

COURSE CROSS LISTING POLICY

The University of North Carolina at Greensboro

Approved by Raina Barnett, Interim University Registrar

Revised December 1, 2023

1. Purpose

This policy establishes a definition for the term “cross-listing” and the approved uses of cross-listing classes. This policy is also designed to ensure the integrity of the faculty credentialing process. Further, the University of North Carolina Greensboro (UNC Greensboro or UNCG) establishes this cross-listing policy to guide how the University schedules sections of courses for instruction.

2. Scope

This policy covers section level scheduling and prohibits using cross-listing to identify equivalent courses, course equivalencies, or two or more courses which are identical, other than title, description, and subject code or courses where there is enough overlap in content that credit for both courses cannot be permitted. All academic units, departments, and programs must comply with the policy.

3. Definitions and Roles and Responsibilities

3.1 Definitions

1. **Courses** represent an area of study pertaining to a specific subject, level, and rigor. Courses are the approved instructional frameworks in the University Catalog from which faculty build syllabi and design instructional content. A “course” generally includes the subject code, course number, title, credit structure, course description, attributes, pre/co-requisites, and restrictions.
2. **Cross-listing** is a scheduling action used to join two or more sections to be taught at the same time, in the same instructional space, and by the same instructor(s).
3. **Equivalent courses** or **Course Equivalencies** are defined as two or more courses which are similar in title, description, and code or courses where there is enough overlap in content that students are prevented from receiving additional UNCG credit beyond what is possible in a single section of the course. (E.g., BIO 105 & BIO 111)
4. **Sections** represent a particular instance of a course or course sections that are scheduled for a specific academic term. They are sometimes referred to as “classes.”

4. Policy

UNCG allows the cross-listing of courses in specific situations and prohibits them in others.

Permissible UNCG Cross-Listings are:

- **Combined Classes:** The scheduling action of joining two or more course sections of cohorts or populations, where the separate sections exist for the purpose of tracking populations within a subject.
 - Honors: permissible for scheduling honors with non-honors sections
 - E.g., BIO 493-01 & BIO 493-01H
 - Cohorts: permissible for sections with the same course number, meeting pattern and instructor to track cohorts (subject codes must be identical)
 - E.g., TED 370-01 and TED 370-02
- **Stacked Classes:** When students at different skill levels or with different foci meet together with the same instructor in order to improve knowledge/proficiency across shared or complementary learning (subject codes must be identical/course titles must be related but do not have to be identical). In this instance, courses at various levels are required to have distinct content, requirements and SLOs. Also, permissible where undergraduate and graduate sections meet together.
 - E.g., THR 449 & THR 649 or MUP 151 & 251 & 351 & 651
- **Joint Offerings:** Interdisciplinary course established through a signed agreement as part of an approved interdepartmental, interdisciplinary, joint program.
 - E.g., HDF 607 and SES 607

The cross listings defined in this policy are the only cross listing permissible on the UNCG Schedule of Classes.

UNCG prohibits duplication of courses for the purposes of enrolling students in sections in the same content/subject, at the same level, by different departments or programs using unique subject codes.

Courses cannot be cross-listed if they:

- have a different campus code (e.g., G-Campus and O-Campus cannot be linked)

- are “Special Topics: or “Experimental” courses
 - are independent study, thesis, practica, internships, dissertation, student teaching courses
 - have different meeting patterns
 - 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
- Classes not eligible for linking per the policy may not be co-located in the same classroom and/or taught together.
 - Face-to-face sections taught by the same instructor with the same meeting pattern will be automatically cross-listed for classroom assignment purposes.

This policy applies to all UNCG sections for scheduling purposes.

Exceptions to this policy will be rare and will require special justification and approval by the area Dean and the University Registrar.

5. Compliance and Enforcement

UNCG Faculty and Staff are responsible for following and the University Registrar is responsible for enforcing the policy.

5.1 Supporting Documents

- None

5.2 Related Policies

- This is only applicable if Equivalent Courses becomes a stand-alone policy

5.3 Resources

- None

5.4 Approval Authority

- Provost & University Registrar

5.5 **Contacts for Additional Information and Reporting**

- The University Registrar is responsible for administering this policy.
- The Office of Assessment, Accreditation, and Academic Program Planning is responsible for managing curricular changes associated with this policy.