

Cross-listing of Courses vs. Combining Sections

Cross-listing courses

Cross listing of *different* courses is appropriate under the following Faculty Senate Curriculum Committee guidelines:

- 1) Courses that are cross-listed should not differ more than two course levels (i.e., a 400 and a 600-level could be cross-listed but not a 300 and a 600-level course).
- 2) Courses may be cross-listed when two or more departments are collaborating on the course, either through content development, shared instruction (either co-taught or rotational), or through other resources.
 - a. This arrangement should be documented in CIM.
- 3) For courses cross-listed at the same course level but across different departments, the same learning outcomes and assessments *may* be used for all students.
 - a. The course is still expected to support the learning outcomes of both programs.
- 4) For courses cross-listed at different course levels, each course will need its own specific learning outcomes suited to the level of learning of the course and specific assessments that can demonstrate those outcomes.

Cross-listed courses then meet at the same day, same time, and in the same room, as well as with the same instructor(s).

Cross-listed courses may be scheduled by submitting the Cross List Information form to scheduling@mail.wvu.edu.

Combining Sections

Sections of the *same course* may be combined for any number of reasons such as low enrollment across sections, having a shared meeting time across modalities and/or locations, etc.

Sections may be combined by submitting the Cross List Information form to scheduling@mail.wvu.edu.

Equivalent Courses

Definition

Two or more courses offered at WVU that are determined to be equivalent should be equal in title, credits received, pre-requisites/co-requisites and fulfil the same pre-requisites, level of instruction, learning outcomes, grade scale and grade earned, and accreditation.

Reasons to create an equivalent course

- Subject codes and/or courses are no longer in use, but curriculum is the same for new subject codes or courses
- Change in course number
- Accreditation requirements

Process for requesting an equivalent course

Faculty requesting an equivalent course to an existing WVU course will need to contact the Associate Provost for Curriculum and Assessment for Approval.

Systems

When Course A is determined to be equal to Course B, the courses will be set to have each other as an Equivalent Course in SCADETL in Banner.

When a course is set to be an equivalent, the system treats the two courses as the same and therefore will count as repeats for each other.

Deactivation of equivalent course

Inactive courses that are set as equivalencies for active course will remain inactive for 3 years (6 Fall and Spring terms) from the term the course was last offered before deactivating the course.