

Cross-listing Policy

Office of Academic Affairs

1. Purpose:

This policy establishes the requirements and procedures for cross-listing courses at University of Detroit Mercy (UDM), including both courses cross-listed within the same academic level and courses cross-listed across different academic levels. Cross-listing is defined as offering a single course under two or more course prefixes or numbers that share substantially the same content, instructional delivery, schedule, and classroom setting.

For cross-listed courses offered at different academic levels, additional distinctions in learning outcomes, academic expectations, and assessment are required to ensure that each course level meets the University's academic standards. This policy supports academic integrity, consistent curricular governance, accurate institutional reporting, and equitable student access while minimizing unnecessary administrative complexity.

2. Scope:

This policy applies to all cross-listed courses offered by UDM, including cross-listings within the same academic level (e.g., undergraduate-to-undergraduate, graduate-to-graduate, and professional-to-professional) and cross-listings across academic levels (e.g., undergraduate-to-masters, masters-to-doctoral). It establishes the requirements, responsibilities, and approval processes governing the creation, administration, and oversight of cross-listed courses. All academic colleges, schools, departments, programs, and administrative offices involved in the development, approval, scheduling, or management of cross-listed courses are subject to this policy.

3. Eligibility Requirements

For a course to be approved for cross-listing at the same academic level, **all** the following criteria must be met:

- **Identical Content:** The course must share the same syllabus, learning outcomes, assessments, instructional materials, and course attributes (if applicable) across all listed sections.
- **Instructor Qualification:** The instructor of record must be credentialed and qualified to teach under each subject code used in the cross-listing, consistent with UDM [Policy on Determining Qualified Faculty](#) governed by HLC requirements.
- **Interdisciplinary Justification:** Departments must demonstrate a clear curricular rationale for cross-listing, including how the course serves students in each listed program.



- **Mutual Agreement:** Department chairs and/or program directors from all participating units must approve the cross-listing arrangement. Cross-listing may not be initiated unilaterally by one department.

Same-Level Courses

1. Identical Content

For a course to be approved for cross-listing at the same academic level the courses must have **identical content**. The course must share the same syllabus, learning outcomes, assessments, instructional materials, and course attributes (if applicable) across all listed sections.

2. Enrollment and Seat Allocation

- Seat allocations must be established at the time of scheduling and must reflect equitable access for students in each participating program.
- The department responsible for the primary course section retains scheduling authority and is responsible for enrollment management.
- Waitlists are not available for cross-listed sections. Departments should account for anticipated enrollment demand from all participating programs when establishing seat limits.
- Cross-listed courses will appear under each subject code in the schedule of classes. Students will register under the subject code applicable to their program requirements.

3. Enrollment and Seat Allocation

- Each cross-listed course is counted separately within departmental academic inventories and will be evaluated independently for low-enrollment thresholds, regardless of combined enrollment across listings. Departments should account for this impact prior to requesting cross-listing approval.
- HLC accreditation standards treat each cross-listed course as a distinct course. Departments are responsible for ensuring that all cross-listed courses are accurately represented in curriculum approval documentation and program reporting.
- The Office of the Registrar reserves the right to review cross-listing arrangements that appear to distort enrollment or FTE data and may require modification or removal of cross-listings that compromise reporting integrity.



Multi-Level Courses

1. Overview

At the University of Detroit Mercy (UDM), graduate programs play a vital role in the mission of the University.

Graduate education is both more concentrated and more intellectually demanding than undergraduate education. In addition, faculty and graduate students should interact frequently with opportunities for individual student-faculty discussion and advising. Graduate faculty should possess qualifications appropriate to the subject area in which they teach, consistent with the Higher Learning Commission (HLC) requirements and the [UDM Policy on Qualified Faculty](#).

In alignment with HLC standards, the University will ensure that complete, accurate, and transparent information is provided to students and the public regarding course offerings. This includes clearly distinguishing among free-standing courses, certificate programs, and degree programs, as well as accurately representing program requirements, expectations, and outcomes.

