



Title:	Combined Undergraduate and Undergraduate/Graduate Courses	Type:	Academic
No: AC 2002		Approval Date: 3-27-2013	
Responsible Office: VP for Academic Affairs and Provost		Approved By: Fac Exec Council	
Next Review: 2018		Revision No:	

I. Purpose/Introduction/Rationale

This policy outlines the conditions to be met and criteria required for combined multi-level undergraduate courses and combined undergraduate/graduate courses at Rollins College.

II. Definition

Undergraduate combined courses are those that offer instruction at multiple undergraduate levels simultaneously: e.g., same instructor, same day/date/time, same setting or classroom, with lower- and upper-division course assignments/sections.

Undergraduate/graduate combined courses are those that offer instruction at both the undergraduate and graduate level simultaneously: e.g., same instructor, same day/date/time, same setting or classroom, with undergraduate and graduate level assignments/sections.

III. Procedure or Application

- A. Offering multi-level undergraduate courses taught simultaneously is permitted in cases where clearly established criteria for instruction at both levels exists, and where the practice is closely monitored to ensure quality and incrementally more rigorous instruction at the upper level. Multi-level undergraduate courses are appropriate under the following circumstances.
 1. Courses at both levels are similar, both in content and learning outcomes, but student interest or demand is such that enrollment is likely to be insufficient to meet minimum enrollment requirements at either level if offered as separate courses.
 2. Courses at both levels are similar, but content and learning outcomes are such that it is most appropriate to teach both levels of students in a single setting, regardless of enrollment demand for the classes.

- B. Offering graduate/undergraduate courses taught simultaneously is permitted in cases where there are clearly established criteria for instruction at both levels, and where the practice is closely monitored to ensure quality and incrementally more rigorous instruction at the graduate level. Combined undergraduate/graduate course are appropriate under the following circumstances.
 1. Courses at both levels are similar, both in content and learning outcomes, but student interest or demand is such that enrollment is likely to be insufficient to meet minimum enrollment requirements at either level if offered as separate courses, and

2. Courses at both levels are similar, but content and learning outcomes are such that it is most appropriate to teach both levels of students in a single setting, regardless of enrollment demand for the classes.
- C. In summary, combined courses are permissible at Rollins under the following.
1. Fundamental content of the courses is the same.
 2. The department/program offering the course agrees that providing content instruction to differing levels of undergraduates or to undergraduate/graduate students in a single, combined section is academically acceptable practice.
 3. Total enrollment in the combined section meets minimum enrollment requirements for the programs involved.
 4. In multi-level undergraduate sections, upper-level undergraduates are expected to perform at a higher level than lower-level undergraduates, and, likewise, in undergraduate/graduate combined sections, graduate students are expected to perform at higher levels than undergraduate students.
 5. Expectations and grading criteria for students at each level are established, are articulated clearly, are included in course syllabi, and are disseminated to students at the beginning of the course.

IV. Related Policies or Applicable Publications

AC 2003 Graduate Curriculum Standards.

V. Appendices/Supplemental Materials

Not applicable.

VI. Rationale for Revision

Not applicable.