SECTION 9 - VARIABLE TITLE COURSES

Revised: 04-17-2019

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9.1 DEFINITION OF VARIABLE TITLE COURSES

Variable title courses are courses that allow for diverse topics to be offered under a single course prefix and number. When offered, these courses have colons in their titles, such as:

HIST 4720 Special Issues and Topics in European History: The French Revolution or
PHIL 4450 Great Thinkers of Philosophy: Mary Wollstonecraft

The part of the title that precedes the colon is the overarching course title, which requires initial approval via the regular substantive new course approval process. Once the overarching course has been approved, new subtitles can be approved as a nonsubstantive item and submitted in Curriculog using the Change in Variable Title Proposal form, along with a topical outline of the course. The nonsubstantive subtitle listed after the colon indicates the particular emphasis being offered during a specific semester or term and will appear on student transcripts. Space limitations frequently require that overarching course titles be abbreviated.

Approval of the variable-title general-education courses offered by the Honors Program (HNRS PS 1500, LS 1510, SS 1520, CA 1530, and HU 1540) will be handled in the same manner currently used for other variable-title courses and workshops. The proposals will be submitted in Curriculog using the Change in Variable Title Proposal form, along with a topical outline of the course. The Chair of the Curriculum Committee, in consultation with the entire Curriculum Committee as needed, will review for approval the proposed variable title Honors gen ed courses.

9.2 DEADLINE FOR VARIABLE TITLE COURSES

For a variable title course to be included in the next course schedule, it must reach the UCC step in Curriculog at least two weeks before the schedule deadline, which is three weeks before registration begins. All nonsubstantive changes must be approved by the Department Chair and College Dean before the proposal reaches the UCC Chair. Please allow enough time for this to occur.

9.3 VARIABLE TITLE COURSE PROPOSAL FORM
A **new** course proposed as a variable title course requires the completion and submission of the New Course Proposal form, found in Curriculog. If only the variable title/subtitle of an existing course is changing, the Change in Variable Title Proposal form is used.

For record keeping, the Faculty Senate Office has access to all proposals.

The Registrar's Office is notified of the curriculum changes for input into the system.

**9.4 RESTRICTIONS AND REQUIREMENTS FOR VARIABLE TITLE COURSES**

Once a subtitle has been approved it becomes part of the department curriculum and may be offered by the department as needed without further approval.

Subtitle changes for approved general education courses must be submitted as substantive changes using the appropriate Substantive Course Proposal form.

**9.5 APPROVAL PROCESS FOR A VARIABLE TITLE COURSE**

*(AFTER THE INITIAL OVERARCHING COURSE IS APPROVED)*

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Diagram:

- Department Chair
- Dean of College
- University Curriculum Committee Chair
- Scheduler
- Systems Implementation