

## **Cross Departmental Requirements April 1999**

A department, school, or regional campus program that wishes to require its students to take a course offered by another academic unit must obtain written concurrence from the chair or director of the unit in which the course is offered and from that unit's dean. Concurrence must be obtained prior to finalizing the curriculum change and prior to submitting the change for inclusion in the undergraduate or graduate catalog.

A department, school, or regional campus program that has decided to drop from its curriculum a required course offered by another unit should inform the affected unit, preferably at least a year in advance of when the students would ordinarily enroll in the course. In situations that require or would permit faster action, the department planning to drop should consult immediately with the offering unit to see if the drop would cause any scheduling problems.

A department, school or regional campus program offering a course required by another academic unit that has decided to cease offering that course should inform the affected unit, preferably at least a year in advance of when the students would ordinarily enroll in the course. In situations that require or would permit faster action, the department offering the course should consult immediately with the department requiring it to see if this action would cause intractable curricular problems.