

## 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](mailto:acdsched@csusm.edu)) if you have Class Schedule-related questions regarding cross-listed courses: setting enrollments, class rosters, etc.

## GUIDE to CROSS-LISTING COURSES in CURRICULOG

### In a Nutshell:

- A. Start your C Form or C-2 Form. Import data from catalog (Acalog), if using C-2 Form.
  - B. Activate the cross-listing function. Enter the cross-listing edits. Upload document(s).
  - C. Launch the proposal. Make necessary corrections or edits to the primary course.
  - D. Approve your proposal. This advances it to the Department Chair approval step.
  - E. Submission is complete.
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 #6 and #7.
  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.
    - 2.a. If both are brand new courses: the departments decide which will be primary, and a C Form will be used.
    2. b. If one is an existing course: this will be the primary course. Use A C-2 form. Import the course data from Acalog.
  3. Make sure that all required (\*) fields are complete.
  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 duplicate C-2 form. Therefore, if the primary course is an existing course, and the cross-listed course is brand new (does not exist yet), the new course will be created with the C-2 form.  
**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.

### Comment:

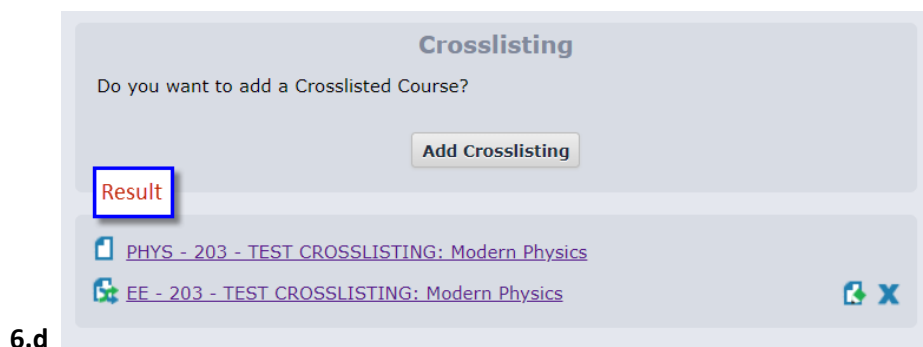
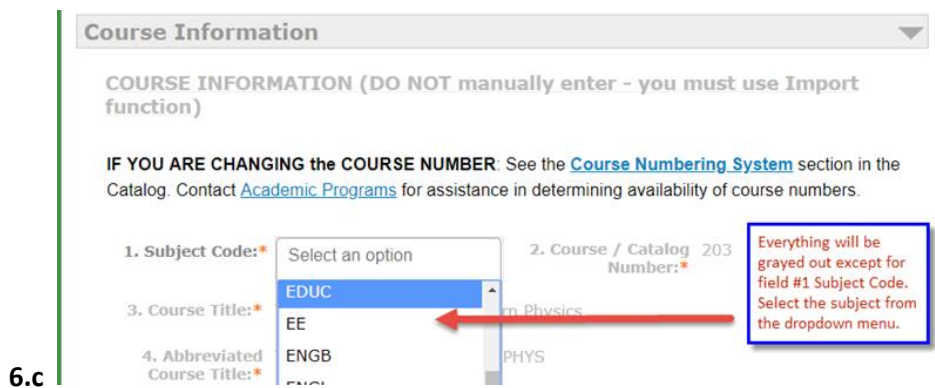
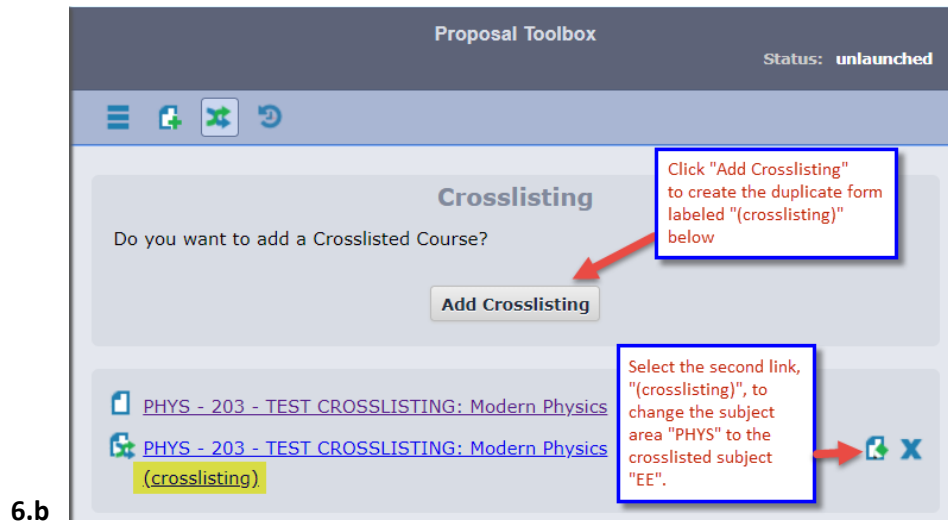
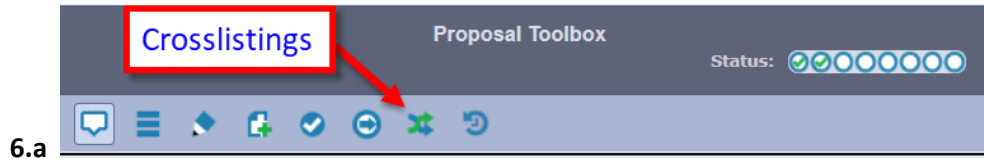
**Criselda Yee** 10/28/2020 11:45 am [Reply](#)

