

Title

Cross-listing Courses or Adding Non-Registered Individuals to a Learning Management System

Purpose of the Policy

This document was developed to ensure compliance with UNC policy and federal, state, and accreditation requirements.

Detailed Policy Statement

The Higher Learning Commission outlines “Assumed Practices” that are “generally matters to be determined as facts, rather than matters requiring professional judgment.” <http://policy.ncahlc.org/Policies/assumed-practices.html> One of the assumptions is that the institution maintains “the coherence and quality of the programs for which it awards a degree.” Institutions are expected to have, and follow, policies that help ensure academic integrity. UNC has published policies designed to protect program integrity. This document provides guidelines to assist in adherence to those policies within the Learning Management System (LMS).

Additionally, student privacy is protected through the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g; 34 CFR Part

99). <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>; <http://www.unco.edu/regrec/FERPA/AnnualNotification.html>

Student records, including grades, may only be released to “school officials with legitimate educational interest.” “School Official” is defined below. No other parties may have instructor level access to a specific course through the LMS.

Applicability

These guidelines apply to all UNC academic courses.

Definitions

Graduate Assistant (GA) <http://www.unco.edu/grad/funding/assistantships.html>

A student currently enrolled in a UNC graduate program performing administrative duties and/or assigned program related duties including instructional support but who is not the Instructor of Record. Students may be enrolled on a part or full time basis and are compensated in accordance with their agreement.

School Official (FERPA) <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

The term “school official” is not defined in federal statute or regulations. The US Department of Education “interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.” UNC reference: <http://www.unco.edu/regrec/FERPA/AnnualNotification.html>

Teaching Assistant (TA) <http://www.unco.edu/grad/funding/assistantships.html>

A student currently enrolled in a UNC graduate program hired as the Instructor of Record in one or more undergraduate courses. Students may be enrolled on a part or full time basis and are compensated in accordance with their agreement.

Visiting Scholar

Visiting Scholars are individuals who come to UNC by invitation for a designated period of time to assist in teaching, conduct research, or participate in other scholarly activities. Visiting Scholars are faculty members, researchers, or students from another institution of higher education, or professional practitioners who by nature of their practice will contribute to the mission of UNC. A Visiting Scholar may sit in on a course with permission from the instructor. The instructor of record will be responsible for granting access to the course and ensuring room capacity. The instructor, based on the purpose of the visit, will determine the nature and extent of commitment on the part of the faculty member such as grading assignments or tutoring. Additionally, Visiting Scholars may register to audit courses (tuition is charged) with the consent of the instructor. No academic credit is given. If scholars wish to take regular university courses and receive credit, they are required to seek admission to the university and pay the normal student registration fees; status as a visiting scholar is then terminated. Visiting Scholars may be granted use of laboratory and other university facilities at the discretion of the units involved. Visiting Scholars normally possess a terminal degree but may be appointed with a baccalaureate degree or be an undergraduate student visiting for the purpose of research or education projects.

Undergraduate Teaching Assistant (UGTA) – LMS student-level access only

An undergraduate teaching assistant works directly with the instructor of a 100 or 200-level course to provide various supportive functions. UGTAs must have minimal qualifications of junior status, a 3.0 GPA, and be enrolled as a matriculating UNC student. All UGTAs must sign a FERPA confidentiality agreement prior to the first day of class. Per Higher Learning Commission requirements, UGTAs are not allowed to be instructors of record and are never allowed to be given responsibility for a class; they may teach a lesson or two under the direct supervision of the faculty member for the express purpose of enhancing the UGTA's educational experience. UGTAs may assist with the objective components of grading only. UGTAs are not allowed to enter grades into the LMS or maintain a separate database of grades for the instructor. The UGTA and faculty member must sign an agreement that outlines specific responsibilities.

Undergraduate Grader – LMS student-level access only

An undergraduate grader works directly with the instructor of a 100 or 200-level course to provide support for grading objective portions of assignments and/or exams. A grader must have minimal qualifications of junior status, a 3.0 GPA, and be enrolled as a matriculating UNC student. All graders must sign a FERPA confidentiality agreement prior to the first grading assignment or first contact with any member of the class. UG graders are not allowed to enter grades into the LMS or maintain a separate database of grades for the instructor. The grader and faculty member must sign an agreement that outlines specific responsibilities.

