



Office of the Provost and
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TO: Richard Koubek, President

FROM: Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs

Jacqueline E. Huntoon

DATE: April 26, 2019

SUBJECT: Senate Proposal 36-19

Attached is Senate proposal 36-19, "Defining Cross-Listed and Dual-Listed Courses," and a memo stating the Senate passed this proposal at their April 24, 2019 meeting. I have reviewed this memo and recommend approving the proposal.

I X concur _____ do not concur

Richard Koubek, President

 4/29/19
Date



Michigan Tech

University Senate

DATE: April 25, 2019
TO: Richard Koubek, President
FROM: Michael Mullins
University Senate President
SUBJECT: Proposal 36-19
COPIES: Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

At its meeting on April 24, 2019, the University Senate approved Proposal 36-19, “Defining Cross-Listed and Dual-Listed Courses”. The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

The University Senate of Michigan Technological University

Proposal 36-19
(Voting Units: Academic)

Defining Cross-Listed and Dual-Listed Courses

(Prepared by Academic and Instructional Policy Committee, Michigan Technological University Senate)

Submitted by: Cross-Listing Task Force

The proposal below defines the requirements for dual-listed and cross-listed courses across university academic programs. The intent is to clarify the policies and procedures for course design and more effective and accurate integration of cross-listed courses into academic programs. Dual-listed and cross-listed courses will be aligned with the recommendations below.

Context

The Cross-Listing Task Force was established to develop policy recommendations concerning two courses taught simultaneously by one instructor. This generally occurs in the following manner:

1) an undergraduate course and a graduate course within the same academic discipline are taught together or 2) two courses at the same academic level and offered under different disciplinary prefixes are taught together.

After consideration, the task force arrived at the following recommendations:

Dual-listed course recommendations

- Academic units may dual-list only between 4000- and 5000-level courses.
- Dual-listed courses must be offered within the same academic unit and have the same prefix.
- Dual-listed courses must be approved by the academic unit.
- For approval of a pair of dual-listed courses, a syllabus is required for each course. Comparison of those syllabi *must clearly differentiate between the undergraduate and the graduate student-learning objectives* and also between the performance expectations for students receiving undergraduate and graduate level credit. Examples of where performance differences may be articulated follow:
 - Assignments
 - Grading structures
 - Additional coursework
 - Separate lab sections
- Course descriptions must specify that if one of the dual-listed courses is completed for credit, the other course may not be taken for credit at a subsequent time unless explicitly required in the student's program of study and approved by the student's graduate advisor.
- Courses that are dual-listed may not be cross-listed.

- Thesis, internship, special topics, directed reading, research, and independent-study courses may not be dual-listed at the course level (special topics may be allowed at the section level).
- Dual-listed courses will be reviewed by the provost's office to ensure compliance with accreditation.

Project Courses

As a subcategory of dual-listed courses, academic units may offer project based courses where students work on teams and meet together but are registered for different level courses (e.g., 1000-level, 2000-level, 3000-level, and 4000-level). Examples include enterprise and industry-sponsored project courses.

- Courses must have the word “Project” in the title.
- A substantial part of the grade must come from hands on experiential work.
- For each course involved, a syllabus is required that clearly identifies the learning outcomes, which must be differentiated for each academic level (i.e., be different for the 1000-level, 2000-level, 3000-level, and 4000-level).
- Project courses may only be offered as labs and may not include a lecture or recitation.

Cross-listed course recommendations

- Cross-listed courses must be at the same academic course level (e.g., both 1000-level or both 2000-level); the same course number should be used when available.

A course may be cross-listed with only one other prefix. Exceptions to this may be granted by the provost’s office with sufficient justification.

- For a cross-listed pair of courses, one academic unit will have primary responsibility for the maintenance (prerequisites, lab fees, description changes, etc.) and scheduling of the courses. That primary unit will be responsible for all required communications regarding changes and scheduling, and for assuring that both academic units work together on the maintenance/scheduling efforts.
- Cross-listed courses must be taught at the same time in the same space with the same instructor(s).
- Cross-listed courses will be equivalent to each other and must have the same course title, credit hours, course description, grade mode, repeatability, prerequisites, registration restrictions, and student-learning outcomes/objectives.
- Cross-listed courses will have one single common syllabus, approved by both academic units offering the courses, that clearly identifies the cross-listed courses; the syllabus must indicate that if one of the cross-listed courses is taken for credit, the other one may not be taken for credit at a later time.
- Cross-listed courses that appear on a general education list must have the same general education designation.
- Courses offered by one academic unit may not be cross-listed even if that unit has more than one course prefix.
- Courses that are cross-listed may not be dual-listed.

- Thesis, internship, special topics, directed reading, research, and independent-study courses may not be cross-listed at the course level (special topics may be allowed at the section level).
- Cross-listed courses will be reviewed by the provost's office to ensure compliance with accreditation.