



CAS Cross-listed Courses

Definitions:

A *cross-listed course* is the same course (either undergraduate or graduate) catalogued under two or more subject designators. There is always a lead subject code (department), with additional partner subject codes (departments) added through permanent curricular action.

A *graduate tie-in* establishes a standing curricular connection between an undergraduate and a graduate course, and must meet UUCC and Grad Council requirements. Only 4xx/8xx courses may be tied together, and requirements for undergraduate courses and graduate courses must be differentiated in the syllabus. Graduate tie-ins may also be present in cross-listed courses.

Process to Establish Cross-Listing: Requests to add a cross-list are made by the lead department through the Course Inventory Management (CIM) system with documentation from all partner departments.

Documentation must demonstrate an agreement by each department to:

- 1) establish the cross-list permanently
- 2) commit to creating combined sections in CLSS every time the course is offered
- 3) commit to every offering of the course reflecting the topics/materials/perspectives relevant to all subject codes (lead and partners)

When cross-lists are proposed, in the justification, the lead department should explain if and how each unit will be involved in the teaching rotation, and briefly describe the course's topical and intellectual relationship to each of the partner subject codes.

- Cross-lists will not be considered for Special Topics Courses because the topics/materials/perspectives vary and may not always be relevant to other units.
- Honors courses, either UHON or H versions of existing courses will not be cross-listed with other CAS courses. However, some sections may be combined with non-honors sections in CLSS when appropriate.
- Proposals to establish cross-lists between more than 3 units will receive heightened scrutiny from the CCAC to ensure consistent topical and intellectual relevance for all partners.

CCAC Considerations for Establishing Cross-Listing: When members of the College Curriculum and Advising Committee review requests for new cross-lists, in addition to consistent and significant cross-disciplinary content, at least one of the following conditions must be present:

- Faculty from all cross-list partners have at least rotating responsibility for teaching the course.
- The partnering department/subject code is inherently interdisciplinary with minimal stand-alone courses, such as in ENVR, ETHN, GLST, HRHA, JUDS, LAMS, MBIO, MRST, NSST, WMNS.
- The additional subject code will allow the course to count automatically in the partner department's major or minor without any additional curriculum action needing to be taken. For example, the History major includes 3 credits of any HIST course, and so creating a cross-list with HIST would allow the course to count toward the major without any additional curriculum action. The Biochemistry major, by contrast, requires specific coursework and simply cross-listing a course so that it is offered as BIOC would not make it major or minor applicable but would instead require additional curriculum action to allow the course to count in the major or minor.

Catalog Listing: Cross-listed courses and graduate tie-ins will appear in the course lists for each of the lead and partner designators. All components of these courses will share identical pre-requisites, descriptions, credit hours, grade option, ACE certification, and any restrictions. Cross-listed courses may use different numbers in different designators or at the graduate level, but whenever possible, the number should be matched to reduce student confusion. There is a notation in the listing of cross-listed and graduate tie-in courses which identifies all other subject codes and numbers associated with the course.

Scheduling Considerations: Each semester the lead department should communicate with the partners about plans to offer the course (instructor, maximum seat capacity) and ensure all designators are set to the max capacity unless all parties agree to a different arrangement. Because CLSS rolls courses forward in the same way they were offered previously, it is especially important to confirm the plan for cross-listed courses. The lead department would control the route section of the course and should ensure that all other subject codes have set up their own section according to the agreement. An internal note in CLSS on each section should be made to request the sections be “combined-with” if they are not already connected in that way.

Student Registration: Students sign up for a cross-listed course under one subject code, and that subject code is what appears on their official transcript. Students can choose to enroll in any of the subject code sections with seats available. Each subject code section has its own roster and canvas presence (although most instructors teaching a cross-listed course merge the sections into one shared course.) Cross-listed courses are matched within the degree audit system to ensure that any version of the course applies to requirements in the same way, regardless of the subject code the student enrolls in.

College of Arts and Sciences
Cross-List Memorandum of Understanding

Submitter Name:

Lead Department:

Partner Department 1:

Partner Department 2:

Lead Subject Code and Number:

Partner 1 Subject Code and Number:

Partner 2 Subject Code and Number:

Briefly explain the topic/materials/perspectives that are relevant to the partner programs.

Please select the conditions met for cross-listing, at least one of the conditions must be selected:

Faculty from across all partners have at least rotating responsibility for teaching the course.

The partnering department/subject code is inherently interdisciplinary with minimal stand-alone courses, such as in ENVR, ETHN, GLST, HRHA, JUDS, LAMS, MBIO, MRST, NSST, WMNS.

The additional subject code will allow the course to count automatically in the partner department's major or minor without any additional curriculum action needing to be taken. For example, the History major includes 3 credits of any HIST course, and so creating a cross-list with HIST would allow the course to count toward the major without any additional curriculum action. The Biochemistry major, by contrast, requires specific coursework and simply cross-listing a course so that it is offered as BIOC would not make it major or minor applicable but would instead require additional curriculum action to allow the course to count in the major or minor.

We agree to all of the following:

1. establish the cross-list permanently
2. commit to creating combined sections in CLSS every time the course is offered
3. commit to every offering of the course reflecting the topics/materials/perspectives relevant to all subject codes (lead and partners)

Lead Department Chair Name:

Lead Department Chair Signature and Date: _____

Partner Department 1 Chair Name:

Partner Department 1 Chair Signature and Date: _____

Partner Department 2 Chair Name:

Partner Department 2 Chair Signature and Date: _____