

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

1. Courses must be within the same undergraduate or graduate numbering level
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.
3. Special Topics courses can only be cross-listed with an equivalent Special Topics course with another departmental prefix.
4. Traditional independent study, honors thesis, practica, internships, directed study, master's thesis, dissertation courses should not be cross-listed.
5. Cross-listed courses must be supported by a rationale or justification.
6. No more than three courses can be cross-listed unless all prefixes are owned by the same department.
7. Students cannot earn credit for more than one of the cross-listed courses.

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

KSU Policy on Course Cross-leveling

A cross-leveled course is a course that is offered by departments across numbers and/or level. 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

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.
2. Cross-leveled courses must be supported by a rationale for combining students of different levels.
3. Cross-leveled courses must ensure there is a clear distinction between the requirements of undergraduate and graduate students or graduate and doctoral 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.
4. Cross-leveled courses at the graduate level must be taught by faculty with graduate faculty status.
5. Sections of cross-leveled courses must share the same modality.

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