

Cross-Listing Guidelines

Cross-listing of courses on the same content/subject at the same level by different departments or programs is prohibited. Exceptions to these guidelines will be rare and will require special justification.

Purpose

The purpose of this document is to ensure the department who is both fiduciarily and academically responsible for a particular course prefix maintains the integrity of the course. These guidelines define/explain the circumstances under which courses are cross-listed or linked in Banner.

Scope

These guidelines apply to all courses.

Summary of Approved Cross-listings

- Co-meeting Courses - honors and non-honors course pairings only (BIO 493-01/BIO 493-01H)
- Cross-level Courses - two courses, one undergraduate and one graduate, with the same title/subject code, meeting pattern, location and instructor (THR 449/THR 549).
- Stacked Courses - programs with a CIP code of 50xxxx and/or courses within the College of Visual and Performing Arts which enroll students at different skill levels who meet together with the same instructor in order to improve knowledge/proficiency. In this case, subject is identical, but the course numbers will differ by level (MUP 151/251/351/651).

Functional Definitions

I. Co-meeting Courses

Co-meeting courses refers to sections where components are taught in the same classroom and by the same faculty. This applies only to honors and non-honors course pairings.

II. Cross-level Courses

Cross-level linking refers to offering two courses, one undergraduate and one graduate, with the same title/subject code, meeting pattern, location and instructor. Although undergraduate and graduate courses are normally separate and wholly distinct from each other, there are circumstances in which academic units may wish to teach certain levels of the same course together. For cross-level linking, the graduate course is required to have additional and distinct content and requirements that are more advanced than the undergraduate course.

When graduate/undergraduate classes are cross-level listed they should reflect the following guidelines:

1. *Specific, unique expectations are provided for each course.*

Graduate expectations must be commensurate with the level of the graduate course listed. The central expectation for graduate students is that they will not only do more work, but also more advanced work than undergraduate students.

- *Course expectations may be differentiated through assessment measures such as exams, written assignments, computational exercises, etc.*
- *Graduate expectations may include more advanced learning through additional more sophisticated reading, research projects, course facilitation or experiential activities.*

2. *Prerequisites should be appropriate for both courses. Required knowledge should be the same or comparable for both courses, or more significant for the graduate course.*

- *A graduate course could require the same prerequisite as an undergraduate course or, depending on the circumstances, a prerequisite might only be required for one level (e.g., either undergraduate or graduate). A graduate student, by virtue of having been admitted to a specific graduate program, may meet the prerequisite requirement and be eligible to enroll.*
- *Use of the “permission of the instructor” restriction could be used to allow for individual instructor discretion regarding a student’s preparation for the course content and may facilitate the verification of prerequisite knowledge.*

3. *Courses should adhere to the following constraints.*

Undergraduate and graduate cross-listing should occur within the context of general expectations about both cross-listing and course numbering. Only upper-level undergraduate courses (4xx) and graduate courses (5xx and 6xx) may be cross-level linked. A 600-level graduate course should not be cross-level listed with a 300-level undergraduate course. 600-level masters and 750+-level courses may also be cross-level linked.

4. Course characteristics

- *Subject codes must be identical.*
- *Course titles must be identical.*
- *Course numbers (digits) do not have to be identical (i.e., ATY 403 can be linked with ATY 501).*
- *Undergraduate courses are not coded as equivalent to graduate courses.*
- *If a course is part of an AMP, those students are required to satisfy the graduate level learning outcomes.*

III. Stacked Courses

A stacked course is utilized by the programs with a CIP code of 50xxxx and/or courses within the College of Visual and Performing Arts which enroll students at different skill levels who meet together with the same instructor in order to improve knowledge/proficiency. In this case, subject/prefix is identical, but the course numbers will differ by level, for example MUP 151/251/351/651. It is the responsibility of administrative personnel in units associated with this category to inform the University Registrar's Office (each term) of stacked courses that must be linked in Banner.

Course characteristics

- *Subject codes must be identical.*
- *Course titles must be related, but do not have to be identical.*
- *Course numbers (digits) do not have to be identical (i.e., MUP 103 can be linked with MUP 201).*
- *Undergraduate courses are not coded as equivalent to graduate courses (i.e., student can receive credit for MUP 103 and MUP 201).*

Guidelines

A course should be cross-listed only when all involved departments contribute to the teaching of the course either financially or share responsibilities in providing instruction. 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 proper justifications for cross-listing:

- To increase enrollment by creating multiple listing points in the course catalog.
- To have the course prefix reflect the major. Creating/linking courses explicitly for the purpose of teaching the same content under a specific subject code prefix is not an acceptable practice. Reserved seating can be used for multiple groups of students (majors, minors, classification, etc.).
- Because the course is required in the major. There is no restriction on requiring courses from other departments in a major.

Joint Responsibility

In the rare instance a subject code cross-listing is permitted, that course becomes the joint responsibility of all departments and schools/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 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.

Procedures:

Linking course sections is the process in Banner that combines course sections together for classroom scheduling and faculty workload purposes. Combined sections have the same meeting pattern, instructor and location.

Courses cannot be linked if they:

- are “Special Topics” or “Experimental” courses
- are independent study, thesis, practica, internships, dissertation, student teaching courses
- have different instructors
- have different repeat rules
- satisfy different General Education requirements
- have different grade modes (i.e., standard vs P/NP)
- can be offered for variable credit
- are not within the same term

NOTE: Courses not eligible for linking per the guidelines may not be co-located in the same classroom and/or taught together. Students may only receive credit for the single section of the cross-listed course for which they are registered.