



DEPARTMENT OF SPANISH AND PORTUGUESE STUDIES

— Liberal Arts *and* Sciences

Policy for Cross-Listing Courses with Other Units

This policy specifies the procedures and requirements for classes that will be taught by instructors from other units (excluding SPS affiliate faculty) to be cross-listed with Spanish and Portuguese Studies with a POR, POT, POW, SPN, SPT, or SPW prefix.

Requests to cross-list an undergraduate course with Spanish and Portuguese Studies should be directed by the Chair, Director, or a Coordinator in the instructor's unit to the Spanish and Portuguese Studies department Chair. All such requests must be received by the SPS Chair no later than four (4) weeks in advance of the Phase II Course Scheduling deadline, as specified by the Registrar in the Course Development Calendar for the relevant semester. All requests must be accompanied by a prospective syllabus that conforms to all requirements of the UF syllabus policy.

Requests for cross-listing will be reviewed by the SPS undergraduate coordinator, in consultation with the SPS chair. In reviewing requests, they will consider such factors as whether the course content of the proposed course is sufficiently within the bounds of the field of Spanish and Portuguese Studies to make it appropriate for cross-listing, whether the course as a whole is sufficiently well-conceived, whether its assignments and assessments are appropriately rigorous, and whether the course complements the department's existing course offerings. They will also consider whether the instructor has the appropriate professional qualifications, expertise, and experience to teach a course in Spanish and Portuguese Studies at the same level as the department's permanent faculty. Since any undergraduate course with a POR, POW, SPN, or SPW prefix may be taken as an elective by students pursuing an SPS major or minor, the course content and rigor of instruction of any course cross-listed with one of these prefixes must be comparable to that of other courses taught by instructors within the Department of Spanish and Portuguese Studies.

Should the SPS coordinator recommend approval of the cross-listing request, they will also make a recommendation regarding the prefix and course number it could appropriately be given for the purposes of cross-listing.

Only one cross-listed course (except those taught by SPS affiliate faculty) will be permitted to fulfill an elective for the SPS major or minor. No cross-listed courses will fulfill a requirement for the major or minor

No more than half the total number of seats in a course taught by an instructor from outside the Department of Spanish and Portuguese Studies can be offered in the section(s) cross-listed within SPS. (Thus, for example, in a course with 40 total seats, no more than 20 seats can be offered in the cross-listed section.)