
Definitions and procedures for double-listing of courses

Nomenclature Definitions

Double-listing or cross-listing of courses in the Catalogue

The terms “double-listing” and “cross-listing” have been used to describe a variety of academic course delivery methods, but in this document, they are defined as following:

- **Academic cross-listing**

Components of two different courses of different levels (often 400 and 800) which are taught by the same instructor in the same location at the same time. For example, sometimes two courses will be scheduled to share lectures, laboratories, or seminars. In this circumstance, the course requirements for completion of each course are different. Cross-listing of courses is allowed.

- **Administrative cross-listing**

This refers to the practice of creating multiple sections for one class in order to facilitate reserved seating for two or more groups of students. For example, a class may require a certain number of seats to be allocated to students in several different colleges. This can be accomplished by creating several different sections and administratively cross-listing them back into a single class.

- **Double-listing**

The practice of offering a single course under two different course labels. The course requirements for successful course completion are the same for all enrolled students. Double listing may be desirable for circumstances such as professional accreditation and for faculty offering courses for interdisciplinary Schools. For example, in the past the departments of Geological Sciences and Geography have listed the same course under both GEOL and GEOG labels. Double listing of courses is allowed with some caveats, as historically double listing caused additional administrative difficulties as well as confusion to students. Please refer to the policy section for guidelines in the use of double-listing of courses. Proposed double-listings should be circulated through the Course Challenge Process and submitted to Academic Programs Committee for approval. See also [Double-listing of courses](#) under [Nomenclature Policies](#)

Nomenclature Policies

Double-listing of courses

Double listing of courses is allowed with some caveats, as historically double listing caused additional administrative difficulties as well as confusion to students. Proposed double-listings should be circulated through the Course Challenge process and submitted to the Academic Programs Committee for approval. The following guidelines apply to double listings:

- Once a student has completed the course then that course label is the one for which they receive credit. However, equivalencies for double listed courses would apply in the event of program changes.
- The course must be delivered at the same credit units and level for both course labels.
- It must be explicitly stated in the Course and Program Catalogue and on the syllabus that it is a double listed course.
- Content resource and administrative authority for the double listed course should be clearly explained and each authority must track back to a single unit. By default these authorities would reside with the unit of the faculty member who is delivering that section of the course.