



MEMORANDUM

TO: Faculty of the College of Arts and Letters
FROM: Heather Coltman, Dean *Heather Coltman*
RE: Policy on Course Cross-Listing
DATE: April 14, 2016

This policy clarifies and formalizes course cross-listing guidelines for all units in the College.

Undergraduate and graduate cross-listing: Departments may cross-list an upper division undergraduate courses with a graduate course number in consultation and agreement with the faculty member assigned to teach the course. The faculty member will be consulted in advance and thus will NOT be compensated for teaching a combined course with an overload stipend nor will the combined listing result in the equivalent of 2 courses in a faculty member's annual assignment. If there is evidence that enough students will enroll at both the undergraduate and graduate levels then the Department may offer separate graduate and undergraduate sections at different day/times. If this occurs then both courses will be counted separately in a faculty member's annual assignment.

Enrollment minimums: If it is agreed upon between the faculty member and department that the best means for ensuring that a special topics course meets minimum enrollment and/or that both the graduate students and advanced undergraduate students are best served by a combined level course then the course may run with cross-listed undergraduate and graduate listings. Two syllabi are required, one for the undergraduate section and a separate one for the graduate section. Each cohort of students will be held to their respective level of academic standard. Departments should consider listing a 5000 level course that can serve both populations without requiring two syllabi or a difference in instructional delivery. The faculty member will be consulted in advance and thus will NOT be compensated for teaching a combined course with an overload stipend nor will the combined listing result in the equivalent of 2 courses in their annual assignment.

Summer course listings: Cross-listed undergraduate with graduate courses will not be offered in the summer without the written consent of the faculty member that has been assigned to teach the course. Budget constraints would not allow the splitting of the course into two should enrollment at each level meet the minimum required.

MA/MFA to PhD cross-listing: All students registered in these courses are studying at the graduate level. PhD students should be held to a higher standard of performance. Faculty members may assign

extra or different course work to PhD students. Cross-listed graduate courses with the PhD program will not result in additional compensation.

A course that is cross-listed to include Masters level and PhD students CANNOT include a cross-listed undergraduate section.

**The above policy does not preclude the running of two parallel sections (one graduate, one undergraduate) for collaborative purposes under the stewardship of two professors. Such sections may be run on the same days and times.*