

## Course Crosslisting

### *Reasons for Cross-listing*

Duplication of courses on the same subject at the same level by different departments or programs should be avoided. Exceptions to this guideline will require special justification. To prevent duplication, courses may be cross-listed by being given the same number with two or more course prefixes, such as **FS/ANS/PO 350**.

In order to be cross-listed, the course must be an appropriate and integral part of the course offerings of the involved disciplines or departments. A course should be cross-listed only when all involved departments contribute to the teaching of the course either financially or shared responsibilities in providing an instructor(s).

Because of the additional administrative processes involved with cross-listed courses, cross-listing should be undertaken only when it has a significant purpose.

### **The following are not considered sufficient justification for cross-listing:**

- To increase enrollment by creating multiple listing points in the course catalog
- To have the course prefix reflect the major
- Because the course is required in the major
  - The rationale that a course should be cross-listed because the department requires the course for one of its majors is a not considered sufficient justification since there is no restriction on requiring courses from other departments in a major.

### **Joint Responsibility**

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. All departments and colleges 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, curriculum committees, and deans.