



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.4091  
DIVISION: Academic Affairs  
TITLE: Course Equivalencies  
DATE: June 4, 2012  
REVISED: September 13, 2021  
Authorized by: Robert Fischer, Provost and Vice President for Academic Affairs

### **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, co-requisite and/or credential (e.g., degree) completion requirements.
2. Equivalent courses must have the same course number, title, abbreviated title, credit hours, prerequisites or co-requisites, restrictions, grade type (e.g., A-F, Pass/Fail), student learning outcomes/measurement plan, and catalog course listings.
3. For two equivalent 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.
4. 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.
5. Creating an equivalent course is not the same as cross-listing a course. Refer to the cross-list policy for additional information.

### **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. A proposal to establish equivalency for two or more existing courses must be approved by the department(s)/unit(s) in which the existing courses are listed. If the department(s)/unit(s) are in different colleges, each college curriculum committee must approve the proposal for equivalency. Approval for the equivalency must be attained from both departments/schools. Following approval at the college curriculum committee level, the proposal must also receive approval through the remainder of the curriculum approval process.
- c. A proposal for a new course that also seeks to establish equivalency to an existing course should be routed through the departments and college(s) concerned. Approval for the equivalency must be attained from both departments/schools. 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.

#### **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 Banner will be updated accordingly.
- b. To eliminate possible confusion for students and advisors, it is recommended that when two active courses break an equivalency that one of the courses change to a different number.

### **IV. Related Policies**

1.4080 Course Cross-listing