

CROSS-LISTED COURSES

DEFINITION: A cross-listed course is a course that is offered for registration under two or more departments. Both offerings are taught at the same time by the same instructor. Cross-listed courses have:

- identical titles
- catalog descriptions
- identical attributes
- identical course prerequisites

All students who enroll in this course, regardless of the subject under which they have enrolled, will experience the same course.

A course will count as part of the major credits even if the student registers for the course in another cross-listed department. Students completing two majors may count cross-listed courses (i.e., courses listed in both major departments) in partial satisfaction of the requirements for both majors.

All cross-listed courses:

1. Must be proposed using the cross-listing function on the C Form or the C-2 Form in Curriculog, and the departments must submit a letter of support.
2. Must be approved by the University Curriculum Committee and the Academic Senate.
3. Have the same Course catalog number. Example: LING **150**/SLP **150**, and SE **370**/CS **370**
Rare exceptions can be made if a desired number is already in use by one of the departments or does not follow the logic of that department's offerings.
4. Have the same credit hours, registration restrictions, pre-requisites, recommendations, grade mode, and repeatability.
5. Must not be taught at different student levels (undergraduate/graduate) or course levels (100, 200, 300, 400, etc.).
6. If one course has been approved for GE status, the other must also have GE status in the same category.
7. The course description of each must indicate their equivalency with the following standard catalog language.
NOTE: This will be added by Academic Programs --

"WGSS 211 and LTWR 211 are cross-listed. Students may not receive credit for both."

8. If a curricular change is submitted for one of the cross-listed courses, the same change must be made to the paired course, **or the courses need to be uncross-listed.**
9. Cross-listing is not binding; if one department chooses not to offer their side of a cross-listed pair, the other department may still add their course to the class schedule.
10. Contact Academic Scheduling (acdsched@csusm.edu) if you have Class Schedule-related questions regarding cross-listed courses: setting enrollments, class rosters, etc.
11. If a crosslisted course is submitting a curricular change, **a C-2 must be submitted for both courses.**
This ensures accurate documentation and processing. Follow the instructions in the following pages (Steps 6a-d).

INSTRUCTIONS for CROSS-LISTING COURSES in CURRICULOG

In a Nutshell:

Using the cross-listing function serves to create two (or more) connected cross-listed proposals. All data entered on the primary proposal must be copied and pasted into the second (cross-listed) proposal.

- A. Start your C Form or C-2 Form. If using a C-2 form, import data from catalog (Acalog) and complete required fields.
- B. SAVE your proposal.
- C. Activate the cross-listing function. Copy and paste data into second proposal. Upload document(s) to both proposals.
- D. Validate and Launch the proposal. (If submitting a C-2, enter any changes on both proposals)
- E. Approve both proposals. This advances it to the Department Chair approval step.
- F. Submission is complete.

Follow these step-by-step instructions:

1. Start with one form for one of the courses. Both departments **do not** need to initiate a form, as the process will create one for each department. See step 6.
2. When cross-listing two courses, one of the courses will be identified as the **primary** course, and the other as the **cross-listed** course.
 - a. If both are brand new courses: the departments decide which will be primary, and a C Form will be used.
 - b. If one is an existing course: this will be the primary course. Use A C-2 form and click the Cross-Listing button **BEFORE** launching the proposal (see 6.a and 6.b below). Import the course data from Acalog. The new course will be created out of this process (see 5 below) .
3. Make sure that all required (*) fields are complete on **both proposals**.
4. Upload the cross-listing agreement email from each Department Chair.
The Department Chairs involved in the cross-listing will approve their respective course proposals in the workflow.
5. The cross-listing function creates a second C-2 form. You must copy and paste all data entered on the primary proposal into the second proposal.

NOTE: The Proposer or System Administrator will enter a statement in the Comment Section, to inform/remind the reviewers that this is a new course being cross-listed with an existing course. **Example:**

Criselda Yee
8/12/2022 1:59 pm

 Reply

LING 150 is a New Course Proposal, requesting cross-listing with existing course, SLP 150.

Please toggle between proposals on the cross-listing screen.

