



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1122**

CROSS LISTING POLICY

1. PURPOSE

The purpose of this policy is to establish guidelines for cross-listing of all University GE and non-GE courses.

2. CROSS LISTING

- 2.1.** Any new course may be cross listed in multiple program areas.
- 2.2.** When cross-listing existing courses or proposing new cross-listed courses, both program chairs of the relevant programs shall agree to cross-list the course and collaborate on content.¹ Current agreement and future intent are signified by chairs' approval in the curriculum approval process.
- 2.3.** Cross-listed courses shall be listed under both program areas in the catalog and class schedules.
- 2.4.** Students can only receive credit once for any cross-listed course.
- 2.5.** Course numbering, units, prerequisites, description, and General Education categories shall be identical for cross-listed courses.
- 2.6.** The program area(s) funding the course receives the FTEs for the course.
- 2.7.** Program areas cross listing the course must consult regularly and as needed regarding scheduling, faculty assignment, faculty evaluation, course articulation, course modification, and course delivery method.²
- 2.8.** Removal of a course's cross-listing status may be done at the request of a chair of either program cross listing the course.
- 2.9.** Compliance with this policy shall be evaluated as a part of the regular program review process. Part of each program review shall involve justifying all the cross listings of a program's courses and may result in the reduction of cross-listings for a course. Evaluation of compliance will be undertaken by the Program Review Committee during each program's review.

¹ For instructional assignments, refer to CBA Article 20 Section 20.2b. Consultations in instructional assignments involve both program areas (see Policy 1122, Section 2.7). Instructional assignments can be revisited as needed in alignment with the CBA.

² Consultations must be documented (e.g. emails, MOU) and scheduled in alignment with the academic calendar (i.e. at least one semester before courses are offered).