

OCEAN 2.0

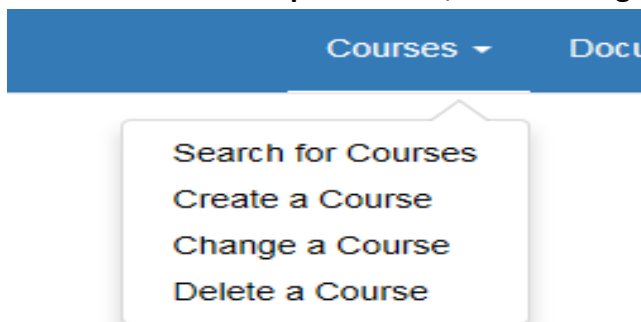
How to add a dual-listing to an existing course

FROM ICC Guidelines: Courses intended for upper level undergraduate students and masters level graduate students may be dual-listed at the 3000/5000 or 4000/5000 level. In such dual-listed courses there must be qualitative and quantitative differences in work expected of the graduate students compared with the undergraduate students. Courses at the 6000, 7000, and 8000 levels cannot be dual listed with undergraduate courses. Master's level courses (6000 level) may be dual-listed with 7000-level courses.

To add a dual-listing to a course that already exists (whether that existing course is a UG or Grad course).

EXAMPLE: *HLTH 3160 is an existing course. These are the steps to add a dual-listed graduate version of the course: HLTH 5160.*

1. From the Courses drop down box, Select Change a Course



2. Enter the existing course

A screenshot of the 'Course Change' form. The form has a blue header with the Ohio University logo and 'OCEAN' text. Below the header, the text 'Course Change' is displayed. Underneath, there is a label 'Select a course to change' and a text input field containing the course number 'HLTH 3160'.

3. Select Dual List

Course Change: HLTH 3160

A screenshot showing two buttons: a blue 'Save Course' button and a white 'Dual list' button with a double-headed arrow icon.

4. Select new course

would you like to create a new course or dual list with an existing course?

Create new course

5. Just below the box entitled “document information,” you should now see two courses side-by-side. Under course offerings, change the course on the right side to the desired dual-listed course, in this case, graduate course HLTH 5160.

You should now see the two courses names and numbers at the top of the screen:



Course Change: HLTH 3160 to HLTH 3160 / HLTH 5160

6. Document Information: Insert the reason/need for the dual-listed course AND the dual list differences (the qualitative and quantitative differences expected of the graduate students). Be specific.

Reason For Change

The HLTH faculty would like to offer a graduate certificate that includes this course.

Dual List Differences

The graduate students will have an additional requirement that includes a critical analysis of a case study. The outcomes will be higher-level compared to the undergraduate outcomes (see below).  

7. The fields that must be the same for the dual-listed course will automatically be completed. This includes the course short name, long name, course description, and primary course component.
8. Continue to complete the information for the new dual listed course. See ICC Guidelines for more information about dual-listings.