

## Guidelines for Cross-listing LAS Courses

Updated Spring 2024

Cross-listing enables the same course to be listed under multiple subjects. One department is always designated as the primary or controlling unit and the other department or departments are considered the cross-listing units.

Academic considerations are the primary criteria in determining whether courses should be cross-listed. Ordinarily, cross-listing requests will be approved if at least one of the following conditions is met:

1. A course from one department/unit is used by another department/unit as a *required* course within its major; or
2. A course is team-taught or taught on an alternating basis by faculty paid by different departments/units.

Cross-listing a course does not result in a sharing of instructional units (IUs). IUs go to the department that pays the instructor unless that department makes other arrangements. **Cross-listing a course in order to attract students from other departments/units is not a sufficient justification for cross-listing.**

Departments are encouraged to review cross-listed courses on a regular basis and discontinue those cross-listings that no longer serve an important academic purpose, using the Course Inventory Management (CIM) Module.

### Requesting Cross-listings

1. The department/unit controlling the course is responsible for obtaining the approval of the proposed cross-listing unit(s). An authorized official of each non-controlling department must endorse the cross-listing. In addition, if the cross-listing involves a different college, a dean of that college must also approve.
2. The proposed cross-listing unit must provide a subject and course number to be used for the cross-list. Note that while individual course numbers may vary, all numbers must be at the same course level. Thus, a 400-level course may not be cross-listed with a 300-level course.
3. The controlling department/unit submits a request through CIM or submits a completed New Course Form to their unit's designated CIM user or the Associate Dean for Curricula and Academic Policy in LAS.

Requests for cross-listing new courses or for new cross-listings of existing courses will be reviewed as part of the standard course review process in the College of Liberal Arts and Sciences and within the LAS Courses and Curricula Committee.

Additional information on submitting new and revised courses, policies and guidelines, and other resources are available on the [Approval Process for LAS courses webpage](#).

Additional information on cross-listing can also be found in the Cross-Listing section of the Office of the Provost's [Proposing New Courses webpage](#).