
Undergraduate Cross-Listed, Precluded and Multiple Area of Study Procedures (117a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Undergraduate Cross-Listed, Precluded and Multiple Area of Study Policy (117)
Policy Contact:	Associate Registrar, Transfer Credit Services
Procedure Contact:	Associate Registrar, Transfer Credit Services
Effective Date of Procedures:	December 11, 2013
Review Date:	Annually

Purpose

This Athabasca University (AU) procedure provides guidelines for:

1. cross-listing courses;
2. precluding courses; and
3. Courses listed under one discipline and listed under more than one area of study.

Definitions

Area of Study	AU's division of courses into groups of related subjects. The four areas are: <ul style="list-style-type: none">• Humanities• Social Science• Science• Applied Studies
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The requirement for 'Arts' in some degree regulations refers to Humanities and Social Science area of study. The requirement for 'Sciences' include all science courses. The requirement for



'Applied Studies' includes courses in administrative studies, nursing courses and a wide range of professionally-oriented courses.

Discipline

Discipline is the specific subject area for a course. For example: Psychology, English, and Women's and Gender Studies, are all disciplines at AU.

Cross-Listed Course

Cross-listed courses appear under two (or more) disciplines and in effect may be listed under two (or more) areas of study. Example: ECOM 410/COMP 409.

Precluded Course

An AU course whose curriculum overlaps another course to the extent that students would be duplicating course work if they complete both courses. Precluded courses are usually the result of a course revision, course renumbering, or cross-listing.

Courses with More than one Area of Study

Courses listed under one discipline may be listed under two areas of study. For example, a course listed as PSYC under the Social Science area of study may have a notation that it can also be used to fulfill the Science area of study for AU credential students only. This situation is not considered cross-listing.

Course Syllabus

Information about individual AU courses. A course syllabus contains such information as course title and number, Area of Study, delivery mode, prerequisites (if any), precluded courses (if any), and a brief description of the content of the course. The online syllabi are organized by discipline.

Calendar

The regulations that govern learning at AU. The Calendar is available in print and online. The [online Calendar](#) is the official Calendar.

Procedure**1. Cross-Listed Courses**

- 1.1 The Academic Coordinator responsible for the course and the Academic Coordinator or Centre responsible for the discipline of the course being cross-listed must agree on the cross listing.
- 1.2 Cross-listed courses must be approved by Program Council. If the course falls under more than one Program Council, approval from all Program Councils are required.
- 1.3 Cross-listed courses must be approved by the Academic Planning and Policy Committee upon recommendation from Program Council.



- 1.4 The Academic Coordinator must notify the course development team and the Centre for Learning Design and Development (CLDD) and submit the Phase 3 report, Phase 7 report, or the Changes to Course Information Request form if not already completed. Only one course package is developed including all course designations (e.g. HIST XXX/GLST XXX) with an indication of the different disciplines and area of study if applicable.
- 1.5 Cross-listed courses are displayed in the course materials content under the original discipline and then alphabetically.
- 1.6 In the [Undergraduate Calendar](#) degree regulations, cross-listed courses are displayed under the discipline of the major and then alphabetically.
- 1.7 Once the course goes through the course development process, the cross listing will be added to the course syllabus and the Undergraduate Calendar. Each course will have its own course syllabus and will appear under the appropriate discipline sections of the Undergraduate Calendar and the online syllabus with a clear indication that the course is cross listed.
- 1.8 Cross-listed courses are listed as precluded courses in the course syllabus.

2. Precluded Courses

- 2.1 Precluded course information is included in the Phase 3 report, Phase 7 report or Changes to Course Information Request form. The precluded course information must be reviewed and if necessary updated each time there is a course revision.
- 2.2 Precluded courses do not require approval from any committee.
- 2.3 Precluded course information is included in the course syllabus and the Undergraduate Calendar.

3. Courses with More than One Area of Study

- 3.1 Courses with more than one area of study must be approved by Program Council. If the area of study falls under more than one Program Council, approval from all Program Councils is required.
- 3.2 Courses with more than one area of study must be approved by the Academic Planning and Policy Committee upon recommendation from Program Council.
- 3.3 An indication that the course is to fulfill more than one area of study can be included in the Phase 3 report, Phase 7 report, or Changes to Course Information Request form.



- 3.4 Upon approval from the Academic Planning and Policy Committee, a note will be added to the course syllabus and the Undergraduate Calendar by the Calendar Coordinator indicating the course can be used to fulfill another area of study.
- 3.5 These courses do not appear under more than one discipline or area of study in the online syllabus or the Undergraduate Calendar.
- 3.6 Upon completion of the course, students contact Transfer Credit Services, in the Office of the Registrar, or an Academic Advisor to have the area of study changed.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Undergraduate Cross-Listed, Precluded and Multiple Area of Study Policy \(117\)](#)

[Undergraduate Course Outlines Policy](#)

[Undergraduate Course Materials Development Policy](#)

[Changes to Course Information Request Form](#)

[Phase 3 Report Checklist](#)

[Phase 7 Course Revision Report Form](#)

History

General Faculties Council, December 11, 2013, Motion # 17-03