

Guidelines for Cross-Listing Courses

The following guidelines must be met in order for a course to be cross-listed:

- The course must be an appropriate and integral part of the course offerings of the involved disciplines, programs, or departments.
- Cross-listing should be based on course content in that it deals with more than one subject area in a substantive way.
- Cross-listing should be undertaken only when it has a significant purpose (e.g. indicating that more than one department is involved in teaching a course). Creating multiple listing points in the course catalog is not considered to be sufficient justification for crosslisting, nor is the desire to enhance the stature of the course.
- The proposal to cross-list an existing course is normally initiated by the department or program that already offers this existing course.
- A cross-listed course becomes the joint responsibility of all departments and colleges listing it. Scheduling of a cross-listed course involves the coordination of scheduling officers of all departments included in the cross-listing, although the originating department/program will likely house the designated contact person. At the least, all involved departments/programs must agree to designate a contact person.
- All departments and programs responsible for the courses must endorse proposals to cross-list courses or to revise existing cross-listed courses. Such endorsement includes signature approval by all relevant department heads, program directors, and the curriculum committee.
- A proposal for an entirely new course as a cross-listing should be submitted on the New Course Proposal form.

The following procedures should be followed to remove cross-listing designation from a course:

- A proposal to drop one department from a cross-listing while retaining the course in the other department or program may be done through a memo to the Curriculum Committee. Evidence must be provided of consultation with other cross-listing department(s) or program(s).
- A proposal to drop a course from the course inventories of all cross-listed departments should be done through a memo to the Curriculum Committee. Approval signature of all relevant department chairs or program directors must be included.

Questions and Answers about Cross Listing

Q: How will the cross-listed course be listed in the college catalog?

A: The complete course description will be found in the originating department/program's section. Participating departments or programs would also list the course number and name,

with catalog copy to read “This course is the same as AAxxxx. The complete course description can be found there.”

Q: How could an instructor or department which is proposing to cross-list a course best demonstrate that the course is truly interdisciplinary?

A: This might be done in a variety of ways. The proposer could argue that methodologies or readings used in the course are interdisciplinary, that the history of the discipline is inherently disciplinary, or that the subject matter of the course overlaps significantly with two or more disciplines.

Q: Should there be a limit to the number of times a course can be cross-listed?

A: There is no philosophical reason why there should be a limit. Ultimately, each department involved must agree that a case can be made for cross-listing a specific course in each department.

Q: Could a cross-listed course fulfill requirements in three, four or more different programs? If so, would the course be presented in three, four or more different ways in the curriculum?

A: A course could fulfill requirements in more than one program using the same limitations that departments/programs currently apply to general education or other program requirements. If a course is cross-listed, it means that it is the same course regardless of its acronymic designation.

Q: Should cross listing be restricted to major programs, or could minor programs also cross list?

A: Either major or minor programs should be able to cross list.

Q: What naming convention will be appropriate for cross-listed courses?

A: Cross listed courses should ideally have the same number, level, title, and prerequisites. This uniformity can reduce ambiguity. (For example, a course titled “Sexuality of the Brain,” housed in the Biology Department, might have the number BIO 333, and might be cross-listed as PSY 333 and GWS 333.) However, given our current course numbering protocols, we may need further conversation about the necessity of cross listed courses having the same number. At the least, we should strive for the first two numbers to be the same.

Q: Could a cross-listed course be counted in multiple programs?

A: The number of times a course could be “used” by a student would need to be resolved in the same manner we currently limit double dipping in general education or majors courses, e.g. by departments imposing restrictions or specifications on requirements. Remember, a cross-listed course in two different departments or programs is the same course. In addition, a student will not be allowed to sign up for AAxxxx and then come back in four years and say they actually want their transcript to reflect BBBxxx.

Q: How should registration priority be determined in a cross-listed course?

A: Questions of priority can be challenging, but we already have informal systems to try and ensure an equitable distribution of course seats depending on specific circumstances. For instance, departments work out arrangements whereby, for instance, the instructor of a COM course required for EDU reserves a certain number of seats for EDU students. Since departments must agree on the proposal form to cross-list these courses, the expectation is they will have considered this question of registration priority.

Q: Who will be the contact person for providing information about cross-listing courses?

A: Those departments who agree to pursue cross-listing must designate one contact person. This kind of cooperation will model open lines of communication between departments/programs, and will likely decrease the number of “surprises” that occur when one department withdraws a course that another department has relied on.

Q: What effect will this have on advising?

A: Clearly advising is an important component in all that we do. This proposal assumes that cross-listing is more than a one-step “complete the cross-list proposal and we’re done” approach. The first step is that a department/program does the paperwork to initiate crosslisting. The second step is the advising of students to help them understand the implications of choosing a cross-listed course. The third step is that students themselves take responsibility for signing up for the right thing. (A student cannot sign up for AAxxx and then come back in four years and say they actually want their transcript to reflect BBBxxx.)