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## Policy for Co-Listed Graduate/Undergraduate Courses

Two or more courses are said to be co-listed or joint if the students in the courses are taught by the same instructor(s), at the same times. For face-to-face courses these would need to be scheduled at the same time and in the same location, but that is not necessary for courses offered online or by distance learning. This policy addresses co-listed courses involving pairings of undergraduate courses with graduate courses, which are also referred to as joint graduate/undergraduate courses. The aim of this policy is to ensure that the university

- (a) Upholds the integrity of the graduate program by ensuring that students who receive graduate credit are completing graduate-level work, and
- (b) Guarantees that students receiving undergraduate credit not be held to graduate-level standards.

The university has adopted the following policy to govern co-listed, or joint, undergraduate and graduate courses.

1. Acceptable configurations of such courses include only 4000/5000 and 4000/6000 levels. Lower level undergraduate courses should not be co-listed with a graduate course.
2. Students can obtain credit for only one of two co-listed courses.
3. The University Curriculum Committee (UCC) has the responsibility of preventing duplication of courses so must approve new courses that will be co-listed. The following guidelines will be followed in considering applications for joint graduate/undergraduate courses.
  - The syllabuses for co-listed courses must provide for substantial differences in student expectations at each level. In particular, graduate-level courses should specify requirements or expectations that exceed their undergraduate counterparts such as: additional readings, assignments or examinations, more rigorous assignments or examinations, more demanding performance criteria. These syllabuses must clearly inform students of the fact that the two levels (graduate and undergraduate) are included in the same class.
  - All students in the co-listed courses should be held to the same standards regarding attendance, academic honesty, and general class expectations.
  - Approval for offering new joint graduate/undergraduate courses must be obtained from both the Graduate Curriculum Committee (GCC) and the UCC. The requests to the GCC and UCC for these approvals must include the syllabuses for all the courses involved.
4. Colleges should monitor offerings to ensure that all co-listed sections (not just new ones) meet these criteria. Since newly proposed graduate and undergraduate courses are processed through different approval paths, it is particularly important that college curriculum committees monitor new submissions for co-listed courses for compliance with these policies.