

UPAC Operating Policy

Cross-listed Courses

Cross-listed courses are courses that are listed under more than one department or discipline and which can be taken for credit from either department or discipline but not both.*

These courses will be created according to the following principles and processes:

- **Course ownership:** Only one department will own a course. The department that owns the course will have responsibility for ensuring that the course meets the standards of its discipline. If there is no department then a committee focussed on the discipline and recognized by UPAC will act as the owner of the course.
- **Course outlines:** Only one official course outline will exist describing the course. All other outlines will refer to the original outline. It is preferred that the cross-listed course use the same course number as the original course, for example, Visual Arts may cross-list VA 125 with ENGL 125.
- **Calendar descriptions:** Full course descriptions will be included in the calendar for all versions of the cross-listed course, and all will contain a boilerplate text stating that only one of the cross-listed versions can be taken for credit. The text is "This course is offered as XXX and YYY. Students may take only one of these for credit."
- **Program requirements:** There will not normally be a limit on the number of cross-listed courses that can be taken to fulfill program requirements. If a program wishes to institute limits, these must be clearly stated and approved by the usual process of program change.
- **Registration and transcripts:** At registration students will choose one version of a cross-listed course that will appear on their transcripts. A student will be able to change which cross-listed course appears on the transcript upon request to Admissions and Records.

Management of cross-listed courses:

1. The department that owns the cross-listed course is responsible for offering it.
2. Any department wishing to cross-list with another department's course
 - 2.1 is responsible for determining that the course is appropriate to offer as though it were its own.
 - 2.2 must obtain approval to cross-list it from the department owning the course.
 - 2.3 must obtain approval to create the cross-listed course from the appropriate curriculum committee and UPAC.
3. Any departments that have cross-listed a course with another department's course may
 - 3.1 offer to teach the course, but the owning department has the right to agree or not.
 - 3.2 request changes to the content, scheduling and seat reservations; however, the owning department is solely responsible for any changes.
 - 3.3 decide whether the cross-listing should continue. If a cross-listing is to be discontinued, the department must advise the owning department, relevant curriculum committee and UPAC. This advice must include a rationale for the change and an explanation of any steps to be taken to replace the course.

Resolution of disputes between departments:

Where there are disputes relating to cross-listed courses that cannot be resolved between departments, UPAC will have the final word.

* borrowed with appreciation from the University of Calgary