

“SCHEDULE SAME AS” COURSE RELATIONS GUIDELINES

DEFINITION:

A “schedule same as” course relation, or cross-listing, is a temporary association between a “home” course and a “guest” course in a different field of study for a given semester and is published only in the course schedule. The relationship must be established each semester the course is offered. “Schedule same as” courses share the following characteristics:

- Have the same course title
- Taught at the same time in the same room
- Appear in the course schedule with a “Same As” statement
- Do **not** appear in the catalog course inventory
- Students may **not** receive credit for a cross-listed section after having already earned credit for the course under a different field of study.

Example:

Unique	Day	Hour	Room	Instructor
38970	MW	4:00 p.m.-5:30 p.m.	GAR 0.102	LEVINE, PHILIPPA J

HIS 306N HISTORY OF HUMAN SEXUALITY

Course number may be repeated for credit when the topics vary.

Same As ⓘ : [WGS 301](#)

[see department headnote](#)

[start a new search](#)

A student may not receive credit for a previously offered or future offering of WGS 301 “History of Human Sexuality” once they earn credit for HIS 306N “History of Human Sexuality.”

ESTABLISHING A “SCHEDULE SAME AS” COURSE RELATIONSHIP BETWEEN UNNUMBERED TOPICS:

Courses must contain **at least 30%** of the guest unit’s field of study content in order to be eligible for cross-listing. Guest units may impose a higher content percentage before granting approval. Content percentage is usually determined by a review of the course description/syllabus, although the instructor’s curriculum vitae may also be reviewed. Academic units should disseminate deadline information, as appropriate, in order for originating departments to prepare submissions in a timely manner.

- If the base topic of either the guest or home unit carries a course-level flag(s), the course content should also be reviewed to ensure it meets required flag content criteria. If it does NOT, the flag office should be notified to NOT apply the flag(s) as appropriate.

- Sometimes, a schedule same as relationship may not be possible because the guest course does not have appropriate inventory statements. For example, the home department may require different contact hours or semester credit hours that are not available in the guest course's inventory.

Unnumbered topics, either as "home" or "guest", may have **no more than three** schedule same as relationships.

"Schedule same as" requests are usually based on instructor or chair's preference. Occasionally, the potential guest unit will solicit them by targeting likely course titles or affiliated instructors. Once a relationship is established it should continue each time the course is offered, unless the content changes. Previous cross-listings can be found using Title Inventory in IDA 2.0.

SCHEDULING "SCHEDULE SAME AS" COURSE RELATIONSHIPS BETWEEN UNNUMBERED TOPICS:

Once approved, the:

1. Home unit creates their section in Class Manager/CSU
2. Home unit notifies the cross-listing units of the scheduling data (meeting days, times, room, etc.) that needs to be entered so the system can identify them under "Potentially Related Classes".
3. Guest unit(s), during Original and Chair's Proof, then notifies the home so they can select the relationship type and designate themselves as home. During the CSU phase, the guest unit establishes the relationship type and enters the home information in "additional notes, flag info...."
4. Home unit must provide timely notification to guest unit(s) of any cancellations or changes made to the course.

RESTRICTIONS:

The following schedule same as relationships require the approval of the Associate Dean for Academic Affairs **BEFORE** being scheduled:

1. A graduate course with an undergraduate course.
2. A ROTC course with a non-ROTC course.
3. A language course with a non-language course.

The following schedule same as relationship may **NOT** be scheduled:

1. A stand-alone course with an unnumbered topic
2. A numbered topic with an unnumbered topic
3. A lower-division course with an upper-division course.
4. Upper-division courses within a field of study.
5. A law course with an undergraduate course.

6. A non-honors course with an honors course.