

Creation of a Cross List Which Includes a Graduate Course

Cross-listing Course Guidelines from the Graduate Catalog

1. For course sections to be cross-listed, the first digit of the course numbers should be within 100 (i.e., Undergraduate and Graduate, Masters level and Doctoral level) (e.g., For example, a 400-numbered course section may be cross-listed with a 500-numbered course section but not a 700-numbered course section.)
2. Lecture course sections with course numbers beginning at 100, 200, and 300 levels should not be cross-listed with graduate course sections.
3. Exceptions to the guidelines mentioned above should be authorized for specific methods of course delivery at the departmental level (e.g., studio, languages, seminar, lab, project sections with independent learning).
4. In a cross-listed course, there may be shared student learning outcomes; however, the more advanced section should exhibit a higher level of intellectual rigor in line with the discipline's expectations for that level of study. It is essential to distinguish learning outcomes, assignments, and assessments for the different levels within the courses. The syllabus should specify assessments that align with the expectations distinctly for the students in the higher- level course.

Please identify the courses to be cross-listed

Subject/Course/CRN 1: _____

Subject/Course/CRN 2: _____

Subject/Course/CRN 3: _____

Subject/Course/CRN 4: _____

- Please provide the cross-list group cap: _____
 - Sum of all course section caps
 - Largest course section cap
 - Another cap (describe): _____
- Please provide the pedagogical rationale for the cross-list. (Should include examples and explanation of differentiated student learning outcomes, assessments, examples of assignments appropriate with level)

- Please attach a copy of the syllabus for each course.

Chair of the Curriculum Committee _____
Signature Date

Department Faculty Approval Vote _____
Vote Date

Department Head/School Director approval: _____
Signature Date

If the requested cross-list is for courses in category #2 above:

Dean approval: _____

Signature	Date
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- Please provide the rationale for the exception.

Please email completed form to: assocprov_gs_r@emich.edu