### Guidelines for Cross-Listed CoursesApproved by University Curriculum Council10/20/2015

*Definition*: A cross-listed course is the same course offered in two academic subject areas (academic units). For example: EXPH 4450 and BIOS 4450 identify the same class.[[1]](#footnote-1) Students enrolled in either prefix are taught by the same instructor(s).

*Purpose*: Cross-listing is an administrative way for two departments/schools to share responsibility for the development and maintenance of single interdisciplinary course. Such a course should offer students the opportunity to engage in multidisciplinary, cross-disciplinary, and interdisciplinary learning, and should provide faculty an opportunity to collaborate across disciplinary lines. In many cases the collaborating schools/departments will each invest resources into the course; in this case the cross-listing will facilitate tracking of resources under the RCM budget model.

*General Considerations*: UCC supports the creation of cross-listed courses when the benefits to students, faculty and programs have been demonstrated. A cross-listed course should only be considered when two or more departments wish to collaborate on the offering of a course with significant cross-disciplinary content and shared responsibility for the course. In general, new and existing interdisciplinary programs are encouraged to create and use their own prefixes for courses they offer, rather than cross-list.

 *Characteristics of cross-listed courses*:

* With the exception of the different prefixes, cross-listed courses are identical in all aspects.
* A cross-listed course has two prefixes that share the same course number – exceptions may be necessary given the limitations posed by academic unit course numbering systems. In the event that a cross-listed course does not have the same number, the course level should be the same (e.g., 1000-level with 1000-level).[[2]](#footnote-2)
* A cross-listed course is interchangeable for degree requirements (e.g., either EXPH 4450 or BIOS 4450 both meet a degree requirement).
* The typical cross-listed course is jointly developed and resourced by more than one department.
* Undergraduate courses may be cross-listed with other undergraduate courses, and graduate courses may be cross listed with other graduate courses.
* A cross-listed course should satisfy the strongest possible type of equivalence. For example, course A in major X that is cross-listed with course B in major Y cannot be used to satisfy the “outside the major Y degree requirement,” because A is substantially the same course as B.
* A cross-listed course cannot be “double-counted” in order to fulfill degree requirements.
* A cross-listed course should share resources (between academic units) and must fulfill the same curricular function for the duration of the cross-listing.
* Each cross-listed course contains an appropriate “No Credit If” notation in the requisite text (because students may only earn credit for the same course under one prefix). The suggested language for, e.g. EXPH 4450, is: “No credit for this course if the following is taken: BIOS 4450”.
* Cross-listing is not available for the following course types: special topics, experimental, temporary, developmental, and HTC.
* Students may sign up under either prefix of a cross-listed course (except if being repeated for credit-see below), but they may be advised by academic requirements to choose a particular prefix.
* A cross-listed course may be repeatable. Max repeat hours must be identical for each prefix.
* A cross-listed course should not be used as a tool for resolving differences or opposition between or among departments over their respective offerings or over similar courses.
* A cross-listed course may occur within or across colleges.

OPERATIONAL GUIDELINES:

1. Each cross-listed course is required to have a LEAD UNIT for operational purposes (this is the unit that originates it in OCEAN). The other unit is known as the CROSS-LISTED UNIT. The units will collaboratively decide which unit will take on the role of lead unit at the time a new cross-listed course is proposed. The lead unit has the primary responsibility for submission of the curriculum proposal to establish the cross-listing and any subsequent changes to the course that is cross-listed. All curriculum submissions for cross-listing (whether new or changes) require statements of approval/support from the chairs of the lead and cross-listed units.
2. The two academic units of the cross-listed course must collaborate in the scheduling process. It is the responsibility of each department/school to schedule their version of the course and to ensure that the schedule information is identical. (Note: Enrollment caps may vary).
3. The two academic units will collaboratively determine the instructor(s), teaching model, and other resources. While this is expected to be collaborative between the two units, the lead unit ultimately has the final responsibility. (Note: How resources will be shared must be explained when a cross-listed course is first proposed).
4. The course description will appear for both the lead and cross-listed unit prefix, and each will contain the phrase “Cross-listed with [PREFIX]”
5. Any changes to an established cross-listed course should be initiated by the lead unit with approval/support of the cross-listed unit.
6. In order to sever a cross-listing, the lead unit must initiate the curriculum submission – with a statement of approval/support from the cross-listed unit along with a reason for termination of the cross-listing. In this case, actions must then be taken to avoid having two separate courses that duplicate content by deleting one of the courses.
7. If a cross-listed unit wishes to assume responsibility for the course, the lead unit initiates a transfer of the course identifying the “new” lead unit.
8. In most cases, courses should be cross-listed between two schools/departments; in exceptional cases cross-listing of three prefixes may be appropriate. No cross-listing requests of four or more prefixes will be approved under these guidelines.

**OCEAN Procedures: A request to cross-listed a course must cover the following items:**

1. Identify the lead unit and the main contact person in the lead unit.
2. Identify how the course meets the criteria for cross-listing, based on the characteristics described above.
3. Identify how the cross-listing benefits students (note: avoid single generic statements such as “students will benefit from the interdisciplinary nature of the course.” Please provide specifics related to the content of the course and teaching model).
4. Identify how the cross-listing benefits the faculty and programs. Again, specifics are required.
5. Describe how the academic units will contribute/share resources for the course. Note what additional resources may be required.
6. *Note*: Since the cross-listing request will require two parallel entries in OCEAN, the originators of the entries should take special care to get the proposals “right”; revisions during the approval process will necessarily be more complex since the two OCEAN entries must remain in sync.
1. Cross-listing should not be confused with dual-listing where an undergraduate course is linked to a graduate one. [↑](#footnote-ref-1)
2. A cross-listed course with different course levels would be counter to the concept that different course levels signify different levels of learning. [↑](#footnote-ref-2)