

## Policy on Cross-Listing and Dual-Listing Courses

**Version: 1.0**

**Responsible University Official: Provost, via the University Registrar**

**Effective Date: May 1, 2017 (for courses beginning in the Summer 2017 semester)**

### 1.0 Introduction

To clarify the terminology and policies around the course catalog listing of courses that meet together.

### 2.0 Scope

This policy applies to all academic units (and all courses and programs therein) throughout the University, including the St. Louis and Madrid campuses.

### 3.0 Definitions

Cross-listing and dual-listing are defined as the following:

- 3.1. Cross-listing is a method of listing a single course under two or more subject codes.
  - 3.1.1. All students who enroll in a cross-listed course, regardless of the subject code through which enrolled, experience the identical course.
  - 3.1.2. Cross-listed courses are identical in all (but not limited to) the following characteristics:
    - 3.1.2.1. Title
    - 3.1.2.2. Description, except each description shall end with: "Cross-listed with [SUBJECT]-[COURSE NUMBER]."
    - 3.1.2.3. Credits
    - 3.1.2.4. Syllabi
    - 3.1.2.5. Pre-requisites
    - 3.1.2.6. Co-requisites
    - 3.1.2.7. Meeting dates, times and location
    - 3.1.2.8. Enrollment restrictions
    - 3.1.2.9. Section Capacities
    - 3.1.2.10. Core requirement fulfillment
    - 3.1.2.11. Major requirement fulfillment
    - 3.1.2.12. Minor requirement fulfillment
    - 3.1.2.13. Certificate requirement fulfillment
    - 3.1.2.14. All requirement rules around application (or exclusion) of credit toward a core, major, minor and certificate.
    - 3.1.2.15. Course attributes
    - 3.1.2.16. Credit and grade repeat rules
    - 3.1.2.17. Home department. See 3.1.5 for clarification on home department.
    - 3.1.2.18. Faculty workload credit governed by faculty member's home department/program workload policy.
    - 3.1.2.19. Course evaluation availability to primary department.

3.1.3. Cross-listed courses will be referred to as primary or secondary (see 4.0 Process for additional information)

3.1.3.1. Where the primary course is the course approved by the curriculum process in the corresponding college, school or center.

3.1.3.2. Where the secondary course is the course that is being cross-listed with the primary course.

3.1.4. Cross-listed courses will be listed in the course catalog in the following manner:

3.1.4.1. Primary courses will be listed in the course catalog in standard fashion.

3.1.4.2. Permanent secondary courses cross-listed with non-special topics courses will be listed with distinct subject codes and numbered in any manner (e.g. *Violence Against Women* primary WGST-3800 / secondary POLS-3880).

3.1.4.3. Temporary secondary courses cross-listed with non-special topics courses will be listed with distinct subject codes courses and the special topics reserved course number of #93# (e.g. *Advanced Ethics: Christianity and Postmodern Ethics* primary PHIL-6300 / secondary THEO-6930).

3.1.4.4. Temporary secondary courses cross-listed with special topics courses will be listed with distinct subject codes and the special topics reserved course number of #93# (e.g. *Intro to Neuroscience* primary BIOL-4930 / secondary NEUR-4930).

3.1.5. The home department is the department initially approved to offer the course.

3.1.5.1. The home department will be listed in the student information system as the department on primary and secondary courses.

3.1.5.2. For sections where the teaching/funding department differs from the home department the department in the student information system will be adjusted in order for course evaluations and faculty workload to be accurate.

3.2. Dual-listing is a method of listing related, but distinct, courses under two or more subject code and course number combinations.

3.2.1. Dual-listed courses are distinguished from cross-listed courses by the fact that only some portion of the academic experience is common between the classes.

3.2.2. Dual-listed courses must have distinct course requirements described on the syllabus.

3.2.3. Where as the courses are distinct, the following characteristics will be identical for dual-listed courses:

3.2.3.1. Meeting dates, times and location

3.2.3.2. Home department. See 3.1.5 for clarification on home department.

3.2.3.3. Faculty workload credit governed by faculty member's home department/program workload policy.

3.2.3.4. Course evaluation availability to primary department.

3.2.4. Dual-listed courses will be listed in the course catalog either:

- 3.2.4.1. In the course catalog with identical subject code and distinct course numbers (e.g. *Introduction to Genomics* BIOL-4030 / BIOL-5030),
- 3.2.4.2. In the schedule of classes with identical subject code, identical course number and distinct section (e.g. *Foundations in Clinical HC Ethics* HCE-2010-01/ HCE -2010-01H) or
- 3.2.4.3. In the course catalog with distinct subject codes and distinct course numbers (e.g. *Emerging Technologies* NMT-4430 / MIT-5630).

## 4.0 Process

Cross-listed and dual-listed are administered in the following manners:

- 4.1. Both non-special topics cross-listed and dual-listed sections roll from term to term. If an established cross-listed or dual-listed course is not going to be offered it is the responsibility of the home department to notify the Office of the University Registrar. See 3.1.5 for clarification on home department.
- 4.2. Administration of cross-listed courses
  - 4.2.1. The home department authorizes the cross-listing of secondary courses and communicates this approval to the Office of the University Registrar.
  - 4.2.2. The home department must communicate all adjustments to secondary courses to the Office of the University Registrar.
  - 4.2.3. A secondary course cannot be offered in a given semester unless the corresponding primary course is being offered.
  - 4.2.4. When a department permanently discontinues a primary course, the secondary course must be requested as a new course in order to be offered in the future.
- 4.3. Administration of dual-listed courses
  - 4.3.1. Dual-listed courses, excluding Honors sections, are decided within a department and communicated to the Office of the University Registrar.
  - 4.3.2. Dual-listed courses with an Honors section are decided by the Honors Program and communicated to the Office of the University Registrar.

## 5.0 Approvals

**This policy was:** Approved by Provost Nancy Brickhouse: *April 19, 2017.*