

Request to Cross-list/Co-schedule Graduate Courses

Department approval is required from each department for cross-listing and co-scheduling courses.

- If a **new course** needs to be created, please attach a Graduate Course Approval Form with this request and submit it to the Graduate School with all required signatures.
- All cross-list and co-schedule requests **not** connected to new courses can be emailed to Graduate_Course_Catalog@notes.cc.sunysb.edu with each department chair and contact copied.
- If a combination needs to be terminated, please check appropriate box. Please specify if a course needs to be inactivated as a result of the termination.

Spring Deadlines

10/1 –Revisions

11/1– Topics & New Courses

Summer/Fall Deadlines

3/1– Revisions

4/1– Topics & New Courses

Effective Date: Fall = 8/25/20__ Spring = 01/01/20__ Summer = 05/25/20__

Create a Cross-list Terminate Cross-list (Complete Section B) Co-schedule

Course #1: (Parent course for cross-listing)

Department/Course Number: **Dept. Alpha** **Course #** **Catalogue #**
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Section A:

Existing Course Create New Course (request attached)

Section B:

If terminating Cross-List, do you request that Course #1 be inactivated? Yes No

Contact Name: _____ **Phone:** _____

Department Chair Approval: _____ **Date:** _____

Divisional Dean Approval: _____ **Date:** _____
(Signature Required for New Courses Only)

Course #2: (Non-parent course for cross-listing)

Department/Course Number: **Dept. Alpha** **Course #** **Catalogue**
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Section A:

Existing Course Create New Course (request attached)

Section B:

If terminating Cross-List, do you request that Course #2 be inactivated? Yes No

Contact Name: _____ **Phone:** _____

Department Chair Approval: _____ **Date:** _____

Divisional Dean Approval: _____ **Date:** _____
(Signature Required for New Courses Only)

Graduate School Use Only:

Approval: _____ Date: _____

Processed By: _____ Date: _____

Assigned Course #: _____ E-mailed Department: