

Guideline on the Level of the Courses to be Included in the Common Core
[Approved by the Committee on Undergraduate Core Education on 14 October 2015]

Inclusion of 1000/2000/3000-level Courses in the Common Core

1. One of the objectives of common core courses is to broaden students' horizons; thus they should not have a prerequisite and be open to all students. Common Core courses should generally be at 1000-level. 2000-level courses may be included in the Common Core and an explanation for the need is required.
2. Approval of the Committee on Undergraduate Core Education (CUCE) is required if a 3000-level course is to be included in the Common Core. The approval will be based on an academic justification provided by the course offering unit to demonstrate its relevance to the Common Core program.
3. 4000-level courses cannot be included in the Common Core.

General Considerations for 2000/3000-level Common Core Courses

4. Course proposers may include a reference to the following in preparing the academic justification that explains the request for including a 2000/3000-level courses in the Common Core:
 - (a) The 2000/3000-level course should arouse students' interest such that they may be motivated to continue study in the subject on their own or to pursue further study at higher level in future.
 - (b) These courses should provide a broad introduction, rather than immediately focusing on specialized topics or in-depth study of the subject.
 - (c) Where the courses come to demand students of ability to compare and analyze, the materials, the skills and assessments required ought to be set at an appropriate level that takes into consideration the academic background and preparedness of the students, the majority of whom are high school graduates with 12 years of schooling.

Provision of Common Core Course Places at Various Levels

5. To ensure that the Common Core Program would offer sufficient course places at 1000 or 2000 level, such that no student should be forced to take 3000-level courses if they do not feel comfortable doing so, the number of common core course places offered at 3000-level in each term and each area should not exceed 10% of the total course places offered for that area.
6. Statistics on the number of courses, course places offered and student enrollment in various course levels will be collected regularly and reported to the CUCE. The Undergraduate Core Education (UCE) Team, Academy of Interdisciplinary Studies* will work with Schools closely to prepare the statistics.

** The office name was updated following the re-organization of the UCE Team from under the Academic Registry to the Center for Education Innovation (in November 2017), and subsequently to the Interdisciplinary Programs Office (IPO) (in July 2021; IPO was renamed to the Academy of Interdisciplinary Studies on 1 July 2023).*