

**Request to Cross-list
Undergraduate Course with Graduate Course
On a Temporary Basis**

Date: _____ Semester: _____

Undergraduate Course/Title: _____

Graduate Course/Title: _____

Teacher 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* (Comprehensive Standard 3.6.1), 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” (Comprehensive Standard 3.6.1). 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 (a) different and/or additional reading requirements, (b) different and/or additional writing assignments, (c) 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 (SACSCOC) Section 3.7.1).

☐ **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 of College Approve: ☐ Yes ☐ No Date _____

Dean of Graduate Studies Approve: ☐ Yes ☐ No Date _____

Approval expires at the end of one year.