

Attachment 2
Cross-listed, Dual-listed, Combined, and Equivalent Courses Definitions

MEMORANDUM

TO: Faculty Senate Academic Affairs

FROM: Dr. Andy Fund, Chair Committee on Academic Policy and Procedures (CAPP)

DATE: April 13, 2022

TOPIC: Clarification of Definition for Cross-Listed Courses and Addition of New Definitions

Background:

Per a referral from K-State's Faculty Senate Academic Affairs, CAPP created a working group to discuss the current definition for cross-listed courses and determine what/if any definition should be in place. The Working group was comprised of Dr. Kelley Brundage, University Registrar, Dr. Andy Fund, Assistant Dean – Carl R. Ice College of Engineering, Dr. Terri Gaeddert, Associate Dean – K-State Salina Aerospace & Technology campus, Dr. Katie Kingery-Page, Associate Dean – College of Architecture, Planning and Design, Dr. Shawna Jordan, Assistant Dean – College of Health and Human Sciences, and Dr. James Roush, Associate Dean – College of Veterinary Medicine.

The group reviewed the current definition as listed in the ARN Manual as well as reviewed data and standing business practices across the academic colleges and departments. This review resulted in the recommended definitions and statements below.

Current Definition:

[Approval, Routing, and Notification Policies for Course and Curriculum Changes, pg. 28](#)

Cross-listed course: The same course offered by *two or more academic units* and identified by the *same course number* and *course name*, but with different course prefixes (Ex: KIN 635 and HN 635 Nutrition & Exercise). Cross-listed courses are noted in the catalog and are subject to the retake policy as repeated courses.

Proposal:

Expand upon the current cross-listed course definition by adding additional definitions/options that address the instructional needs of K-State students. These definitions will be added to the ARN Manual and if needed other university policy structures to ensure accuracy and consistency in the application and understanding of the types of course offerings available at K-State.

Once this is officially approved by FSAAC and added to the ARN manual we ask that CAPP be tasked with creating the standing business processes and procedures that need to take place at the point of academic and classroom scheduling cycles. Additionally, CAPP will work with the Office of the Registrar and ITS to find more efficient ways to automate and process in KSIS by utilizing existing functionality for cross listing a course.

Cross-listed, Dual-listed, Combined, and Equivalent Courses

The list below has nothing to do with the RCM model and regardless of how a course is taught none of these definitions or processes will result in ensuring funding or credit under the RCM model. The RCM model looks at other processes and triggers.

Cross-listed Course(s):

Cross-listing is an administrative way for two or more academic units to share responsibility for a single course. The same course is offered collaboratively by *two or more academic units* and identified by the *same course hundred level (i.e. both 2xx, 3xx, etc.), course name, course description, K-State 8 tags, and learning objectives*. Cross-listed courses are combined in the course catalog and when scheduling in KSIS and are subject to the retake policy as repeated courses.

Cross-listed courses must be identical in every way, apart from the subject code (prefix) and course number and should only be created as a benefit to students. If a course is important to students in another program, that alone is not a valid reason for cross-listing as this can be handled in other ways within the curriculum. Cross-listing is not meant to be used for combining or merging (for purposes of getting one section in CANVAS) the same course taught by the same faculty member into one section (i.e., four sections of ENGL *101 being rolled into one CANVAS section). Trying to do this presents problems with faculty load, enrollment numbers, and reporting.

Example:

ART/ENTOM 302: Art and Insects

GENAG/DAS/LEAD 225: Fundamentals of Global Food Systems Leadership

MUSIC 650/THTRE 671: History of The Opera

AGRON 606/GEOG 605: Remote Sensing of the Environment

SOCIO 633/ANTH 613: Gender, Power and International Development

Dual-Listed Course(s):

The same course is offered by *the same academic units* and identified typically by the *same course name*, but with different course prefixes, numbers, and levels. Each course should have clear learning outcomes that address the differences in the course level combinations, between an undergraduate/graduate course combination or master/doctoral course combination.

These courses are typically for undergraduate/graduate combinations and do not typically deviate more than one course (hundred) level as defined by [KBOR](#) (e.g., 500/600 or 600/700) or for master/doctoral combinations (e.g., 700/800 or 800/900). Justification must be provided for deviations more than one course description level. Example:

ACCTG 642/ACCTG 852: Accounting Research and Communication

ARCH 706/ARCH 817: Architectural Design Studio VII

LAR 725: Research Methods and PLAN 803: Community Research Methods

Combined, Co-Convened Course(s):

The temporary linking of one or more separate courses that are independent of each other but are combined into one class offering (same time/day and Facility ID) for administrative convenience. Co-Convened courses will have a similar course title and can be used for dual offerings of the same course (both undergraduate and graduate) or courses within different subject areas.

These courses are typically smaller cohorts of students in similar courses by topics but will vary in course level. The academic department is maximizing teaching and space resources by co-convening the course into a common day/time and space offering to ensure maximum utilization of a studio or lab space. Each course offering that is taught in a co-convened manner is independent of the other and has clear learning outcomes that address the specific course level.

Example:

ARCH 302: Architectural Design Studio I and ARCH 401: Accelerated Architectural Design Studio I

MUSIC 111: Concert Choir and MUSIC 400: Concert Choir and MUSIC 842: Concert Choir

ART 375: Intermediate Metals & Jewelry and ART 680: Topics in Contemporary Metals and Jewelry

Special Topics Course(s):

MUSIC 255: Lower-Division Performance and MUSIC 455: Upper-Division Performance

Equivalent Course(s):

Courses offered by *one or more academic units* with different course numbers and course names and may have a similar or different course prefix. Equivalent substitute courses are noted in the catalog that they cannot be taken for credit if credit has been received in specified equivalent course(s). Equivalent courses are subject to the retake policy as repeated courses.

Example:

STAT 325: Introduction to Statistics; STAT 340: Biometrics; STAT 350: Business & Economic Statistics
KIN 360: Anatomy and Physiology or BIOL 441/442: Human Body

Additional Notes:

Course Merge: If you have a course or series of courses that do not meet one of the options above and the course has a separate day/time offering but you would like to put the courses together in the LMS (CANVAS) for administrative convenience that is known as a course merge and is only done in CANVAS. Students in a merged course in CANVAS should not be permitted to see or interact with students in the other merged sections outside of their own course. Refer to [FERPA and Merged Courses](#) for additional information. This is not a Curriculog process.

Resources:

Indiana University – Bloomington: <https://curriculum.college.indiana.edu/courses/index.html>

University of Arkansas: <https://help-uaconnect.uark.edu/resources/documents/combined-sections.pdf>

Florida State University: <https://facsenate.fsu.edu/sites/g/files/upcbnu476/files/combined2013.pdf>

University of Arizona: <https://registrar.arizona.edu/faculty-staff-resources/room-course-scheduling/schedule-classes/schedule-classes-resources>

Wichita State University: <https://www.wichita.edu/services/registrar/CourseLeaf/>

Baylor University: <https://www.baylor.edu/ir/doc.php/342899.pdf>

Iowa State University: <https://www.registrar.iastate.edu/faculty-staff/catalog---course-editing--yearly-/course-description-guidelines>

Edited Copy:

[Approval, Routing, and Notification Policies for Course and Curriculum Changes, pg. 28](#)

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

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