

Policy for Stacked Courses (FS.18.033)

The responsible use of carefully designed stacked courses is a valid mechanism for efficient use of academic resources, such as faculty availability and laboratory space, and timely offering of courses for the completion of degrees. Stacked courses are defined as courses in which graduate and undergraduate students meet for a class (3xx/6xx or 4xx/6xx) at the same time with the same instructor, but at their respective level of instruction. More rigorous activities (for example, extra laboratories, papers or assignments) are provided for graduate students to ensure work at the graduate level.

In order to offer a stacked course the following requirements must be met:

1. The instructor of record must be a member of the Graduate Faculty.
2. The head(s) of the department(s) in which the stacked courses are listed must approve the stacked course offering.
3. The syllabus for the graduate students shall clearly indicate the additional work required.

Administrative Note:

An addition to the justification codes for teaching small classes shall be made as follows:

- #14. *Stacked course with undergraduate and graduate enrollment taught at the same time with the same instructor.*

(See attached page for justification codes 1 through 13.)

Approved by Dr. Ray M. Bowen, President
Texas A&M University
November 9, 2000

JUSTIFICATION CODES

1. Required course for graduation. (The course is not offered each semester or term and if canceled, may affect date of graduation of those enrolled.)
2. Required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses.
3. Course in newly established degree program, concentration, or support area.-
4. Interdepartmental (cross-listed) courses taught as a single class by the same faculty at the same station, provided that the combined courses do not constitute a small class.
5. First time offering of the course.
6. Class size limited by accreditation or state licensing standards.
7. Class size limited by availability of laboratory or clinical facilities.
8. Course voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.
9. Upper level honors course or first time taught as an honors course.
10. CAEN-CAEX only - Remedial courses required by state law.
11. Held under study abroad program.
12. Military Science course taught by active duty military personnel whose salaries are not funded by the state.
13. Composite course taught via tele-video on this campus and at least one off campus location.