

Undergraduate Component of Graduate Courses and Double-Numbered Courses

Graduate Council has approved the removal of “double-numbered” courses from class offerings. If your unit currently offers double-numbered courses, these should be replaced according to the guidelines below. The University has only two kinds of credit courses: undergraduate and graduate. Courses may be offered using ‘hybrid delivery’, in which a graduate course has some component(s) shared with an undergraduate course. The following motion (approved by Graduate Council January 26, 2004) clarifies the requirements of a ‘hybrid’ course:

“A graduate course with hybrid delivery is a course offered at the graduate level using undergraduate lectures or seminars as a foundation. In such cases, this course must include qualitative and quantitatively distinctive learning experiences and material to make the course requirements graduate in nature. There are numerous ways that graduate course requirements may be clearly distinctive from undergraduate course offerings, including the following:

1. More research oriented and/or analytically oriented
2. Intensive application, analysis, synthesis and evaluation of course materials
3. Opportunities to gain expertise or create new knowledge
4. Additional independent learning
5. Seminar presentations
6. Meeting with instructor to discuss particular research issues
7. Comprehensive research papers (potentially publishable)
8. May be tied to a research project
9. Use of primary sources (journals)

A hybrid course requires more work on the part of the instructor and the University should take this into account when two courses are delivered. Normally students would not take a course with hybrid delivery for both undergraduate and graduate credit, however, given the distinctive nature of graduate course requirements, this should be permitted in some circumstances. In addition, there are operational needs of a graduate course with hybrid delivery:

1. A hybrid graduate course requires its own course outline, assignments and examinations
2. The syllabus must clearly indicate the distinctive expectations at the graduate level

3. From a course load perspective, Instructor and Department Head should consider these courses as equivalent to more than one course (i.e., both an undergraduate and graduate course with some economy gained by hybrid delivery).
4. Operational hybrid courses must have a different number and name (i.e., 'Advanced')