Objective Test Questions

Factual questions that can be scored unambiguously, usually with an answer key, thus minimizing subjective judgments by both the person taking the test and the person scoring the test. The questions usually have only one potential correct answer and leave no room for opinion.

Implementation Procedures

Adding Non-Registered Individuals to the LMS

Situations when it is permissible to add individuals to the LMS for a course who are NOT REGISTERED for that course

Note: Individuals who “audit” a course must be registered for the course and do not fit under these guidelines – tuition is charged. (Reference: current catalog and search “audit.”)

Due to FERPA privacy laws, undergraduate students may not have instructor-level permission in a course due to access to academic records, including grades.

PROCESS:

To add individuals who are not registered, complete the LMS Access questionnaire:
https://unco.co1.qualtrics.com/jfe/form/SV_29RI2eAsravn6nz

Alternately, through the scheduling process, individuals can be added into Banner in the instructor section of the course with the appropriate percentage of instruction (can be 0%). A course evaluation will be generated for all instructors entered into Banner.

- *Instructor & GA/TA access level (full faculty access, including grades)*
 - Graduate Teaching Assistant /Graduate Assistant (see definitions)
 - Instructional Designer (Extended Campus)
 - Instructor overseeing a TA/GA
 - Mentor/Substitute Instructor
 - Visiting Instructor

- *Guest Instructor & UGTA access level (limited faculty access, no grades)*
 - Instructor for a Future Term
 - UNC Instructor learning new pedagogy
 - Undergraduate Teaching Assistant

- *Guest Student access level (full student access, does not connect with Banner)*
 - Students with grades of “Incomplete” who need access to the LMS in order to complete the course*
 - Visiting Scholar (not auditing the course)

- *Observer access level (view content only)*
 - Disability Support Services
 - Faculty evaluators
 - Resource Provider (Library)
 - Supplemental Instructors or Tutors hired by UNC
 - Undergraduate Grader

***Incomplete Grade Assignment:**

At the discretion of the instructor, a temporary grade of Incomplete - "I" may be given to a student who demonstrates that he/she could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable. A student must be passing a course at the time that an Incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an Incomplete to a student who is not passing the course. Credits not used to compute grade point average (GPA) and not counted toward graduation.

Students completing an Incomplete grade should not register for the course a second time.

The instructor must submit to the department chair or school director, a written notice of the specific coursework to be completed before the final grade is determined as well as reasons for the Incomplete grade; a copy is kept in the school/department and one is provided to the student.

If the course requirements are not completed and the grade change form received in the Office of the Registrar after a maximum of one year, the grade will be recorded on the academic record as a failing or unsatisfactory grade. Once the incomplete grade(s) have rolled to unsatisfactory/failing, a grade change(s) will not be permitted.

(Reference: current catalog, search “grading,” scroll down to “incomplete grading”)

Cross-listing Courses in the LMS

Situations when it is permissible to cross-list courses

- Double-numbered courses, *approved through the curriculum process*, may be cross-listed**
“Upon approval by the Graduate Council, courses numbered 400-599 may be double- numbered allowing undergraduate and graduate students to enroll simultaneously.”
- Approved Banner cross-listed courses may be cross-listed in the LMS (courses are in the same space at the same time)
- Campus and extended campus courses that share the same prefix and number

PROCESS:

Cross-listing these courses occurs through the scheduling process.

Situations when it is **NOT** permissible to cross-list courses***

- Undergraduate courses, including a directed study, may not be cross-listed with 600- or 700-level courses
- 600- or 700-level courses, including a directed study, may not be cross-listed with undergraduate courses

****Multiple Numbered Courses:**

Upon approval by the Graduate Council, courses numbered 400-599 may be double-numbered allowing undergraduate and graduate students to enroll simultaneously. All double-numbered courses may also be offered independently at either the graduate or undergraduate level. No course identified as an undergraduate Liberal Arts Core course may be double-numbered. At least two-thirds of a student's master's degree program must be in courses that are not double-numbered courses or in courses that have been taught solely as 500-level or above graduate courses.

