

APM 207 Policy on Dual-listed, Co-Scheduled Courses

Purpose and Rationale

A dual-listed, co-scheduled course is one course offered as both an undergraduate and graduate level course. The purpose of this policy is to provide guidelines to ensure quality for courses that are dual listed, co-scheduled courses. The dual-listing of upper-division undergraduate courses with graduate-level courses could allow course offerings with limited resources. In addition having both advanced undergraduates and graduate students in the same course would enrich the quality of the course and programs for both undergraduate and graduate students.

Policy

Courses that are deemed appropriate by a department may be designed and offered at the upper-division undergraduate and graduate degree levels. The course must cover similar course content, meet in the same classroom at the same time, and have the same instructor. Thesis, project, internship, topics courses, and independent study classes shall not be dual-listed. To maintain the quality of instruction, total enrollment in dual-listed courses may not exceed the maximum enrollment permitted for the graduate level component of the pair.

Graduate programs should determine if they will allow students who have taken a course at the undergraduate level to repeat the course as a dual-listed, co-scheduled course at the graduate level. Dual-listed co-scheduled credits plus undergraduate credits may not exceed 50 percent of the student's entire approved program as per Title 5, Section 40510 ("Not less than one-half of the units required for the degree shall be in courses organized primarily for graduate students." Dual-listed courses are not considered to be courses organized primarily for graduate students.).

These courses must be differentiated in the types of learning expected in the course. Course objectives shall include higher level student learning outcomes for graduate students, including greater depth of knowledge and research, and demonstration of higher levels of analysis and synthesis. In addition, dual-listed, co-scheduled courses must be designed in a way that demonstrates the differences in rigor related to assignments, assessments, readings, learning outcomes, and other activities. Syllabi should list specific assignments and readings graduate students will be required to complete which undergraduates will not complete and include additional or unique activities that will be required for graduate students. These might include research papers, critiques, oral presentations, or demonstration of more sophisticated skills. The syllabi should note means of assessment that will be utilized for graduate students that differ from the assessment measures used for undergraduate students and describe how the grading for graduate students will differ from grading for those enrolled for undergraduate credit.

These differentiations must be clearly prescribed in the written syllabus, and be approved by the Graduate Curriculum committee. A separate syllabus for each level (graduate and undergraduate) must be presented for any course that is dual-listed, co-scheduled and/or both.

Proposals for dual-listing of courses can be submitted at the same time as the proposals for new or revised courses. Proposals for dual-listing of courses can be submitted for already-existing courses if accompanied by a complete syllabus for both courses.

Approved by the Senate: February 11, 2013

Approved by the President: February 27, 2013