

Making Syllabi for Combined Sections (Undergraduate and Graduate students)

These instructions for courses that are combined in PeopleSoft or combined manually in Blackboard and the combined sections involving both undergraduate and graduate students.

It is important to note that generally speaking, graduate students do not have access to Simple Syllabus and faculty cannot even make syllabi for graduate sections at this time. **However, for combined classes, we are giving the graduate students access to the syllabus made in Simple.** Both the undergraduate and graduate students will have access to the Simple Syllabus syllabus through Blackboard. Faculty should use that syllabus as the “source of truth” for their class for both groups of students so there is one single place that all the important information for the course resides.

Combined Courses in PeopleSoft

After logging into [Simple](#), go to the green house icon at the upper left side and look at your ToDo list. The example below shows ACT 332, which is combined with ACT 532.

	
ACT 332 Section: 1 Intermediate Accounting II Spring 26 ACT 332 (1) ACT 532 (1) Benjamin Hoffman Course Syllabus	
Course Information ACT 332 Section 1 Intermediate Accounting II Term: Spring 26 Session: 1 ACT 332 (1) ACT 532 (1) Credit Hours: 3 Instructor: Benjamin Hoffman Enrollment: 31 Duration: Apr 22, 2026 - Meeting Information: 01/10/26-05/08/26 Tue,Thu 10:00AM-11:15AM Location:BU 0109	 Section Combined Note: ACT 332 (1) is the primary class and is combined with: ACT 532 (1) -- For an undergraduate course combined with a graduate course, you only need to make the undergraduate syllabus and both the graduate and undergraduate students will see it. If you have combined classes at the undergraduate level, make the syllabus for the primary class and then copy it for the other class(es). Section Blackboard Combined Notes: None

Notice that the Header and the Course Information components show that the sections are combined. The key is to read the Help text to the right.

Section Combined Note: ACT 332 (1) is the primary class and is combined with: ACT 532 (1) -- For an undergraduate course combined with a graduate course, you only need to make the undergraduate syllabus and both the graduate and undergraduate students will see it. If you have combined classes at the undergraduate level, make the syllabus for the primary class and then copy it for the other class(es).
Section Blackboard Combined Notes: None

What this is communicating is that you do not need to make a separate syllabus for the graduate level class. You only need to make one syllabus, but it should be written for both populations of students.

With this in mind, make the syllabus as you would for any syllabus. Look at the other resources on the [Simple Syllabus Resources Page](#) about how to make a syllabus to get a component by component guide for syllabi.

Blackboard (Manually) Combined Classes

Under/Grad Combined Classes

For courses that are not combined in Peoplesoft, but combined in Blackboard, the Help Note for the **Course Information** component might look slightly different. Below is an example.

Section Combined Note: None

Section Blackboard Combined Notes: STA 431 (470) is the primary class and is combined with STA 531 (1). For an undergraduate course combined with a graduate course, you only need to make the undergraduate syllabus and both the graduate and undergraduate students will see it.

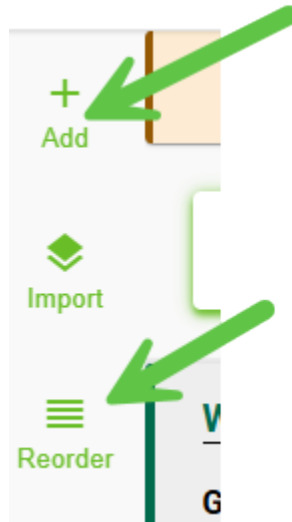
The graduate course will not have a course in Simple Syllabus, What the note is communicating is that you do not need to make a separate syllabus for the graduate level class. You only need to make one syllabus, but it should be written for both populations of students.

For these combined courses, the **Header** and the **Course Information** will only show the undergraduate course information. You will need to convey to students that this is the syllabus for the graduate course as well. You should add a component (see the [document](#) about adding and reordering components) that gives the Graduate Course information as well.

With this in mind, make the undergraduate syllabus as you would for any syllabus. Look at the other resources on the [Simple Syllabus Resources Page](#) about how to make a syllabus to get a component by component guide for syllabi.

Course Description

The **Course Description** will be the course description from the undergraduate catalog and it will be prepopulated by Peoplesoft. If you wish (but it is not mandatory), you can add a component to the syllabus by scrolling to the top of the syllabus and clicking on the + **Add** sign to add a new component and copy and paste into that component the course description for the Graduate Course. You can then click the **C** icon and move that component from the bottom of the syllabus to near the top so it appears next to the undergraduate description.



You should then fill in the remaining components to include information for both the undergraduate and graduate students. You can use the other handouts and videos for filling out the rest of the syllabus.

When you finish that syllabus, go ahead and click **Submit**.

For assistance, reach out to elarning@csuohio.edu and make it clear you are working on combined sections involving both undergraduate and graduate students.