Graduate-Undergraduate Cross-listed Course Policy

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SECTION I. PURPOSE

This policy is intended to fulfill institutional accreditation obligations. Specifically, the policy is intended to assure that (a) the rigor of both graduate and undergraduate course sections is appropriate to higher education with graduate students being held to higher expectations than undergraduate students, and (b) credit hour compliance is upheld in graduate-undergraduate cross-listed courses, including sections that differ in the number of credits offered.

SECTION II. SCOPE AND APPLICABILITY

This policy applies to all St. Thomas academic units, academic administrators and faculty. It establishes expectations that must be met by all faculty who teach graduate-undergraduate cross-listed credit-bearing courses.

SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

1. ***Administrator*** means a school or college dean or associate dean; a department chair; the director or associate director of an academic program, center or institute; or the administrative leader of any other academic unit.
2. ***Academic unit*** means a St. Thomas school, college, academic department or program, center or institute.
3. ***Credit-bearing course*** means a course identified in the St. Thomas course catalog that (a) is offered by St. Thomas for academic credit, or (b) is required as an accompaniment to a course offered by St. Thomas for academic credit (e.g., a laboratory section), or (c) bears no academic credit but is required or counted by St. Thomas as part of a credit-bearing program, in each case regardless of the mode of course delivery.
4. ***Credit hour*** is the unit used to measure the educational credit St. Thomas will award for a particular course. Guided by the federal definition of credit hour, St. Thomas considers one credit hour to be an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:
    a. 50 minutes (one Carnegie Unit) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or
    b. at least an equivalent amount of work as required in paragraph (a) of this definition for other activities as established by St. Thomas, including laboratory work, internships, practica and other academic work leading toward the award of credit hours.
5. ***Faculty*** means tenured, tenure-track, non-tenure-track, clinical, visiting, limited term and adjunct faculty who teach one or more credit-bearing courses.

6. ***Graduate course*** means any course that has a three-digit course number of 500 or above.
7. ***Graduate-undergraduate cross-listed course*** means a graduate course and undergraduate course identified in the St. Thomas course catalog whereby both courses (a) have the same course outcomes and faculty, and (b) occupy the same physical and/or online space.
8. ***Undergraduate course*** means any course that has a three-digit course number below 500.

SECTION IV. EXPECTATIONS OF FACULTY TEACHING GRADUATE-UNDERGRADUATE CROSS-LISTED COURSES

The graduate and undergraduate sections in every graduate-undergraduate cross-listed course must require levels of student performance appropriate to the degree to be awarded. This expectation speaks to the academic rigor of the graduate and undergraduate sections. As such, all faculty must have higher academic standards and expectations for graduate students in cross-listed courses as compared to undergraduate students.

Faculty must use and tailor the following statement in the graduate course syllabus of the cross-listed course:

> Institutional requirement to distinguish graduate from undergraduate courses
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> St. Thomas is institutionally accredited by the Higher Learning Commission (HLC), which evaluates our university to determine if basic educational standards are met. Accreditation by HLC is critically important because it allows St. Thomas students to be eligible to receive federally funded financial aid. Accreditation also provides assurance to students and the public that our courses and degrees meet quality standards of higher education.
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> One HLC criterion that St. Thomas must meet is the following: The institution maintains learning goals and outcomes that reflect a level of rigor commensurate with college-level work, including by program level and the content of each of its educational programs. (Criterion 3.A., September 2025)
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> In order to meet this criterion in graduate-undergraduate cross-listed courses, such as this course, instructors must have higher academic standards and expectations for the graduate students as compared to the undergraduate students.
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> Higher standards and expectations for the graduate students in this course include <<*insert differentiation details, e.g., a different rubric for graduate students with more rigorous performance expectations*>>.

SECTION V. MINIMUM CREDIT HOUR REQUIREMENTS

Graduate-undergraduate cross-listed courses must meet minimum credit hour requirements, including scheduled time of classroom or faculty instruction as set forth in the definition of "credit hour" in Section III. For example, in a case where a graduate-undergraduate cross-listed course has three credits for the graduate section and four credits for the undergraduate section, the scheduling of the course for each section must meet the following requirements:

1. For a four-credit section: a reasonable approximation of 200 minutes of classroom or direct faculty instruction each week for approximately 15 weeks, or the equivalent amount of classroom or faculty instruction over a different amount of time

2. For a three-credit section: a reasonable approximation of 150 minutes of classroom or direct faculty instruction each week for approximately 15 weeks, or the equivalent amount of classroom or faculty instruction over a different amount of time