

Humboldt State University  
University Senate

**Resolution on HSU Policy for Cross-Listing of Courses**

#37-13/14-APC

**Resolved:** That the University Senate of Humboldt State University (the Senate) recommends to the President that the attached “HSU Policy for Cross-listing of Courses” (draft, March, 2014) be approved and become effective immediately.

**Rationale:** A cross-listed course is a single course that is offered in two or more academic subject areas with the same title, credits, mode of instruction, description, and prerequisites (e.g. WS 317 & ANTH 317). The attached policy details the conditions under which new cross-listed courses will be approved.

University Senate: PASSED; Forwarded as Emergency Item 4/29/2014

President Richmond: Approved 5/27/2014

## Policy for cross-listing of courses:

A cross-listed course is a single course that is offered in two or more academic subject areas with the same title, credits, mode of instruction, description, and prerequisites (e.g. WS 317 & ANTH 317). A cross-listed course provides faculty and students an opportunity to collaborate across disciplinary lines and recognizes and encourages the value of interdisciplinary connections. It also makes possible an adequate representation of that interdisciplinarity in the catalog and in the class schedule. There must be a clear curricular benefit for a course to be cross-listed; this benefit should be determined at the level of the programs considering cross-listing and articulated on course proposal forms (see below). For instance, an interdisciplinary program might include another field's courses among courses that may satisfy major requirements, some disciplines may have fields that intersect, and some programs might collaborate to develop classes intentionally joining of multiple perspectives.

*Humboldt State University recognizes two types of cross listed courses:*

- The first type of cross-listed course consists of a cooperative venture between/among departments. All departments share in the development and delivery of the course; often these courses are either team taught, taught by a rotation of faculty within the cooperative departments, or taught by an instructor with a joint appointment in the relevant academic areas. For accounting purposes, all FTEs are credited to the department/program funding the instructor. If a course is team-taught, the participating departments will split the FTEs in the same way that the wtu are split in that course.
- The second type of cross listed course consists of a “Home” unit which has primary responsibility for the course staffing and delivery. Those units wishing to cross-list will identify a single home unit when the course is proposed or revised. All FTEs are credited to the department funding the instructor. The purpose of this type of cross listing is to underscore the interdisciplinarity of the course content and the relevance of the course to students outside the home department. This type of cross listing is especially useful for informing students of the relevance of an interdisciplinary course to their program of study, particularly for baccalaureate programs with a non-prescriptive curriculum.

## Procedures:

- I. For the home unit-single instructor type of cross listed course described above, a cross-listed course must have a primary home in one program which will be responsible for scheduling, staffing, and assessing the course. A cross-listed course cannot be offered without approval of the program in which it is primarily housed.
- II. For new cross-listed courses to be approved, *each participating department* must:
  - A. Submit a new course proposal form for the course. The proposed course attributes listed on all proposals must be identical in every way, with the exception of the subject code, and must be submitted simultaneously.
  - B. Clearly explain on the new course proposal form how the course meets the criteria for cross-listing, and how the cross-listing benefits students.
  - C. Agree on the course level student learning outcomes and explain how the course level outcomes develop specific program outcomes.
  - D. Explain how the new course fits within their curriculum, i.e., whether the course is a program requirement, restricted elective, non-restrictive elective, etc. and whether the program has room below the 120 unit limit to add such a course.
- III. Programs wishing to cross list their prefix to an established course must follow the same procedure outlined in II above. This step is to ensure that any new program(s) wishing to add their prefix to an established cross-listed course will engage with the incumbent programs on how the new program(s) perspective on the course content will benefit students, *and* justify to the University (via the ICC, the Senate and relevant administrators) that the addition of the new prefix(s) to the cross-listed course is appropriate by completing steps B – D above,
- IV. All programs cross-listing a course must be notified before modifications are made to the course.
- V. A cross-listed course may be taught in multiple sections as long as the course content and learning outcomes for all sections are the same.
- VI. The catalog description for each cross-listed "section" will include a statement identifying the course as cross-listed, and provide the course identity of the cross-listed version of the course.
- VII. Course syllabi will reflect the cross-listed nature of the course (listing all of the identities of the course), and any of the prefixes of a cross-listed course will be accepted as satisfying a particular degree requirement as all "sections" are equivalent.
- VIII. Course capacities for each "section" will be managed by PeopleSoft such that each "section" of a cross-listed course is designated as "combined" into one course, thereby allowing the software to adapt the enrollment in order to maintain the maximum enrollment for the course.

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Approved at University Senate 4/29/14

Approved by President Richmond 5/27/14