Current information

**Registrar website:** <https://www.registrar.iastate.edu/catalog-editing/course-description-guidelines>

Dual-Listed Courses

If your department allows a choice of undergraduate or graduate credit for a course, the course can be dual-listed. Course numbers should coordinate; for example, Pol S 476 and 576 are dual-listed. New dual-listings must be approved by the Graduate College using the dual list approval process. See <http://www.grad-college.iastate.edu/common/forms/faculty_forms.php>.

**Graduate Handbook:** https://www.grad-college.iastate.edu/handbook/appendix.php?id=F

Dual-listed courses permit undergraduate and graduate students to be in the same class, but to receive credit under two different course numbers.

Departments must request permission to offer courses at the graduate level in conjunction with 300-400 level undergraduate courses. The request is made to the Graduate Curriculum and Catalog Committee. If the dual-listed course is also an experimental course, submit the experimental course form to the Scheduling Office, 10 Enrollment Services Center. In reviewing proposals for dual-listed courses, this committee needs to understand the department’s rationale for offering the course. When a department submits a request, an explanation should be given of the purpose served by the course and the criteria used by the department to determine if the course is suitable for dual-listing. Please submit the proposal in electronic form as a word attachment to jstrand@iastate.edu. A Word version of this document can be found on the Graduate College website at <https://www.grad-college.iastate.edu/faculty-and-staff/forms/>.

Suggested Changes

Current information

**Registrar website:** <https://www.registrar.iastate.edu/catalog-editing/course-description-guidelines>

Dual-Listed Courses

If your department allows a choice of undergraduate or graduate credit for a course, the course needs to be dual-listed. Course numbers should coordinate; for example, Pol S 476 and 576 are dual-listed. Dual listed courses are taught at the same time. Instructors cannot offer separate sections only for undergraduate students or graduate students. Graduate level courses have specific requirements for graduate students. New dual-listings must be approved by the Graduate College using the dual list approval process. See https://www.grad-college.iastate.edu/faculty-and-staff/forms/

**Graduate Handbook:** [Appendix F - Dual-Listed Courses](https://www.grad-college.iastate.edu/handbook/appendix.php?id=F). Dual-listed courses permit undergraduate and graduate students to be in the same class, but to receive credit under two different course numbers. The catalog descriptions for both classes are the same, only the first number of the course is different. Example: Pol S 476/576. Undergraduate and graduate sections cannot be separated, nor can they be offered as two separate classes. Expectations for the two courses should be clearly stated in a combined syllabus or separate syllabuses.

Departments must request permission to offer courses at the graduate level in conjunction with 300-400 level undergraduate courses. The request is made to the Graduate Curriculum and Catalog Committee. If the dual-listed course is also an experimental course, submit the experimental course through the online CIMX system. In reviewing proposals for dual-listed courses, this committee needs to understand the department’s rationale for offering the course. When a department submits a request, an explanation should be given of the purpose served by the course and the criteria used by the department to determine if the course is suitable for dual-listing. Expectations for graduate students versus undergraduate students should be clearly stated in the syllabus and in the Proposal for a Dual-Listed Course. It is uncommon for courses to be listed at the 300/500 levels. All dual list requests need to submit a [Propose Dual-Listed Courses](https://www.grad-college.iastate.edu/documents/forms/duallisted.doc) form.



Graduate College

Dual-Listed Courses

Dual-listed courses are courses that are offered at the graduate level in conjunction with 300-400 level undergraduate courses. The most common are the 4XX/5XX combinations.

* The Graduate Curriculum and Catalog Committee (GCCC) must approve all dual listed courses.
* Experimental courses are submitted through the CIMX system. Already existing courses need to have a [Propose Dual-Listed Courses](https://www.grad-college.iastate.edu/documents/forms/duallisted.doc) approved and then the course descriptions changed in the catalog, if needed.
* Both courses must be offered at the same time and cannot be separated into two separate classes or sections.
* Credit in the graduate course is not available to students who have received credit in the corresponding undergraduate course. Credit in the undergraduate course is not available if the student has received credit in the graduate course
* Both graduates and undergraduates receive the same amount of credit for the course, but additional work is required of all graduate students taking the course under the graduate-level course number.
* Extra work for graduate students may take the form of additional reading, projects, examinations, or other assignments as determined by the instructor. It may not include working as a teaching assistant for the course.
* The instructor must be a member of the Graduate Faculty or a Graduate Lecturer.
* Each dual-listed course is designated in the catalog with the phrase “Dual-listed with,” and each course has the same name and same description. (For information about procedures for requesting permission to offer dual-listed courses, faculty should consult the *Graduate Faculty* *Handbook, Appendix F*.).

 In reviewing proposals for dual-listed courses, this committee needs to understand the department’s rationale for offering the course. When a department submits a request, it should include

* an explanation should be given of the purpose served by the course, and
* criteria used by the department to determine if the course is suitable for dual-listing. The form [Propose Dual-Listed Courses](https://www.grad-college.iastate.edu/documents/forms/duallisted.doc) needs to be submitted with all requests for dual listing.

The following information should be included in the proposal:

1. Full catalog information for each course to be dual-listed, including the course numbers (or proposed course numbers), title, credits, semester offering (if applicable), prerequisites, and description. Dual-listed courses bear common numbers, e.g., 580 (480).

1. Name of proposed instructor:
 Graduate faculty status:
2. Differential expectations for graduate students and undergraduates: What additional work will be required for graduate students enrolled in the course?
* Describe this work in terms of concrete measurable outcomes or other tangible evidence.
	+ specific examples of additional assignments with details about paper length;
	+ the number of additional readings;
	+ the length and frequency of oral presentations;
	+ portfolio expectations;
	+ indicate how these graduate requirements are weighted in the course grade (ex. 40% of final grade);
	+ comparisons with undergraduate expectations
	+ Examples:
		- Graduate students are required to research a topic and write an in-depth paper.
		- Graduate students are required to attend additional lectures, and have (X) extra assignment papers (to be determined).
1. Reason(s) the course is considered sufficiently rigorous and of such an advanced nature as to challenge graduate students.
2. Academic advantages and disadvantages accruing to graduate students taking this course with undergraduates.
3. The place of the course in a graduate student’s program of study and why it is not considered a "remedial" undertaking intended to overcome deficiencies in the student’s preparation for graduate work.
4. The role of the course in an undergraduate’s degree program and the academic qualifications undergraduates must have to take this course.
5. The name of the person writing the proposal.