

Audience, Prerequisites, Outcomes, and Grading

A key consideration for courses numbered 300-699 is audience.

Step 1 - If the course will have both undergrads and grads, find the scenario that best describes your course. If undergrad only or grad only, skip to step 2:

Scenario 1: This course has the graduate attribute. Enrollment is usually > 50% undergraduate. This is an undergraduate level course, but grad students can be expected to do more advanced work to satisfy the grad attribute policy.

Scenario 2: This course has the graduate attribute. Enrollment is usually > 50% graduate. This is an introductory graduate level course, but advanced undergraduate students take it as an elective.

Scenario 3: This course *does not* have the graduate attribute. Enrollment is mostly undergraduate, but graduate students are allowed to register if this course fills a gap in their preparation, or if they just want to take the course.

Step 2 - Use the table to understand the possible configurations of prerequisites, outcomes, and grading practices.

Audience	Prerequisite	Course Learning Outcomes	Grading
Undergrad only	Undergraduate prerequisite*	Undergrad outcomes only	One set of expectations
Graduate only	"Graduate/professional standing" or sequence of UW-Madison courses	Graduate outcomes only	One set of expectations
Undergrads and grads Scenario 1 (see next page for more details)	Undergraduate prerequisite* plus "or graduate/professional standing"**	Undergrad and grad outcomes plus at least one distinct outcome for grad students only	Two sets of expectations
Grads and undergrads Scenario 2 (see next page for more details)	Option 1: Undergraduate prerequisite* plus "or graduate/professional standing"**	Option 1: Undergrad and grad outcomes plus at least one distinct outcome for grad students only	Option 1: Two sets of expectations
	Option 2: Graduate/professional standing (undergrads will require instructor consent to register)	Option 2: Graduate outcomes only	Option 2: One set of expectations
Undergrads and grads Scenario 3	None or undergraduate prerequisite* plus or graduate/professional standing**	Undergrad and grad outcomes only (distinct grad outcome not needed)	One set of expectations

*sequence of undergraduate courses, and/or "junior standing" or "senior standing," or "None"

**also include groups for visiting undergrad study abroad students (e.g. "or member of Engineering Guest Students") where appropriate

Scenarios 1 and 2 - Considerations

For accreditation purposes, the Higher Learning Commission (HLC) requires us to differentiate expectations for undergraduate and graduate students taking the same course, if that course has the graduate attribute.

That means if your requisite allows both groups to enroll (Scenario 1 and Scenario 2/Option 1 above), you must include the following in your syllabi:

- At least one distinct course learning outcome (CLO) for graduate students only
 - The grad-only CLO should require advanced application/synthesis/evaluation by graduate students
- Different grading expectations for undergrads and grads
 - The graduate expectations should align with the CLO that is distinct for grad students
 - This must be more than simply longer or additional assignments. See [Standards for Graduate Course Work](#) (expand + Graduate Level)

If undergrads are excluded by the requisite but are allowed to enroll with instructor consent (i.e. Scenario 2/Option 2 above, when “Graduate/professional standing” is the only requisite), then all of the outcomes can be at the graduate level and you can use the same grading expectations for everyone.

- Undergraduate students will require instructor consent to register, which creates additional work for instructors and advising/enrollment
- It is permissible to add to the Class Notes (visible in Course Search and Enroll) a statement indicating that “Qualified undergraduate students may enroll with instructor consent. Knowledge of {topic} such as {UW-Madison course} required/strongly encouraged.”
 - Instructions for timetable rep to [enter Class Notes](#)
- We don’t know what the effect on enrollment will be if this option is chosen.