

## VII-3.5 UB Policy on Cross-Listing Undergraduate and Graduate Courses

Approved by UFS: 4/2/17

Approved by the Provost: 4/4/17

Implementation for Fall 2017

Periodic review: at least once every three years

Area responsible: Academic Affairs

Policy is consistent with existing policies for particular programs. Impacts cross-listed courses and graduate advising for students entering with UB cross-listed courses.

Responsible Administrator: Provost, Deans

Policy Contact: Assistant Provost for Policies, Programs & IE, Office of the Provost

### I. Rationale:

There may be times when particular content is to be introduced in both a graduate and an undergraduate program, and for various reasons including, but not limited to, availability of qualified faculty, availability of special resources, or enrollment, that it makes sense to cross-list a course at the undergraduate and graduate levels. In doing so, it is important for pedagogical and regulatory reasons that distinct criteria exist for undergraduate and graduate students in the course.

### II. Policy Statements

- A. As appropriate to the topic and program, a course may be cross-listed as an undergraduate and graduate course. Cross-listing would follow the normal curriculum approval processes.
- B. The graduate version of a course must include for graduate students substantially more rigor with distinct assignments and a grading scale appropriate to graduate work.
- C. Expectations for graduate students are to be described on a separate syllabus or syllabus addendum from the undergraduate expectations.
- D. The graduate section may meet more often or without undergraduates in attendance.
- E. When a student enrolls in an accelerated bachelor's-master's program, a student may not earn credit for the graduate version of a cross-listed course for which the student already earned academic credit.
- F. Should a student enroll in a non-accelerated UB graduate program for which there is substantial overlap in content with courses the student already earned credit for in cross-listed courses at UB, then the student and program director will identify appropriate substitutions for courses already taken or determine if the passage of time and/or changes in content call for the cross-listed course to be repeated at the graduate level. In these cases, a dean's signature (or designee) is required to approve the substitution or repetition.