

Colorado State University
College of Veterinary Medicine and Biomedical Sciences

Professional Veterinary Medical Program
Policy for Co-Listing VM Courses to Enable non-PVM Student Registration

Overview

It is the policy of the CVMBS that only enrolled PVM students may register for VM courses for credit. This policy derives from the contiguous course pre-requisites that mandate sequential completion of the PVM Program by our professional students, as well as the significant tuition differential for PVM and non-PVM students.

A non-PVM student always has the option of requesting permission from a VM course coordinator to participate in a VM course while registered for Independent Study (e.g.: VS795) or Group Study (e.g.: VS796) credit in the home academic department of the coordinator, if the faculty member is willing to accept responsibility for supervising the non-PVM student. However, this option does not allow credit for the course to count towards the “regular” or “didactic” course credit requirements for graduate degree programs. Unless there is a demonstrable and compelling need for continuing students to be enrolled in a course created by co-listing, the Independent or Group Study procedure is the preferred means to serve the occasional student or group of students.

Interdisciplinary programs developed through cooperative agreements among two or more Colleges or Academic Programs in the University are becoming more prevalent, and the CVMBS formally supports the development of these initiatives, whether they are individual graduate student plans of study or officially recognized University Certificate Programs of study. To facilitate participation by non-PVM students in VM coursework that constitutes required didactic course credit, this Policy has been promulgated by the PVM Curriculum Committee to provide guidelines for requesting and administering VM courses as co-listed courses in CVMBS academic departments.

Procedure for requesting co-listing for a VM course

The process for requesting that a VM course become co-listed in another academic program must be initiated by the course coordinator or the Associate Dean for the PVM Program. This action may be prompted by the needs of an individual student or an academic program, but cannot be conducted without the leadership of the course coordinator.

The course coordinator must prepare a formal, *Major Change in Course* request packet. The major elements of this packet include:

1. Cover memorandum

To maintain high academic standards of instruction, co-listed courses should not be proposed unless a compelling reason exists for students in different academic programs or at different academic levels to be enrolled together and earn academic credit via different course numbers. Proposed co-listed courses must provide a clear distinction of student requirements for each course and at each level if different. The reason for the request should be a cogent, meaningful statement of justification or need, including the constituency for whom the course is designed, whether it is an elective or service course, and whether the addition of the course affects the manner in which another course in the PVM Program or in the home academic department for the co-listed course is being taught. It is not considered an appropriate reason that co-listing allows an instructor to teach in his/her area of expertise. In order to account for typical space constraints in VM courses, a projection of the anticipated enrollment should be included in the justification. For team-taught courses, the course coordinator is encouraged to obtain agreement by participating instructors in the proposed co-listing.

2. University Curriculum Committee (UCC) *Major Change in Course* form. A single form is required for courses co-listed by separate academic units within the CVMBS. Two forms are required for courses co-listed by academic units from the CVMBS and another College.
3. Course syllabus

The course syllabus should include a tentative schedule for the first semester in which the co-listed course is proposed to be offered. All major topics and subtopics to be covered in each class meeting should be identified, as well as the responsible instructor(s). Active, or behavioral, learning objectives must be identified for each topic. These objectives should differ from those of the VM version of the course. They should convey similarity to the VM objectives, with a change in the intensity or expected level of comprehension, so as to differentiate expectations from a PVM student who has taken the entire sequence of courses leading up to a co-listed course from those of a graduate or undergraduate student who has not had the benefit of context and preparation, nor should be expected to perform at the same level. Proposed texts, other resource materials, and modes of computer-assisted instruction should be identified. Required assignments and methods of evaluation should be enumerated. These assignments and methods of evaluation should differ from those of the VM version of the course. Those courses that have a laboratory should also include an outline with learning objectives for that portion of the course. Grading may be by “instructor option”, but non-PVM students will not be included in cumulative rank calculations for PVM students.

Review of the *Major Change in Course* request packet

The PVM Curriculum Committee must review the request prior to formal submission to any other University review body. Two or more colleges may jointly offer an interdisciplinary course. Interdisciplinary studies programs that can be identified as involving two or more specific colleges must undergo review by all appropriate college curriculum committees before forwarding the *Major Change in Course* request to the UCC.

All outside departments teaching related courses in which there could be overlapping content must review a proposed co-listed course. Prospective users of the course should also have an opportunity to review the proposed course. Signatures on the *Major Change in Course* request form(s) must be obtained from all individuals representing these academic units.

Fulfillment of co-listed course requirements

All courses must be taught as approved by this formal process and must meet the goals, objectives, and requirements stated. Each regular undergraduate or graduate course is normally approved to be taught separately from any other regular course. However, if courses are approved to be co-listed, credit cannot be awarded for more than one of these courses. For multi-level sources, credit is awarded at only one level and students cannot transfer between levels as the course progresses. Likewise, students who successfully complete the co-listed non-VM course and who are subsequently admitted to the PVM Program must nevertheless register for and successfully complete the corresponding VM course as part of their professional training.

University policy on new courses

The University Curriculum Committee routinely monitors low enrollment or infrequently offered courses and deletes them after notification of the responsible academic unit. Continued listing of regular courses that are not taught, or that are taught to very small groups, does little to aid in outcomes assessment exercises. Therefore, the co-listing procedure, while encouraged for interdisciplinary and jointly offered continuing programs, should be used with caution if a more appropriate means of satisfying need is possible through an Independent or Group Study course that is not subject to the same low enrollment prohibition or scrutiny.