Chapter 12
DUAL-LEVEL AND CROSS-LISTING COURSES

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A. Dual-Level Courses

Dual-level courses are meant to serve two audiences simultaneously--junior or senior undergraduates and graduate students. These courses carry a 400/500 number combination, where the 400-level course is listed in the undergraduate catalogue and the 500-level version is listed in the graduate catalogue. (The last two numbers in 4xx and 5xx should match; please check with the Registrar's Office that both numbers are available.) In a dual-level course, the graduate students are subjected to higher expectations than undergraduate students. These higher expectations can be manifested as, for example, additional goals and objectives for graduate students, extra assignments or more involved assignments, more readings, and a different evaluation method (grading scale). In general, the Graduate Committee is looking for sufficient qualitative and quantitative differences between the undergraduate and graduate student experiences.

Approval Process: The approval process is discussed in Chapter 1, Section B, and summarized in the flowchart on page 8. The only exception for dual-level courses is the insertion of the University Wide Undergraduate Curriculum Committee (UWUCC) after approval by the college dean and before submission to the recording secretary of the Graduate Committee. New dual-level courses can be created from scratch, existing 500-level courses may become dual-level (400/500) for regular admission of junior and senior undergraduates, or existing 400-level undergraduate courses may become dual-level to include graduate students. In all three cases, approval must be obtained *first* from the UWUCC and *second* from the Graduate Committee prior to submission to Senate. Approval of a dual-level course by the UWUCC does not mean that the course is, or will be, approved by the Graduate Committee.

1. <u>New Courses</u>

A course proposal for a new dual-level course must follow the format for a new course as described in the *Curriculum Handbook of the Undergraduate Curriculum Committee*. The undergraduate course proposal must include an Appendix that describes, for the graduate student:

a. The different or additional goals and objectives
b. The different expectations on assignments or the additional assignments
c. The criteria for evaluation of the graduate learning experience

The proposing department's primary concern must be to ensure the quality of graduate students' learning experience. In lieu of an Appendix, this information can be incorporated directly

into the course syllabus, with the undergraduate and graduate components clearly distinguished. A sample dual-level course syllabus is attached in Appendix E.

2. Requests for Existing Courses to be Dual-Level

If a 400-level course already exists but is being revised to add the 500-level designation, use the "Format for Course Revision" in the *Curriculum Handbook of the Undergraduate Curriculum Committee*. The "new syllabus of record" can be the old syllabus with the graduate Appendix (described in point 1 above) attached or with the graduate components integrated (and clearly marked) within the syllabus. Once the revision has been approved by the UWUCC, submit the proposal to the Graduate Committee, following the procedures discussed in Chapter 1, Section B.

For an existing 500-level course that is being revised to add the 400-level designation, please consult with the chair of the UWUCC.

B. Cross-Listing Courses

The approval process is discussed in Chapter 1, Section B, and summarized in the flowchart on pg. 8.

1. New Courses

A proposal for a new course to be cross-listed must include:

a. A complete new course proposal (Chapter 10)
b. A separate request with a rationale for the cross-listing of this course indicating the department initiating the proposal
c. Endorsements for cross-listing from each respective department and college committee.

2. Existing Courses

Complete the Authorization Form (Appendix D) and follow steps b. and c. above under procedures for new courses.

C. Senate

For dual-level or cross-listing of existing courses, after notification of approval by the Graduate Committee, please submit to the recording secretary of the Graduate Committee:

a. Three hard copies of the fully revised course proposal
b. Three hard copies of the Senate agenda item
c. One electronic copy of both the fully revised proposal and the Senate agenda item.

The Senate agenda item should include the name of the sponsoring department and the old and new catalog descriptions. The hard and electronic copies must be submitted to the recording secretary of the Graduate Committee at least 14 days before the next Senate meeting.