

KSU Policy on Course Cross-listing

A cross-listed course is a course that is offered under more than one prefix. It must have documentation with the Office of the Registrar and a proper description in the course catalog.¹

Rationale: A cross-listed course must have a documentation with the Office of the Registrar, without which a student can earn credits by repeatedly enrolling in the same course. For example, consider an economics student who takes ECON 3000/MATH 3000 in spring 2020 as a cross-listed course. If the Office of Registrar does not have the cross-listing information, the economics student can take MATH 3000 as an elective in fall 2020 to earn additional credits. This is a loophole that must be closed. Hence it is important for the Office of the Registrar to have the information of course cross-listing. UPCC and GPCC will create an expedited process to review an application of cross-listing two existing regular courses.

The University wants students to have access to full information of a course in the course catalog, including a cross-listed course. If two departments decide to cross-list two courses, it is considered a long-term commitment to offering such a course jointly. Given these considerations, a cross-listed course needs to have proper description in the course catalog.

1. Courses must be within the same undergraduate or graduate numbering level

Rationale: All students in a cross-listed course share the same educational experiences. If this can be shown in courses that are not within the same numbering level, then an exception can be considered.

2. Cross-listed courses must have the same credit hours and same learning outcomes. In addition, sections of a cross-listed course must have the same syllabi, which includes the same instructor, course location and time, assignments and grading scheme.

Rationale: Cross listed courses need to demonstrate that students gain the same learning outcomes from the same instructor in a shared experience. How students gain those outcomes (texts, assignments, etc.) remain the purview of the teaching faculty.

3. Special Topics courses can only be cross-listed with an equivalent Special Topics course with another departmental prefix.

Rationale: Once a course is cross-listed, it will appear in the catalog. Since Special Topics courses can take on different titles, the special topics course may not always be cross-listed with the same course. If it is believed that a Special Topics course needs to be cross-listed with a permanent course in the catalog, it is recommended that instead a substitution be made for the student to enroll in the permanent course. When a significant number of substitutions occur, it will prompt for the development of a new course with the desired prefix.

¹ Requests for policy exceptions may be submitted to UPCC or GPCC.

4. Traditional independent study, honors thesis, practica, internships, directed study, master's thesis, dissertation courses should not be cross-listed.

Rationale: Cross-listed courses are considered equivalents and thus special topic, independent study, directed study, thesis, practice teaching, and internship/practicum courses cannot be cross-listed. These are by their nature low-enrollment courses and therefore there is no need to cross-list.

5. Cross-listed courses must be supported by a rationale or justification.

Rationale: The rationale would ensure that cross-listing does not create duplication or needless overlap and that the course content reflects a unified body of subject matter. The rationale should identify the pedagogical need to cross-list. Considerations could include:

What does the department/academic program gain by cross-listing these courses?

Could what is gained be achieved through other means (e.g., educating the community, marketing)?

Why is cross-listing preferable to traditional means (e.g. course substitutions or electives) or simply requiring or recommending a course offered by a specific department, program, or group?

6. No more than three courses can be cross-listed unless all prefixes are owned by the same department.

Rationale: Capping at three courses ensures that faculty are qualified and have expertise to teach across 3 fields. In cases where more than three courses are cross-listed, the exceptions clause may be used.

7. Students cannot earn credit for more than one of the cross-listed courses.

Rationale: Students cannot use all cross-listed courses for degree credit. Course descriptions in the catalog will indicate the cross-listing options and inform students that credit is only available for one of the prefixes to avoid, confusion, appeals and delay in graduating.

KSU Policy on Course Cross-leveling

A cross-leveled course is a course that is offered by departments across numbers and/or levels. The two courses that are cross-leveled are owned by the same department. It must have documentation with the Office of the Registrar and a proper description in the course catalog.²

Rationale: Cross-leveling needs to be supported by compelling academic reasons. Once two courses from the same department are cross-leveled, students need to have access to this information. Hence it is important for a cross-leveled course to have a proper description in the course catalog.

