General Information and Procedures

To be considered for cross-referencing, a course must be interdisciplinary or multi-disciplinary in nature. A separate course proposal must be created in CurricUNET, or the LMS currently in use at the college, in each of the host departments and one course must be designated as the primary course. These courses must be identical in every way, except for the department.

A rationale for the necessity to cross-reference a course must be included in CurricUNET in the Course Justification box on the Cover page. The rationale must address the following questions on each separate course proposal:

1. How does the course fit into the curriculum of the department?
2. How does the course subject matter intersect and cross over the two discipline-specific or interdisciplinary fields, and how is that reflected in the course outline of record?
3. How will the cross-referencing of these courses benefit students?
4. What are the necessary minimum qualifications for faculty in each discipline?

Where applicable, the Originator will also answer the following questions:

5. How will the teaching responsibilities will be shared?
6. How will the load and seat counts be split?

It is imperative that clear communication takes place between departments/divisions. To ensure transparency and successful implementation, the Originator will be required to record the following information in CurricUNET in the Course Justification box on the cover page of the Course Outline of Record for each course:

1. Name and department of faculty member consulted (or division dean, if there is no full-time faculty member in the department)
2. Date of conversation
3. Assertion of approval for cross-referencing received from both departments/divisions
4. Approval of items 1-6 above

Additionally, the deans from both divisions will document at the Dean’s approval step in CurricUNET that a conversation has taken place between departments/divisions, and that an agreement has been reached regarding the rationale, teaching responsibilities, and load.

Additional Curriculum Information

- Students may only receive credit for one of the cross-referenced courses.
- It is best practice for cross-referenced courses to share the same course number. Cross-referenced courses share the same course title, units, hours, course descriptions, requisites, SLOs, course content, transferability, degree applicability, and general education approvals.
- Cross-referenced courses should be submitted at the same time to the Curriculum Committee for approval. Department/division faculty need to agree on the “primary” department for the
course. If an agreement has not been reached, the Curriculum Committee will determine the best placement.

- Cross-referenced courses shall be submitted as separate and individual courses following all College curriculum processes.
- Cross-referenced courses shall follow the six-year course review process based on the “primary” department.

**Scheduling**

- Cross-referenced sections shall be scheduled at the same day(s) and time(s), in the same classroom, and with the same instructor(s) of record.

Adopted by the Curriculum Committee December 5, 2018