

# Course Cross-List Relationship Form

## Guidelines:

The Course Cross-List Relationship Form MUST be submitted for the following Cross-List Actions (check appropriate action):

- \_\_\_\_\_ New Cross-List Relationship.
- \_\_\_\_\_ Cross-list Relationship involving Special Topics Courses.
- \_\_\_\_\_ Change of Sponsoring Department.
- \_\_\_\_\_ Additional Courses to be included in Existing Cross-List relationship.
- \_\_\_\_\_ Permanent Termination of Existing Cross-List Relationship.

**Please note that this form is no longer required for existing cross-list relationships.**

With the exception of Special Topics courses, all cross-list relationships are permanent. It is the responsibility of the Sponsoring Department to generate the Cross-List Request and forward it to the Non-Sponsoring Department. The Non-Sponsoring Department should then **submit completed forms to:**

**Carol Downing, Associate Registrar, Dowling Hall – FAX (617) 627-3971.**

## ON-LINE COURSE WORKSHEETS

### Section I – Cross-listed Courses Offered Preceding Semester (Rolled)

On the electronic worksheet-Section I, only the sponsoring course may edit the course information. The sponsoring course will have an S in the cross-listed course column. **All sponsoring courses must be edited on the On-Line Course Worksheet packet to minimally note the cross-list relationship in the Notes field.** If this is an existing relationship, no Cross-List Relationship form is required. (To determine existing cross-list relationship, view the Course Descriptions by Department available from the Student Services website). The non-sponsoring course will be set up in accordance with the course information supplied by the sponsor. When a sponsoring course is cancelled for the semester, the non-sponsoring course shall also be cancelled for that semester.

**Please provide specific semester information for the cross-list relationship below:**

### ❖ SEMESTER CROSS-LIST COURSE INFORMATION

Fall term: \_\_\_\_\_ Spring term: \_\_\_\_\_ Year: \_\_\_\_\_

Course Title: \_\_\_\_\_  
(Maximum of 24 Character spaces including spaces and punctuation)

### ❖ SPONSORING DEPARTMENT INFORMATION

Department: \_\_\_\_\_  
(Dept. code, e.g. HIST, GER, ENG, etc...)

Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_  
(4 digit course #, e.g. 0001, 0089, 0198) (Maximum of three character spaces)

Sponsor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### ❖ NON-SPONSORING DEPARTMENT INFORMATION

Department: \_\_\_\_\_  
(Dept. code, e.g. HIST, GER, ENG, etc...)

Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_  
(4 digit course #, e.g. 0001, 0089, 0198) (Maximum of three character spaces)

Non-Sponsor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

SIS and DARS updates: Dowling Hall use only:

Approval: \_\_\_\_\_ Date: \_\_\_\_\_