

Co-Listed Graduate/Professional and Undergraduate Courses Policy

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- Effective Catalog Cycle: Fall 2019
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registrar

Policy Statement

When a graduate course and an undergraduate course are co-listed they should reflect the following guidelines:

- There must be two separate course syllabi (one for the graduate course and one for the undergraduate course) that clearly differentiate the performance expectations for students receiving undergraduate and graduate level credit in the co-listed courses (e.g., student learning outcomes, required problems, projects, readings, presentations or other methods). The relationship between graduate work and graduate credit must be clearly spelled out, and there must be different standards of grading.
- Both syllabi must indicate that the co-listed courses meet at the same time and location with the same instructor, but that the two courses have different requirements and performance expectations reflecting the different course levels.
- Courses to be co-listed must be offered within the same

department or equivalent academic unit. Co-listed courses may not be cross-listed unless specific circumstances have been reviewed and approved by the academic dean.

- Thesis, internship, directed reading, research and independent study classes may not be used as part of a co-listed arrangement.
- The Class Schedule should clarify, by means of class notes, that co-listed courses meet at the same time and location, and with the same instructor, but that the two courses have different requirements reflecting the different course levels.
- Co-listed courses must indicate that the courses can be co-listed within the curriculum management system. If one of the co-listed courses is completed for credit the other one may not be taken for credit at a subsequent time, unless explicitly stated on student's program of study and approved by the student's graduate committee.
- Syllabi and Class Schedule must note that students taking one co-listed course may not take the other one for credit at a subsequent time, unless explicitly stated on student's program of study and approved by the student's graduate committee.

Course proposals must be submitted and approved separately for each of the co-listed courses through the campus curricular review process.

Reason for Policy

The Higher Learning Commission (HLC) has called on institutions to create policies that will distinguish the various levels of learning that the institution offers, such as graduate and undergraduate level coursework. In addition, HLC Accreditation Standard 3.A. 2 requires that institutions articulate and differentiate learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate,

and certificate programs. This policy was developed to support student academic success and provide consistent, quality delivery of academic programming and services.

Who Should Read this Policy?

All faculty; Academic advisors; Deans; Registrar's office personnel; All Students

Instructions, Procedures and Related Information

Registrar's Office; UMKC Cross-Listed Course Policy

Contacts

UMKC Provosts office

Website :

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Exclusions

Conservatory Ensembles (per NASM Standard III.B)

History & Updates

None

Appendices

None