



Executive Memorandum 22-012

May 25, 2022

From: Gayle E. Hutchinson, President

A handwritten signature in black ink that reads "Gayle E. Hutchinson".

Subject: Approval to create Course Cross Listing Policy

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the Course Cross Listing Policy.

Policy Title:	EM 22-012 Course Cross Listing Policy
Contact:	
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

DEFINITIONS

A cross-listed course is a single course offered collaboratively through two or more departments or programs (e.g. MCGS 240/SOCI 240).

OBJECTIVES AND RESPONSIBILITIES

Each department or program shares responsibility for the course and contributes resources to the offering of the course. Learning objectives for the course are identical for each department.

Cross-listed courses must share:

- Title
- Description
- Units
- Grade basis
- Component set-up (e.g. Lecture, lab, discussion)
- Requisites
- Attributes (e.g. W, GE)
- Term typically offered

- Number (when possible; different numbers are allowed but must be the same level)

Other important characteristics:

- Courses cannot be repeated for credit under separate prefixes
- Courses are interchangeable for degree requirements
- Courses cannot be cross-listed across levels (e.g., 100 with 200)
 - Graduate courses (600 level) cannot be cross-listed with undergraduate courses

PROCEDURES

Departments wishing to cross list courses shall be required to obtain all approvals normally required for changing a course or creating a new course.

To cross-list a course from two or more departments, each department must submit either a course proposal or a change request for the course. New courses also require a New Course Proposal and Memo of Intent.

The mode of instruction of any cross-listed course will be determined by the collective faculty of the involved departments. Please see [EM 21-029](#) on Digital Learning.

Changes to Cross-Listed Courses

When there is a change to a cross-listed course, all involved departments must submit a course change request reflecting the change. The forms must be identical and must both be submitted for the change to be approved. One department cannot change a cross-listed course without a course change request from the collaborative department(s).

Dissolution of Cross-List Agreement

In order to sever a cross-listing, each department will normally submit a course change request to remove the cross-listing. If a department submits a cancellation for a cross-listed course without the collaborative department submitting a course change to remove the cross-listing, the cancellation will normally not be approved. Should there be lingering disagreements between departments, an appeal committee consisting of the EPPC Chair, EPPC Vice-Chair, the Vice Provost for Academic Affairs, and the deans of the affected colleges will make a subsequent determination.

More information can be found in the [Academic Department Manual](#).