

Title: Graduate and Undergraduate Counterpart Courses (4000 and 5000 combined courses)	Policy No. 1.16 Effective: Fall 2005 Revisions: Fall 2017 Last Reviewed: AY2017
Category: Programs and Curricula	

Policy Statement:

1. Paired counterpart courses have the same title, basic catalog description, primary instruction format, and course credits on both the undergraduate and graduate levels.
2. Counterpart courses have clearly differentiated and unique performance criteria outlined in separate undergraduate and graduate syllabi.
3. Counterpart courses are often cross-listed in the class schedule with an undergraduate Course Reference Number (CRN) for the undergraduate course (taken for undergraduate credit) and a graduate CRN for the graduate course (taken for graduate credit).
4. The graduate counterpart courses must be taught by faculty who are members of the Graduate Faculty.
5. Applying credit for both the graduate and undergraduate counterpart courses is not permitted, even if the counterpart courses are taken in separate terms.
6. Adding a counterpart course to an existing course follows the new course process through the appropriate council.
7. To receive graduate credit a student must enroll for graduate credit during the designated enrollment period.

Background: The term “cross-listed” has been used on campus to describe both a scheduling function and graduate and undergraduate counterparts.

Purpose: Differentiate between the scheduling function of cross-listing and the status of undergraduate and graduate counterpart courses.

Implementation Date: Fall 2005

Coordinating Offices: Jackson College of Graduate Studies

Academic Affairs Point-of-Contact: Associate Vice President for Academic Affairs

Policy revision approved by the Provost/Vice President for Academic Affairs on May 16, 2017.

Policy approved by the Vice President for Academic Affairs on June 1, 2005.