

Guide to Cross-Listing Courses

Eastern Connecticut State University Curriculum Committee

Courses do not have to be cross-listed in order to serve multiple programs. However, cross-listing courses allows students to find courses more easily in their areas of interest. Cross-listing also allows interdisciplinary programs to more easily group together the courses that serve their students.

The paperwork for cross-listing a course is complex, as it requires coordination between multiple courses and program faculty. This document is meant to guide faculty through the process. It contains instructions for three common circumstances:

- [Creating a New Cross-Listing for an Existing Course](#)
- [Creating a New Cross-Listed Course](#)
- [Modifying an Already Cross-Listed Course](#)

Creating a New Cross-Listing for an Existing Course

Example: An existing course in the Psychological Science program, PSY 503, is going to be cross-listed as WST 503 and added to the Women's and Gender Studies program.

Required forms:

1. New Course Proposal – to create WST 503
 - Before submitting your New Course Proposal, contact the Registrar to confirm what course numbers are available within the new designation. Cross-listed courses do not have to have the same number.
 - On the New Course Proposal, indicate that the course will be cross-listed with the existing course
 - The details of the newly proposed course must match the details of the existing course (credits, cap, permissions, etc.)
2. Course Modification – to modify PSY 503
3. Program Modifications for all majors and minors that include the course or to which you would like to add it
 - This should include at the very least the majors of the two programs in the cross-list: the Psychological Science major and the Women's and Gender Studies major
 - Program modifications for the home program are needed so that if a PSY student registers for WST 503, it will still count towards their PSY degree
 - Program modifications for the new program should make the rationale for adding this existing course clear
 - Program modifications are also needed for minors if the catalog description of the minor program lists specific courses. If the minor lists a range of courses, no modification is needed.
 - Separate program modifications are needed for majors and minors, but not for concentrations, as these changes would be reflected in the modification of a major program.

In the case of a triple cross-list, add further New Course, Course Modification, and Program Modification forms as needed.

Creating a New Cross-Listed Course

Example: Mathematical Sciences and Sports Management are working together to create a new, cross-listed course, MAT/SLM 622, which will serve both programs.

Required forms:

1. New Course Proposal – to create MAT 622
2. New Course Proposal – to create SLM 622
 - Before submitting your New Course Proposals, contact the Registrar to confirm what course numbers are available within the two new designations. Cross-listed courses do not have to have the same number, but it is clearer when they are coordinated.
 - On both New Course Proposals, indicate that the course will be cross-listed with the other new course
3. Program Modifications for all majors and minors that you wish to include the course
 - This should include at the very least the majors of the two programs in the cross-list: the Math major and the Sports Management major
 - Program modifications are also needed for minors if the catalog description of the minor program lists specific courses. If the minor lists a range of courses, no modification is needed.
 - Separate program modifications are needed for majors and minors, but not for concentrations, as these changes would be reflected in the modification of a major program.

Modifying an Already Cross-Listed Course

Example: Environmental Earth Science and Music need to modify their existing cross-listed course, EES/MUS 590.

If the modification changes something that affects the program description (such as the course name, number of credits, etc.), Program Modifications are also needed. If the modification changes something that does not appear in the program description (such as the enrollment cap, course description, or LAC designation), no Program Modification is needed.

Required forms:

1. Course Modification – to modify EES 590
2. Course Modification – to modify MUS 590
 - Modifications cannot be made to one course without the other. Ensure that the modifications proposed are the same for both courses.

Additional forms (required in some cases):

3. Program Modification – to update the course in the Environmental Earth Science major
4. Program Modification – to update the course in the Environmental Earth Science minor
 - A minor program modification is needed if the catalog description of the minor currently lists the un-modified course.
 - Separate program modifications are needed for majors and minors, but not for concentrations.
5. Program Modification – to update the course in the Music major
6. Program Modification – to update the course in the Music minor