

**Graduate Policy Committee**  
**December 8, 2010**  
**10:00 a.m., TA 420B**

**AGENDA**

- 1) Welcome and call to order; minutes review
- 2) Review final policy and guideline drafts: number of split level (4000/5000) courses in a program
- 3) Scholarly Integrity/Responsible Conduct of Research proposal: report from Max Poole
- 4) Attendance policy for faculty participation in thesis and dissertation defenses
- 5) Other business
- 6) Adjournment

# Split-level Course Guidelines

Original source:

Faculty Guide/Program and Course Management

Program Director's Guide/Program and Course Management (identical content)

## Split-Level Courses

Although generally discouraged, UCF allows departments to offer split-level undergraduate/graduate (4000/5000 level) classes, provided that the courses are only one level apart (not 3000/5000 or 4000/6000, etc.). All courses offered in split-level format require the approval of the Graduate Council Curriculum Committee, even if the 4000 and the 5000 level classes have already been separately approved. The intent of Graduate Council review is to ensure that the graduate level course has maintained the greater rigor and content expected in a graduate course. This level of scrutiny is required by the Southern Association of Colleges and Schools (SACS), which is our regional accrediting body.

All graduate split-level courses must be submitted for approval using the Course Action Request form along with separate syllabi for both the graduate and undergraduate courses. The syllabi must include a brief narrative indicating the different assignments and grading expected of undergraduate and graduate students, clearly demonstrating that graduate students are held to an advanced level of critical thinking. Failure to show this is the major reason to have these requests tabled by the Graduate Council Curriculum Committee.

Documentation of split-level class offerings must be maintained in the dean's office of the academic college. Student materials, for both the undergraduate and graduate courses, including both syllabi, are required to be maintained each time the course is taught, to prove that the content and complexity are different. This content is required for review by SACS.

The policies concerning split-level courses (link) do not allow a student to take both the undergraduate and graduate levels of a split-level course for credit. The sole exceptions are for performance and seminar classes which can be taken for credit multiple times. If a graduate student has taken a non-exempt required split-level class as part of his or her undergraduate program, the graduate requirement should be waived and a related course be used as a substitution. As is true for all other graduate course requirements, graduate students must take the graduate level of a split-level course for it to count toward fulfilling graduate program requirements.

### Best Practices:

While certain factors necessitate the teaching of graduate courses in split-level format, because of the presence of undergraduates in these classroom settings, the potential exists for these courses to be taught more toward the level of the undergraduates, rather than the graduate enrollees. Programs, departments, and colleges should remain vigilant that the graduate students taking these classes are receiving graduate level instruction and that the number of split-level courses in their students' programs of study (POS) are kept to a minimum. The following best practices are intended to ensure these goals.

Each academic year, the College of Graduate Studies will provide a list of all graduate courses that are offered in a split-level format. This will allow programs, departments and colleges to review how their split-level offerings are affecting their students' graduate education. The following guidelines are recommended:

- An individual student's POS ~~should~~may include ~~a maximum of~~ two or at most three split-level courses.
- Only program electives ~~should~~may be offered in split-level format. Rare exceptions for a required course offered in split-level format should be made only as a transitional mechanism while a program is growing towards full enrollment. This should be resolved by the time of the program's first seven-year program review.
- A proper graduate dynamic in split-level classes can be maintained by limiting the maximum number of undergraduates allowed to enroll in the 4000 level course component.

| A list of all split-level courses offered will be included in the documentation reviewed at the university's seven-year program review.

# Split-Level Classes

Draft: 11-1.1.12

See 2010-2011 Graduate Catalog:

[http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course\\_Requirements](http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course_Requirements)

General Graduate Policies/Course Requirements/Split-Level Classes

## Split-Level Classes

Although generally discouraged, UCF allows departments to offer split-level undergraduate and/or graduate classes. In such cases, two courses approved for different levels of instruction (e.g., a 4000- and 5000-level course) are offered together in the same room, at the same time, and with the same instructor, but under two different course numbers. In limited cases, classes taught in split-level format ~~one of the courses~~ may ~~be offered at the~~ comprise undergraduate ~~level~~ and ~~one at the~~ graduate level courses. In general, split-level classes are restricted to situations where the enrollment in one of the courses would be insufficient to allow the course to be offered on a stand-alone basis. When such split-level classes are scheduled, the following conditions must be maintained:

- Both the graduate and the undergraduate courses must have been approved previously through the established university process for approving courses so that there are two separate and complete syllabi for each course, and the syllabi clearly demonstrate more advanced subject matter and expectations for the graduate course than the undergraduate course. The graduate course documents submitted for approval must indicate that the course will be offered in a split-level format.
- Graduate split-level classes must only be assigned to faculty members who meet the university-wide minimum qualifications for teaching graduate-level courses.
- Courses may not be combined into a split-level class if the course numbers of the two courses are more than one level apart. For example, 4000- and 5000-level courses may be combined into a split-level class; 4000-level courses may not be combined with 6000-level courses.
- Students may not take both the undergraduate and graduate levels of a split-level course for credit, except in the case of performance and seminar classes which can be taken for credit multiple times. Graduate students must take the graduate level of a split-level course for it to count towards fulfilling graduate program requirements.
- The graduate and undergraduate courses must have distinct requirements and performance expectations. Graduate students must have course requirements or assignments that require more in-depth analysis and understanding of the topics, provide broader coverage of the content area, demonstrate higher knowledge and skills, and/or show greater independence of thought and application of concepts than what is typically required of undergraduate students. The level and amount of learning by graduate students must be equivalent to what is typically expected in 5000-level or higher courses. The different requirements and expectations must be spelled out clearly in the course syllabi for the respective courses.

- Documentation of split-level class offerings must be maintained in the dean's office of the academic college, in expectation of future audits. Copies of both syllabi must be provided to the Undergraduate and Graduate Deans for all classes offered **newly** in split-level format.