

TO: University Curriculum Committee

FROM: Amy Kingston, UCC Secretary

RE: University of Idaho Cross-Listing Policy

DATE: February 4, 2020

As in past years, this committee has expressed interest in having a university-wide policy to manage cross-listed courses. Attached, please find background information on current practices for cross- and joint-listing. I have also attached example policies from peer institutions. One suggestion that has been raised in order to facilitate discussion on this topic is the creation of a subcommittee to propose possible cross-listing policies. If the committee wishes to move forward with the creation of a policy to govern cross-listing, next steps should be discussed and outlined at this time.

The current UI catalog includes 709 courses that allow joint-listing and 364 courses that allow cross-listing. In Fall 2019, there were 205 groups set up with either cross or joint listed sections. In Spring 2020, there are 185 groups set up with either cross or joint listed sections.

Currently, the only written information about cross or joint listing is found in the Users' Guide to Classroom Scheduling. This section, which is included below, defines cross listing and joint listing. The only limitation it places on them is the need for UCC approval.

Although not a joint or cross listed relationship, accommodation is given for standard courses which are offered at different levels and need to meet together. The Internal Comments field in CLSS should be used to note a standard course section that has a specific need to meet with another standard course section.

- *Cross Listed:* Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have DIFFERENT subject codes. (e.g., STAT 451 & MATH 451)
- *Joint Listed:* Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have the SAME subject code. (e.g., POLS 426 & POLS 526)

Functionally, allowing courses to be cross or joint listed means: 1) they can physically meet in the same space at the same time, 2) cross listed courses are considered equivalent, so they can meet degree requirements equally or be repeated for grade or GPA improvement.

UC Davis Sample Policy

A cross-listed course is a single course offered collaboratively through two departments or programs. Each department shares responsibility for the course and must contribute resources to the offering of the course. In addition, the course must be either team taught by a faculty member from each department or must be taught by a faculty member with a joint appointment in both departments.

Cross-listing of courses is allowed only under very specific and limited circumstances. For courses to qualify for cross-listing, the departments wishing to cross-list must demonstrate that each will be responsible for supplying resources to the course, the course will be taught collaboratively by each department, or be taught by an instructor with a joint appointment in the departments; see Scope & Organization of Courses. These are the only valid circumstances to cross-list a course and the course will not be approved for cross-listing unless the specific circumstance is clearly explained on the course approval form. Cross-listing is an administrative way for two departments to share responsibility for a single course. The desire to cross-reference a course in the General Catalog is not a valid reason for cross-listing and will not be approved.

When seeking approval for cross-listed courses, each unit must complete a course proposal form and submit for approval. The forms must be identical (with the exception of the three-letter subject code and adjustments to prerequisites) and must be submitted to the ICMS Curriculum course approval system at the same time (within one day); submitting the courses separately, will cause delays. The course will not be approved unless both forms are submitted and are identical. If you are canceling a cross-listed course, either both courses must be canceled, or the cross-listed course must submit a proposal to remove the cross-listing.

It is important to understand that a cross-listed course is a single course offered collaboratively through 2 units. When a cross-listed course is offered, it must be scheduled through both units and will be published under both listings in the General Catalog and Schedule Builder. It is the responsibility of both departments to coordinate the scheduling and maintenance of a cross-listed course.

North Dakota State Sample Policy

CROSS LISTING OF COURSE POLICY

(Approved by NDSU University Senate-February 13, 2006)

I. Definition: A cross-listed course is the same course cataloged under two or more prefixes.

II. Considerations for Cross-Listing:

A cross-listed course provides students with a choice of relevant prefixes under which to take a course.

- It provides faculty an opportunity to collaborate across disciplinary lines, and it may benefit departments and programs through the sharing of resources.
- Cross-listing should only be considered when two or more departments wish to collaborate on the offering of a course with significant cross-disciplinary content.

- Cross listing should not be used as a tool for resolving differences or opposition between or among departments over their respective offerings or over similar courses.

III. Guidelines for Cross-Listed Courses:

Student Registration:

- Students may only earn credit for the same course under one prefix. If the course is repeatable for credit, students may only retake the course under the same prefix as the previous attempt. Students may sign up under any prefix of a cross-listed course (except if it is being repeated for credit), but they may be advised according to academic program requirements (where applicable).

Bulletin/Catalog Listing:

- Cross-listed courses and proposals must be identical in title, course number, prerequisites, description, outline, classification, units, grading practice, and number of times a course may be taken for credit.
- Each description should end with: "Cross-listed with [prefix]." The complete bulletin description will be listed under only one prefix, that being that prefix under which the course was initially offered or under the department primarily responsible for the course. Reference to the primary prefix will be made in the bulletin descriptions of all other cross-listed prefixes of the same course. With new cross-listed course proposals, if an originating or primary department is not identified, the description will be listed under the prefix listed first on the course proposal form.

