

**Office of the Registrar
Proposed Policy Changes
Effective Summer 2020**

1. Add the following policy to the UCC Handbook and the Users Guide to Classroom Scheduling:

A cross-listed course is a single course offered collaboratively by two or more programs. Cross-listing is an academic process that allows two or more programs to share responsibility for a single course. Each program must contribute resources to the offering of the course. In addition, the course must be either team taught by a faculty member from each program or must be taught by a faculty member with a joint appointment in both programs.

The cross-listing of courses is allowed only under very specific and limited circumstances. For courses to qualify for cross-listing, the programs wishing to cross-list a course must demonstrate that each program will be responsible for supplying resources to support the course. The course will be taught collaboratively by each program or be taught by an instructor with a joint appointment in the programs.

For a cross-listed course to be approved, each program must submit a course approval form for the course. The course approval forms must be identical in every way, with the exception of the three-letter subject code. You must clearly explain in the rationale on the course approval form how the course meets the criteria for cross-listing and how the cross-listing benefits students. The course approval forms must be submitted simultaneously by all programs for approval. Each program is responsible for ensuring that they submit a course approval form and that the information is identical. Forms that are not identical or are not submitted at the same time will not be considered by the committee.

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. It is the responsibility of all programs to coordinate the scheduling and maintenance of a cross-listed course.

When there is a change to a cross-listed course, both programs must submit a form reflecting the change. Once again, the course approval forms must be identical and must be submitted simultaneously for the change to be considered by the committee. A program cannot change a cross-listed course without an identical corresponding submission from the collaborating program.

To discontinue a cross-listed course, both programs need to submit paperwork. The program that wishes to cancel the course should submit a form to drop it and the other program should submit a form removing the cross-listing from the course. If a program submits a drop for a cross-listed course without the collaborative program submitting a course change to remove the cross-listing, the cancellation will not be considered by the committee.