

Effective: October 1997

**Curriculum Approval Policy
DUAL-NUMBERED COURSE PROCEDURES**

Approved: October 1997
Revised: April 16, 2003, Deans' Council
November 5, 2002, Faculty Senate

1. Departments wishing to offer a course to both undergraduate and graduate students should number the course with a 500 number.
2. If a department feels that the single 500 number is not adequate and the course needs to be dual-numbered then it submits the following items:
 - a. Justification for dual-numbering.
 - b. Statement of distinction between undergraduate and graduate assignments.
 - c. Statement of distinction between the evaluation of undergraduate and graduate students.

graduate students earning graduate credit in a dual-numbered course does not constitute or count toward a graduate load assignment.

7. The simultaneous teaching of dual-numbered courses shall count as only a single preparation.