

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

**MOA – 24/04**

**Definition and Procedures for Cross-level Courses**

**Name of Council(s)/Committee(s):** Undergraduate and Graduate Studies Councils

Undergraduate Studies Council  
Graduate Studies Council

**Approval Date:**

March 22, 2024  
March 28, 2024

**Implementation Date:**

Upon Administrative Approval

**Responsible Office(s) and Responsible Enforcement Official(s):**

Office of the Registrar  
Curriculum Manager  
Academic Colleges

**RECOMMENDATION:**

The Faculty Senate Undergraduate Studies Council in conjunction with the Graduate Studies Council recommend the adoption of the procedures defined here for cross-level courses.

*Diane E. Riggs*

Diane Riggs, Chair, Undergraduate Studies Council

Date *3/22/2024*

*Marcellis Zondag*

March 28, 2024

Marcellis Zondag, Chair, Graduate Studies Council

Date

Approve       Disapprove       Other Action

Comments:

*Amy Naugle*

May 9, 2024

Amy Naugle, WMU Faculty Senate President

Date

Approve       Disapprove       Other Action

Comments:

*Julian Vasquez Heilig*

6.11.24

Julian Vasquez Heilig, Provost and Vice President for Academic Affairs

Date

Approve       Disapprove       Other Action

Comments:

*Edward Montgomery*

6-12-24

Edward Montgomery, WMU President

Date

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**Definition and Procedures for Cross-level Courses**

**RECOMMENDATION**

The Faculty Senate Undergraduate Studies Council in conjunction with the Graduate Studies Council recommend the adoption of the procedures defined here for cross-level courses.

**RATIONALE/PURPOSE**

The practice of cross-level courses, or as it is sometimes called “meets together,” occurs in several colleges at WMU. An informal survey of the deans of all the colleges at WMU revealed a variety of practices across the University. An analysis of the data from this survey revealed that the definition of cross-level courses is quite variable between colleges and among departments even in a single college. The purpose in this MOA is to establish a simple working definition of cross-level courses and establish guidelines for implementation.

**STAKEHOLDERS**

The adoption of this definition and guidelines for cross-level courses will impact colleges and departments, the curriculum manager, college curriculum committees, the registrar, advisors, deans, chairs/directors, and students across WMU.

**HISTORY:**

- a) Effective date of current version: Upon Administrative Approval
- b) Date first adopted: spring 2024
- c) Revision history: N/A
- d) Proposed date of next review: fall 2026

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**PROPOSED POLICY LANGUAGE:**

In general, academic units should offer distinct undergraduate and graduate courses. However, when cross-level of undergraduate and graduate courses are deemed appropriate and necessary, academic units must adhere to the following requirements:

- 1. Separate syllabi for undergraduate and graduate courses contain specific requirements and expectations for each level.
- 2. Assessments for graduate students reflect more in-depth understanding of the material.
- 3. Student learning outcomes are clearly documented.
- 4. Prerequisites should be roughly comparable for the two levels.
- 5. Undergraduate 4000 level courses may be linked with graduate 6000 level courses.

NOTE: 5000 level courses are already available to undergraduates, this MOA establishes cross-level between the 4000 undergraduate and 6000 level graduate levels.

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**STATEMENT OF POLICY**

To establish a consistent practice across the University, this MOA defines “cross-level courses” as occurring between 4000 level undergraduate and 6000 level graduate courses, recognizing that 5000 level courses are already open to both undergraduate and graduate students.

The practice of cross-level of courses creates opportunities for serving both graduate and undergraduate populations and will improve enrollment numbers in graduate courses. Since graduate students must take at least half of their courses at the 6000 level according to the Higher Learning Commission guidelines, establishing this definition and procedure will ease the pressure on departments.

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#### **REFERENCES**

<https://reg.uncg.edu/wp-content/uploads/Scheduling-Cross-list-Guidelines.pdf>  
<https://www.wm.edu/offices/registrar/documents/academicshedoffice/level-xling.pdf>  
<https://www.unf.edu/catalog/policies/graduate/Cross-Level-Listing-of-Graduate-and-Undergraduate-Courses.html>  
<https://universitypolicy.gmu.edu/policies/cross-level-listing-of-undergraduategraduate-courses/>  
<https://policy.humboldt.edu/p14-05-policy-co-listing-graduate-and-undergraduate-courses>

#### **RELATED POLICIES**

<https://wmich.edu/facultysenate/policy-moas/moa0902-6000-level-courses-final.pdf>  
<https://wmich.edu/facultysenate/policy-moas/moa0903-accelerated-degree-program-final.pdf>

#### **WMU Undergraduate Catalog – Course numbering system**

The course numbering system is limited to four digits. Undergraduate courses are numbered from 1000 through 4999. Graduate courses are numbered 6000 through 7999. Courses numbered 5000 through 5999 are for graduate and advanced undergraduate students.

#### **KEY DEFINITIONS/GLOSSARY**

The term, “cross-level courses,” refers to an offering of two courses, one undergraduate and one graduate, with the same title/subject code, meeting pattern, location and instructor, for example: GEOG 4600 / GEOG 6600.