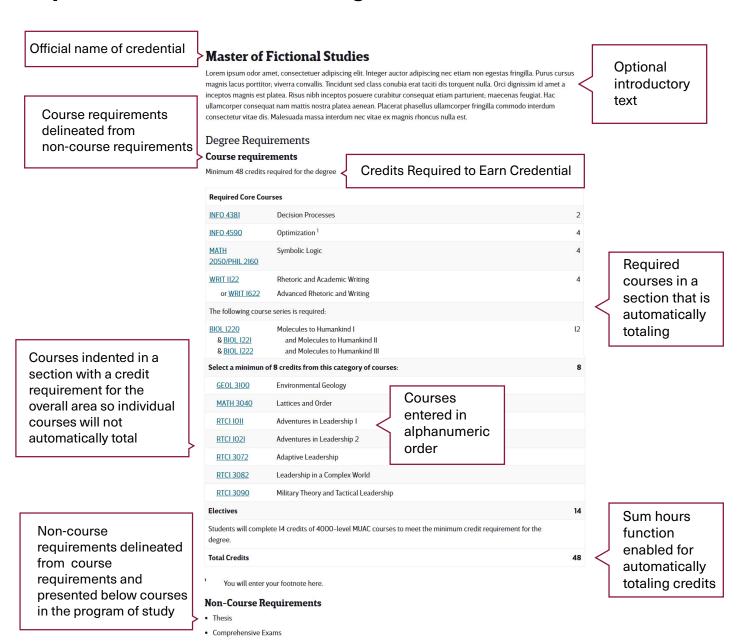# Program of Study Formatting

Tips for Good Formatting
- Always keep the 'Sum Hours' checkbox in the Course List tool checked so credits total correctly.
- Enter only valid course numbers. Courses which have been proposed are available within the course inventory while awaiting approval.
- Check the 'Indent' box in the Course List tool for any list of electives to keep the individual courses from counting in the total. Credits should be entered in the comment preceding the list.
- Manually correct credits for courses entered as a sequence or courses with variable credits

Example of Correct Formatting

Official name of credential

Master of Fictional Studies

Lorem ipsum odor amet, consectetuer adipiscing elit. Integer auctor adipiscing nec etiam non egestas fringilla. Purus cursus magnis lacus porttitor; viverra convallis. Tincidunt sed class conubia erat taciti dis torquent nulla. Orci dignissim id amet a inceptos magnis est platea. Risus nibh inceptos posuere curabitur consequat etiam parturient; maecenas feugiat. Hac ullamcorper consequat nam mattis nostra platea aenean. Placerat phasellus ullamcorper fringilla commodo interdum consectetur vitae dis. Malesuada massa interdum nec vitae ex magnis rhoncus nulla est.

Optional introductory text

Course requirements delineated from non-course requirements

Degree Requirements

Course requirements

Minimum 48 credits required for the degree

Credits Required to Earn Credential

Required Core Courses		
INFO 4381	Decision Processes	2
INFO 4590	Optimization [1]	4
MATH 2050/PHIL 2160	Symbolic Logic	4
WRIT 1122	Rhetoric and Academic Writing	4
or WRIT 1622	Advanced Rhetoric and Writing	
The following course series is required:		
BIOL 1220	Molecules to Humankind I	12
& BIOL 1221	and Molecules to Humankind II	
& BIOL 1222	and Molecules to Humankind III	
Select a minimun of 8 credits from this category of courses:		8
GEOL 3100	Environmental Geology	
MATH 3040	Lattices and Order	
RTCI 1011	Adventures in Leadership 1	
RTCI 1021	Adventures in Leadership 2	
RTCI 3072	Adaptive Leadership	
RTCI 3082	Leadership in a Complex World	
RTCI 3090	Military Theory and Tactical Leadership	
Electives		**14**
Students will complete 14 credits of 4000-level MUAC courses to meet the minimum credit requirement for the degree.		
Total Credits		**48**

Required courses in a section that is automatically totaling

Courses indented in a section with a credit requirement for the overall area so individual courses will not automatically total

Courses entered in alphanumeric order

Sum hours function enabled for automatically totaling credits

[1]   You will enter your footnote here.

Non-Course Requirements

- Thesis
- Comprehensive Exams

Non-course requirements delineated from course requirements and presented below courses in the program of study

Things to Avoid When Entering Program Information

The CourseLeaf software is designed to help you avoid errors and flags incorrect information and errors.

- Unchecking the 'Sum Hours' checkbox in the Course List tool will prevent CourseLeaf from flagging errors in your credit total. If you run into problems getting your program to total correctly, please contact the Registrar's Office for assistance.
- Do not enter topics courses unless you wish for all topics courses to fulfill requirements.
- Do not enter invalid courses. These courses will show up as an error after publication.
- Do not enter anything other than a number in the hours field in the Course List tool.
- Make sure your courses are in alphanumeric order.

Example of Incorrect Formatting

Required courses indented and not totaling automatically

Footnote symbol with no footnote

Credits for a sequences of courses not corrected

Courses not entered in alphanumeric order

The word 'credit' is entered in the hours field

Non-course requirement in course block

Credits totaling incorrectly and totaling as a range

Master of Fictional Studies

Degree Requirements

Course requirements

Required Core Courses		13
INFO 4381	Decision Processes	
INFO 4590	Optimization [1]	
MATH 2050/PHIL 2160	Symbolic Logic	
WRIT 1122	Rhetoric and Academic Writing	
or WRIT 1622	Advanced Rhetoric and Writing	
The following course series is required:		
BIOL 1220	Molecules to Humankind I	4
& BIOL 1221	and Molecules to Humankind II	
& BIOL 1222	and Molecules to Humankind III	
Select a minimun of 8 credits from this category of courses:		
RTCI 1011	Adventures in Leadership I	
GEOL 3100	Environmental Geology	
RTCI 1021	Adventures in Leadership 2	
MATH 3040	Lattices and Order	
FSEM 1985	Course FSEM 1985 Not Found	
MATH 3705	Topics in Mathematics	
RTCI 3090	Military Theory and Tactical Leadership	
Electives		14 credits
Students will complete 14 credits of 4000-level MUAC courses to meet the minimum credit requirement for the degree.		
Pass comprehensive Exams		
Total Credits		**17–31**