

Policy Procedure: Combined and Cross-listed Classes

Procedure Number: 222P

Responsible Office: Academic Affairs

Form(s): 125-085

Effective Date: 12/9/25

Date Last Reviewed: 4/9/26

1. Purpose

This procedure ensures the academic rigor and integrity of combined and cross-listed classes by establishing clear documentation practices that demonstrate compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy Statement on Credit Hours. Additionally, it provides a framework for aligning faculty workload assignments for combined and cross-listed courses with Virginia Community College System (VCCS) Policy 3.5.7 on teaching loads for nine-month, ten-month, and twelve-month faculty.

2. Definitions:

Combined (cross-level) class: An instructional method in which a single faculty teaches multiple course levels concurrently in the same classroom. While students are enrolled in distinct course sections, each course maintains its unique syllabus, learning outcomes, and assessment structure. This method is commonly used in skills-based and other disciplines where overlapping instruction can be effectively managed.

Cross-listed class: A single course offered under multiple course numbers, departments, or disciplines, which allows students to enroll under the most appropriate designation for their program of study. While the instructor, meeting times, and course content remain the same across sections, students receive credit and fulfill degree requirements based on the course number under which they registered. If a course is cross-listed in two different disciplines (e.g., SOC and ADJ) *and* taught by the *same* instructor, the instructor must meet credentialing requirements in *both* disciplines per the VCCS-29.

3. Procedure:

A. Course Review and Approval Process

Using the Combined or Cross-Listed Classes Proposal Template (222P) (Form 125-085) discipline groups identify and propose to the relevant pathway dean(s) and council(s) which

classes may be appropriately combined or cross-listed per the guidance in Section B.1 below.

1. The pathway dean(s) and council(s) review(s) the proposal to combine courses and verifies that *each* course retains its independence, rigor, and compliance with accreditation and instructional policies outlined in Section B, below. This review is based on the content of the courses as described in the course content summaries and not on the course titles alone. The pathway dean and council may recommend, return for more documentation, or deny the request. This decision must be communicated to the discipline group in writing. Denials may be appealed to the Chief Academic Officer (CAO)/Vice President of Academic Affairs (VPAA).
2. If the pathway council recommends the request, the proposal packet is sent to the CAO/VPAA for final review. The CAO/VPAA informs the pathway dean of the decision in writing, and Academic Affairs retains the documentation. The CAO/VPAA's decision on the combination/cross-listing is final.
3. Once a course combination is approved, any campus may offer the combination if they have the resources to do so.
4. The academic division dean or designee manages the implementation of the combined classes on their campus and ensures alignment with approved proposal and on-going course integrity, as described in Section B. The academic division dean is responsible for monitoring the impacts on faculty workload and the division budget.

Any subsequent changes to the course content summaries that impact course objectives or purpose will require a re-review (starting with discipline group) of the appropriateness of the combination or cross-listing.

B. Course Integrity Documentation

The academic division dean must review the following to ensure course integrity and policy compliance:

1. Syllabi:

The syllabi must contain the following:

- Learning outcomes, assignments, assessments, and expectations specific to each level and course.
- A schedule demonstrating compliance with contact hour and credit requirements, ensuring that the instructional time and learning outcomes are being met for each course.
- For cross-level courses, advanced courses must include higher-level content, assignments, and assessments that distinguish them from lower-level courses.

2. Faculty Credentials for Cross-listed Courses:

In addition to verifying that the learning objectives are met for cross-listed courses, the academic division dean on the campus sponsoring the courses must also verify that a faculty member teaching a course cross-listed in two different disciplines (e.g., SOC and ADJ) meets the credentialing requirements for both disciplines per the VCCS-29.

Combinations and cross-listings that do not sufficiently demonstrate integrity will not be approved.

C. Implementation Responsibilities

Once the combination or cross-listing is approved by the CAO/VPAA, the academic division dean is responsible for verifying and managing the following:

1. Student Information System (SIS) Listing:

Each course section is listed separately in SIS with the appropriate internal designations for “collapsed” courses. This permits students to enroll in the section appropriate to their program of study.

Within SIS, combined courses/sections and their combined student enrollments are reported to VCCS as separate courses/sections.

2. Enrollment Management:

The total number of available seats in the combined sections is set by the maximum class enrollment. The available seats should be distributed between any combined sections based on expected enrollment patterns.

Based on the combined enrollment of the combined sections, the provost determines if a class should be run, prorated, or cancelled.

3. Faculty Workload Management:

Cross-listed or combined courses are collapsed in SIS so that the instructor is assigned the appropriate workload credit (i.e., credit for one class rather than two) in alignment with VCCS Policy 3.5.7 on teaching loads.

Faculty workload should be reviewed and confirmed by the academic division both at the time the combined or cross-listed class is created and again during annual workload review in the Spring. Once corrections are made to the annual workload report and the faculty, dean, and provost have signed off on it, a signed copy is sent to Credentialing and kept in the division files.