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

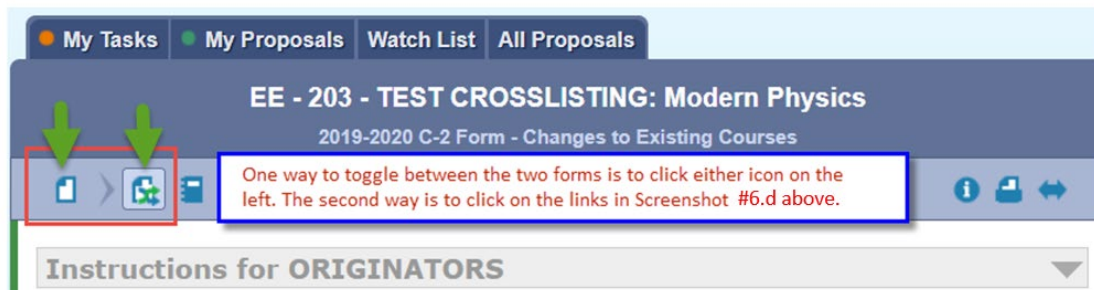
The Curriculog cross-listing function creates a duplicate of the SLP 150 proposal form, which is then edited for the Subject and Department ONLY. The rest of the course data is identical.

<https://csusm.curriculog.com/proposal:3720/form>

6. After you have completed the fields (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 “duplicate” form. Because of the nature of cross-listed courses, the data is expected to be identical, and only the subject code and department need to be changed on the second form. Follow screenshots 6.a – 6.d below:

