**General Guidelines for  
Proposals to Create an Equivalent Course**

* This form is used to create an equivalent course in another university department/unit. (See Academic Affairs policy 1.4090)
* Proposals to create equivalent courses are **consent** items.
* 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.
* In **item 2,** identify the course(s) to be considered equivalent to the course identified in **item 1**.Equivalent courses must have the same course number, title, abbreviated title, credit hours, prerequisites or co-requisites, grade type (e.g., A-F, Pass/Fail) and catalog course listings.
* **Item 3** must contain a statement indicating that the department proposing the equivalent course has obtained the approval of the department/unit housing the existing course.
* 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.
* 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.
* A proposal that seeks to establish equivalency to an existing course should be routed through the departments and college(s) concerned. 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.
* 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.
* A Course Inventory Form for each course must be submitted to the college dean’s office. From there it will be forwarded to the Office of the Registrar as part of the college’s package of course inventory forms for that month’s agenda.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Create an Equivalent Course**

**(Consent Item)**

Contact Person: Name, email, phone

**1. Identification of existing course:**

* 1. Current course prefix (subject area) and number:
  2. Course title:

**2. Identification of proposed equivalent course prefix(es) and numbers**

**3. Rationale for each equivalent course:**

**4. Proposed term for implementation:**

**5. Dates of prior committee approvals:**

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| Department/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee |  |
| Professional Education Council (if applicable) |  |
| General Education Committee (if applicable) |  |
| Undergraduate Curriculum Committee (if applicable) |  |
| Graduate Council (if applicable) |  |
| University Senate |  |