

Timeline and Procedures for Requesting Cross-listing Department of Gender, Sexuality, and Women's Studies

Thank you for your interest in cross-listing a course with the Department of Gender, Sexuality, and Women's Studies (GSWS). 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 semester, we locate such classes and list them on our "Courses Outside the Department" 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/women and include gender/sexuality/women's studies scholarship and analysis.

Cross-listing a course is a commitment to students and our department 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 our department.

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 GSWS within the past two years**, please contact our Associate Chair and express your interest in repeating the cross-listing.
- **For classes not cross-listed with GSWS within the last two years**, please submit a syllabus for consideration to our Associate Chair, who will facilitate review by our department's Curriculum Committee.
- **In either of the above cases**, please contact our Associate Chair 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.