

600 Level Course Form

Name (please print) _____

Department, Number, and Name of the Course _____

Semester to Be Taken _____ Instructor _____

The Southern Association of Colleges and Schools requires that there be a difference in the quantity and quality of work done for the two levels of a linked undergraduate (300-level) and graduate course (600-level). This difference must be explicitly stated. Otherwise credit toward a graduate degree cannot be given for the course.

PLEASE FOLLOW THESE DIRECTIONS:

1) **If the syllabus of the 600-level course does list the additional work required for graduate students, please attach a copy of the syllabus to this sheet and send it to the Administrative Coordinator in the Liberal Studies Office, Reynolda Hall Room 124.** Please do this before the semester begins or before the last add date at the very latest.

2) **If the syllabus of the 600-level course does not state the graduate student requirements, please speak with the instructor and arrange for the additional work. Fill out the section of the sheet below and send these materials to the Administrative Coordinator in the Liberal Studies Office, Reynolda Hall Room 124.** Please do this before the semester begins or before the last add date at the very latest.

Use the space below to list additional work required of graduate students (meetings – readings – papers – presentations – exams). Use an additional page if necessary :

Signature of the Instructor _____ Date _____

Signature of Liberal Studies Director _____ Date _____