Collegiate Guidelines for Cross-Listing Courses

1. There is an official university policy regarding the cross-listing of courses:

   **Cross-listed Courses**
   A cross-listed course consists of a single course offered for registration under two different course designators. A cross-listed course must be at the same level (e.g. 1000-level, 3000-level, etc), have the same content, title, description, outcomes, same or equivalent prerequisites, and be offered for the same number of credits. Course proposals and syllabi for the cross-listed courses must be discussed and approved by both departments, collegiate curriculum committee(s), and dean(s) prior to review by EVCAA. A compelling case based on course content and outcomes must be made on the Course Proposal for cross-listing a course. The decision by a department to discontinue a cross-listed course is unilateral and must be communicated in writing and routed through the usual curriculum process.

2. The College of Liberal Arts at UMD follows the university-wide policy on cross-listing, and will permit faculty to create cross-listed courses.

3. Courses that are submitted for approval of cross-listing are to be sent to the involved departments first. The Academic Affairs Committee in CLA will receive the proposal next, and upon approval will then forward it to the CLA Dean’s office and to EVCAA for further review.

4. The Office of the Dean in CLA will consider for approval cross-listed courses that follow these guidelines:
   a. If departments decide to offer a cross-listed course, the proposal for this shared class must be created by both departmental units, and must identify clearly the revisions to course content or delivery mode that occurred to create a uniform syllabus. If no changes to an existing course and its content are made by the involved departments, the units must nevertheless provide a narrative that, as the UMD policy states, provides a “compelling case based on course content and outcomes”. Specifically, it must be made clear how an existing course and its unaltered content is already so interdisciplinary in nature that it warrants cross-listing.
   
   b. Cross-listed courses must be submitted to the Academic Affairs Committee as a single proposal, with different departmental designators. For cross-listing within CLA, it is recommended that a common course number should be generated. The proposals should be accompanied by a course syllabus that must demonstrate the uniform content and delivery of the cross-listed course.

   c. The course proposals must make the case that the cross-listing is in the best interest of students in CLA, and must identify the benefits that each department and faculty members gains from cross-listing courses. Specifically, each department must make the case that cross-listing is preferable to accepting a course from a different department as a required or elective course in its program.

   d. Multiple sections of cross-listed courses cannot be offered in the two sponsoring departments during the same semester unless there is demonstrable demand and enrollment pressure to justify the opening of an additional section.