

College of Arts & Sciences
Guidelines for Cross Listing Courses

(Rev. April 19, 2021)

Overview

- *Purpose of Document:* This document provides guidelines for cross listing courses, although the policies and suggestions apply mainly to the College of Arts & Sciences.
- *Focus on Cross Listing between Departments:* Although there are multiple reasons courses are cross listed, the document focuses on cross listing of courses between departments. Note: “Department” also refers to “Schools” (EMU-AAUP, Art I, MP 7).
- *Originating and Partnering Departments:* In CAS, the originating department is the one with the faculty member who proposed the course.
- *Caveat:* Policies described in this document represent expected actions by both departments. Alternative arrangements must be worked out between the two departments—with faculty input—and include a written agreement shared with the Dean’s office.

Opportunities of Cross Listing Courses

Cross listing courses honors expertise of both departments and:

- Generates interest of students from multiple programs and encourages interdisciplinary discussions and perspectives.
- Enhances a course’s enrollment, splitting Student Credit Hours (SCHs) between departments according to the prefix and number of students enrolled in each.
- Encourages interdepartmental coordination, especially in terms of constructing schedules to fit students’ academic needs.

Intentions and Initial Procedures for Cross Listing Courses

Programs interested in cross listing a new or existing course should initiate a discussion with the appropriate department and complete appropriate proposals in Curriculog. (Note: The originating department creates a new course proposal and uploads to Curriculog and initiates consultation with the potential partnering department about the potential to cross list the course.)

- If cross listing two new courses, two New Course Proposals must be submitted to Curriculog, once both departments have agreed.
- If cross listing a new course with an existing course, a New Course Proposal and Course Revision Proposal must be submitted.
- If cross listing two existing courses, and plan to do so on a regular basis, notify the Course and Program Development Office via email.

Responsibilities for Cross Listing Courses

Creating a Cross-List Course

- A faculty member creates a course proposal and ensures tentative agreement from the partner program and department. (Note: Uploading a proposal to Curriculog provides information secondary departments will need.)

- The course student learning outcomes (SLOs) should be aligned with the SLOs of partner programs/departments.
- Select an appropriate course number for the cross-listed course. Depending on the original course, the cross-listed course may have a permanent, identical course number (if possible), or a number designated as a special topics course.
 - If every instance of a course is likely to be appropriate for both disciplines, then it should have a permanent cross-listed number.
 - If only certain instances of the course are likely to be relevant to the discipline of the second department, then it would be cross-listed on a case-by-case basis using special topics numbers.
 - As per university policy, *a special topic course may run only three times*.
- Originating faculty member submits two proposals to Curriculog: one for each department.

Offering Cross-Listed Courses

- *Staffing and Scheduling*: The department head of the primary department—with faculty input and after conferring with partnering department head—determines how the course is staffed and when it is scheduled.
- *Communication between Departments*: The department head of the originating department must notify—in a timely way—the department head of the partnering department. Communication and coordination are crucial for effective scheduling.
- *Course Caps*: Unless other arrangements are made, cross-listed courses should have a floating cap. That is, the number of seats allocated to each department will be determined by enrollment patterns—rather, than the cap being fixed for both departments. Students may enroll in either section up to the cap for the whole course.
 - Student Credit Hours (SCHs) should be divided according to prefix. Unless other mutual departmental arrangements have been made, FTEL should be divided as follows: the second department's percentage of the FTEL cost is the number of students enrolled under their prefix divided by the total course cap.
- *Number of Credit Hours*: In general, cross-listed courses should have identical credit hours. When cross-listing graduate and undergraduate courses, the credit hours need not always be the same for the two sections.
- *Undergraduate/Graduate Cross-Listed Courses*
Graduate School policy states,
Graduate course sections may be cross-listed so long as the first digit of the course numbers are within 1. For example, a 500-numbered course section may be cross-listed with a 600-numbered course section but not a 700-numbered course section. Lecture sections with course numbers beginning 100, 200, and 300-level may not be cross-listed with graduate course sections. Deans may approve exceptions for certain modes of course delivery (e.g., studio or project sections with independent learning). In a cross-listed 400/500 level course, the 500 level section must include analysis and synthesis of course content consistent with graduate level

work. The syllabus must include assessments that measure the advanced expectations for those enrolled in the graduate section.

Disarticulating Cross-Listed Courses

In general, neither department may schedule a section of a cross-listed course without the partner section. However, either department may schedule a non-cross-listed section of the course if and only if approved by a majority of faculty in both departments as *input* to both department heads, and approved by both department heads.