2. Standards

To ensure the academic quality of graduate programs at UDM there are the following standards:

2.1 Cross Listing Limitations

2.1.1 Master's Degrees:

At least 50% of the credits required for a master's degree must be earned through learning experiences designed exclusively for graduate students. These may include graduate-only courses, dissertation or thesis credits (where applicable), or other learning experiences in which undergraduate students are not permitted to enroll. Accordingly, no more than 50% of the credits required for a master's degree may be earned through undergraduate/graduate (UG/GR) cross-listed courses.

2.1.1 Doctoral Degrees:

At least 50% of the credits required for a doctoral degree must be earned through learning experiences designed exclusively for doctoral students. These may include dissertation credits, doctoral-only courses, or other learning experiences in which master's students are not permitted to enroll. Accordingly, no more than 50% of the credits required for a doctoral degree may be earned through master's/doctoral cross-listed courses.

2.2 Course Levels

Graduate courses may be cross-listed only with 3000-4999 level undergraduate courses unless a specific exception is granted by the Graduate Program Review Committee.

- a. Internship and practicum courses are exempt from the standard.



- b. Independent research or directed reading courses (e.g., 5950, 5990) may be cross-listed with lower- or upper-division undergraduate courses provided graduate students are subject to additional requirements (see #2 below).

2.3 Syllabi

All cross-listed graduate and doctoral courses must provide a separate level-specific syllabus to students that specifies higher rigor, additional content and graduate or doctoral-level learning outcomes appropriate to the field of study (e.g., exams, papers, projects, problem sets, responsibility for lecturing or leading discussions). Ongoing responsibility for monitoring compliance with this standard will reside within the academic unit. The Graduate Program Review Committee will only monitor this standard during regular program review on a seven-year cycle.

- a. Students enrolled for graduate or doctoral credit must present work that is significantly more rigorous in both depth of study and methodology.
- b. When making qualitative evaluations of student work, faculty must hold graduate or doctoral students to a higher standard.

2.4 Catalogs

For all courses that are routinely cross-listed, an explicit statement must be included in the undergraduate and graduate course catalogs to indicate that a course is cross-listed for undergraduate credit (for graduate cross-list) or graduate credit (for doctoral cross-list).

2.5 Duplicated Courses

If a student completes a cross-listed course at the undergraduate level, they should not subsequently enroll in or receive graduate credit for the same course. This restriction applies even if the course is offered at both the undergraduate and graduate levels.

Approval Process

1. Request

Requests for cross-listing must be submitted to the Office of the Registrar and include the following:

- Written approval from all participating department chairs and/or program directors
- Documentation of instructor qualifications for each subject code
- Proposed seat allocation for each cross-listed section
- Curricular justification, including how the course fulfills degree requirements in each participating program
- Confirmation that the cross-listing has been reviewed by the relevant Dean's office(s)



2. Ongoing Review and Removal

- Cross-listing arrangements are subject to periodic review by the Office of the Registrar to ensure continued compliance with this policy.
- Either participating department may request removal of a cross-listing by submitting written notice to the Office of the Registrar. Changes will be implemented no later than the following academic term.
- The Office of the Registrar may remove a cross-listing arrangement if it is found to be out of compliance with this policy, HLC standards, or other institutional reporting requirements.

3. Alternatives to Cross-Listing

Departments are encouraged to consider the following alternatives before pursuing cross-listing, as these options may more effectively serve students while reducing administrative complexity:

- **Mutual Exclusion:** Courses with substantially similar content may be designated as mutually exclusive, preventing students from receiving duplicate credit.
- **Interdisciplinary Course Approval:** Courses may be formally approved to fulfill requirements in multiple degree programs without being cross-listed, allowing each department to schedule and track enrollment independently.

Departments may use courses offered by other disciplines to satisfy their program requirements and are not required to create equivalent courses within their own subject area.

Questions

Questions regarding this policy or the cross-listing approval process should be directed to the Office of the Registrar.

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Drafted by the Core Curriculum Committee with the Associate Vice President and University Registrar and the Executive Director of Institutional Research & Effectiveness

Reviewed by UGSEM 4.22.26; GRSEM 5.4.26; MFA 7.9.26; ALT 7.9.26; by Academic Operations & Student Services Committee 7.31.26