

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 25/12

Establish Cross-Listed Courses Policy

RECOMMENDATION

The Undergraduate Studies Council recommends the establishment of a cross-listing of courses policy to ensure clear identification of such courses and to minimize confusion among academic advisors and students.

RATIONALE/PURPOSE

According to the course catalog, *cross-listed courses* are defined as "...two or more courses offered by different departments that share identical content and student learning experiences. Cross-listed courses are considered equivalent, and students may receive credit only for the most recent enrollment." Courses that are cross-listed include a notation in the catalog indicating the cross-listing. Students may not receive credit for both courses (see example).

Cross-Listed: ENVS 3400 is cross-listed with PSCI 3060. Students cannot receive credit for both ENVS 3400 and PSCI 3060.

However, students often experience confusion when enrolling in cross-listed courses, as the associated course titles, descriptions, and prerequisite or corequisite requirements are not always identical. As a result, some students inadvertently enroll in both versions of the same course. This issue is frequently discovered during the graduation audit process, when students realize they are three credit hours short of the 122-hour minimum required for graduation and must enroll in an additional course to meet degree requirements. The establishment of this policy provides clear and consistent guidelines for cross-listed courses, thereby reducing confusion and ensuring accurate credit allocation.

RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):

WMU Curriculum Manager, Registrar's Office, WMU Faculty, WMU Professional and Departmental Advisors

STAKEHOLDERS

WMU students, faculty, administrators, and staff

HISTORY:

- a) Effective date of current version: fall 2026
- b) Date first adopted: fall 2025
- c) Revision history: N/A
- d) Proposed date of next review: fall 2029

PROPOSED POLICY

Cross-Listed Courses Policy

POLICY LANGUAGE

When two courses are designated as cross-listed (equivalent) courses, the following requirements must be observed.

Courses must share the same:

1. Course number, whenever possible

2. Course title
3. Course description
4. Pre-requisites and co-requisites
5. Course restrictions

Additional Guidelines:

- Courses may not be cross-listed with a topics course.
- When a section of one cross-listed course is offered in a given semester, a corresponding section of the other course must also be offered. If this condition cannot be met, neither course may be offered that term.
- Any revisions to one cross-listed course must be reflected in the corresponding course at the same time. This process requires a separate course proposal submission for each course involved.

POLICY DETAILS

The WMU Curriculum Manager, in collaboration with the Registrar's Office, is responsible for ensuring that all cross-listed courses comply with institutional rules one and two. Department chairs and directors are responsible for confirming that the corresponding cross-listed course is offered by the partnering department during the same semester. WMU professional and departmental advisors are responsible for informing students that credit cannot be awarded for both versions of a cross-listed course. In cases where a student enrolls in both, credit will only be applied to the most recent enrollment.

This policy will be published on the Faculty Senate website, distributed University-wide through the Faculty Senate's *Snapshot* email newsletter, and communicated directly to all professional advisors via email.

RELATED PROCEDURES AND GUIDELINES

If a course is not officially cross-listed with another course but is offered concurrently (i.e. taught at the same time), a student may receive credit for both courses provided they are completed in separate semesters.

KEY DEFINITIONS/GLOSSARY

Cross-Listed Courses

Cross-listed courses are two or more courses offered by different departments, which share the same content and student experiences. Cross-listed courses are considered equivalent courses and a student may only receive credit for the most recent enrollment.