The following guidelines will be utilized in the process of evaluating new course proposals involving multiple numbering:

- All programs requesting approval of multiple numbered courses must demonstrate in the rationale of the course proposal the academic value of and need for the proposed course in this format.
- In situations where a nongraduate degree program is seeking to include a multiple numbered course in its offerings that is intended to serve other units of the university, the requesting program must include supporting materials from those units.
- Nongraduate degree programs requesting approval of multiple numbered courses must demonstrate that the necessary expertise to teach the course exists in the faculty of that program.
- The practice will be to limit the number of graduate level courses offered by non-graduate degree programs. The specific number of courses will be determined on a case by case basis.
- All new requests for multiple numbered courses should try to pair a 500 level course with a 400 level course.
- Many course proposals are submitted with little or no distinction made in the qualitative differences between the graduate and undergraduate components of the

course. It is the concern of the Graduate Council that the significant differences in this regard should be clearly articulated in terms of all aspects of the proposed course. It is considered insufficient to require graduate students to perform the same work as undergraduate students, but at a significantly higher level of accomplishment, without a clear delineation of those qualitative criteria. It is also considered insufficient to merely require a research paper/project of a brief nature, as the “graduate” component of the course. Therefore, all new course proposals must clearly distinguish, in the syllabus, the qualitative differences between the graduate and undergraduate components of the course. The significant differences in this regard should be clearly articulated in terms of expectation of outcomes, specific course content, course delivery, and evaluation of work.

Multiple numbered courses are generally discouraged on the grounds that the practice tends to limit the expectations of the graduate component of the course by grouping together undergraduate and graduate level students. While this may be seen to be challenging and advantageous to the undergraduate students, the concern exists that graduate students will not be presented with true graduate-level education because of “watering down” the content to meet the needs of the undergraduate students.

(Reference: current graduate catalog, search “multiple numbered courses”)

***Course Designations:

Numbers. Four groups are identified by course numbers, generally to indicate the difficulty of a course and its location on a continuum of study that leads to general mastery of the content and methodology of a discipline:

- Basic skills - 001-099 are not counted in cumulative credits, total credits toward graduation, GPA, nor for financial aid purposes.
- Lower division - 100-199 range are 1st-year (freshmen) courses and 200-299 are 2nd-year (sophomore) courses.
- Upper division - 300-399 are 3rd-year (junior) courses and 400-499 are 4th-year (senior) courses.
- Graduate level - 500-699 are Master’s courses and those numbered 700 or higher are Doctoral/Specialist courses.
 - Juniors and seniors with a cumulative GPA of 3.00 or higher are permitted to take 500-level courses.
 - Undergraduates may be permitted to take courses with numbers 600-699 if they have applied to and have been accepted into a Master’s level program at UNC.
 - Undergraduates are not permitted to take courses with numbers 700-799.

Note: Applicability of coursework to a higher degree as an undergraduate student: please refer to specific details on the petition to count toward the next highest degree <http://www.unco.edu/grad/forms/pdfs/PetitiontoCountWorkTowardHigherDegree.pdf>

Graduate students may not count courses numbered 100-499 toward graduate degree programs; courses numbered 700-799 may be taken for specialist or doctoral credit only.

Courses at the university are sequentially numbered. Courses numbered 100-499 are for undergraduate credit. Courses numbered 500-599 may count as undergraduate or graduate credit. If a course numbered 500-599 is not counting toward the correct level, the student may contact the Office of the Registrar to request that it be changed. A course numbered 500-599 counting as undergraduate credit cannot be counted toward a graduate degree; a course numbered 500-599 counting as graduate credit cannot be counted toward an undergraduate degree. Undergraduate students seeking to apply 500-599 courses to their graduate degree must contact the Graduate School. Courses numbered 600-799 are for graduate credit only.

(Reference: current catalog, search “course designations”)

Policy Authority

Provost

Contact Information

Ann T. Bentz, PhD

Assistant Provost for Academic Affairs

Carter Hall 4008A

970-351-1519

ann.bentz@unco.edu