

Guidelines for Submitting Curricular Proposals

- D. Proposals for unit name changes shall be reviewed by the following bodies and individuals, in order:
1. The originating department or program (if applicable).
 2. The academic planning committee(s) of the college(s) in question.
 3. The relevant college Dean(s).
 4. The Provost.
 5. The Committee on Academic Policy and Planning.
 6. The Senate (which shall receive AP&P's recommendation as an information item).

* Review shall proceed concurrently.

** Review shall proceed concurrently with sections B.1 through B.4.

Conditions of Cross-Listed Courses Policy adopted by the Senate, April 6, 2010

- 1.0 Cross-listed courses are defined as courses that are offered by two or more academic units, have identical course elements (title, description, units, mode of instruction; prerequisites and number, unless one of the academic units has already used that number for another course then the next closest number should be used) except the course prefix which reflects the academic department or program; are interchangeable for degree requirements; cannot be repeated for degree credit under separate prefixes; may be scheduled with the same instructor, room, and meeting pattern; may be scheduled with all, some, or one of the course prefixes.
- 2.0 Process for approving a cross-listed course
 - 2.1 If the course is an approved course in the catalog and additional department(s) want to cross-list the course, the cover page with approval signatures from each department/college requesting the cross-listing is required. Attach each department/college cover page with approval signatures to your on-line proposal using the Attach Files menu option in CurricUNET.
 - 2.2 If the course has never been taught, approval for a new cross-listed course shall follow the campus curriculum guidelines associated with a new course proposal.
 - 2.3 Cross-listing of a course can be ended with signatures by any participating department chair and college dean using the process described in 2.1.
- 3.0 Criteria
 - 3.1 A cross-listed course shall have the same title, number unless one of the academic units has already used that number for another course, prerequisites, description, unit value, and grading method in its description as listed in every unit.
 - 3.2 Catalog and course schedule listings shall indicate that the course is cross-listed. Materials presented to students, such as syllabi and course descriptions, shall also indicate that the course is cross-listed.
 - 3.3 The academic units shall agree that students may take the course under any of its listings to fulfill an academic unit's requirements.

If a collaborative course is acceptable for General Education, the following General Education policies apply. A student shall not receive more than 12 units of GE credit from any one academic unit, including collaborative courses listed therein. A student shall not receive more than 7 units of GE credit in sections II, III, and IV combined from any one academic unit, including collaborative courses offered therein. Courses in a student's major unit or collaborative courses listed therein may not be used in Section IV (Explorations of Human Experience).

Experimental topics courses, General Studies 250, 350, and variable titled and variable unit courses are not eligible to be considered as cross-listed courses.

Catalog and course schedule listings must indicate that the course is a cross-listed course that is listed in more than one department.

The participating departments must agree on cross-listed course content.

Students may take the course under any of its listings to fulfill any one department's requirements.

No more than 20% of the courses in any department or program may be cross-listed courses.