



ROLLINS COLLEGE POLICY

Title: Combined Undergraduate and Undergraduate/Graduate Course Instruction	Type: Academic
No: AC 2002	Approval Date: 2-2-2026
Responsible Office: VP for Academic Affairs and Provost	Reviewed By: Dean, CLA, 9-15-2025; Dean, Holt, 9-23-2025; AD/COO, Crummer, 9-17-2025 Approved By: VPAA Provost; 11-14-2025 Notifications: 2-2-2026, President’s Cabinet, President; 2-6-2026, CLA Curriculum Committee Chair, Crummer Faculty President, College Policy Committee
Next Review: 2030-2031	Revision No: Rev. 1, see Section VII this document for revisioning history.

I. Purpose/Introduction/Rationale

This policy outlines the conditions to be met, and criteria required, for combined multi-level undergraduate and undergraduate/graduate course instruction at Rollins College. This policy applies to Rollins programs in the College of Liberal Arts (CLA), Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

II. Definitions

Undergraduate combined courses are those that offer instruction at multiple undergraduate levels simultaneously, e.g., same instructor, day/date/time, setting or classroom, and instructional delivery modality, 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, day/date/time, setting or classroom, and instructional delivery modality, 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.
 - 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 if the following conditions are met.
 - 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, learning outcomes, 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. Effective Date

This policy is effective February 2, 2026, and supersedes all versions issued previously.

VII. Revisioning History

Rev. 1: 2-2-2026, regular periodic review, non-substantive editorial changes for clarity, updates of all links and references.