



## **AOP 11.04: SPLIT-LEVEL COMBINED UNDERGRADUATE/GRADUATE COURSES**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy for split-level (undergraduate/ graduate) courses at Mississippi State University.

### **POLICY/PROCEDURE**

A department may offer a split-level (undergraduate/graduate) course. The course must have a dual number (4000/6000) to reflect undergraduate/graduate credit. A split-level course must meet the following criteria:

1. Departments should provide justification that a split-level course has value to both undergraduate and graduate programs.
2. The basic content for both graduate and undergraduate students should be similar.
3. Graduate students must satisfy course requirements beyond the undergraduate level.
4. The additional requirements for the students enrolled in the course for graduate credit must be clearly transmitted to the students in the course syllabus at the beginning of the semester.
5. Students who have already taken a course for credit at the 4000 level are not allowed to enroll in the same course for credit at the 6000 level without explicit permission of the instructor and graduate coordinator of the department offering the course, and the dean of the Graduate School.

### **REVIEW**

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

**REVIEWED:**

/s/ Peter L. Ryan 10/31/2019  
Associate Provost for Academic Affairs

/s/ David R. Shaw 11/02/2019  
Provost and Executive Vice President

/s/ Randolph F. Follett 11/05/2019  
President, Robert Holland Faculty Senate

/s/ Timothy N. Chamblee 11/18/2019  
Assistant Vice President and Director  
Institutional Research and Effectiveness

/s/ Joan Lucas 11/21/2019  
General Counsel

**APPROVED:**

/s/ Mark Keenum 11/26/2019  
President