

I. PURPOSE

To define/explain the difference between cross-listed, cross-level and stacked courses.

II. SCOPE

These guidelines apply to all courses.

III. FUNCTIONAL DEFINITIONS & GUIDELINES

A. Standard Cross-Listed Course

A course that is offered under more than one subject/prefix/department heading, and carries the *same course number. A cross-listed course may also have alternate section numbers (section 01 and 01H, for example). Cross-listed courses meet together in the same meeting pattern (locations, days, and times of day) and are taught by the same instructor, or team of instructors. The course will carry identical course attributes (markers), will have the identical course title/catalogue descriptions in each listing, grading scale, as well as identical course prerequisites. Cross-listed courses must be approved by the appropriate governing body (Undergraduate Curriculum Committee or Graduate Studies Committee) and must be identified in the University Catalog. All versions of the cross-listed course will count together as one course for instructional workload purposes. Students may only receive credit for the single section of the cross-listed course for which they are registered. Credit will not be awarded for a course where credit has been awarded for a cross-listed course (i.e. ENT 130 and BUS 130 are cross-listed courses. If a student is registered for ENT 130, they will not receive credit for BUS 130. Also, the cross-listed courses are listed as equivalencies. A student who has previously taken and received credit for ENT 130 cannot later take BUS 130 and receive credit for the course unless they are designated as “repeatable for credit”.

*Note: Course numbers may not be identical due to the 500 to 400-level conversion.

B. Cross-Level Linked Courses

Cross-level listing refers to offering two courses, one undergraduate and one graduate, in the same time and place, with the same instructor. Although normally undergraduate and graduate courses are separate and wholly distinct from each other, there are circumstances in which academic units may wish to teach certain levels of the same course together. For cross-level listing, the graduate course is expected to have additional and distinct content and requirements that are more advanced than the undergraduate course.

This policy provides explicit guidelines for offering cross-*level* listed courses and distinguishes these offerings from standard cross-listings. When graduate/undergraduate classes are cross-level listed they should reflect the following guidelines:

1. *Specific, unique expectations are provided for each course.*

Graduate expectations must be commensurate with the level of the graduate course listed. The central expectation for graduate students is that they will do not only more work, but more advanced work than undergraduate students.

- *Course expectations may be differentiated through assessment measures such as exams, written assignments, computational exercises, etc.*
- *Graduate expectations may include more advanced learning through additional, more sophisticated reading, research projects, course facilitation or experiential activities.*

2. *Prerequisites should be appropriate for both courses. Required knowledge should be the same or comparable for both courses, or more significant for the graduate course.*

- *A graduate course could require the same prerequisite as an undergraduate course, or, depending on the circumstances, a prerequisite might be required for only one level (e.g., either undergraduate or graduate). A graduate student, by virtue of having been admitted to a specific graduate program, may meet the prerequisite requirement automatically and be eligible to enroll.*
- *Use of the “permission of the instructor” restriction could be used to allow for individual instructor discretion regarding a student’s preparation for the course content and may facilitate the verification of prerequisite knowledge.*

3. *Courses should be close in level designations.*

Undergraduate and graduate cross-listing should occur within the context of general expectations about both cross-listing and course numbering. Only upper-level undergraduate courses (4xx) and graduate courses (5xx and 6xx) may be cross-level listed.

- *A 600-level graduate course should not be cross-level listed with a 300-level undergraduate course.*

4. *Course titles must be related, but do not have to be identical. Course numbers (digits) do not have to be identical (i.e. 453 can be linked with 672).*

C. Stacked Courses

A stacked course is utilized in ensemble and performance curricula in the College of Visual and Performing Arts (CPVA). In this case, subject/prefix is identical, but the course numbers will differ by level, for example MUP 151/251/351/651. Performance students who have differing skill levels meet together with the same instructor to improve knowledge and proficiency. Students enroll in courses that may differ by number and level but are working in a common domain. It is the responsibility of administrative personnel in CVPA to inform the

University Registrar's Office (each term) of stacked courses that must be linked in Banner.

IV. COURSE LINKING PROCESS:

Linking course sections is the process in Banner that combines course sections together for classroom scheduling and faculty workload purposes. Combined sections meet in the same timeslot and location. These include:

- Cross-listed courses
- Cross-level courses
- Stacked courses

Courses Cannot be Linked If:

- They are “Special Topics” or “Experimental” courses because course content can change from semester to semester
- They are traditional independent study, thesis, practica, internships, dissertation, etc. courses
- They satisfy different General Education requirements
- They can be offered for variable credit

ADDITIONALLY

- Courses not eligible for linking (per provided definitions) may not be co-located in the same classroom and taught together. They must be taught separately.