1. Cross-leveled courses are limited to the following two course pairs: 1) undergraduate upper division course/graduate course, and 2) graduate course/doctoral course. 9000 level special topics, directed study, thesis, internships, practica, and dissertation courses may not be cross-leveled.

Rationale: The KSU catalog has the following classification of courses by level:

“Courses of instruction for degree credit in the curriculum of Kennesaw State University will be divided into four categories: lower division, upper division, graduate and doctorate. Lower division courses (typically regarded as freshman and sophomore level courses) are numbered 1000-2999; upper division courses (typically regarded as junior and senior level courses) are numbered 3000-4999; graduate courses are numbered 5000-7999; doctoral courses are numbered 8000-9999.”

<http://catalog.kennesaw.edu/content.php?catoid=45&navoid=3297&hl=course+number&returnto=search>

Cross-leveled courses should not jump more than one category, based on a KSU policy regarding academic credit that states “Graduate students must use graduate-level work to complete their degree requirements. Additionally, undergraduate coursework may not substitute or transfer more than one level; (i.e. 1000-level course may not be used for 3000-level courses and vice versa). Graduate-level work may be used in the undergraduate degree if an Accelerated Bachelor’s/Master’s policy is in place (maximum 12 credit hours).”

We do not want to create a cross listing policy that would not align with the other ways that we award credit. This quote is from a document submitted to SACSCOC regarding standard 3.4.4

Also, Augusta University which is in the USG and is SASCOC accredited has this number convention so that should be a note to us that there are likely good reasons for such a

² Requests for policy exceptions may be submitted to UPCC and/or GPCC.

policy. <https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

2. Cross-leveled courses must be supported by a rationale for combining students of different levels.

Rationale: The awarding of graduate-level credit is required by our accrediting body to demonstrate the following:

“graduate degree programs are progressively more advanced in academic content than undergraduate programs and are structured (a) to include knowledge of the literature of the discipline and (b) to ensure engagement in research and/or appropriate professional practice and training.” (SACSCOC Principle 9.6).

Thus, there must be a rationale or explanation as to why this course is appropriate for both undergraduate and graduate students and how these additional requirements will be met.

3. Cross-leveled courses must ensure there is a clear distinction between the requirements for undergraduate students and graduate students, with more advanced course work for the higher-level degree program. This will be demonstrated in two different syllabi that include, but are not limited to, different objectives, assessments and/or outcomes.

Rationale: The SACSCOC Resource Manual expounds on the concept that “...graduate degree programs are progressively more advanced in academic content than undergraduate programs...” by stating, in part:

Graduate education builds upon the foundation of undergraduate education. Hence, there is an expectation that postgraduate professional degree programs and graduate programs demand more rigor and higher-order learning than undergraduate work on the same subject. Post-baccalaureate degree programs are progressively more complex than similar undergraduate programs. This expectation for graduate education also implies that requirements in courses not exclusively designed for graduate credit, but that allow both undergraduate and graduate enrollment, ensure that there is a clear distinction between the requirements of undergraduate students and graduate students.

4. Cross-leveled courses at the graduate level must be taught by faculty with graduate faculty status.

Rationale: Currently all graduate courses need to be taught by approved graduate faculty members where the faculty has a degree CIP code that aligns with the course CIP code. In cases where the CIP codes do not match a justification is provided by the faculty member and further reviewed. Permission to teach is also possible for those who cannot earn provisional or full graduate faculty status (e.g., no terminal degree, but noted expertise in an area). The GPCC Executive Committee currently reviews all graduate faculty status

applications. An approved application citing specific graduate courses to be taught remains on file with the graduate college.

5. Sections of cross-leveled courses must share the same modality.

Rationale: The goal of these courses are to have a shared experience with additional depth in the more advanced level. Thus these courses must share a modality, otherwise they are not cross-leveled but rather two separate courses being offered at the same time.