

## Memorandum of Administrative Policy Combined and Parallel Undergraduate and Graduate Courses

**Area:** Academic Affairs

**Section:** Faculty Curriculum and Instruction

**Number:** 07.A.04 AP

### Purpose

1. A significant distinction between undergraduate and graduate levels of instruction must be made evident in combined or parallel courses.
2. Assignments for these courses must be commensurate with the graduate/undergraduate distinction.

### Definitions

1. **Parallel Courses** are courses offered at the undergraduate and graduate levels sharing a similar content.
2. **Combined Courses** refer to cross-listed courses that include at least undergraduate and 1 graduate course.

### Policy

1. Faculty members offering such a course must ensure that there are significant differences between the graduate and undergraduate requirements.

2. The syllabus for parallel or combined courses must contain requirements for graduate students that are significantly different from those for undergraduates; in addition, the requirements for undergraduate and graduate students must be clearly communicated using separate syllabi.
3. The necessity for the combined course must be approved by the college.
4. In cases where the distinction between undergraduate and graduate courses cannot be maintained adequately, a justification must be submitted to the Office of the Provost and approved.

### **Revision Log**

Revision Number: 1, Approval Date: 05/14/2015