

## Course Integration

**A 4000-level undergraduate course can be integrated with a graduate course in which students from both levels can enroll into the same class with the same instructor.**

Graduate courses may be integrated only with undergraduate courses at the 4000-level, where it is understood that 4000-level indicates an advanced level. Graduate students will be expected to do work at a higher level than undergraduates. Integrated courses must have an instructor in charge who is appointed to the Faculty of Graduate Studies. Graduate students may not take or receive credit for an integrated course at the graduate level if they took it at York or elsewhere at the undergraduate level.

### Curriculum Proposals:

If the proposed course is to be integrated, please provide a grading scheme that clearly differentiates between the work that undergraduate and graduate students perform, including a description of how the work performed by graduate students is at a higher level. As well, please indicate the course information for the undergraduate course (i.e., Faculty/unit/course number/credit value) and include a statement from the relevant undergraduate chair or undergraduate director indicating agreement to the integration.

Since there will be two different versions of the same course considering the different year level, proposals need to articulate how the two different versions will be adjusted in terms of learning outcomes, course content, evaluation strategies, reading list, and course descriptions. If there are no differences between the two versions, a robust rationale needs to be provided explaining the reason behind that.

The proponents can submit proposals through CMS or Mach form.

### CMS Submission:

There will be two different entries for the two proposals in CMS linked with each other through the course integration option.

In CMS, the following section has been included to indicate information regarding course integration:

**Integrated Course**

**Will this course be offered as an Integrated Course?**  
 Integrated courses are courses that are cross-listed between a graduate and an undergraduate unit. The submission of integrated course information must be coordinated between the relevant undergrad and grad program before seeking approval.

Yes  
 No

If “yes” is checked, some new boxes will appear for adding the information on course integration.

**Will this course be offered as an Integrated Course?**  
 Integrated courses are courses that are cross-listed between a graduate and an undergraduate unit. The submission of integrated course information must be coordinated between the relevant undergrad and grad program before seeking approval.

Yes  
 No

**Integrated Courses**  
 Please identify the Integrated Course(s) and the corresponding effective term on the next column.

**Effective/Expiry terms of Course Integration**  
 Please identify the effective term of the course integration

Effective Term/Calendar Year	Expiry Term/Calendar Year
<input type="text"/>	<input type="text"/>

**Integrated Course Not Yet Approved**  
 Provide the subject code, number, credit and effective term of the integrated course.

Subject Code	Number	Credits	Effective Term/Calendar Year	Expiry Term/Calendar Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mach Form:

Proponents need to submit two proposals together articulating the differences in rationale section.

The course proposal forms have the following section to indicate whether it is an integrated course or not. Please add details in the academic rationale section.

**Course Integration**  
 Complete this section if this course will be integrated with any undergraduate programs (at 4000 levels). Graduate courses may be integrated only with undergraduate courses at the 4000-level, where it is understood that 4000-level indicates an advanced level. Graduate students will be expected to do work at a higher level than undergraduates. If the proposed course is to be integrated, please provide a grading scheme that clearly differentiates between the work that undergraduate and graduate students perform, including a description of how the work performed by graduate students is at a higher level. As well, please indicate the course information for the undergraduate course (i.e., Faculty/unit/course number/credit value) and include a statement from the relevant undergraduate chair or undergraduate director indicating agreement to the integration.

<b>Faculty:</b>	<b>Rubric:</b>	<b>Course No.:</b>	<b>Title:</b>	<b>Credits:</b>
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There can be multiple scenarios:

1. Courses are already existing in the system. The units just want to integrate both courses. In that case, it will be a minor change to course proposal requesting for course integration in which the proponents need to articulate how the course content, learning outcomes, evaluation strategies, and other pedagogical component will be adjusted. If the content needs to be adjusted to both courses, then a CEC for each course needs to be submitted indicating the integrated areas. If the content will be adjusted in one course only, then one CEC for that course needs to be submitted including two things: a rationale on how this course will be adjusted and the information of the other course with which it will be integrated.
2. Courses are newly proposed courses. Then two NCPs need to be submitted with two different course numbers. While the most content of the courses will be similar, how the pedagogical components will be adjusted at both level needs to be articulated in the proposal.
3. The same course might have an integrated version and a non-integrated version if the unit wants in this way. If this is the case, the proponent needs to specify that in the proposal.

For the technical part, please maintain the followings:

1. The two versions will have two different courses numbers with the same titles.
2. The two versions will be scheduled at the same day/time and assigned to the same room.
3. Course maximums are set to be equivalent to one course e.g. 15+15.

Governance Approval:

The proposal needs to be reviewed by both CCPS and Graduate Curriculum Committee.

Consultation:

Appropriate consultation needs to be done with appropriate units.