

## **CAP's Final Recommendation on Cross Listing of Courses Policy**

**TO:** Steering Committee

**From:** Committee on Academic Programs

**RE:** Final Recommendation on Cross Listing of Courses

**Date:** May 15, 2017

### **Background:**

In February 2017 CAP received a charge from the Steering Committee to review the Cross Listing of Courses Policy and update if necessary. According to TCNJ Policy, all campus policies should be reviewed every five years and this policy had not been reviewed since 1999. If any changes to the policy were solely to bring the policy in line with current practice, no testimony was required.

### **Rationale for Changes:**

This policy has not been updated since 1999 and the processes within are currently out of date. The following changes have been made:

1. Related documents have been added:
  - Course Approval form
  - Course Approval policy
2. Definitions for cross-listed courses was added to distinguish between such equivalent classes and simultaneous sections, wherein two different classes may be co-located in the same room and taught at the same time, but have some unique or different content and student learning objectives.
3. The process for initiating a cross-listing was minimized and referred to the Course Approval process where appropriate. This reference was made to mitigate changes in policies resulting in different procedures for the same action.
4. Roles and actions for each approving body were clarified.
5. Processes were revised in accordance with current practice.
6. The policy was reorganized for presentation clarity. Most of the original content has been maintained, but relocated.
7. References to Provost involvement in the process of approving courses was removed.

Additional recommendations:

The following policies should be updated:

1. Course Approval Policy should include related documents:
  - Course Approval form
  - Cross-listed courses policy
2. Program and Curricular Change Policy should include Cross-listed courses policy as a related document and incorporate specific reference to consider impact to departments/programs having cross-listed classes.
3. Program Closure Policy should include Cross-listed courses policy as a related document and incorporate specific reference to consider impact to departments/programs having cross-listed classes.

**Final Recommendation:**

After discussion, CAP approved the attached policy to replace the current Cross Listing of Courses Policy. As the changes outlined above merely bring the policy in line with current practice, CAP did not seek testimony on this recommendation.

Section:	II.3.56
Title:	Cross Listing Courses Policy
Effective Date:	<Update>
Approved By:	<Update>
Responsible Unit:	Academic Affairs
History:	
Related Documents: Course Approval/Change Form - Academic Affairs Course Approval Policy	

I. INTRODUCTION

This policy establishes the conditions and approvals necessary for courses to be designated "same as" each other and cross-listed. Similarly, it establishes the conditions and approvals necessary for discontinuing cross-listing.

II. DEFINITIONS

Cross-listed courses - two or more courses that have different course designations (prefix and number) but offer the same course content and student outcomes. The syllabi for these two courses are the same.

Simultaneous sections - two or more courses sections, having either the same or different course designations, that are co-located and taught simultaneously, but at least one course cohort has different (unique, additional, or fewer) course content, student assessments, student learning objectives, or student outcomes.

III. POLICY

This policy specifically addresses courses that are cross-listed and designated "same as" each other. Two or more courses may be cross-listed if they meet the following conditions and approvals. Oversight for cross-listed courses may reside within one or more departments, programs, or schools.

Any course within a cross-listed grouping will be acceptable to satisfy academic requirements for any other course within the same approved grouping. An exception to this equivalency is allowed for departments or programs to meet specific accreditation requirements.

Approved cross-listed courses will remain cross-listed until such status is rescinded.

A. Establishing a cross-listing: The Chair(s), Program Coordinator(s), or individual(s) responsible for course offerings in departments or programs wishing to initiate a cross-listing is responsible for coordinating this process. They shall:

1. Submit a Course approval/change form to the School Curriculum Committee.

This submission is required for all courses involved in the cross-listing, whether new or existing. If the courses reside in different Schools, the Course approval/change forms are submitted to the respective Committees having oversight for each course. Proposal preparation must adhere to the Course Approval Policy and additionally include:

- a. Enrollment management statements to ensure students required to take courses have registration priority over those for whom the courses are an elective or option. Either course may be used to satisfy student academic requirements.
- b. Staffing plans to ensure equitable staffing distribution between the affected departments or programs. Departments and/or programs should consult and cooperate with each other to develop and maintain this staffing plan.
- c. A justified explanation if a department or program is reserving the right to refuse course equivalency to students taking cross-listed courses under an alternative course designation. It is expected that justification be based on requirement imposed by degree accreditation agencies.
- d. Endorsement statements by all departments or programs involved in the cross-listing and their respective deans.

2. School Curriculum Committee(s) shall review the course approval package(s) in accordance with the Course Approval Policy and additionally ensure the following:

- a. Cross-list approval by all respective departments, chairs, and deans.
- b. Courses involved should offer the same content and have the same student learning objectives.

- c. Course titles are the same. Slight differences are allowed based on typical professional language within the offering department, but the courses should be recognizable as being the same.
- d. Prerequisites for all courses are the same or full justifications are provided for having different prerequisites. Such justifications must be accepted by all departments and the deans of all schools involved.
- e. All course attributes, such as Honors or Liberal Learning (i.e., domain, civic responsibility, writing) designations are identical.

Approved course approval packages will be forwarded to the dean by the Curriculum Committee.

3. The dean(s) shall review approved course approval packages in accordance with the Course Approval Policy and additionally ensure the following:
  - a. Appropriate enrollment management plans are in place.
  - b. Appropriate staffing plans are in place between departments or programs having cross-listed courses.
  - c. Any costs are appropriately allocated between schools when more than one school is involved.

Once approved, the dean(s) will ensure that all approved packages move forward in this process as a single combined package.

In the event that courses require approval for additional course attributes (eg Honors or Liberal Learning), the approved package will be forwarded to the appropriate governing body in accordance with the Course Approval Policy.

Approved course approval packages will be forwarded by the dean(s) to the Office of Records and Registration.

4. The Office of Records and Registration will:
    - a. Update all College databases for course listing and academic requirements and the Undergraduate Bulletin.
    - b. Ensure cross-listed status is clearly indicated on all involved courses.
    - c. Ensure that cross-listed classes deemed not acceptable to meet specific academic requirements (see A.1.c., above) are clearly noted.
  5. Disagreements with the approval process are to be handled in accordance with the Course Approval Policy
- B. Rescinding cross-list status: Departments or programs wishing to discontinue "same as" cross-listing status for a course shall:
1. Consult with all departments or programs offering the cross-listed course.

Discontinuance should be unilateral; a course should not remain cross-listed against a department's or program's wishes.

2. Notify the deans of all schools affected by the change in writing. Notification shall indicate whether they wish to drop the course altogether, or if they wish to continue listing the course under its own prefix. If the course is required for a major or minor, a plan must be provided for alternative requirements or courses that will be made available to students. Plans must ensure students from all programs involved are protected from arbitrary discontinuance of a required course.
3. Submit a Course approval/change form to the School Curriculum Committee. Include the written notification to the dean with the form. This must be done for all courses involved in the cross-listing.
  - a. If the course is being dropped, indicate on the form to deactivate the course.
  - b. If the course will be maintained, but not cross-listed, indicate on the form to modify the course and provide all required documents for course review.
  - c. Course deactivation or modification will proceed in accordance with School curriculum governance procedures and approvals will be forwarded to the Office of Records and Registration.

#### IV. RELATED DOCUMENTS

Course approval/change form - Academic Affairs  
Course Approval Policy

#### V. HISTORY

<Update for approval>

Approved by CUPPS, January 27, 1999, modified March 24, 1999.

Approved by Council of Deans (Acting as VPAA), May 13, 1999