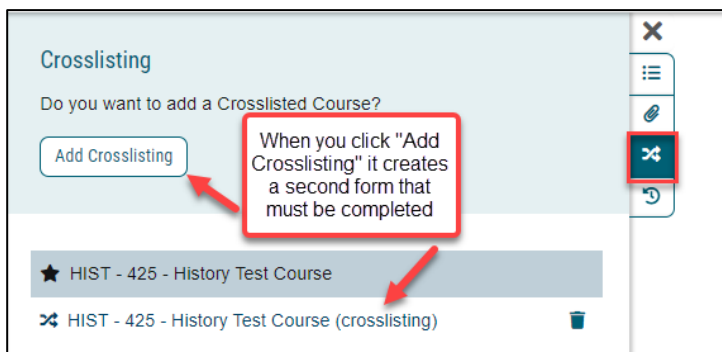
After you have completed the fields in your primary proposal (either manually on a C form or imported content into a C-2 form) and BEFORE the proposal is launched, click the Cross-listings button. This creates a second form that also needs to be completed; copy and paste your data.


Follow screenshots 6.a – 6.d below:

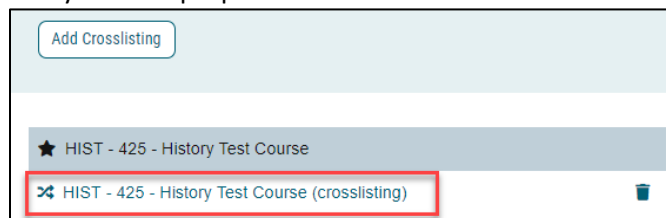
- 6.a. Once you've created your initial proposal and have completed all the content in your new C form, or have imported and updated all C-2 form content and **BEFORE YOU LAUNCH**, click on the Crosslistings tab,



- 6.b Then, click on “Add Crosslisting” to create the crosslisted course proposal. The star icon indicates the “Parent” course, and the cross-listing icon indicates the “cross-listed” course:





- 6.c **SAVE** your work before continuing by click the floating Save All Changes button . Then, click on the newly created proposal



- 6.d The newly created proposal will be blank, select the appropriate subject code and course number and copy/paste ALL data from the primary proposal into this second proposal.

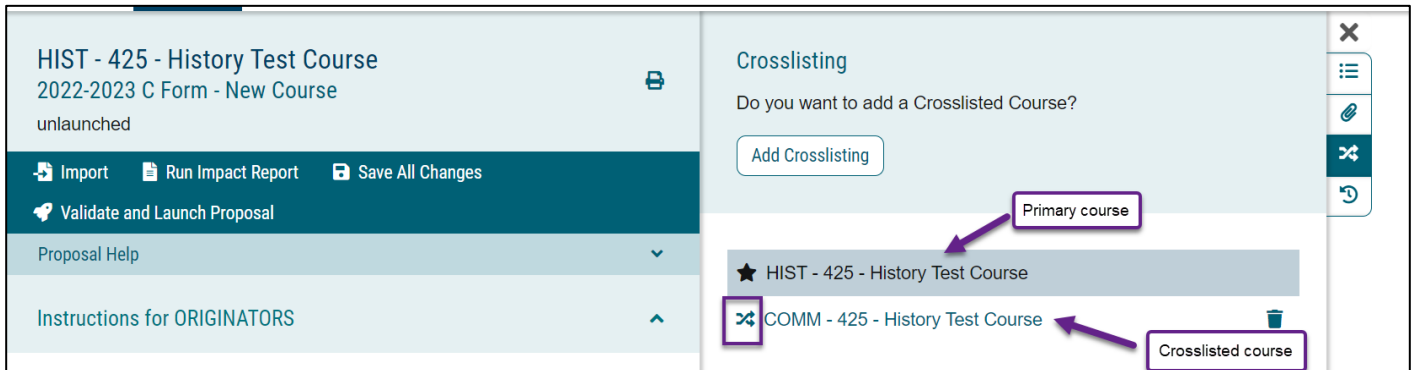
The screenshot shows a form with several fields. Field 1, 'Subject Code:*', is a dropdown menu with 'Select an option' at the top and a list of codes below: COMM, ABA, ACCT, ACE, and AH. Field 2, 'Course/Catalog Number:*', is an empty text box. Field 5, 'Department*', is another dropdown menu with 'Select an option' at the top. A red callout box with white text says: 'Proposal will be blank; complete all required fields by copy/pasting data from primary proposal'. Below the dropdowns, there is a text area with a small instruction: 'Please suggest how to abbreviate the course title for use in transcripts, the on-line schedule, etc. The abbreviation may not exceed 30 characters, including spaces. Thirty cells are provided; please enter at most one character or space per cell. IT IS NOT NECESSARY to abbreviate course titles that already have 30 or fewer characters.'

