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* ***Purpose of Cross-listing:***

A cross-listed course is one that is offered in two or more subject areas, at the same day and time with the same instructor. Cross-listing courses increases the visibility of a course to a larger population of students, potentially broadening the pool of participants. Students who might otherwise be unlikely to take an elective in one department/subject area, may be more interested in a course if they see it offered through a more familiar department/subject area. An example as outlined in the Connecticut Community Colleges Cross-listing Guidelines,

*“A college offers a course in Children’s Literature. They may also want this course available as an English elective, in which case they would build and have activated an English (ENG\*) number and title: Children’s Literature. They may also want to have it available for Early Childhood Education students as an elective or required course, in which case in which case they would build and have activated an Early Childhood Education course with an Early Childhood Education (ECE\*) number and the same title “Children’s Literature.”*

* ***Cooperative Relationships:***

Cross-listing is also a signal of the cooperative relationships among the faculty and departments, which is encouraged in the inter-disciplinary nature of curriculums. This cooperation includes efforts in staffing, scheduling and evolving the curriculum to maintain the outcomes of both courses. If the proposal is not accepted, the reasons must be articulated and suggestions for improvement must be included. Cross-listing is not meant to be used for “grouping” or joining two courses to ensure enrollment so courses will run.

* ***Cross-listed Status:***

Please keep in mind that cross-listed courses will maintain “cross-listed” status and will roll as such until a request is made to remove the cross-listing. This request can be made through the completion of a Banner Modification Form submitted to the Scheduling Office.

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***Routing Procedure***

* When all sections are completed through the Approvals section, the department chair originating the cross-listing signs the proposal form and forwards to the second Department Chair.
* Once the form is signed by the second Department Chair, he/she routes the form to the Administration Assistant to the Academic Dean for inclusion in the next Curriculum Committee agenda.
* Once presented to Curriculum Committee, if recommended for approval, the form is routed by the Administrative Assistant to the Academic Dean to the Academic Dean for signature.

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**Department Initiating this proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ORIGINAL/STANDING COURSE (A):**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT** | **Course Number** | **Course Title** | **Department**  |
|  |  |  |  |

**COURSE TO BE CROSSLISTED WITH ORIGINAL/STANDING COURSE (B):**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT** | **Course Number** | **Course Title** | **Department**  |
|  |  |  |  |

**Please provide the descriptions of each course being considered:**

Description for Course A:

Description for Course B:

 **Do the outcomes of BOTH courses being considered for cross-listing align?** (yes or no)**\_\_\_\_\_**If not, please list recommendations for acceptable alignment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list the pre-requisites for each course being considered:**Course A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do the pre-requisites match?** (yes or no) \_\_\_\_\_\_. If not, please provide rationale for disparity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effective Semester /Academic Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department Chair or Director (for course A) Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department Chair or Director (for course B) Date*

*Recommended for approval by Curriculum Committee:* *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Academic Dean Date*

*This space is to be utilized if the proposal is not accepted; the reasons must be articulated and suggestions for improvement must be included.*