



## **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 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), faculty in 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, faculty in 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. 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. Proposals to create equivalent courses must be approved by the department(s)/unit(s) in which the existing course is listed and each department/unit in which the course is proposed to be equivalent. If the department(s)/unit(s) are in different colleges, each college curriculum committee must approve the proposal for equivalency. Approval through each department/unit and college may be sought concurrently. Following approval at the college curriculum committee level, the proposal must also receive approval through the remainder of the curriculum approval process.

#### 2. Discontinuing Equivalency

Faculty in a department(s)/unit(s) who wish to discontinue equivalency of two or more courses should submit a proposal through the established curriculum approval process.

#### 2. 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.