CROSS-LISTING POLICIES

Cross-listings are relationships between courses in the same or different fields of study that appear in course schedules and, depending on the relationship type, the undergraduate or graduate catalog. The Scheduling unit in the Registrar’s Office formally references the types of cross-listings, of which there are four, as course relations.

**Multi-section**
- Listed in Course Schedule
- Same Field of Study, Course Number, instructor & first timeline
- Different unique numbers; each has its own second timeline (lab/discussion section)
- Satisfy the same degree/major requirements

**Inventory Same-As**
- Listed in Undergraduate or Graduate Catalog
- Listed in the Course Schedule; same as sections may or may not have unique numbers
- Satisfy the same degree/major requirements regardless of scheduling

**Schedule Same-As**
- Not listed in Undergraduate or Graduate Catalog
- Listed in Course Schedule; each section with its own unique number
- Satisfy the same degree/major requirements only when scheduled by all units

**Room Share**
- Listed in Course Schedule
- Scheduled together in the same room at the same time BUT...
- Do NOT satisfy the same degree/major requirements

“Inventory Same-as” and “Schedule Same-as” cross-listings are course relationships that occur across fields of study when sufficient content exists for a course/topic to be offered in more than one field of study to satisfy its major and/or degree requirements.

NOTE: “Schedule Same-as” cross-listings must be scheduled in the same room at the same time for a given semester in order for the related classes to be applied toward each of the other’s field of study.

**Inventory Same-As:**
“Inventory Same-as” cross-listings are “permanent” associations between courses in different fields of study and are published in the Graduate or Undergraduate Catalog. They should be established when the courses are added to the catalog course inventory. “Inventory Same-as” courses share the following characteristics:

- Always the same in every way—title, degree plan statements, prerequisites, course-level flags, etc

5/10/13
• Appear in the course schedule and the catalog with a “same as” statement
• Students may not receive credit toward a degree for multiple “inventory same-as” courses even if they were taken in a different semester under a different field of study with a different instructor.
• Students in all sections satisfy the degree or major requirements met by any of the sections regardless of whether all sections are scheduled for a particular semester.

INVENTORY SAME-AS EXAMPLE:

E 321L, American English is the “Same As” LIN 321L, American English. The titles, description statements, and prerequisites are identical. A student double-majoring in Linguistics and English who is enrolled in the E 321L section would receive credit for the course to apply toward both respective major hours requirements even if the LIN 321L section had not been scheduled for Fall 2013. A student could not receive six hours of semester credit if they received credit for E 321L in the fall semester and LIN 321L in a different semester.

CREATING “INVENTORY SAME-AS” COURSE RELATIONS:
“Inventory same-as” cross-listings usually originate with a “home” department or center that decides to add a course to its inventory that has had previous “schedule same-as”
relationships. These “schedule same-as” course cross-listings should be reviewed to determine whether the relationship should continue in the future, since the course content will no longer be varying significantly. Once that determination has been made, notifications should be sent to those units informing them that the course will be added to the inventory and asking whether they would like to continue the relation. If the guest department chooses to continue the relation, it should provide the “home” unit with their course number and/or topic number. This must be done during the appropriate catalog production year by the deadline. Both the “home” and "guest" departments/centers must agree on all course statements before an online Course Inventory update may be submitted. Only the “home” department will need to originate a form creating the relation(s). The single form will proceed to each unit chair included in the relation for approval.

**SCHEDULING “INVENTORY SAME-AS” COURSE RELATIONS:**
Scheduling data, such as the meeting days, times, and room, should be entered into the system during Original phase in Class Manager. Once it appears as a potential cross-listing, the only relation option to submit will be “inventory same-as”. The originating department or center must provide timely notification to cross-listing departments/centers of any additions, deletions, or changes made to the course schedule during Chair’s Proof and Course Schedule Update phases. It must also designate itself as “Home” in Class Manager before each phase closes.

**INVENTORY SAME-AS RESTRICTIONS:**
The following “schedule same-as” course relation requires the approval of the Associate Dean for Academic Affairs before being added as an “inventory same-as”:

1. A ROTC course with a non-ROTC course.

**SCHEDULE SAME-AS:**
“Schedule same-as” cross-listings are “temporary” relationships between courses in different fields of study for a given semester that occur when sufficient content exists for a course to be offered in the field(s) and are published in the course schedule. They must be established/scheduled each semester the course is offered. “Schedule same-as” courses share the following characteristics:

- Have the same or similar course titles
- Taught at the same time in the same day(s) in the same room
- Appear in the course schedule with a “meets with” statement
- Do NOT appear in the catalog course inventory
- Students in all sections satisfy the degree or major requirements satisfied by any of the sections.
- Students may not receive credit for a cross-listed section after having already earned credit for the course under a different field of study
**Schedule Same-As Example:**

<table>
<thead>
<tr>
<th>Unique</th>
<th>Day</th>
<th>Hour</th>
<th>Room</th>
<th>Instructor</th>
<th>Status</th>
<th>Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>39840</td>
<td>TTH</td>
<td>1100 to 1230p</td>
<td>SRH 1.320</td>
<td>BURNETT, VIRGINIA G</td>
<td>open</td>
<td></td>
</tr>
</tbody>
</table>

**HIS 350L Religious Traditn in Lat Amer**
Lectures, discussion, reading, and research on selected topics in the field of history. History 350L and 350R may not both be counted unless the topics vary. Some sections are offered on the letter-grade basis only.