Scheduling Considerations:

When two or more departments/programs agree to cross-list a course, they shall:

- Contact each other every semester to determine if either department wishes to offer the course in the next semester's schedule.
- Agree upon the time, day, and location (if applicable) that the cross-listed course is to be offered and determine the number of seats allotted to each department (prefix). Each department should submit the course under their prefix, according to the agreed upon logistics, along with the rest of their classes to be scheduled in a given term. Each department's schedule will reflect any offering of the course.
- Have the option of staffing the course in alternating sequence. They shall choose their own instructor for the course when it is their turn to teach it unless other prior arrangements are agreed upon by both departments.

Course Updates/Proposals/Changes:

When two or more departments/programs agree to cross-list a course, they shall:

- Agree upon any proposed changes in the course title, course number, prerequisites, description, level, credits, or number of times it may be taken. A joint Course Proposal and Change Form, with approvals from all impacted departments, is to be submitted to the respective college curriculum committee(s) and to Academic Affairs (and Graduate Council if applicable).
- Notify all other participating departments if contemplating withdrawing from an approved cross-listing arrangement, and before submitting a course deletion to Academic Affairs.

FTE Reporting:

- All FTEs are credited to the department/program funding the instructor. If a course is team-taught, the participating departments must determine how the FTEs are to be assigned or split.

Oregon State University Sample Policy

Crosslisting a course is a mechanism to facilitate multidisciplinary and interdisciplinary instruction. Crosslisted courses are offered by more than one academic unit and:

- a) contain the same title, credits, description, and prerequisites; and
- b) include a distinctive statement at the end of the description to indicate that the course is crosslisted.

Example: CROSSLISTED as FE 307/FOR 307.

Each participating academic unit must share in the development and teaching of the course.

Proposing or changing a crosslisted course requires a New Course or Change proposal and can be accomplished with a single proposal, but must include liaison with each participating academic unit's department/school heads/chairs and colleges, and with other affected units (i.e., academic units that may use this course as a prerequisite).

Procedural Change:

When a proposal to create or change a crosslisted course reaches the Curriculum Coordinator, the academic unit will create an administrative record in the Curriculum Proposal System (CPS) for the other course(s). These additional proposals, in draft format, will be expedited through the CPS by the Curriculum Coordinator.

University of Nebraska-Lincoln Sample Policy

Policies for Cross Listing of Courses

Definition: A cross listed course in one that is offered in two or more academic subject areas.

There are two kinds of cross listed courses:

Cross listed "equivalency course" – this a cooperative venture between/among departments. All departments share equally in course delivery and recognize all offerings of the course are equivalent. For example, the Departments of Architecture, Art and Art History, and Textiles, Clothing and Design

cooperate in offering Arch/Art/TXCD 140 Visual Literacy. The course is cross-listed among the departments and all sections are considered equivalent. Therefore, if a student who has completed Arch 140 decides to transfer from the College of Architecture into either the College of Fine and Performing Arts or College of Education and Human Sciences, Arch 140 is recognized as the equivalent of Art 140 and TXCD 140 and the course is counted toward fulfilling the student's program requirements...

Cross listed courses where there is a "parent" unit that has primary responsibility for course staffing and delivery. Collaborating units will identify a single parent unit or multiple units when the course is proposed or revised. Academic units participating in these kind of cross listed courses will recognize participating cross listed courses as equivalent.

Policies for cross listed courses where there is a "parent" unit:

The parent unit has the right of refusal to cross list a course with another academic unit; however, it is hoped the parent unit would articulate their reasons for not wanting to collaborate on offering a cross listed course with the other unit(s) that requested the cross listed course designation. Parent units have the responsibility for assigning or approving faculty to teach the crosslisted course. Departments involved in this type of cross listed course offering must have a written contract (on file with the Registrar) identifying the parental unit(s) and responsibilities for provision of resources to support the course. Scheduling of a course with cross listings should be approved by the parent unit in collaboration with the other cross-listed units. Cross listed units do not have the authority to schedule a class without the approval of the parent unit. Class rosters are sent to the parent unit which is responsible for distributing copies of the class roster to cross listed units that have registrations in the course. If a parent unit chooses not to offer the course temporarily, all cross listed units and affected students must be notified before the second set of class worksheets are due for the affected semester. If a cross listed unit wishes to offer the course with their faculty, they need to request 'release' of the course by the parent unit.

Approved by the Enrollment Management Council January 7, 2004:

If a parent unit chooses to terminate the course permanently, all cross listed units and affected students must be notified prior to pre-registration for the first affected semester. If a cross listed unit wishes to assume responsibility for the course, the parent unit initiates a transfer of the course identifying the 'new' parent unit (this prevents a process that requires formal termination of a course and then approval of a new course). Student credit hour production in cross listed courses with a single instructor of record must be reported by instructor, not by student registration. In co-taught courses, distribution of SCH is pre-approved by participating units based on faculty involvement in the course.

