

### Cross-listing Process (Draft: 11-03-16)

All courses requesting cross-listing (new or existing) must follow the process outlined here.

For purposes of cross-listing, the course originating from the department writing/initiating the course outline of record shall be known as the “parent course” and the cross-listed course shall be known as a the “child course”.

- De Anza College defines a cross-listed course to be one that addresses and meets the following criteria:
  - How does the course fit in the curriculum of each department
  - The ways in which the course subject and/or approach lies between two discipline-specific or interdisciplinary fields
  - The way the subject matter draws on two discipline-specific or interdisciplinary fields as reflected in the course outline of record
  - Provide a clear rationale that indicates how the cross-listing will benefit the students.
  - ~~The course initiators must identify two CSUs and/or UCs where a similar cross-listing exists. Catalog information and definition of cross-listing from those schools must be submitted along with the paperwork requesting cross-listing~~
  - The minimum qualifications needed to teach the parent course and the child course must be identical
  - How the teaching responsibilities will be shared
  - How load and seat counts will be split
- **A course can only be cross-listed with no more than one other department.**

**Proposed amendment and Option #1: Courses currently cross-listed between two or more departments will continue to remain so. Courses requesting new cross-listings should attempt to limit themselves to two departments. In case a cross-listing between three departments is being requested, additional evidence must be provided to support the need for such a cross-listing.**

**Option #2: A course can be cross listed with two or more departments.**

- In a case where the parent course and the child course are in two different divisions, both the division deans must approve the cross-listing.
- The parent course and the child course must have identical course outlines of record including Student Learning Outcomes.
- At the time of the five-year review, the cross-listed courses will be revised and reviewed at the same time. The course initiator(s) must make identical revisions in ECMS to both the parent course and the child course (and their respective Honors courses when applicable).
- At the time of the five-year review, cross-listed courses shall be submitted as separate and individual courses following all college curriculum processes.
- Students may only receive course credit for one of the cross-listed courses.
- In order for the cross-listed courses to appear in the quarterly schedule of classes, the division in which the parent course resides must schedule these courses: at the same time, same day(s), same room, same instructor, and same footnotes (if applicable).

NOTE: Only the course identified, as the “parent course” will be able to do the scheduling.

- Failure to adhere to the guidelines listed above will result in the parent and child courses not being scheduled/listed in the schedule of classes. Continued failure to adhere to the guidelines will result in discussion and consideration of removing the cross-listed course permanently.