

Guidelines for Cross-Listing and Dual-Listing Courses Fall 2024

Allowing a single course to be offered under multiple prefix/course number designations through cross-listing or dual-listing (*see definitions below*) can provide students with opportunities to explore subject matter from varied disciplinary angles, enhancing their learning and deepening their understanding of complex topics. Likewise, the practice can offer significant curricular and staffing flexibility for academic units.

The purpose of these guidelines is to support faculty in their development of such courses, to inform academic units' decisions about including such courses in their curricula, and to provide a set of standards for the Educational Policies Committee to use when approving new courses and the Registrar's Office to reference when building course schedules.

Definitions

A **dual-listed** course is listed under the same subject prefix and typically carries the same course name, but has different course numbers. This practice allows for the dual-listed course to have different class requirements (e.g. non-major vs. major) and award different levels of credit.

Examples: COMA 229/429, FREN 203/403.

Cross-listing is a practice whereby a course taught in an academic unit is listed on the class schedule under two different subject prefixes. The course number and name are the same for both listings. The course is taught at one time, in one room, by the same instructor(s), and the students complete the same assignments. All students who enroll in a cross-listed course, regardless of the subject prefix through which they enrolled, experience an identical course.

Example: GLST 210/HIST 210

Eligibility Criteria for Dual-Listed Courses

Courses are eligible to be dual-listed if they meet the following criteria:

1. Courses carry the same subject prefix.
2. Courses are offered at the same time, in the same location, by the same instructor. Any course prerequisites are included in course descriptions.
3. The learning outcomes are included in the course syllabus and are clearly distinct for the two courses.

Courses are not eligible for dual-listing if they:

- satisfy different General Education requirements
- are not within the same term
- include an existing course and a special topic (ST) course

Eligibility Criteria for Cross-Listed Crosses

Courses are eligible to be **cross-listed** if they meet the following criteria:

1. The topics discussed in the course lie between two discipline-specific or interdisciplinary fields and/or the approach to the course content makes use of two discipline-specific or interdisciplinary fields.
2. The course is an appropriate and essential part of the course offerings of the involved disciplines, programs, or departments.
3. Notation of the cross-listing is documented in the course descriptions of each subject prefix course listing in the catalog, for permanent courses, and class schedule comments, for special topics courses.
4. To maintain the integrity of course content and methodological approaches in both disciplines, there should be no more than two subject prefixes.
5. Because cross-listed courses are considered equivalent, unless the courses are approved to be repeatable for credit, a student cannot earn credit for the course under one subject prefix and then take the course under the other subject prefix for additional credit. For cross-listed Special Topics courses, topics cannot be repeated under different subject prefixes for additional credit.

Courses are not eligible for cross-listing if they:

- have different repeat rules (different rules about whether students can take the same course prefix again)
- satisfy different General Education requirements
- have different grade modes (i.e., standard vs P/F)
- can be offered for variable credit or are different credits
- are not within the same term
- carry different prerequisites
- are not equally accepted by involved units toward program requirements
- include an existing course and a special topic (ST) course

Proposal Process

Academic units are required to submit a **Type 2 EPC** proposal to seek approval for a cross-listed *or* dual-listed course. This proposal is required for both permanent and one-time offerings (including for Special Topics courses).

For a cross-listed course, all academic units responsible for offering the course must endorse the proposal.

Alternatives to Cross-Listing

- **To increase enrollment**, advertise how the course might be of interest to other student groups through relevant communication channels, such as the advising notes shared with another academic unit's students/faculty as part of advising

weeks or with the Center for Student Success in support of their work with undeclared students.

- **To accept in your academic program a course offered by another unit,** submit a Type 2 EPC proposal to revise the major/minor to accept this course using another unit's prefix (versus naming the same course with your unit's prefix).