Operating Guidelines

- Parent Unit of a Course: If courses are cross listed, the parent unit is always the first cross listing identified and the full course description only occurs under the parent unit unless alternative arrangement is approved in writing between the cross listing units. All cross listed units identify the course offering and refer the reader to the parent unit for a full description.
- New Cross listings (of additional or new courses): Curriculum action is initiated by the parent

unit and must have a letter of support from the department/program requesting the cross listing.

- **Prefix and Number Changes of Courses that are Cross Listed:** Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross-listed unit. Continuation of the cross listing is assumed unless the cross-listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.
- **Deletion of Prerequisites for a Cross listed Course:** Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross-listed unit. Continuation of the cross listing is assumed unless the cross-listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.
- **Termination of a Cross Listing by Non-parent Unit:** Any department containing a cross-listed course can initiate the procedure to drop their own cross-listing. The parent unit will be notified of the decision to terminate a cross listing, but is not required to initiate the action and/or approve it.

Washington State University Sample Policy

Combined Sections - Scheduling Guidelines

Crosslisted Courses

Definitions and Background:

Crosslisted courses are those that are offered under two or more subjects. Crosslisted courses always have a department that is the owner or parent of the course. The parent department has the primary authority for the course, including the authority to request changes through the curriculum approval process. All other subjects that are crosslisted with the parent course are referred to as child courses. The department that has primary authority for the course (the parent department) has the authority to determine whether a crosslisted course will be offered in any given term. If it will be scheduled, the parent department will coordinate with the other departments to open sections. Historically, if a crosslisted course was scheduled, all subjects were required to be scheduled. However, this has presented a challenge for the other campuses which may not offer one of the subjects that are represented in the crosslisting. For instance, Vancouver may never teach courses under the subject AFS, so requiring them to do so is confusing for students.

Scheduling Guidelines:

Except when a campus doesn't offer a subject (as in the case of Vancouver not offering AFS courses), all subjects in the crosslisting should be scheduled. This is because the catalog needs to be a document that students and advisors find reliable. If students see a course in the catalog and then can't find the course in the Schedule of Classes, there would be nothing to point the student to search under the other subject. The student may miss out on taking a class that he or she needs if it is "sometimes crosslisted." Having all subjects scheduled for crosslisted courses helps keep the course information current as well. When a course is no longer functioning in a crosslisted manner (e.g., the parent department no longer wants the crosslisting), then there is a scheduling reminder to drop the subject that should not be part of the crosslisting.

Not only must all the subjects in the crosslisting be scheduled, but the classes must be scheduled at the same time and in the same room since they are functioning as the same course.

Lastly, if a crosslisted class is cancelled, ALL offerings of the class must be cancelled.

Conjoint Courses

Conjoint courses are those that have been approved by the Faculty Senate to allow both a 400-level and 500-level offering of the same class to be scheduled.

Scheduling Guidelines:

Except when a campus doesn't offer graduate-level courses, both the 400- and 500-level should be scheduled according to the policy from the Educational Policies and Procedures Manual:

- (3) The two component courses of each conjoint listing must be scheduled together in the same classroom, with the same instructor, and the same basic meeting times. The 400-level course of a conjoint listing shall not be offered for graduate credit. Additional work is required of students enrolled at the 500-level. This work may include additional readings, papers, class meetings, or other items as may be appropriate for work at this level.

Scheduling both the 400- and 500-level offerings maintains catalog integrity, ensuring that there is reliability and truth in advertising for courses approved for conjoint status.

In the case where the class is cancelled, both the 400- and the 500-level must be cancelled.

Combined Class Section Exception Process

Departments may occasionally wish to teach two different courses at the same time in order to meet particular pedagogical goals. Because there is already a formal process for combining courses (through the crosslisted or conjoint designations approved by the Faculty Senate), these occasional requests to combine courses must be approved by exception. Approved exceptions will be on a one-time basis, for one term.

Requesting an Exception:

- The courses that are to be combined must carry the same grade type and credit hours. For variable credit courses, both sections must be set to the same value.
- If the courses approved to be combined are Special Topics courses, then the combined class sections will carry the same title.
- Courses may not be combined across careers.
- Lower-division courses may not be combined with upper-division courses.

- Courses numbered 499, 600, 700, 701, 702, and 800 may not be combined with any other course number since these are independent study courses and do not have a scheduled meeting time or location.

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Process for Requesting an Exception to the Combined Section Guidelines

- Submit a Memo with signatures from all chairs and deans that makes the request to combine class sections. Combining across departments or colleges will require the signature of all chairs and deans.
- Memo should include
 - Rationale for this exception.
 - Course Subject(s) number(s) and section number(s)
- Requests to combine Undergraduate or Professional courses should be submitted to the Registrar's Office.
- Requests to combine Graduate courses should be submitted to the Graduate School, to Lori Carris' attention (carris@wsu.edu).