



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.4080

DIVISION: Academic Affairs

TITLE: Course Cross-Listing

DATE: August \_\_, 2021

REVISED:

Authorized by:

### **I. Purpose and Scope**

This policy outlines the considerations for cross-listing courses during schedule preparation and through the drop/add date for courses, merging courses on [the official University learning management system Blackboard](#), and merging face-to-face course to ensure compliance with the Family Educational Rights and Privacy Act (FERPA).

### **II. Policy**

1. Cross-listed courses are taught at the same time, by the same instructor~~s~~s, and in the same educational space (classroom-~~or~~ web environment, or global learning). Exceptions must be submitted to the Office of the Registrar for review. Different course numbers, subject areas, and levels may be cross-listed to meet the needs of the department/school.
2. Departmental/School scheduling coordinators should identify courses that require cross-listing and notify the Office of the Registrar prior to the start of registration through the deadline for drop/add. Cross-listed courses are notated on TopNet informing students the course will be taught at the same time with another group of students registered in another course.
3. After registration begins, a department/school may decide to cross-list courses; however, students in all sections of courses to be cross-listed must be notified prior to the crosslisting (merger) and given the steps on how to drop the course from their schedule. FERPA prohibits departments/schools from merging courses after student registration without student notification.

4. Face-to-face courses are required to be cross-listed if classes will co-convene in the same space with the same instructor. FERPA specifies students in face-to-face courses may not co-convene with students registered in a non-cross-listed face-to-face course citing privacy concerns.
5. Web courses utilizing ~~Blackboard~~ [the official University learning management system](#) must be cross-listed if different populations of students will be merged into a single ~~Blackboard~~ site. Departments/Schools should consult the Office of the Registrar for assistance in cross-listing courses. FERPA specifies students in web courses may not be merged with students registered in a non-cross-listed web course nor view the course roster citing privacy concerns.
6. Exceptions to traditional cross-listing may be granted in unique circumstances. To request an exception, departments/schools should consult the Office of the Registrar or view the Office of the Registrar's website to complete a merger request form. Courses will not be eligible for merger in ~~Blackboard~~ [The official University learning management system](#) nor in physical classrooms until the form is submitted and approved by the Office of the Registrar.
7. Courses may not be cross-listed after the drop/add period has ended for the term.

### III. Procedure

1. Cross-Listing Courses
  - a. Scheduling Coordinators will work with the department head/school director to determine courses to be cross-listed when building the schedule and complete the Cross-List Edit form available through the Office of the Registrar. Scheduling coordinators must provide the term, department, CRN, course information (title, number, and section), maximum enrollment, and identify the master section at least one week prior to the start of student registration. No adjustments will be made after the drop/add period.
  - b. If the department/school decided to cross-list courses after the start of registration, the department/school must coordinate communication to all students registered in the course prior to the last day of the drop/add period for that course.
  - c. Department/Schools may not cross list courses after the drop/add period for the term. Exceptions may only be granted with collaboration of the College Dean and the Office of the Provost. Students must receive communication about the merger and be given the option to drop the course and add another course without financial penalty. Students must follow the student exception appeal process after the drop/add period. Any other changes to the student's schedule will be subject to current registration policies.

2. Maintenance of Cross-Listed Courses

Complete the Cross-List Edit Form to remove cross-listed courses from a group, add courses to an existing group, edit cross-list maximum enrollments, etc. Contact the Office of the Registrar for assistance.