

<b>Policy Number</b>	103.000 Academics
<b>Policy Title</b>	DUAL-LISTED COURSES
<b>Responsible Officers</b>	Registrar
<b>Responsible Offices</b>	Registrar
<b>Summary</b>	This policy specifies the parameters for offering courses at different levels as dual-listed courses (also known as dual-syllabi courses).
<b>Definitions</b>	
<b>Approving Body</b>	The Academic Council, The Administrative Council
<b>Approval Date</b>	August 8, 2016
<b>Last Revision</b>	September 12, 2016
<b>Re-evaluation Date</b>	Fall 2021
<b>Departmental Impact</b>	Registrar; Academic Deans' Offices

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

**Policy Statement:**

Columbia International University offers upper-division (3/4000-level) undergraduate courses with graduate (5/6000-level) courses and graduate courses (7000-level) with doctoral level courses (9000-level) having similar course content as dual-listed with a single instructor and a common meeting schedule.

**Rationale:**

The dual-listing of courses is a means of facilitating course offerings in circumstances where limited resources would prohibit the offering of courses in the same subject area in undergraduate and graduate (or graduate and doctoral) programs concurrently. Opening one course to multiple levels of students enriches the quality of the course and programs for both.

**Implementation:**

Course descriptions should indicate that the courses may be dual-listed. If one of the dual-listed courses is completed for credit, the other one may not be taken for credit at a subsequent time, unless approved by academic petition. Dual-listed courses at the undergraduate level will be limited to undergraduate students classified as Juniors or Seniors.

Course syllabi should specify additional requirements and increased expectation for the higher level course. Examples of additional assignments might include significant research papers or oral presentations of research. Examples of increased expectation may include demonstration of independent critical judgment or evidence of original critical analysis.

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)