

# GUIDELINES FOR EVALUATING 5000-LEVEL COURSES AT UTAH VALLEY UNIVERSITY

Graduate Council – Utah Valley University

## PURPOSE

These guidelines establish the criteria and requirements for proposing, creating, and converting courses to the 5000-level at Utah Valley University. All proposals for 5000-level courses must meet the standards outlined in this document.

## GENERAL REQUIREMENTS FOR ALL 5000-LEVEL COURSES

1. Demonstrated Increased Rigor	Programs must provide clear evidence demonstrating how rigor will be increased in the 5000-level course. This evidence should go beyond listing changed course learning outcomes (CLOs) and include examples of enhanced academic expectations.
2. Workforce and Industry Connection	Programs must provide evidence that the 5000-level course supports documented workforce, professional, academic, or societal needs. Such evidence may include labor market data, professional and community partnerships, credential or licensure requirements, alignment with disciplinary or research advancements, or contributions to civic, ethical, or theoretical understanding relevant to the field.
3. Maximum Units	No more than 12 credits of 5000-level courses may be applied to a graduate degree and cannot be applied to required courses.

## 5000-Level Course Curriculum Checklist for Graduate Council

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Graduate Council members should use the following checklist to ensure compliance with the requirements outlined in this document.

- Do they identify a reasoning behind the course change from 4000-level to 5000-level? They should include a long-term strategy to explain why they are requesting the change (e.g., to create a pathway for undergrads to complete a Master's Degree or Graduate Certificate, to address workforce needs, etc.).
- For courses that are converting from a 6000-level course to a 5000-level course, do they provide the original 6000-level syllabus and the new 5000-level syllabus to demonstrate continuity with Course Learning Outcomes?
- Is the 5000-level course not being used for a required course within a Master's Degree Program?
- Does the 5000-level course provide CLOs written at the upper levels of Bloom's Taxonomy: applying, analyzing, evaluating, and creating?
- Is a syllabus attached for the 5000-level course to show how CLOs will be assessed and whether the rigor of the course is appropriate for an advanced upper-division course that can be counted toward a graduate degree or certificate?

## COURSE LEVEL CONVERSION GUIDELINES

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This section defines expectations when converting courses across academic levels.

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### CONVERTING 6000-LEVEL TO 5000-LEVEL COURSES

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General Policy: Conversion of 6000-level courses to 5000-level courses is generally not approved. If a program believes conversion is necessary, justification and evidence must be provided and must meet the following conditions.

- 5000-level course cannot be used for a required course.
  - The 5000-level course should retain full graduate-level rigor.
  - Documentation should include both the original 6000-level syllabus and the new 5000-level syllabus to demonstrate continuity.
  - Course Learning Outcomes should be reported regularly to verify that rigor is maintained.
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## CONVERTING 4000-LEVEL TO 5000-LEVEL COURSES

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Evidence of Increased Rigor	Programs must provide documentation showing how the course will increase rigor, including comparative syllabi, additional assignments, and enhanced research or theoretical components.
Program Connection	Programs must provide evidence that the 5000-level course supports documented workforce, professional, academic, or societal needs. Such evidence may include labor market data, professional and community partnerships, credential or licensure requirements, alignment with disciplinary or research advancements, or contributions to civic, ethical, or theoretical understanding relevant to the field.
Budgetary Impact Analysis	Programs must include evidence and analysis of fiscal impacts on supporting programs affected by the conversion.

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# CONVERTING 3000-LEVEL TO 5000-LEVEL COURSES

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Proposals to convert 3000-level courses to 5000-level courses will not be approved due to the significant difference in academic rigor between 3000-level and 5000-level courses. The Graduate Council suggests converting 3000-level courses to 4000-level courses first before requesting a 5000-level course.

## SUBMISSION REQUIREMENTS

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Proposal Forms	Completed course proposal forms following university guidelines.
Evidence and Documentation	All required documentation as outlined in previous sections.
Supporting Materials	Sample syllabi, assignment examples, and industry demand data.
Impact Statements	Include statements on related programs and certificates affected by the proposal.

## REVIEW PROCESS

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Proposals will be reviewed by the appropriate curriculum committees to ensure compliance with these guidelines and maintenance of academic standards for graduate-level coursework.