

Guidelines for the Definition of Graduate Courses

Date proposed:	January 4, 2004
Date recommended by CAPC :	January 30, 2004
Date approved by Provost:	February 3, 2004

Graduate Studies and Extended Education Revised Policy

I. Combining Undergraduate and Graduate Courses

The Council of Graduate Schools' policy document entitled Master's Education: A Guide for Faculty and Administrators (1994) states that during a graduate degree program "a student should acquire the ability to analyze, synthesize, and create knowledge." Recognizing these higher order competency levels, departments contemplating combining undergraduate and graduate courses need to ensure that academic integrity and sound pedagogy are maintained. We also need to ensure that undergraduates who wish to pursue a graduate degree at West Chester University have sufficient courses available to do so. Thus, the following policy will be used to assist in the decision making process.

II. Policy

- a. Graduate courses are defined by a 500 number or above.
- b. Expectations for graduate courses should be higher than for undergraduates in terms of in-depth knowledge of subject matter.
- c. Combining a graduate and undergraduate course should have a pedagogical basis and not be combined for convenience or to correct issues of low enrollment. Combined courses need to be reviewed and approved by the academic dean and the graduate dean and should have an accompanying rationale for combining. If agreement cannot be reached, the matter will be referred to the Provost for decision.
- d. Combined courses:
 - i. Only 500 level courses may be combined with undergraduate courses, and these only with upper division undergraduate courses (300 and 400 level). A combined 300/500 level course, considered an exception, must have a rationale for combining and be approved by the academic dean and the graduate dean.
 - ii. Combined course syllabi must clearly distinguish the different expectations regarding workload and/or standards of academic achievement. Syllabi for combined courses are to be filed with the respective academic dean's office and on file with the graduate dean's office.
- e. Courses at the 100 and 200 level may not be combined with any graduate course.
- f. All graduate programs must include course work which is clearly distinct and separate from the course work incorporated with combined courses.

III. These policies are to become standard criteria for all graduate curricula within the University.