7. SAVE your work by clicking Save All Changes . After saving, go back to primary proposal by navigating to the crosslisting tab. Click on "Validate and Launch" proposal. This will launch both proposals.

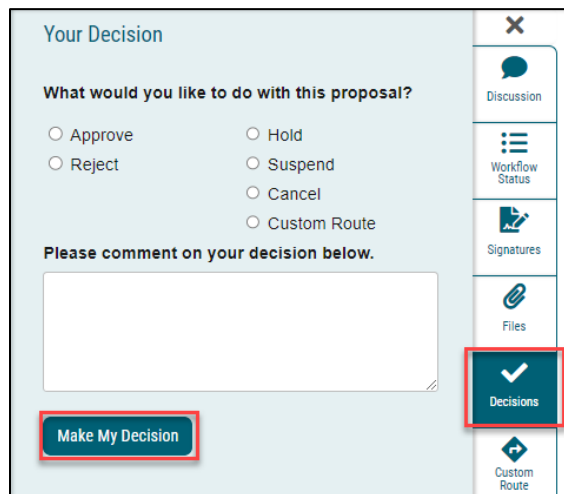
The screenshot shows the 'Crosslisting' tab. It contains the text: 'You can only remove or add new crosslistings from the Parent proposal. Please go back to the Parent Proposal if you need to add/remove a crosslisting by clicking on the  icon in the proposal toolbar.' Below this text is a list of crosslistings: '★ HIST - 425 - History Test Course' and '✕ COMM - 425 - History Test Course'. A red arrow points to the 'HIST - 425 - History Test Course' entry. On the right side, there is a vertical toolbar with icons for list, link, crosslisting, and refresh. The crosslisting icon is highlighted with a red box.

The screenshot shows the proposal toolbar. It contains the following text: 'HIST - 425 - History Test Course', '2022-2023 C Form - New Course', and 'unlaunched'. Below this text is a dark blue toolbar with several buttons: 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. The 'Validate and Launch Proposal' button is highlighted with a red box. Below the toolbar is a 'Proposal Help' link.

8. You may toggle back and forth between the two proposal forms.



9. If **BOTH** primary and crosslisted courses **ALREADY EXIST**, both must change their course descriptions so that they will be identical.
- The originator of the primary course will submit the C-2 and use the crosslist function as described above, and,
 - Both departments will upload a current syllabus to their respective proposal.
10. Any changes to the course, and any updates made to the primary course must also be made on the crosslisted course, should be entered as usual: **after launching, but before approving** your proposal. You must “Make a Decision” (i.e., Approve) on both proposals.



11. If **UN-CROSSLISTING**, the requesting department will submit the C-2 form, while the other department(s) just provide(s) an approval email.

Example: ECON 445/PSCI 445/WGSS 445 - ECON uncrosslisted from PSCI/WGSS in Fall 2020.

- Academic Programs made three copies of the proposal form and archived them under each department.

12. Cross-listed courses will be listed in Curriculog with the cross-listing icon next to the course title.

GBST - 310 - Global Religions
z.2021-2022 C Form - New Course
Last Activity: Apr 5, 2022 9:17 AM by Scott Greenwood

Not a cross-listed course

GBST - 374 - Political Theory and the Environment
z.2021-2022 C-2 - Admin Use Only
Last Activity: May 19, 2022 4:21 PM by Scott Greenwood

Cross-listed courses

PSCI - 374 - Political Theory and the Environment
z.2021-2022 C-2 - Admin Use Only
Last Activity: Jun 21, 2022 11:39 AM by Stephen Nichols

Examples of Proposals Using the Cross-listing Function in Curriculog:

[GBST 435](#) / [PSCI 435](#) - Rebellion and Civil War

[LING 150](#) / [SLP 150](#) - Introduction to Communicative Sciences and Disorders

[SE 370](#) / [CS 370](#) - Introduction to Software Engineering

Good example of a three-way crosslisting:

[EE 301](#) / [CE 301](#) / [PHYS 301](#) - Digital Systems Design with HDL