

Policies & Regulations
Academic Affairs

Cross-Level Listing of Graduate and Undergraduate Courses		
Number:	TBD	New Policy
Effective Date:	TBD	Major Revision of Existing Policy
Revised Date:		Minor/Technical Revision of Existing Policy
Responsible Division/Department:		Reaffirmation of Existing Policy
Academic Affairs / The Graduate School		

I. OBJECTIVE & PURPOSE

This policy establishes the guidelines for cross-level listing Graduate and Undergraduate courses.

II. DEFINITIONS

Cross-level listing occurs when an undergraduate and graduate course are offered at the same time and in the same place and with the same instructor. While the classroom experience is shared between the undergraduate and graduate students, the actual courses are expected to have content, learning outcomes, and assessment measures that are both separate and distinct.

III. STATEMENT OF POLICY

In general, the cross-level listing of undergraduate and graduate courses should be avoided as graduate and undergraduate courses should be separate and distinct. Moreover, it is expected that graduate level work should involve a greater degree of analysis, synthesis, rigor, critical thought and independence than undergraduate level work. Therefore, if it is necessary for an undergraduate and graduate course to be cross-level listed, it is imperative that a clear distinction is made in the student learning outcomes and in the work of the students. In this event the following guidelines should be observed:

1. Each course must have a separate syllabus and specific, unique student learning outcomes are to be provided for each course.
2. Each course must have separate descriptions as listed in the course catalog.
3. The expectations of graduate students must be commensurate with the level of the graduate course and exceed the expectations of the academic content of the undergraduate course. Graduate students are to do more difficult work, not just more work, than undergraduate students.
4. Pre-requisites for both courses that are cross-level listed should be (a) the same, (b) comparable, or (c) more significant than the pre-requisites for the graduate level course.

5. Courses that are cross-level listed should be close number/level designations. For instance, only upper level undergraduate level courses (4000-level) and lower-level graduate courses (5000-level) may be cross-listed.
6. Course titles should be similar but do not need to be identical.
7. Courses not eligible for cross-level listing may not be taught together in the same time and/or space.

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