To obtain approval for 500-level credit in a conjoint course, the course application must detail the following:

1. How the additional work required of graduate students will provide additional depth in several of the areas covered in the course and
2. How the course will provide for significant time for graduate students to interact with the Instructor

The graduate level courses already exist and have been previously approved for depth, instructor interaction, and rigor. We are making no changes to the approved graduate-level courses. We anticipate only a few incremental enrollments in the undergraduate counterparts and will limit the enrollments to 10% or less, or open a new section for the undergraduates only, using adjunct faculty.

In addition, for a conjoint course to be considered and addressed by the Graduate Studies Committee, program personnel need to develop a persuasive argument concerning the “rare instances” that a conjoint course is needed. Questions to consider relative to this argument:

1. List the number of faculty in the degree granting area (dept/program area?)
   Eight faculty including two adjunct appointments.
2. List the number of graduate courses listed on the books for the degree granting area (dept/program area?)
   26 graded graduate courses; 28 total. For reference see attached or follow link: http://www.catalog.wsu.edu/General/Courses/BySubject/E_M
3. How many courses are currently listed as conjoint in the degree granting area (dept/program area?)
   Seven; we have requested five additional.
4. How often are these conjoint courses taught?
   The graduate counterpart is offered approximately every third semester. Seldom are students enrolled in the undergraduate conjoint course.
5. How many of these courses are designed as graduate courses with a few undergrads enrolled (versus designed as undergraduate with a few graduate students).
   All of them.
6. Over the past 3 years, what percentage of courses on Graduate degree programs of study in this degree granting area (dept/program area?) are conjoint courses?
   The exact number is not known. Over the past 3 years we have had less than 5% of all classes attended by undergraduates.
7. Why is this particular course integral to the graduate program in this degree granting area (dept/program area?)
   All of the courses are E M graduate level courses approved by the Faculty Senate over the years. The more pertinent question would be why the undergraduate courses are needed. This was answered in our original justification. The ETM program is trying to be responsive to the grant requirements of a Make it in America award to the State of Washington directed at re-shoring manufacturing and associated jobs.
8. How many overall students are in the degree area?
   85-100, all part-time students taking one to two courses a term.
9. Are there any department policies about the number of conjoint courses on a program of study?
   No; graduates take the graduate counterpart and do the graduate level of work and are expected to demonstrate depth in the subject area.