

EDINBORO UNIVERSITY OF PENNSYLVANIA

DUAL NUMBERING OF COURSES-Policy No. A064

Supersedes Policy No. A064, Dated 9/6/92

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic and Student Affairs

Approved By Foster F. Diebold, President on 9/12/95

Review Date: As Required

INTENT

The purpose of this policy is to outline the procedures necessary to offer a course in which both undergraduate and graduate course credit can be granted. Dual numbering may be offered in a course that provides credit to both undergraduate and master's level students or provides credit to both master's level and doctoral level students.

POLICY

1. A course can be presented to both undergraduate and graduate students and carry two distinct course numbers with a common prefix. Courses offered to both undergraduate/master's level students will carry a 300/600 or 400/600 numeration; courses offered to master's level/doctoral level students will carry a 600/800 or 700/800 numeration. Under no circumstances can a course be offered to students on more than two distinct degree levels.
2. The following course information must be provided:
 - a. Course Numbers
 - b. Course Title
 - c. Credit Hours
 - d. Instructor
 - e. Semester When Course is Taught
 - f. Catalog Description of Course

- g. Rationale For Course
 - h. Description of Intended Audience
 - i. Expected Outcomes for Undergraduates
 - j. Expected Outcomes for Graduates
 - k. Method for Assessing Undergraduate Student Outcomes
 - l. Method for Assessing Graduate Student Outcomes
 - m. Texts (both required and optional)
 - n. Reserve Materials
 - o. Bibliography
3. The course syllabus should clearly distinguish between the undergraduate and graduate experiences in the course.
 4. Each dual numbered course will be evaluated yearly (reviewed for compliance with policy requirement) by the department offering the course and the dean.
 5. A dual-numbered course will count as one preparation.
 6. Dual-numbered course load hours will count as faculty undergraduate load hours unless only graduate students enroll in the course. In this instance, the load hours will count as faculty graduate load hours.
 7. A dual-numbered course will be listed in the catalog under each course number.

PROCEDURES

1. Courses to be offered under a dual numbering system will be developed by the academic department offering the course. Undergraduate courses offered at the 300, 400, or 500 level may be considered for dual numbering.
2. A current 500 level course when offered for dual numbering will no longer be offered at the 500 level.
3. Because of the special nature of dual numbered courses, a proposal for a dual numbered course must be submitted by the department to the dean for approval.
4. If the dean approves, the course will be presented to the Council of Deans.
5. With the approval of the Council of Deans and the Provost and Vice President for Academic and Student Affairs, the course may be submitted to the Curriculum Committee for approval as a dual numbered course.