

## Cross-Listing Guidelines: Office of the University Registrar

Interdisciplinarity is central to UNC-Chapel Hill, in teaching, research, and administrative structures. Cross-listing courses provides one way for interdisciplinarity to gain visibility within the University community. In addition, cross-listing recognizes the cross-disciplinary nature of the course content. Therefore, it is important to ensure the visibility and accurate representation of interdisciplinary courses for registration purposes (for students) and resource-sharing purposes (for faculty and administration). Units that share courses need to cooperate over scheduling, availability, and content (which must be exactly the same).

Cross-listing is a possible option for units, but there are fewer compelling reasons to do so than before the implementation of ConnectCarolina, which provides more effective ways to obtain information, track degree requirements, and share courses. For example, a stand-alone course can have reserved seats for multiple groups of students (majors, minors, classification) using the reserved capacity feature. The course “Politics of the European Union” (POLI 433) is a stand-alone course, but it fulfills requirements in the global studies and contemporary European studies majors, and seats can be reserved for students in those majors. Furthermore, since the funding of a course depends on who teaches it, not the subject code under which students enroll, cross-listing courses offers no special financial benefit to academic units, other than the home department of the instructor(s).

When courses are cross-listed, one unit is designated as the “sponsor” or home. All units must agree to create a new cross-list. Equally important, all units must agree to inactivate a cross-list. If the sponsoring unit wishes to break an existing cross-list, they must contact the non-sponsor(s) before submitting the request.

### Guidelines for appropriate cross-lists (course level)

- The subject matter of the course must:
  - lie between at least two discipline-specific or interdisciplinary fields [for example, “The Interplay of Physics and Music”(MUSC/PHYS 51) lies between those two units] or
  - draw on at least two discipline-specific or interdisciplinary fields (classical archaeology in art and classics) or
  - exist within a discipline and be appropriate to an interdisciplinary program [for example, “Globalization and Health” (HPM/MHCH 664)]
- The instructor(s) for the cross-listed offerings must be the same.
- Courses must have the same title, description, fixed (not variable) credit hours, and repeat rules. They must also have the same general education designation(s).

- Courses must be within a numbering range (category) from the Standard Numbering System: 0-99; 100-399; 400-699; 700-999 to ensure the level at which it is taught is the same.
- Course numbers should match if at all possible.
- Courses should generally not be cross-listed between Schools (i.e., Professional Schools, College of Arts and Sciences), especially when the Schools have different numbering systems. Exceptions can be heard by the career- and university-approvers for the course on a case-by-case basis.
- Courses must have the same grading basis. If exceptions are approved to allow cross-listing across Schools or student careers, university policy will apply the appropriate grading basis for the student's designated academic career.
- Courses should have no more than two non-sponsors (three-way cross-list)

### **Courses cannot be cross-listed if:**

- They are "Special Topics" courses because course content can change from semester to semester
- They are traditional independent study, honors thesis, practica, internships, directed readings, master's thesis, dissertation, etc. courses
- They satisfy different General Education requirements
- They can be offered for variable credit

### **Guidelines for appropriate combined sections (section level)**

A "combined section" is the process in ConnectCarolina that links courses together for classroom scheduling purposes. Combined sections meet in the same timeslot and location. These include:

- Cross-listed courses
- Cross-level courses taught within the same department which have similar subject matter\* (e.g., graduate and undergraduate levels)
- Co-listed/co-meeting courses where one or more of the components are taught in the same classroom and by the same faculty\* (e.g., Honors and non-honors course pairings, labs, studio art, etc.)
- Multiple sections for the same course (Friday Center offerings for degree and non-degree seeking students)

\*Special topics courses and courses that satisfy different General Education requirements may not be combined.