

## Flexible Title Courses

### What are flexible title courses?

Flexible title courses are common courses that provide colleges/schools/departments the ability to modify the course title based on the specific content matter of the course. The same or similar course titles may only be offered three times as a flexible title. Accordingly, it is important for colleges/schools/department to plan appropriately to ensure the permanent course is approved prior to exceeding the third offering of the flexible title course. Flexible title courses are part of the common course numbering system, therefore, the credit hour range, course description, and pre-requisites are the same regardless of the subject code. While pre-requisites may not be added to flexible title courses, registration restrictions may be placed on courses at the section level. The following course numbers in any subject code are considered flexible title courses:

591 – Advanced Topics	593 – Special Topics
691 – Advanced Topics	693 – Special Topics
791 – Advanced Topics	793 – Special Topics
492 – Directed Study	494 – Seminar
592 – Directed Study	594 – Seminar
692 – Directed Study	694 – Seminar
792 – Directed Study	794 – Seminar
293 – Special Topics	298 – Honors*
393 – Special Topics	498 – Honors*
493 – Special Topics	499 – Global Service Learning*

\*These courses may exceed the three offering rule without associate provost approval.

### What is the purpose of flexible title courses?

Flexible Title courses allow colleges/schools/departments to:

- Temporarily offer a course on a trial basis to assess the viability of a permanent course;
- Temporarily offer a course while the approval process for a permanent course number is underway;
- Temporarily offer a course that is not normally offered nor is intended to be a permanent part of the curriculum, such as a specific topic from a visiting instructor.

### Why can a specific title only be offered three times?

The three time rule was established to ensure that all courses offered at the university are officially approved through the normal faculty governance process, while still providing colleges/schools/departments with the ability to offer content specific course titles that are not yet permanent courses.

### What is the process for requesting use of a flexible title course?

Flexible title courses will no longer roll with the schedule roll every semester. Each time the unit offering the course (college/school/department) wants to teach a flexible title course, the unit must submit a Flexible Title Request to the Office of the University Registrar (OUR) via the Flexible Title Request form on the OUR website (<http://registrar.wvu.edu/forms/flexible-title-request>). The OUR researches the request to determine whether the course is similar to an existing permanent course and the number of times the same flexible title or a similar flexible title has been offered in the past. If the title is considered to be unique and has not been offered three times as a flexible title, then the OUR assigns the course an alphanumeric course number in Banner and notifies

the SLI coordinator, requestor, and college assistant/associate dean. Following notification of the assigned flexible title course number, the SLI coordinator may schedule the course. If a course with the same or similar title has been offered three or more times in the past, then the requestor must receive approval from the respective Associate Provost for Academic Affairs (undergraduate or graduate depending on the level of the course).