

Timeline and Procedures for Requesting Cross-listing

Thank you for your interest in cross-listing a course with the Center for Gender, Sexualities, and Women's Studies Research. Many courses with a gender or sexuality focus taught in other units count toward our majors and minors. When the registrar's schedule appears each term, we locate such classes and list them on our "Courses Outside the Center" webpage, <http://web.wst.ufl.edu/wst/courses/>, which our students use when planning their schedules.

As another option, if you would like your class to be cross-listed, we welcome the opportunity. Cross-listed courses should devote at least 50% of their content to gender/sexuality and be taught from a feminist perspective. We prioritize cross-listing special topics courses with generic numbers (3930, 6935, etc.). Instructors need not be affiliated with the Center for a class to be considered for cross-listing.

Cross-listing a course is a commitment to students and the Center that you will offer the cross-listed section. Therefore, it is important to have administrative commitment from your unit to cross-list a course prior to requesting it with the Center.

In order to facilitate the review of cross-listing requests, and to maximize opportunities for full and timely enrollment in these courses, we have established the following deadlines and procedures:

- **If your class has been cross-listed with the Center within the past two years**, please contact our Associate Director at undergrad@wst.ufl.edu, and express your interest in repeating the cross-listing.
- **For classes not cross-listed with the Center within the last two years**, please submit a syllabus for consideration to our Associate Director at undergrad@wst.ufl.edu, who will facilitate review by the Center's Curriculum Committee.
- **In either of the above cases**, please contact our Associate Director during preparation of the registrar's schedule, and no later than **March 15 for Summer** cross-listing, **June 15 for Fall** cross-listing, and **November 1 for Spring** cross-listing.