

## Policies for Cross Listing of Courses

**Definition:** A cross listed course in one that is offered in two or more academic subject areas. .  
There are two kinds of cross listed courses:

- Cross listed “equivalency course” – this a cooperative venture between/among departments. All departments share equally in course delivery and recognize all offerings of the course are equivalent. For example, the Departments of Architecture, Art and Art History, and Textiles, Clothing and Design cooperate in offering Arch/Art/TXCD 140. Visual Literacy. The course is cross-listed among the departments and all sections are considered equivalent. Therefore, if a student who has completed Arch 140 decides to transfer from the College of Architecture into either the College of Fine and Performing Arts or College of Education and Human Sciences, Arch 140 is recognized as the equivalent of Art 140 and TXCD 140 and the course is counted toward fulfilling the student’s program requirements...
- Cross listed courses where there is a “parent” unit that has primary responsibility for course staffing and delivery. Collaborating units will identify a single parent unit or multiple units when the course is proposed or revised. Academic units participating in these kind of cross listed courses will recognize participating cross listed courses as equivalent.

Policies for cross listed courses where there is a “parent” unit.

- The parent unit has the right of refusal to cross list a course with another academic unit; however, it is hoped the parent unit would articulate their reasons for not wanting to collaborate on offering a cross listed course with the other unit(s) that requested the cross listed course designation.
- Parents units have the responsibility for assigning *or approving* faculty to teach the cross-listed course. Departments involved in this type of cross listed course offering must have a written contract (on file with the Registrar) identifying the parental unit(s) and responsibilities for provision of resources to support the course.
- Scheduling of a course with cross listings should be approved by the parent unit in collaboration with the other cross-listed units. Cross listed units do not have the authority to schedule a class without the approval of the parent unit.
- Class rosters are sent to the parent unit which is responsible for distributing copies of the class roster to cross listed units that have registrations in the course.
- If a parent unit chooses not to offer the course temporarily, all cross listed units and affected students must be notified before the second set of class worksheets are due for the affected semester. If a cross listed unit wishes to offer the course with their faculty, they need to request ‘release’ of the course by the parent unit.

- If a parent unit chooses to terminate the course permanently, all cross listed units and affected students must be notified prior to pre-registration for the first affected semester. If a cross listed unit wishes to assume responsibility for the course, the parent unit initiates a transfer of the course identifying the 'new' parent unit (this prevents a process that requires formal termination of a course and then approval of a new course).
- Student credit hour production in cross listed courses with a single instructor of record must be reported by instructor, not by student registration. In co-taught courses, distribution of SCH is pre-approved by participating units based on faculty involvement in the course.

### **Operating Guidelines**

**Parent Unit of a Course:** If courses are cross listed, the parent unit is always the first cross listing identified and the full course description only occurs under the parent unit *unless alternative arrangement is approved in writing between the cross listing units*. All cross listed units identify the course offering and refer the reader to the parent unit for a full description.

**New Cross listings (of additional or new courses):** Curriculum action is initiated by the parent unit and must have a letter of support from the department/program requesting the cross listing.

**Prefix and Number Changes of Courses that are Cross Listed:** Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross listed unit. Continuation of the cross listing is assumed unless the cross listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.

**Deletion of Prerequisites for a Cross listed Course:** Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross listed unit. Continuation of the cross listing is assumed unless the cross listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.

**Termination of a Cross Listing by Non-parent Unit:** Any department containing a cross-listed course can initiate the procedure to drop their own cross-listing. The parent unit will be notified of the decision to terminate a cross listing, but is not required to initiate the action and/or approve it.