

### **Undergraduate and Graduate Courses Taught Together**

It is assumed that graduate and undergraduate courses, even if covering substantially the same material, differ with regards to depth of coverage as well as expectations placed on the student. Accordingly, it is the policy of UT Dallas to prohibit undergraduate and graduate courses being taught together. However, occasionally, and other extraordinary conditions, it may be necessary for the sake of facilitating student progress toward a degree, to allow an undergraduate and a graduate course to be taught together.

Before an undergraduate and graduate course will be scheduled to be taught together, the requesting unit will provide: a) a memorandum outlining the extraordinary circumstances necessitating such scheduling; b) a syllabus of the undergraduate course; c) a syllabus of the graduate course clearly highlighting the differences in material covered and/or required assignments from the undergraduate course. This package should be endorsed by the Dean of the School of the requesting unit. It should be subsequently routed, for approval, to the Dean of Undergraduate Studies, the Dean of Graduate Studies, and the Office of the Provost and Executive Vice President of Academic Affairs. Approval in one semester does not imply approval in subsequent semesters so that the above process must be repeated anew each time a unit wishes to teach undergraduate and graduate courses together.

Teaching load for undergraduate and graduate courses taught together will be allocated proportionately between the teaching load credit for the undergraduate course and the graduate course based on the proportion of undergraduate and graduate students in the two courses. For example, a three hour undergraduate lecture course would generate 3.00 teaching load credits. A three hour graduate course would generate 4.50 teaching load credits. If the courses were taught together with 8 undergraduate students and 3 graduate students, the total teaching load credit for the combined courses would be assigned as:

$$\frac{8}{(8+3)} \times 3.00 + \frac{3}{(8+3)} \times 4.50 = 3.409$$

with  $(8/11) 3.00 = 2.182$  teaching load units for the undergraduate course and  $(3/11) 4.50 = 1.227$  teaching load units for the graduate course.