DATE: July 24, 2017

TO: Deans, Department Chairs, Undergraduate Directors, and Graduate Directors

FROM: Michelle Ponczek, Director of Course Building and Academic Space Management
Sarah Lam, Associate Dean of the Graduate School

SUBJECT: Clarification on cross-listing graduate level courses with undergraduate courses

In reviewing cross-listed courses, we have found cases where undergraduate courses have been cross-listed with doctoral courses and cases where graduate level courses have been cross-listed with 300 level and below courses. This memo serves to clarify what follows the existing policies, what does not follow the existing policies and what requires special approval. Any courses that are currently built and active on the schedule for Fall 2017 will remain as-is for this semester. Any new cross-listings for Fall 2017 will need to follow the rules laid out in this document. Starting with the Winter 2018 semester, these rules must be followed for all cross-listings.

**Doctoral Level Courses (600 level)**
600 and 500 level courses can be cross-listed. 600 level courses cannot be cross-listed with undergraduate level (499 and below) courses. In cases where a 600 level course had been cross-listed with an undergraduate course, starting with the Winter 2018 semester, a 500 level course will need to be built and cross-listed to replace the 600 level course. If a new 500 level course is required, standard Graduate School approval process will need to be followed.

**Masters Level Courses (500 level)**
500 and 600 level courses can be cross-listed. 500 level courses can be cross-listed with 400 level courses, provided that the 500 level course has significant elements worthy of graduate credit. If 300 level or lower are to be cross-listed with a 500 level course, approval is required from the Graduate Council*.

**Upper Division Courses (300 & 400 level)**
Upper division courses can be cross-listed. Upper division courses cannot be cross-listed with lower division courses unless the courses are the same subject. 400 level courses can be cross-listed with 500 level courses. Upper division courses cannot be cross-listed with 600 level courses. Cross-listing 300 level courses with 500 level courses requires Graduate Council approval*.

**Lower Division Courses (100 & 200 level)**
Lower division courses can be cross-listed. Lower division courses cannot be cross-listed with upper division courses unless the courses are the same subject. Lower division courses cannot be cross-listed with 600 level courses. Cross-listing lower division courses with 500 level courses requires Graduate Council approval*.
**Exceptions:** MUSP and THEA courses can cross-list 500 level courses with 100, 200, 300 and 400 level courses as long as all courses are the same subject. ELI courses can cross-list 700 level courses with 100, 200, 300 and 400 level courses as long as all courses are the same level. Approvals are granted only for the semester requested.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>100</th>
<th>200</th>
<th>300</th>
<th>400</th>
<th>500</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Ok</td>
<td>Ok</td>
<td>No, unless same subject</td>
<td>No, unless same subject</td>
<td>Only with approval*</td>
<td>NO</td>
</tr>
<tr>
<td>200</td>
<td>Ok</td>
<td>Ok</td>
<td>No, unless same subject</td>
<td>No, unless same subject</td>
<td>Only with approval*</td>
<td>NO</td>
</tr>
<tr>
<td>300</td>
<td>No, unless same subject</td>
<td>No, unless same subject</td>
<td>Ok</td>
<td>Ok</td>
<td>Only with approval*</td>
<td>NO</td>
</tr>
<tr>
<td>400</td>
<td>No, unless same subject</td>
<td>No, unless same subject</td>
<td>Ok</td>
<td>Ok</td>
<td>Ok</td>
<td>NO</td>
</tr>
<tr>
<td>500</td>
<td>Only with approval*</td>
<td>Only with approval*</td>
<td>Only with approval*</td>
<td>Ok</td>
<td>OK</td>
<td>OK</td>
</tr>
<tr>
<td>600</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>OK</td>
<td>Ok</td>
</tr>
</tbody>
</table>

**Examples:**

- **Subj A** 200 **Ok to xlist**
- **Subj A** 300 **xlist**
- **Subj A** 500 **OK to xlist**
- **Subj A** 500 **xlist**
- **Subj B** 600 **xlist**
- **Subj B** 600 **xlist**
- **Subj A** 200 **Cannot xlist**
- **Subj B** 300 **xlist**
- **Any Subj** 400 **Cannot xlist**
- **Any Subj** 400 **xlist**
- **Any Subj** 600 **xlist**
- **Any Subj** 600 **xlist**
- **Any Subj** 200 **xlist**
- **Any Subj** 200 **xlist**
- **Any Subj** 300 **Requires approval**
- **Any Subj** 300 **Requires approval**
- **Any Subj** 400 **xlist**
- **Any Subj** 400 **xlist**
- **Any Subj** 500 **xlist**
- **Any Subj** 500 **xlist**