



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.4090

DIVISION: Academic Affairs

TITLE: Course Equivalencies

DATE: January 1, 2012

REVISED:

Authorized by: A. Gordon Emslie, Provost and VPAA

### **I. Purpose and Scope**

This policy governs the curriculum, learning outcomes, faculty assignments, record-keeping requirements and approval processes for courses with different prefixes that are deemed to be equivalent for curricular purposes.

### **II. Policy**

1. Multiple courses with different prefixes (e.g., BIO, BIOL) that are deemed to be "equivalent" must have essentially the same curriculum and learning outcomes, and they can be used interchangeably to fulfill prerequisite and/or degree completion requirements.
2. Equivalent courses must have the same course number, title, abbreviated title, credit hours, prerequisites or corequisites, grade type (e.g., A-F, Pass/Fail) and Catalog course listings.

#### **3. Main Campus/University College 'C' Courses**

For two equivalent courses with different prefixes, one representing a main campus course (e.g., BIOL 113) and one representing a course offered with a 'C' designation in one of the departments within the University College (e.g., BIO 113C), the department offering the main campus course will determine appropriate content and learning outcomes for both courses. The University College department head will consult regularly with the main campus department head to ensure equivalency, and any outcomes of such consultations will be communicated promptly to the faculty concerned.

#### 4. Multiple Main Campus Courses

For two equivalent main campus courses with different prefixes, the departments offering the courses will jointly determine appropriate content for such courses and will consult regularly with each other to ensure equivalency.

5. The equivalence of two or more courses does not change the primary reporting line for a faculty member assigned to teach one of these courses
6. Faculty assignments will be made by the department head responsible for the course prefix in question, irrespective of whether the course in question is equivalent to another course.
7. Creating an equivalent course is not the same as cross-listing a course. The cross-listing process occurs when building the schedule of classes for a specific term, and courses are to be taught at the same time by the same instructor.

### III. Procedure

#### 1. Establishing Equivalency

- a. Courses that have been used as equivalents prior to the effective date of this policy shall be deemed to be equivalent.
- b. Units that propose to establish a new equivalency of two or more courses should submit a request to this effect, signed by the heads of both units, to the Office of the Provost for approval. Approval of such actions will be notated immediately in the Banner course inventory and in the next edition of the printed and online Catalog.

#### 2. Discontinuing Equivalency

A unit or units that wish to discontinue equivalency of two or more courses should submit a request to this effect to the Office of the Provost. In considering such requests, the Provost will consult with all deans and department heads involved, and will inform all parties of the decision whether or not to approve the request. Upon approval of such an action the equivalency will be removed immediately from the Banner course inventory and from the next edition of the printed and online Catalog.

**Comment [KLM1]:** Note there are two possible ways of handling this issue. Which is the better option?

#### 2. Discontinuing Equivalency

A unit or units that wish to discontinue equivalency of two or more courses should submit a request to this effect through the appropriate faculty bodies – e.g., Undergraduate Curriculum Committee (undergraduate courses) or Graduate Council (graduate courses). The approval of such actions then follows the usual channels and the equivalency will be removed immediately from the Banner course inventory and from the next edition of the printed and online Catalog.

#### 3. Record-Keeping

- a. The equivalency of two or more courses must be notated in each of the course descriptions appearing in the catalog and other online sources of course information, including the Banner course inventory. If an equivalency is discontinued through the appropriate curriculum channels, the notation will be removed from the Catalog and from Banner coding.
- b. To eliminate possible confusion for students and advisors, if an equivalency between a main campus course and a University College "C" course is removed, the "C" course must be either deleted or renumbered.