



Cross-Listing Undergraduate and Graduate Courses Policy

According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation ([Standard 9.6](#)):

The institution offering graduate work must be able to demonstrate that post-baccalaureate professional degree programs and graduate degree programs are progressively more advanced in academic content than undergraduate programs.

Graduate study must be at a level of complexity and specialization that extends the knowledge and intellectual maturity of the students and is:

structured (a) to include knowledge of the literature of the discipline and (b) to ensure engagement in research and/or appropriate professional practice and training.

Combined instruction of graduate and undergraduate students, when permitted, must be structured to ensure appropriate attention to both groups.

Departments seeking to cross-list courses for both undergraduate and graduate credit should seek approval through the Curriculum Committee. Programs may, however, request a one-year temporary approval to cross-list an undergraduate and graduate course by submitting a temporary approval form through the College Dean to the Vice Provost, Registrar, and SACSCOC Liaison while approval is being 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.

PROCESS

The following guidelines should be followed by departments in the preparation of proposals for Curriculum Committee approval of cross-listed courses:

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

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 ([Standard 6.2.a](#)). Cross-listed courses be taught at the same time, at same place, and on the same topic with the same CIP code.

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: different and/or additional reading requirements; different and/or additional writing assignments; different and/or additional research projects (e.g., projects of greater complexity).

The instructor of cross-listed courses must meet the SACSCOC and University requirements for graduate faculty. 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.

Request to Cross-List Undergraduate Course with Graduate Course on a Temporary Basis

DATE:

SEMESTER:

UNDERGRADUATE COURSE/TITLE:

GRADUATE COURSE/TITLE:

INSTRUCTOR OF RECORD:

STANDARDS AND REQUIREMENTS FOR CROSS-LISTED COURSES

1. According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation ([Standard 9.6](#)), 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.” Combined instruction of graduate and undergraduate students, if permitted at all, must be structured to ensure appropriate attention to both groups.
2. The requirements and expectations for students at the undergraduate and graduate level must be identified in syllabi. All syllabi must contain clearly identified evidence of substantially greater expectations and student learning outcomes, which operate at an upper level of higher order thinking for students enrolled for graduate credit. These additional expectations should include requirements, such as: different and/or additional reading requirements; different and/or additional writing assignments; different and/or additional research projects (e.g., projects of greater complexity).
3. Cross-listed courses must 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 ([Standard 6.2.a](#)).

Areas that meet the above graduate requirements are highlighted in attached syllabus.

Your request is approved as the course meets all the above requirements.

Your request is not approved for the following reason(s):

The syllabus does not:

provide clearly identified evidence of substantially greater requirements and expectations for graduate students, which operate at an upper level of higher order thinking for students enrolled for graduate credit.

provide clearly identified evidence of substantially greater student learning outcomes, which operate at an upper level of higher order thinking for students enrolled for graduate credit.

Teacher of record is not a graduate faculty member or does not hold temporary graduate faculty status.

Department Head	Approve:	Yes	No	Date
Dean	Approve:	Yes	No	Date
Academic Affairs	Approve:	Yes	No	Date