

Policy for Permanently Cross-Listing and Co-Convening Courses

Cross-Listing

Cross-Listing refers to the **same course taught with different departmental prefixes** (e.g., Race and Ethnic Relations is listed as both SOC 215 and ES 215).

Cross-Listing typically occurs when courses are team-taught across disciplines/areas, courses are taught by different departments in different years, or when multiple prefixes are necessitated by accreditation or endorsement issues.

- 1) The cross-listed courses must be at the same level (e.g., 300/300, 400/400, etc.).
- 2) Where possible, the cross-listed courses should have the same number (e.g., GLG 259 and GSP 259 or ES 356 and POS 356).
- 3) **There must be one syllabus** utilized for the cross-listed courses and it must display both courses on the syllabus.

Co-Convening

Co-Convening **refers to convening graduate and undergraduate courses on the same topic together**, in the same room, at the same time (e.g., American Political Communication is listed as both CST 465 and CST 565).

Co-convening of courses allows for beneficial interaction between undergraduate and graduate students. Co-convened courses strengthen the undergraduate experience (“raise the level of the class”) with interaction and discourse among graduate students, and strengthen the graduate experience by offering graduate students leadership opportunities and mentoring roles over undergraduate projects and presentations.

- 1) Typically, only 400- and 500-level courses may be co-convened. If an alternate combination is desired, the need must be clearly justified in the proposal.
- 2) **There must be two course syllabi** that clearly differentiate between expectations for the 400- and 500- level course. These differences are normally found in expanded and advanced learning outcomes for the 500-level course, different expectations when assessing levels of work, different required projects, expanded reading, and overall higher standards for the graduate students. It is also typical for the graduate students to take on a leadership or mentoring role at some point during the semester, whether they lead group discussions or become a leader of a group project. Please refer to the [“Standards for Co-Convened Courses.”](#) The relationship between graduate and undergraduate work must be clearly spelled out, and there must be different standards of grading for the 400- vs. 500- level course.
- 3) If a student takes a co-convened course at the 400-level, the student may not retake the same course at the 500 -level (and vice versa).

Procedure for Permanently Cross-Listing and Co-Convening Courses, continued

- 4) All courses requesting cross-listing or co-convening must be approved first by the College-level curriculum committee and then by the University Graduate Committee (UGC) and/or the University Curriculum Committee (UCC). The courses must be submitted to the respective committees on the appropriate curricular request form, including a justification for the request, and the required syllabi.



One-Time Cross-Listing or Co-Convening

Policy for One-Time Cross-Listing and Co-Convening Courses

One-time cross-listed or co-convened course approvals may be granted by the Associate Dean of the Graduate College and/or by the Associate Vice Provost of Curriculum and Assessment, as specified below. One-time approvals are normally sought when the courses will not be taught together on a permanent basis. The criteria listed in the policy for Cross-Listing and Co-Convening applies in these situations.

Requests for one-time co-convening and cross-listing should be made no later than three weeks prior to the end of schedule build. *(If you have questions regarding submission deadlines, please contact the Associate Registrar —Schedule of Classes office at 523-1751).*

The classes should not be scheduled until they have received a one-time approval.

Procedure for One-Time Cross-Listing and Co-Convening Courses

Cross-Listing

Cross-Listing requests for undergraduate courses go directly to the Associate Vice Provost of Curriculum and Assessment. Cross-Listing requests for graduate courses go directly to the Associate Dean of the Graduate College. If the one time cross-listing request is approved, the faculty will be notified and the cross listing will be forwarded to the Registrar's Office Academic Scheduling area, which will provide direction to the department as to how to proceed with implementation.

- (a) Requests should be forwarded via email and include the following:
 - (i) A single syllabus listing both prefixes and numbers.
 - (ii) Written justification for the one-time cross listing.

Co-Convening

Co-Convening requests first go to the Associate Dean of the Graduate College and if approved, the Associate Dean of the Graduate College will forward to the Associate Vice Provost of Curriculum and Assessment. If approved by both parties, the faculty will be notified and the co-convening will be forwarded to the Registrar's Office Academic Scheduling area, which will provide direction to the department as to how to proceed with implementation.

- (a) Requests should be forwarded via email and include the following:
 - (i) A separate syllabus for each course.
 - (ii) Written explanation of the differences between the graduate level and undergraduate level course.
 - (iii) Written justification for the one-time co-convening.