



Policy

University Policy AC-36.01-12/14

Policy Title: Dual-Listed Undergraduate/Graduate Courses

Originator: Dr. R. Podemski, Dean

Responsible Office: Graduate School

Reason for Policy/Purpose:

To set forth a policy for the administration of dual listed undergraduate/graduate courses and establish requirements for the high quality of the graduate level component of dual listed undergraduate/graduate courses.

Who Does this Govern and Who Needs to Know this Policy?

All UWF personnel involved in the administration of undergraduate and graduate programs and undergraduate and graduate courses.

Policy Statement:

Dual listed undergraduate/graduate courses are two courses with closely related content that have been approved at different levels of instruction (e.g., a 4000- and 5000-level course) and are offered together in the same room, at the same time, and with the same instructor, but under two different course numbers. These dual listed courses should be only offered in situations where enrollment in one of the courses would be insufficient to allow the course to be offered on a stand-alone basis. In using dual-listed courses, the department must ensure that the course is rigorous and does not dilute the academic experience for graduate students. When such dual listed courses are scheduled, the following conditions must be met:

- Both the graduate and the undergraduate courses must be approved through the established university process for approving courses so that there are two separate and complete syllabi for each course. The documents submitted for course approval must indicate that the courses may be offered in a dual listed format.
- The graduate and undergraduate courses must have distinct requirements and performance expectations. Graduate students must have course requirements or assignments that require

more in-depth analysis and understanding of the topics, include more advanced content, provide broader coverage of the content area, demonstrate higher knowledge and skills, and/or show greater independence of thought and application of concepts than what is typically required of undergraduate students. The level and amount of learning by graduate students must be equivalent to what is typically expected in 5000-level or higher courses. The syllabus for the graduate course must clearly demonstrate the more advanced subject matter and higher expectations for the graduate course compared to the undergraduate course and must include higher level SLOs and different grading practices than the syllabus for the undergraduate course. The documents submitted for course approval must reflect these differences.

- Dual listed graduate courses must only be assigned to faculty who meet the minimum qualifications for teaching graduate-level courses (see University Policy AC-22.01-05/14 Qualifications for Faculty to Teach Graduate Courses).
- Courses may not be combined into a dual listed class if the course numbers of the two courses are more than one level apart. For example, 4000-level courses may be combined with 5000-level courses but may not be combined with 6000-level courses. Similarly, a 3000-level course may not be combined with a 5000-level course.
- Credit in the graduate course is not available to students who have received credit in the corresponding undergraduate course and vice versa. If an undergraduate student completes a dual-listed course as an undergraduate and needs the dual-listed course for a graduate degree, the student's advisor shall specify an alternative.
- Graduate students must take the graduate level of a dual listed course for it to count toward fulfilling graduate program requirements.
- The total number of graduate credit hours from dual listed courses on a student's program of study must be monitored by each graduate program and must be in line with the policy on Rigor of Graduate Degree Programs (see University Policy AC-24.01-05/14 Rigor of Graduate Degree Programs Policy).

Authority and Related Documents: This policy is related to University Policy AC-22.01-05/14 Qualifications for Faculty to Teach Graduate Courses and University Policy AC-24.01-05/14 Rigor of Graduate Degree Programs.

APPROVED: Dr. Judith A. Bense, President **Date:** 12/15/14

History: Adopted December 2014.