

Course Cross-Listing Policy and Procedure

Approved by Academic Senate

02/28/22

Proposed Procedure For Committee Consideration

1. Discipline expert/s establish a clear rationale for the need to cross-list and explain how this will benefit students. (Complete Cross-Listing proposal form)
2. Bring the rationale to the Curriculum Committee for discussion prior to course development or revision and approval to receive feedback/ identify any issues or hurdles. (Contact the Curriculum Chair to schedule time on the agenda)
3. Discipline expert faculty must consult with each other and collaborate on the COR.
4. The COR must be approved by all relevant programs or departments who plan to offer it.
5. The COR must go through the approval process similar to all other CORs.
6. After curriculum committee approval, relevant programs and/or departments (if more than one), must write up a memo of understanding that delineates the following:
 - a. Staffing protocol
 - b. Scheduling protocol
 - c. Assessment protocol
 - d. COR Revision protocol
7. Relevant programs and departments must approve the memo of understanding.
8. All current approved CORs may not be modified without the consent of the originating department.