

## 11.99.99.R0.07 Cross-Listing Graduate Courses



Revised October 6, 2021  
Next Scheduled Review: October 6, 2026

---

### Procedure Summary

---

The Graduate Council establishes basic standards for cross-listing graduate courses with undergraduate courses or with other graduate courses.

This procedure outlines the requirements regarding cross-listing graduate courses with undergraduate courses or with other graduate courses.

---

### Procedures and Responsibilities

---

#### 1 CROSS-LISTING GRADUATE COURSES WITH UNDERGRADUATE COURSES

- 1.1 According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation*, 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” (Standard 9.6). Combined instruction of graduate and undergraduate students, if permitted at all, must be structured to ensure appropriate attention to both groups. An undergraduate course cannot be cross-listed with a doctoral level course. The undergraduate course must be a 300 or 400 level course.
- 1.2 Departments that perceive a need to cross-list courses for both undergraduate and graduate credit should seek Graduate Council approval through the standard curriculum change process. Departments may request a one-year temporary approval to cross-list an undergraduate and graduate course by submitting the appropriate temporary approval form through the Academic Dean and the Dean of Graduate School, while approval is 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.
- 1.3 The following guidelines should be followed by departments in the preparation of proposals for Graduate Council approval of cross-listed courses:

- 1.3.1 A cross-listed course is considered operationally as a single class in which both undergraduates and graduates may be enrolled.
- 1.3.2 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).
- 1.3.3 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 (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).
- 1.3.4 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 meet the SACSCOC and university requirements for graduate faculty, provides the majority of instruction for graduate students enrolled in the graduate course.

## 2 CROSS-LISTING GRADUATE COURSES WITH OTHER GRADUATE COURSES

- 2.1 Departments that perceive a need to cross-list a graduate course with another graduate course for graduate credit should seek Graduate Council approval through the standard curriculum change process. Departments may request a one-year temporary approval to cross-list the graduate courses by submitting the appropriate temporary approval form through the Academic Dean and the Dean of Graduate School, while approval is sought through the standard curriculum change process.
- 2.2 The following guidelines should be followed by departments in the preparation of proposals for Graduate Council approval of cross-listed courses:
  - 2.2.1 A cross-listed course is considered operationally as a single class.
  - 2.2.2 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).
  - 2.2.3 In the case of cross-listing master's level courses, the requirements and expectations for students in each course must share all of the same characteristics (instructor, credit hours pre-requisites, course title, course description, course syllabus, student learning outcomes) and students share the same educational experience.

2.2.4 In the case of cross-listing a master's level course with a doctoral level course, the requirements and expectations for students in each course are identified in a separate syllabus. The doctoral syllabus must include clearly identified evidence of substantially greater expectations and student learning outcomes which operate an upper level of higher order thinking for doctoral students. These additional expectations should include requirements, such as:

2.2.4.1 Different and/or additional reading requirements,

2.2.4.2 Different and/or additional writing assignments,

2.2.4.3 Different and/or additional research projects (e.g. projects of greater complexity).

---

## **Related Statutes, Policies, or Requirements**

---

University Procedure [\*11.99.99.R0.09 Course Requirements for the Master's and Specialist Degrees\*](#)

University Procedure [\*11.99.99.R0.10 Course Requirements for the Doctoral Degree\*](#)

Suspends University Procedure *11.04.99.R0.30 Cross-Listing Undergraduate and Graduate Courses*

---

## **Appendix**

---

[\*Request to Cross-list Undergraduate Course with Graduate Course on a Temporary Basis\*](#)

*Request to Cross-list Graduate Course with other Graduate Course on a Temporary Basis*

---

## **Revision History**

---

Approved August 25, 2014

Revised May 28, 2015

Revised November 7, 2024 (University Name Update)

---

## **Contact Office**

---

The Graduate School  
903.886.5163