18 Course Scheduling Guidelines

18.1 Crosslisted, conjoint, and combined class sections

18.1.1 Crosslisted courses

Background. Crosslisted courses are those that are offered under two or more subjects. Historically, if a crosslisted course was scheduled, all subjects were required to be scheduled. This presented a challenge for the other campuses which may not have offered one of the subjects that was represented in the crosslisting at all.

Currently, the department that has primary authority for the course (the “parent” department) has responsibility and oversight for the course.

18.1.2 Scheduling guidelines

Except when a campus doesn’t offer a subject, all subjects in the crosslisting must be scheduled so that the catalog is a document that students and advisors find reliable. If not all subjects are scheduled for a crosslisted course, students may miss out on taking a class that they need because one of the offerings is missing.

The policy, therefore, is that to require that all subjects in a crosslisting be scheduled in order to keep class information current. When a course is no longer functioning in a crosslisted manner (e.g., the department is no longer collaborating with the other department and scheduling all offerings), then this requirement is a reminder that the crosslisting should be dropped from the catalog.

Similarly, all subjects in the crosslisting must be scheduled at the same time and in the same room – otherwise they are not really the same course.

If a class in cancelled, all offerings of the class will be cancelled.

18.1.3 Conjoint courses

Conjoint courses are those that have been approved by the Faculty Senate to allow both a 400-level and 500-level offering of the same class to be scheduled.

18.1.4 Scheduling guidelines

Except when a campus doesn’t offer graduate-level courses, both the 400- and 500-level should be scheduled as follows:

- The two component courses of each conjoint listing must be scheduled together in the same classroom, with the same instructor, and the same basic meeting times. The 400-level course of a conjoint listing shall not be offered for graduate credit. Additional work is required of students at the 500-level. This work may include additional readings, papers, class meetings, or other items as may be appropriate for work at this level.

Scheduling both the 400- and 500-level offerings maintains catalog integrity, ensuring that there is reliability and truth in advertising for courses approved for conjoint status.

In the case where the class will be cancelled, both the 400- and the 500-level will be cancelled.

18.1.5 Combined class sections

Departments may occasionally wish to teach two different courses at the same time in order to meet particular pedagogical goals. Because there is already a formal process for combining courses (through the crosslisted or conjoint designations approved by the Faculty Senate), these occasional requests to combine courses must be approved by exception.

18.1.6 Scheduling guidelines

- Combined class sections are approved on a one-time basis, for one term.
- The courses that are to be combined must carry the same grade type and credit hours. For variable credit courses, both sections must be set to the same value.
- If the courses approved to be combined are special topics courses, then the combined class sections will carry the same title.
- The following exclusions apply:
  - Undergraduate courses may not be combined with graduate courses.
  - Professional courses may not be combined with graduate courses.
  - Lower-division courses may not be combined with upper-division courses.
  - Courses numbered 499, 600, 700, 701, 702, and 800 may not be combined with any other course number since these are independent study courses and do not have a scheduled meeting time or location.

18.1.7 Process for requesting a combined section

- Submit a memo with signatures from all chairs and deans that makes the request to combine class sections.
- Provide a rationale for this exception.
- For undergraduate or professional courses, submit the request to the Registrar’s Office, Academic Governance Assistant Registrar.
- For graduate courses, submit the request to the graduate school, to the attention of Lori Carris (carris@wsu.edu).