

**UNIVERSITY OF LOUISIANA AT MONROE  
POLICIES AND PROCEDURES MEMORANDUM**

<i>Title:</i>	<b>DUAL-LISTED, GRADUATE AND PROFESSIONAL COURSE SYLLABI</b>
<i>Effective Date:</i>	<b>February 13, 2009</b>
<i>Update Responsibility:</i>	<b>Vice President for Academic Affairs</b>
<i>Update Date:</i>	<b>NONE</b>
<i>Cancellation Date:</i>	<b>NONE</b>

**1. PURPOSE/PREAMBLE**

The University of Louisiana at Monroe (ULM) believes that graduate and professional education should be more rigorous than undergraduate education. That rigor occurs because graduate and professional education differ from undergraduate education in kind, not merely in amount or degree of difficulty. Because course syllabi often include information such as course goals and assignments, student learning outcomes and opportunities, and evaluation standards, they contain much of the information needed to assess these claims—especially in dual-listed courses where direct comparisons are more evident and within-course assessment provides the soundest scientific basis for such comparisons. This PPM, therefore, provides the policy to be applied when faculty are developing syllabi of dual-listed, graduate, and professional courses.

**2. DEFINITIONS**

Dual-listed course: a 400-level course in which either undergraduate or graduate credit may be earned.

**3. ITEMS**

- A. The syllabus for a graduate or professional course will include sufficient information to make it clear that its enrollees are expected to perform at a more advanced level than undergraduates. Additional work alone does not sufficiently demonstrate increased rigor.
- B. Sections of dual-listed courses having both undergraduate and graduate students enrolled will have separate syllabi for each group. Each syllabus will be formatted so that it is evident for which group it applies. The two syllabi will have separate course goals and student learning outcomes. Distinct learning opportunities for each group will be included.
- C. Faculty teaching sections of dual-listed courses having both undergraduate and graduate students among its enrollees will assess the performance of graduate students relative to that of undergraduate students. The Graduate Council, faculty member's dean, Graduate Dean, Provost, Vice President for Academic Affairs, President, or their designees may request the results of that assessment for up to five years after course completion. If the faculty member leaves ULM prior to that time, he/she will provide these records to his/her department head.
- D. All other requirements for ULM syllabi will be followed.

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*Review Process:*

Graduate Council  
College Deans  
Graduate Dean  
Provost and Vice President for Academic Affairs

*Distribution:*

Academic Deans