

Policy and Procedure for cross-listing history classes taught by instructors from other units.

The Department of History is happy to consider requests to cross-list classes offered by faculty teaching history classes in other units. To facilitate the process of scheduling and listing such courses, please follow the guidelines below.

1. Faculty who have never cross-listed a course with the Department of History in the past should submit a cv and a sample syllabus for review by the Curriculum Committee (please be sure that it is formatted in accordance with UF syllabus policies).
2. Once the review has taken place, instructors are welcome to request that history courses be cross listed with the Department of History on a semester-by-semester basis. Kindly provide a syllabus with each request.
3. Please submit all requests to the Associate Chair or the Academic Assistant no later than March 15 for Summer cross-listing, June 15 for Fall cross-listing, and November 1 for Spring cross-listing.
4. The Curriculum Committee reserves to the right to decline requests if courses significantly overlap with courses taught by History faculty during the same semester or if the structure of the class or approach to the material is not sufficiently historical or rigorous.

The Department of History will allocate a maximum of 5 seats per cross-listed class. Under exceptional circumstances we may consider increasing that allocation should departmental curricular needs warrant it.

17 October, 2022

28 November, 2022