Procedure Statement

The Graduate Council establishes basic standards for cross-listing undergraduate and graduate courses.

Reason for Procedure

This procedure outlines the requirements regarding cross-listing undergraduate course with graduate courses.

Procedures and Responsibilities

1. According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation (Comprehensive Standard 3.6.1), the institution offering graduate work must be able to demonstrate that it maintains a substantial difference between undergraduate and graduate instruction. Graduate study must be at a level of complexity and specialization that extends the knowledge and intellectual maturity of the students, “progressively more advanced in academic content than its undergraduate programs” (Comprehensive Standard 3.6.1). Combined instruction of graduate and undergraduate students, if permitted at all, must be structured to ensure appropriate attention to both groups.

2. Departments that perceive a need to cross-list courses for both undergraduate and graduate credit should seek Graduate Council approval through the standard curriculum change process. Departments may request a one-year temporary approval to cross-list an undergraduate and graduate course by submitting the appropriate temporary approval form through the college dean and dean of graduate studies, while approval is sought through the standard curriculum change process. Because graduate students enrolled in cross-listed courses are expected to complete requirements beyond those expected of undergraduate students, in both the curriculum change request as well as the applicable course syllabi, the requirements for graduate students should be distinct from the requirement for undergraduate students.
3 The following guidelines should be followed by departments in the preparation of proposals for Graduate Council approval of cross-listed courses:

3.1 A cross-listed course is considered operationally as a single class in which both undergraduates and graduates may be enrolled.

3.2 Cross-listed courses have one instructor of record who meets the Faculty Credential Guidelines established by SACSCOC and the University for Faculty teaching master's and doctoral level courses (SACSCOC) Section 3.7.1).

3.3 The requirements and expectations for students in each course are identified in a separate syllabus. The graduate syllabus must include clearly identified evidence of substantially greater expectations and student learning outcomes which operate at an upper level of higher order thinking for graduate students. These additional expectations should include requirements, such as (a) different and/or additional reading requirements, (b) different and/or additional writing assignments, (c) different and/or additional research projects (e.g., projects of greater complexity).

3.4 The instructor of cross-listed courses must meet the SACSCOC and university requirements for graduate faculty, i.e. the instructor must have the terminal degree. When circumstances such as adequate enrollment justify teaching each of the cross-listed courses as separate classes, the instructor for the graduate level class must meet the SACSCOC and university requirements for graduate faculty. The structure of cross-listed courses cannot be construed as a means by which an instructor of record for the undergraduate course, who does not hold the terminal degree, provides the majority of instruction for graduate students enrolled in the graduate course.

Related Statutes, Policies, or Requirements

University Procedure 11.04.99.R0.15 Course Required for the Master’s and Specialist Degrees

Suspends University Procedure 11.04.99.R0.30 Cross-Listing Undergraduate and Graduate Courses

Appendix

Request to Cross-list Undergraduate Course with Graduate Course On a Temporary Basis

Contact Office

Office of Graduate Studies
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