

CALS Guidelines for Submission of Co-taught Undergraduate and Graduate Course Proposals

There is no University policy that prohibits the practice of co-teaching a course for both graduate and undergraduate students. This can be an efficient way to offer low-enrollment courses. However, concerns are raised when the course requirements do not differ between the undergraduate and graduate offerings. It is essential that two course syllabi be used in the course, and that there is substantial difference in student expectations. The integrity of the graduate program must be upheld by ensuring that students who receive graduate credit are completing graduate-level work, and that students receiving undergraduate credit are not being held to graduate-level requirements. The University course approval process clearly requires this differentiation.

The following should provide some guidance for those instructors, graduate coordinators and undergraduate coordinators who are proposing/submitting co-taught undergraduate and graduate course proposals.

1. Submission of two course syllabi, one for graduate students and one for undergraduates with substantial differences in student expectations at each level. Syllabi must clearly articulate that these are co-taught as graduate and undergraduate courses. The objectives should reflect additional performance criteria and/or conditions expected at the graduate level. (See *Guidelines for Writing Learning Objectives* at the CALS Curriculum Committee website). The graduate level syllabus will require a list of assigned readings or bibliography.
2. A joint letter from the undergraduate and graduate coordinator to include:
 - a. Justification/Rationale for offering a co-taught course.
 - b. Specific comments/details about the depth, rigor and scope of the differences in student expectations between graduate and undergraduate students.
NOTE: Examples of differences in student expectations that could be used to expand the depth/rigor/scope of the graduate offering might include additional assignments, test items and/or essays reflecting additional rigor; additional readings, and/or presentations in class, additional class time for lectures or discussion.
3. Completion of UCC1 forms for both graduate and undergraduate levels. The UCC1 and supporting documents should be submitted simultaneously to the CALS Curriculum Committee through the usual <https://approval.ufl.edu/> process.
4. Co-taught courses are intended to combine 4000, 5000 and 6000 level courses. Co-taught courses are not intended for 3000 level courses.
5. Undergraduate students who enroll and successfully complete the undergraduate course should not be allowed to repeat the advanced graduate course.
6. Policies: Both levels of students should be held to the same standards regarding attendance, academic honesty, etc.