

## Course Title Guidelines

The following guidelines were developed to facilitate selection of appropriate course titles and to establish principles and practices to maintain uniformity in course titles at WVU. Course titles provide readers with a brief, general description of the subject matter covered in the course. Accrediting and governance entities, other academic institutions, current and prospective students, prospective employers and a variety of other individuals outside of the University review course titles. Accordingly, titles should be comprehensible to the general public. Full course titles are published in the University Catalogs while abbreviated course titles (i.e. transcript titles) are utilized in university academic records and systems.

- All courses must have a full, unabbreviated title that represents the content of the course.
- Full course titles that exceed 30 characters in length (including spaces and punctuation) must also have an abbreviated title (transcript title) that meets the 30-character limit.
- Course titles should be unique to a single course unless the course is cross-listed.
- Numbers appearing in course titles are represented using Arabic (not Roman) numerals.
- Delivery format should not be included in a course title.
- When creating the transcript title, words should be abbreviated so that they may be easily deciphered. Authors should be careful not to use abbreviations that result in unintentional innuendos or offensive phrases. Articles should be deleted prior to abbreviating essential words in the title. Not all words in the long title must be included in the transcript title, although the abbreviated title should reflect the course title as accurately and completely as possible so that the abbreviated title is not confused with a different course/topic.
  - Example: Statistics for Educational Psychology could become Stats for Educational Psych or Educational Psych Statistics, but should NOT be abbreviated to Statistics.
- To avoid confusion with Flexible Title courses, the format of permanent course titles should avoid following the format of Flexible Title courses. Permanent course titles should not begin with any of the following: Advanced Topics (ADTP), Directed Study (Dir St), Honors (HNRS), Seminar (Sem), or Special Topics (SPTP).
  - Example: Sem: Holocaust Film is a title that matches the way a flexible title would be represented. Holocaust Film Seminar or Seminar in Holocaust Film are acceptable course titles.
- Courses offered for Orientation to (subject/field), Teaching Practicum, Professional Field Experience, Independent Study, Senior Thesis, Research, Thesis or Dissertation, or Graduate Colloquium should use the established Common Course numbers and titles as indicated in the University Catalogs.

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