

## Course Proposals and the Graduate Attribute

- **Course number policy:** <https://policy.wisc.edu/library/UW-1064>
  - Courses numbered 100-299 may be taken for credit only by undergraduates and cannot have the graduate attribute.
  - Courses numbered 300-699 may be taken for credit by undergraduate students as well as graduate and professional students and may, but are not required to, have the graduate attribute.
  - Courses numbered 700-999 are open only to graduate and professional students and are automatically assigned the graduate attribute.
- **Instructional Staff Minimum Qualifications:** <https://policy.wisc.edu/library/UW-1010>
  - Instructional staff must have a terminal degree, or a degree at least one level higher than the degree for which the course is taught, i.e., a master's degree or greater is required of instructional staff to teach a course that counts toward the bachelor's degree and a Ph.D. or terminal degree is required for a course that counts towards a master's or higher-level degree.
  - If a course has the graduate attribute, this will limit the instructors who can teach the course because they must meet the minimum qualifications policy.
- **Graduate attribute course policy:** <https://policy.wisc.edu/library/UW-1062>
  - The graduate attribute is assigned to courses that meet graduate-level standards and criteria for the graduate attribute.
- **Minimum Graduate Coursework (50%) requirement policy:** <https://policy.wisc.edu/library/UW-1244>
  - The Graduate School requires at least 50% of credits applied toward a graduate degree be earned in courses designed and designated specifically for graduate-level work, meaning that they have the graduate attribute. Some programs require a higher percentage.
- **Do I need to include the graduate attribute if I want graduate students to enroll?**
  - It is **not** necessary for a course numbered 300-699 to have the graduate attribute in order for graduate students to enroll in the course or for the course to count toward the student's graduate degree credit total.
    - This scenario typically occurs with courses where graduate and undergraduate students have similar background knowledge and are expected to gain similar

skills and knowledge from the course.

- **If the course will have the graduate attribute, the following criteria must be met:**
  - Course must be numbered 300 or above
  - Course requisite should ensure graduate/professional students can enroll (commonly includes requisite of “graduate/professional student standing”)
  - Course must include a graduate student specific learning outcome and assessment that demonstrates how this outcome is met
  - Course must meet graduate-level standards of work <https://kb.wisc.edu/apir/116440>
    - Examples of how course work which establishes a high standard of learning may be evidenced by, but not limited to:
      - requiring students to demonstrate advanced methodology/application of new skills and information to significant tasks or issues in the discipline;
      - requiring students to demonstrate higher-order synthesis and analysis in the discipline;
      - a strong emphasis on the literature of the discipline or active engagement with the latest research in the discipline.
    - Note that grading graduate students using a narrower scale and/or requiring graduate students to produce lengthier assignments without requiring advanced synthesis or demonstration of knowledge would **not** be considered adequate for the graduate attribute.
  - The instructor will need to ensure that any graduate students complete the graduate student learning outcome and associated assessment, which requires extra administration and evaluation.
  
- **What to keep in mind if your course currently has or will have the graduate attribute:**
  - Ensure you are aware of the graduate/professional students in your course.
    - You can utilize the [class roster in Faculty Center](#) to determine the graduate/professional students enrolled in your course by looking at the “[current level](#)” field. GR = GRAD and P1 - P4 = Professional year.
  - Ensure any graduate students are aware of the graduate learning outcome(s) and complete the graduate specific assessments associated with that outcome.
  
- **Examples of courses open to both undergraduates and graduates with the graduate attribute:**
  - Example 1: BIOCHEM/NUTR SCI 560: Principles of Human Disease and Biotechnology. [Lumen proposal](#), [syllabus](#)
  - Example 2: GENETICS 652: Genetics and Physiology of Adult Stem Cells. [Lumen proposal](#), [syllabus](#)