Prerequisite: Upper-division standing.
May be counted toward the writing flag requirement. May be counted toward the global cultures flag requirement. May be counted toward the independent inquiry flag requirement.
Course number may be repeated for credit when the topics vary.
MEETS WITH LAS 366.

<table>
<thead>
<tr>
<th>Unique</th>
<th>Day</th>
<th>Hour</th>
<th>Room</th>
<th>Instructor</th>
<th>Status</th>
<th>Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>40630</td>
<td>TTH</td>
<td>1100 to 1230p</td>
<td>SRH 1.320</td>
<td>BURNETT, VIRGINIA G</td>
<td>open; restricted</td>
<td></td>
</tr>
</tbody>
</table>

**LAS 366 Religious Traditn in Lat Amer**
Topics vary each semester to allow curriculum flexibility for faculty members and visiting scholars.

Prerequisite: Varies with the topic and is given in the Course Schedule.
May be counted toward the writing flag requirement. May be counted toward the global cultures flag requirement. May be counted toward the independent inquiry flag requirement.
Course number may be repeated for credit when the topics vary.
Prerequisite: Upper-division standing.
MEETS WITH HIS 350L.

HIS 350L, Religious Traditn in Lat Amer meets with LAS 366, Religious Traditn in Lat Amer. Notice that the first paragraph varies slightly between the HIS 350L and LAS 366 course schedule listings. A student double-majoring in History and Latin American Studies enrolled in the HIS 350L section would receive credit for the course to apply toward both respective major hour requirements. The student would NOT receive credit for LAS if the LAS section were not scheduled. The student may also not receive credit for a previously-offered or future offering of LAS 366, Religious Traditn in Lat Amer.

**Establishing “Schedule Same-As” Cross-Listings:**
“Schedule same-as” cross-listings usually originate with a faculty member in the “home” department or center requesting a cross-list with an affiliated field of study.

Courses must contain at least 30% of the guest discipline’s field of study content in order to be eligible for “schedule same-as” cross-listing. Guest departments/centers may impose a higher content percentage before granting approval. Content percentage is usually determined by a review of the course description by the undergraduate faculty advisor or department chair.

Once a cross-listing is established, the relationship must continue each time the course is offered and should be added to the undergraduate catalog as an “inventory same-as”
during the next appropriate inventory update period. “Schedule Same-as” cross-listings may not vary by section offering and should not vary each semester it is offered. A “schedule same-as” relationship may not extend past three offerings unless the relationship is between unnumbered topics courses.

Use the TU command in *NRDEGR or the C01 command in *NRRELS to verify a course’s previous semesters’ cross-listings. For more information, please review https://wikis.utexas.edu/display/itsallacademic/Cross-listing+Basics.

Sometimes, a cross-listing may not be possible because the “guest” course does not have appropriate inventory statements. For example, the home department’s course may require different contact hours or fulfills a legislative requirement that is not included in the guest course’s inventory statements. It may NOT be cross-listed until an inventory add or update form has been processed. The topic still may count toward a student’s major or degree requirements, pending the approval of the Sr. Associate Dean for Academic Affairs via a substitution memo, submitted at least a week before the start of classes.

**SCHEDULE SAME-AS RESTRICTIONS:**
The following cross-listings may NOT be cross-listed as “schedule same-as”:

- Graduate course with an undergraduate course
- Foreign language course with a “taught in English” course
- Lower-division course with an upper-division course
- Upper-division courses within a single field of study
- Professional-level graduate course with an undergraduate course
- Non-flagged course with a flagged course
- Non-honors course with an honors course

**SCHEDULING “SCHEDULE SAME-AS” CROSS-LISTINGS:**
Both the “home” and "guest" departments/centers must grant approval before "Schedule same-as" is entered as the course relation type in Class Manager. Approval should be granted and the scheduling data (meeting days, times, room, etc.) entered into the system during Original phase. The originating department/center must provide timely notification to recipient departments/centers of any additions, deletions, or changes made to the course schedule during Chair's Proof and Course Schedule Update phases. It must also select itself as home before each phase closes. The guest department or center must disseminate deadline information so that originating departments can prepare course cross-listing recommendations in a timely manner.

**ROOM-SHARE DEFINITION:**
Room-share cross-listings occur when courses meet in the same room at the same time but do NOT meet the same degree or major requirements.

**ROOM-SHARE EXAMPLES:**
- Graduate course meeting with undergraduate course
• Non-honors course with an honors course

**ROOM-SHARE RESTRICTIONS:**
The following cross-listings may **NOT** be cross-listed as “room-share”:
• Foreign language course with a “taught in English” course
• Lower-division course with an upper-division course
• Upper-division courses within a single field of study