



| CROSS-LEVELLED COURSES POLICY | | | |
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| Policy Type | Academic | Initially Approved: | December 3, 2018 |
| Policy Sponsor | VP Academic Affairs | Last Revised: | February 2024 |
| Administrative Responsibility | Registrar | Review Scheduled: | 2029 |
| Approver | General Faculties Council | | |

A. Purpose

To govern the process of cross-leveling courses between the Undergraduate and Seminary Calendars.

B. Scope

This policy applies to all cross-levelled courses at Ambrose University.

C. Principles:

1. **Definitions:**

Cross-levelled courses*: Courses taught with both seminary and undergraduate students in the same classroom. These courses are listed in both the Undergraduate Academic Calendar and course listing, and in the Seminary Academic Calendar and course listing.

Cross-listed courses*: Courses listed within either the Undergraduate or the Seminary Calendar, but in more than one discipline within that Calendar.

**It is possible for a course to be both cross-levelled and cross-listed*

2. Parameters for cross-leveling an undergraduate course at the seminary level:

- The course must be an elective in the seminary program.
- Only advanced undergraduate courses (minimum 300 level which indicates a specialized area of study) can be considered for cross-leveling.
- Separate course syllabi for the undergraduate and seminary levels must be prepared with distinct learning outcomes related to program outcomes at the seminary and undergraduate levels, and with distinct learning assessments to measure learning outcomes appropriately. Syllabi must give evidence of attending to appropriate workload and level of study for both levels at which the course will be offered (see Faculty Handbook section 2.23, Academic Expectations).
- Permission to cross-level and approval of the syllabus by the Seminary Academic Affairs Committee will be made prior to delivery of the course. Application for approval can be made using the Course Cross-Leveling Application available from the Office of the Registrar.
- No more than 15% of courses offered at the seminary can be cross-levelled
- There must be transparency in the course listing in Seminary and Undergraduate Academic Calendars that indicates the course is cross-levelled.

- No cross-levelled courses are permitted in the MA B/TS program.

3. Where an undergraduate student wishes to take a seminary course that is not formally cross-levelled, the student will apply to the Registrar for a directed study course. Such courses require approval of the Instructor and the Dean. The student will be required to meet the workload requirements of the seminary syllabus. The course will be listed on the student's transcript as an undergraduate course.