

## **Cross-Listed Courses**

### **1. General**

The request for cross-listing should be submitted as a course modification (or a new course) in Curriculog (see Requirements below) with the exception of Experimental courses (see Crosslisting of experimental courses).

The authority to approve or deny the cross-listing requests lies with the Graduate Academic Council. The Graduate Academic Council may choose to delegate approval authority to the Associate Vice President for Graduate Education.

### **2. Requests for Cross-listing:**

#### ***2.1. Between graduate courses***

- Cross-listed graduate courses must have the rigor, expectations, content, and methodologies that are appropriate for the courses respective levels of credit and discipline(s). The Curriculum Committee of a particular academic unit may be charged with determining the appropriateness of cross-listing courses by subject area(s).
- Academic units may seek approval for cross-listing under certain circumstances. Specifically, the Graduate Academic Council may support the cross-listing of interdisciplinary or multi-disciplinary courses across academic units and departments, providing that the criteria listed below are met. In general, to be considered by GAC for cross-listing, a course must:
  - Demonstrate consistent occurrence of topics from more than one discipline.
  - Demonstrate using primary and/or secondary sources from multiple disciplines.
  - Demonstrate the 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.
- Courses should not be cross-listed for the sole purpose of increasing potential enrollments.

#### ***2.2. Between graduate and undergraduate courses***

- 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).

### **2.3. *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 this Handbook or for the period longer than one term or repeated requests for cross-listing for one term requires approval as described above.

### **3. Requirements**

Faculty or administrators wishing to cross-list courses in different graduate programs must submit a New or Modify Course Proposal form in Curriculog with the following documentation:

- Request for Cross-listed Course Form, which can be found through the link provided in the Appendix-Forms at the end of this Handbook. The Form should include full names of the programs and must be signed by the relevant program approvers.
- Detailed rationale for cross-listing. Relevant program approvers must indicate their approval of the course and their agreement that the course is multi-disciplinary and interdisciplinary in nature or provide a rationale if another type of cross-listing is requested.
- Course syllabus. For cross-listing of graduate and undergraduate courses the expectations and requirements must be explicitly distinguished. The requirements for graduate students must be commensurate with other graduate coursework in the field, including additional assignments and a comprehensive evaluation process based on graduate-level performance expectations.
- Cross-listed courses must have the same course description, course learning outcomes, syllabus, and other appropriate information. The originators need to make required changes on course proposal forms and submit them in Curriculog to align the criteria of cross-listed courses.

### **4. Cross-listed courses**

- Cross-listing of Graduate courses: if approved for cross-listing, the cross-listed graduate courses must use the same course number in each of the academic units in which they are listed. After completing the course, students who have enrolled in a course under one program/department code may not change and may not petition the change of the offering program/department name.
- Cross-listed courses are considered equivalent courses for students. Thus, students should not repeat the same course cross-listed in another discipline/program.
- If two courses are cross-listed, the enrollments are allocated to the home department/academic unit, regardless of who is teaching the course and regardless of whether the students are enrolled under a specific code. The home department is designated in the initial request for cross-listing. The home department/academic unit is responsible for scheduling of the cross-listed course; the “primary” section of the course is assigned to the home department/academic unit.

- The revenues are allocated to the department/academic unit of the faculty member teaching the course.
- A note on cross-listing and interdisciplinary programs: A program that includes courses from more than one department/academic unit should list all of the approved courses by subject code of the academic unit offering the course under the program's catalog description and with the Office of the University Registrar's degree audit program. Programs should only cross-list individual courses that are themselves inherently inter- or multidisciplinary, not the entire array of courses within the program.