



## CROSS-LISTED COURSE FORM

This form is for a course or courses that are already approved by the college or school Curriculum Committee and are requesting cross-listing with another course. Cross-listed courses must include the appropriate rigor, expectations, content, and methodologies for their respective levels of credit and discipline(s). The *Curriculum Handbook* entry on Cross-listing should be reviewed when proposing cross-listed courses.

The Curriculum Committee of a particular college or school may be charged with determining the appropriateness of cross-listing courses by subject area(s), and the Graduate Academic Council and/or the Undergraduate Academic Council retain the authority to approve or deny their recommendation. Attach a rationale for cross-listing the course.

Cross-listed courses must have the:

- Same course description
- Must use the same course number in each of the academic units in which the course is listed
- Learning outcomes, and
- other appropriate information
- Faculty are to make the required changes in the course approval system to align the cross-listed courses.

Program Approver- Program 1:

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Primary Course Designation and Number:

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Primary Course Title:

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Credits:

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Program Approver – Program 2:

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Cross-Listed Course Designation and Number:

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Cross-Listed Course Title:

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Program Approver – Program 3:

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Cross-Listed Course Designation and Number:

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Cross-Listed Course Title:

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Information must be provided based on the cross-listed course type listed below. Attach the syllabi for each of the courses in the cross-listing and all requested documents to this form.

**For interdisciplinary cross-listed courses, please provide information on the following:**

- Demonstrate consistent occurrence of themes and topics from more than one discipline.
- Demonstrate use of primary and/or secondary sources from more than one discipline. These sources should constitute significant components of the course.
- Demonstrate use of methodologies from more than one discipline if the methodologies are different.
- Encourage students to think critically regarding the relationship among the disciplines, their subject matter and methodologies. Cross-listed courses must include the appropriate rigor, expectations, content and methodologies for their respective levels of credit and discipline(s). The Curriculum Committee of a particular college or school may be charged with determining the appropriateness of cross-listing courses by subject area(s), and the Graduate Academic Council and/or the Undergraduate Academic Council retain the authority to approve or deny their recommendation.

Courses should not be cross-listed for the sole purpose of increasing potential enrollments.

**For cross-listed courses between lower and upper divisions.** Generally, lower division courses should not be cross-listed with upper division courses. In rare cases, exceptions may be made if the program can articulate a clear, academically-based rationale for cross-listing. Please provide information on the following:

- Provide a pedagogically sound explanation for why the course cannot be offered as either a lower division or an upper division course
- Describe the specific differences in expectations and requirements between students receiving lower division credit vs. upper division credit.

Note that generally such cross-listing has been reserved for courses in the performing arts in film and media production.

**For cross-listed courses between undergraduate and graduate levels.** In general, courses should not be cross-listed between undergraduate and graduate programs. Exceptions may be made when the course syllabus explicitly distinguishes undergraduate from graduate expectations and requirements and when a clear academic basis for cross-listing exists. Also, the requirements for graduate students must be commensurate with other graduate coursework in the field. Please provide the following information:

- Describe how the expectations and requirements differ between the undergraduate and graduate courses
- Describe the rationale for cross-listing these courses.

Note: The Graduate Academic Council generally discourages cross-listing between graduate and undergraduate courses. Exceptions can be made for cross-listing:

- 500-level graduate courses with 400-level undergraduate courses.
- 500-level graduate travel courses with 300-level undergraduate travel courses.

- A justification with a clear basis for cross-listing, such as an external accreditation requirement and/or major academic reason, must be presented.

The Graduate Academic Council will not consider cross-listing of:

- Graduate courses higher than 500-level with undergraduate courses.
- A graduate course with undergraduate course below 400-level (with the exception of 300-level travel courses).

Experimental courses: A temporary (one term only) cross-listing of experimental courses is allowed with the restrictions outlined above. A temporary (one term only) cross-listing of experimental courses does not require approval of Graduate Academic Council or Associate Vice President for Graduate Education. Cross-listing of experimental courses outside of the restrictions outlined in the Graduate Curriculum Handbook or for the period longer than one term or repeated requests for cross-listing for one term requires approval as described above.

### Approval Checklist and Required Signatures

Program Approver—Program 1	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
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	Print Name	
	<hr/>	
Program Approver—Program 2	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
	<hr/>	
	Print Name	
	<hr/>	
Program Approver—Program 3	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
	<hr/>	
	Print Name	
	<hr/>	
	Signature	Date

*Please attach the completed Cross-listed course form to the Course proposal forms for each course listed.*