

## 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 cross-listing, 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.