CHAPMAN UNIVERSITY

CROSS-LISTED COURSE FORM

This form is for <u>a course or courses that are already approved</u> by the college or school Curriculum Committee and are requesting cross-listing with another course. Cross–listed courses must include the appropriate rigor, expectations, content, and methodologies for their respective levels of credit and discipline(s). The *2024-2025 Curriculum Handbook* entry on Cross-listing should be reviewed when proposing cross-listed courses.

The Curriculum Committee of a particular college or school may be charged with determining the appropriateness of cross–listing courses by subject area(s), and the Graduate Academic Council and/or the Undergraduate Academic Council retain the authority to approve or deny their recommendation. Attach a rationale for cross-listing the course.

Cross-listed courses must have the:
- Same course description
- Must use the same course number in each of the academic units in which the course is listed
- Learning outcomes, and
- other appropriate information
- Faculty are to make the required changes in the course approval system to align the cross-listed courses.

Program Approver- Program 1:
_____

Primary Course Designation and Number:
_____

Primary Course Title:
_____

Credits:
_____

Program Approver – Program 2:
_____

Cross-Listed Course Designation and Number:
_____

Cross-Listed Course Title:
_____

Program Approver – Program 3:
_____

Cross-Listed Course Designation and Number:
_____

Cross-Listed Course Title:
_____

Information must be provided based on the cross-listed course type listed below. Attach the syllabi for each of the courses in the cross-listing and all requested documents to this form.

For interdisciplinary cross-listed courses, please provide information on the following:
- Demonstrate consistent occurrence of themes and topics from more than one discipline.
- Demonstrate use of primary and/or secondary sources from more than one discipline. These sources should constitute significant components of the course.
- Demonstrate use of methodologies from more than one discipline if the methodologies are different.
- Encourage students to think critically regarding the relationship among the disciplines, their subject matter and methodologies. Cross-listed courses must include the appropriate rigor, expectations, content and methodologies for their respective levels of credit and discipline(s). The Curriculum Committee of a particular college or school may be charged with determining the appropriateness of cross-listing courses by subject area(s), and the Graduate Academic Council and/or the Undergraduate Academic Council retain the authority to approve or deny their recommendation.

Courses should <u>not</u> be cross-listed for the sole purpose of increasing potential enrollments.

For cross-listed courses between lower and upper divisions. Generally, lower division courses should not be cross-listed with upper division courses. In rare cases, exceptions may be made if the program can articulate a clear, academically-based rationale for cross-listing. Please provide information on the following:

- Provide a pedagogically sound explanation for why the course cannot be offered as either a lower division or an upper division course
- Describe the specific differences in expectations and requirements between students receiving lower division credit vs. upper division credit.

Note that generally such cross-listing has been reserved for courses in the performing arts in film and media production.

For cross-listed courses between undergraduate and graduate levels. In general, courses should not be cross-listed between undergraduate and graduate programs. Exceptions may be made when the course syllabus explicitly distinguishes undergraduate from graduate expectations and requirements and when a clear academic basis for cross-listing exists. Also, the requirements for graduate students must be commensurate with other graduate coursework in the field. Please provide the following information:

- Describe how the expectations and requirements differ between the undergraduate and graduate courses
- Describe the rationale for cross-listing these courses.

Approval Checklist and Required Signatures

Program Approver—Program 1	Approved ☐ Not Approved ☐ Print Name Signature Date
Program Approver—Program 2	Approved ☐ Not Approved ☐ Print Name Signature Date
Program Approver—Program 3	Approved ☐ Not Approved ☐ Print Name Signature Date

Please attached the completed Cross-listed course form to the Course proposal forms for each course listed.