

Combined course scheduling guidance for Weinberg College

The Office of the Registrar has a [general guide](#) for scheduling classes using the Course Leaf Section Scheduler (CLSS). Specific guidance and considerations when scheduling combined sections is below.

Courses have various characteristics associated with them. Before scheduling two or more courses as a combined course (one instructor), please check the following. These steps will ensure student academic records are accurate, and that credit received is fair and equitable. It is also necessary for coherence under the new WCAS degree requirements that apply to students who matriculate after Spring 2023: <https://weinberg.northwestern.edu/undergraduate/degree/post-spring-2023-degree/index.html>

1. **Are you considering scheduling two or more WCAS undergraduate-level (1XX, 2XX, or 3XX) courses as a single combined class?** If YES, please check the following:

a. The grading basis MUST match across all combined sections.

The grading basis (“grading mode” in CLSS) is set at the course level. The options are:

- ABC Grading: students will receive a quality grade (A,B,C,D,F).
- Student Option: student can choose to take the course for a letter grade or Pass/NotPass (P/N).
- Pass/NotPass Only: a student can only receive a P or N grade. This grading mode is used infrequently.

A course that has any section combined with another course should be set at the course level with a grading basis that matches the other department/program course’s grading basis. Students should have the same grading options no matter how they register in a combined course.

It is especially important to check the grading basis in topics courses with multiple sections that are combined to offer under other subject/course numbers. We recommend that departments and programs set the grading basis as Student Option for topics courses that are frequently offered as combined.

b. The degree-requirement characteristics under the new degree requirement structure MUST match across combined sections. These requirements are:

- Foundational Disciplines category/categories
- US Perspectives in Power, Justice and Equity
- Global Perspectives in Power, Justice, and Equity
- Advanced Expression

2. **Are you considering scheduling an WCAS undergraduate-level (1XX, 2XX, or 3XX) course with an undergraduate-level course from one of the other undergraduate schools at Northwestern?**
 - Cross-school listings present special paradoxes for degree-progress-tracking for students. We recommend exploring other strategies to make WCAS courses more available to non-WCAS students, and vice versa.
 - If you decide to move forward, the same principles outlined in #1 apply: the grading basis and degree requirement course attributes for all sections of the combined course **MUST** match.

3. **Are you considering scheduling a 3XX-level course (for undergraduates) with a 4XX or 5XX-level course (for graduate students) as a single class offering? If YES:**
 - Please plan ahead for what you will do if the enrollment cap is reached in one course but not the other; make sure students enroll under the course number appropriate to their standing (the level of work for which they will actually be accountable). For example, rather than allowing an undergraduate to enroll under a 4XX number, issue a permission number so that the undergraduate may enroll under the 3XX number (exceeding the original cap).

4. **Consider not scheduling a combined course under two (or more) course numbers.**
 - If the purpose is to make a course from outside your academic unit available for major/minor requirements, consider instead adding that information to the Undergraduate Catalog and your website.
 - Instructor teaching credit is not enhanced by listing a single class multiple ways.
 - Tracking of progress for students who change majors and/or schools is made more challenging when individual classes have multiple identities.

FREQUENTLY ASKED QUESTIONS (to be added to)

- Do courses need to match under the old requirements (distribution areas)?
 - Whenever possible matching of distribution areas should be followed.
 - If at least one of the courses has been reviewed & approved for the **new** requirements, the **new** requirement characteristics are the primary consideration.