**Variable Title Course Guidance – January 2024**

General principles:

* Variable title courses are an important component of agile, innovative curricula.
* Variable title courses serve different purposes, so we should not use the same practices for all course types.
* To improve transparency and ease of planning for students, any specific variable title course number will fulfill the same degree requirements (e.g., free elective, specific major requirement, upper division credits). Courses will not be programmed into the degree audit at the section level.

Types of variable title courses:

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|  | Purpose | Course number | Degree Audit |
| Permanent VT: Multiple students | Special topics or seminar courses. Course number offered on a regular basis, but content varies by semester. May be multiple sections (with different topics) offered at a time.  | Varies by department. Examples: COM 49500, HK 49000 | Courses can be programmed to fulfill specific degree requirement (e.g., 400-level course in major department), but all sections with that number fulfill the same requirement. If there are different standard topics that fulfill different requirements, they should be given different VT course numbers.  |
| Permanent VT: Individual student | Undergraduate research or independent study courses created for individual students. Some departments create sections for each instructor every semester, others create only as needed.  | Varies by department. Examples: PSY 39000, HK 49100 | Typically, these courses would not be programmed to fulfill specific degree requirements, but departments could use exceptions as needed. |
| Temporary VT | New course being considered as a possible permanent course that would have its own number after going through course proposal process.  | Varies by department. Recommend having at least one number for lower-division undergraduate courses, one for upper-division, and one for graduate courses.  | Temp VT courses will not be programmed to fulfill any specific degree requirements. Departments can use exceptions as needed.  |