

Effective: October 1997

**Curriculum Approval Policy
DUAL-NUMBERED COURSE PROCEDURES**

Approved: October 1997
Revised: April 16, 2003, Deans' Council
November 5, 2002, Faculty Senate

1. Departments wishing to offer a course to both undergraduate and graduate students should number the course with a 500 number.
2. If a department feels that the single 500 number is not adequate and the course needs to be dual-numbered then it submits the following items:
 - a. Justification for dual-numbering.
 - b. Statement of distinction between undergraduate and graduate assignments.
 - c. Statement of distinction between the evaluation of undergraduate and graduate students.
 - d. Resources (available graduate faculty, etc.).
 - e. Need for and rationale for the course.
 - f. Syllabus for each course which will include the following:
 - Course number and title;
 - Catalogue description;
 - Topical course outline;
 - Method of evaluation;
 - Texts; and
 - References.
3. The material is to be submitted first to the Graduate Course and Program Review Committee; upon approval of this body, the material is to be submitted to the Undergraduate Course and Program Review Committee. If substantive changes are made by this committee in anything other than the undergraduate syllabus then the material is to be resubmitted to GCPRC.
4. If issues which cannot be resolved by the two committees should arise, then two appointed members of the GCPRC will meet with two appointed members of the UCPRC to resolve differences.
5. Once the dual-numbered course proposals have been approved by both bodies, they will be sent to Faculty Senate for its approval.
6. The counting of teaching load for faculty who teach dual-numbered courses should be on the basis of the undergraduate course assignment, i.e., the presence of

graduate students earning graduate credit in a dual-numbered course does not constitute or count toward a graduate load assignment.

7. The simultaneous teaching of dual-numbered courses shall count as only a single preparation.