

DEFINITIONS AND PROCEDURES FOR DOUBLE-LISTING OF COURSES

Academic Programs Committee of Council

Reference: [Academic and Curricular Nomenclature](#)

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.

Administrative Cross-Listing

Refers to the practice of creating multiple sections for one class in order to facilitate reserved seating for two or more groups of students or other administrative purposes. 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 the sections back into a single class.

Double-Listing

The practice of offering a single course under two different course labels with the course requirements for successful completion being the same for all enrolled students. This involves the two course labels using the same grading mode. Typically, double listing is reserved for circumstances involving professional accreditation. The practice relies upon the coordination of multiple offices and is therefore more complex and time-consuming to administer. Historically, double-listing has hindered registration and it should continue to be used as a last resort. 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.

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 with the same credit units and level for both course labels. Double-listing of an undergraduate-level course with a graduate-level course is not allowed.
- 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.

