

## **Cross-Listing Policy**

Requests to cross-list a course must be reviewed and approved by the Graduate Chair at least six weeks ahead of the first day of the semester. In order to facilitate the committee's review, formal requests must be submitted to the Program Manager at least eight weeks before the first day of the semester. Requests should include a brief summary indicating how the content of the course is not covered by any AME class and how AME students will benefit from the cross-listing. Additionally, an AME faculty member must support the cross-listing of the course by signing the proposal or submitting an e-mail indicating support to the Program Manager.

Should AME decline a request to cross-list a course, the requesting faculty member may appeal the decision during that month's AME faculty meeting. Appeals should be submitted through the Program Manager at least three business days ahead of the meeting.