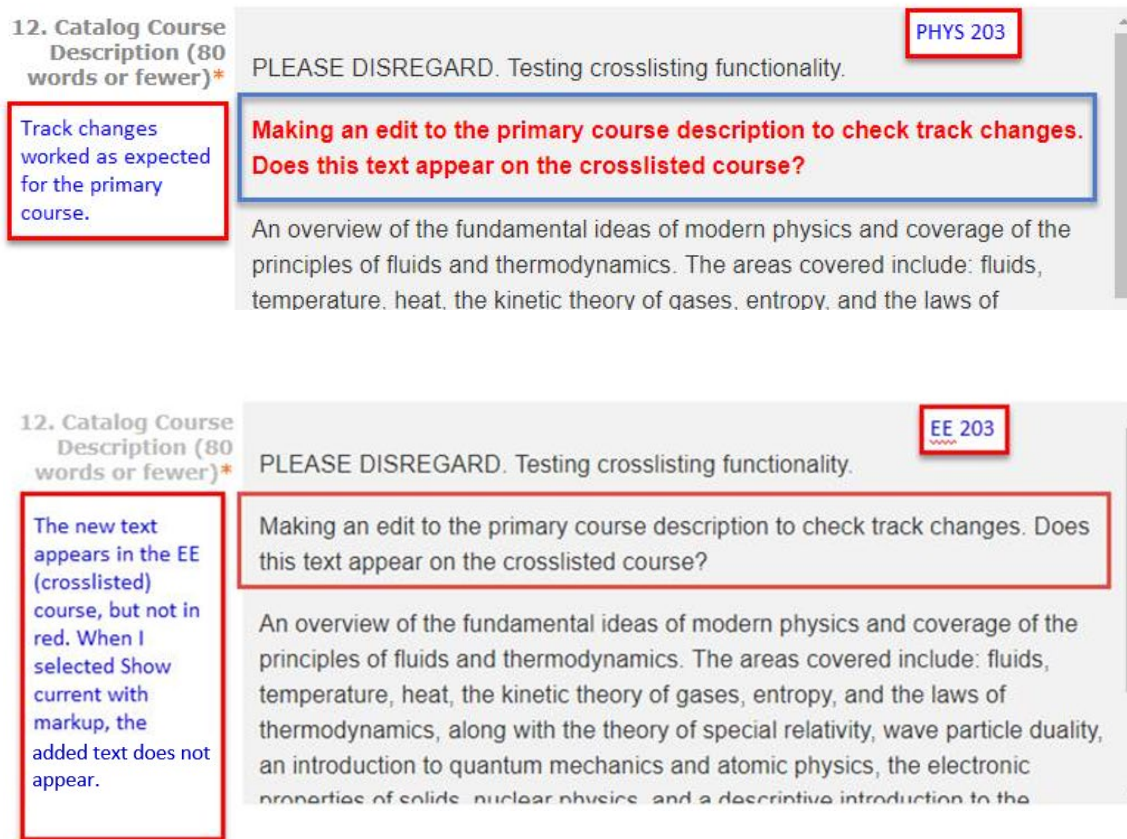


7. You may toggle back and forth between the two proposal forms.



8. Any changes to the course, and any updates to make the primary course meld with the crosslisted course, should be entered as usual: **after launching, but before approving** your proposal. The submission is complete after you approve your proposal.

9. **NOTE:** If this is an existing course that will be crosslisted with a new course that does not yet exist, the edits to the primary course will be indicated via track changes. However, the edits will not appear as tracked changes to the new course. This is because the new course does not exist yet, so there is nothing to change. If you select “Show current with markup”, the added text does not appear in a “tracked”, or different color.



10. If **BOTH** primary and crosslisted courses **ALREADY EXIST**, both must change their course descriptions so that they will be identical. Both departments do **NOT** need to submit C-2 forms, as the process will result with two proposals.

- a. The originator of the primary course will submit the C-2 and use the crosslist function as described above, and,
- b. Both departments will upload a current syllabus to their respective proposal.

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.

- o 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.

<b>SE - 370 - Introduction to Software Engineering</b> 	<b>To be Cross-listed with CS 370</b>
Steps:  Last Activity: Nov 12, 2020 5:16 PM by Criselda Yee	
<b>SE - 451 - Software Requirements and Design</b> 	<b>Not a cross-listed course.</b>
Steps:  Last Activity: Nov 12, 2020 12:53 PM by Criselda Yee	