Policy for Cross-Listing Courses

College of Arts and Sciences
University of Michigan-Flint

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Cross-listing courses is important and useful in a liberal arts curriculum that emphasizes interdisciplinary study. In this spirit, this policy creates guidelines and procedures for course cross-listing. These guidelines are meant to ensure consistency and quality of student learning within the College of Arts and Sciences at UM-Flint, while encouraging regular inter-departmental and inter-program dialogue and mutual understanding regarding cross-listed courses. Accordingly, this policy articulates procedures for the establishment, scheduling and staffing, and maintenance of courses cross-listed between two or more departments or programs. Cross-listing of courses should be neither established nor revoked precipitously or capriciously.

1. Establishment:

1.a Cross-listing courses is appropriate only in certain circumstances.

1.a.i. The course should be truly interdisciplinary, drawing upon the content, theory and methods of both (all) of the cross-listing departments. As such, there must be a genuine relationship between the departmental listings of the course and the actual content of the course.

1.a.ii. The course should have a single set of central objectives. It is not appropriate to cross-list a course where participating instructors vary the key objectives to reflect one or the other of the cross-listing departments. This principle should not exclude courses that vary in emphasis or detail as instructors rotate.

1.b. To establish a cross-listing:

1.b.i. Careful departmental discussion of the reasons for and purposes of the cross-list must be observed. The deliberations must go beyond the abbreviated catalogue description to include a review of a sample syllabus, generated within the criteria of a truly interdisciplinary course with a single set of central objectives.

1.b.ii. The College should revise the “New Course Forms” to include a section where departments provide a statement regarding the interdisciplinary nature of the course and the shared central objectives.

1.b.iii. Given the administrative responsibilities assumed by the originating department, the originating and cross-listed departments or programs should always be clearly recorded on the “New Course Forms.” Departments submitting new cross-listed courses after this policy takes effect are required to complete this section of the form.
2. **Scheduling and Staffing:**

2.a Proposing Departmental Scheduling

2.a.i. If a collaborating department or program wishes to offer and staff a cross-listed course, that department should consult with the originating department or program as to the possibility of offering and staffing a section.

2.a.ii. The originating department or program can either turn down the proposal to offer the course with a brief statement as to its rationale, or agree to entertain a fuller proposal.

2.b Scheduling by Collaborating Departments or Programs

2.b.i. Once the originating department or program expresses its interest in having the collaborating department or program offer and staff a section, then the collaborating department or program will provide the originating department the following three documents within a minimum of two weeks BEFORE the schedule is due to the Registrar’s Office:

- A current CV of the instructor
- A copy of the syllabus for the course
- A course schedule

2.b.ii. Once the originating department or program reviews the material, it may then issue a final approval. If an approval is not granted, the originating department or program must state and document its rationale based on the material provided above.

2.b.iii. Should the collaborating department or program address the concerns expressed by the department that established the course, it is certainly possible that a mutual agreement can be obtained by the Registrar’s deadline.

3. **Maintenance**

3.a. Both originating and collaborating departments and programs offering cross-listed courses should conduct a regular review of the appropriateness and viability of continued cross-listing in light of changing departmental objectives, program needs and staffing. If either (any) department deems the cross-list inappropriate, it may, in consultation with the other departments, remove the cross-list using the existing “New Course Form.”

3.b. All departments or programs should inform cross-listing departments or programs when either syllabus or the instructor changes. The originating department or program should supply the collaborating departments or programs with a copy of the new syllabus and/or CV of the instructor.