Date:

To: University Registrar
 Cc: Rachel Pitcher, Assistant Registrar for Academic Governance

Re: Cross-Listing of ABCD 1234 (EFGH 1234) (IJKL 1234)

The Department of ABCD would like to request the ABCD 1234 (EFGH 1234) (IJKL 1234), Course Title, course cross-listing effective ……. [term year].

It is understood that when this cross-listed course is scheduled (face-to-face or virtually) that a section of each course will be scheduled and taught in the same classroom or virtually, at the same time, and by the same faculty.

It is also understood that if the ABCD 1234 (Home Department) course is inactivated that the EFGH and/or IJKL Department must submit a new course proposal through the governance system if they wish to continue teaching the course offering.

ABCD 1234 (Home Department)

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 College Dean, Department Head, or Designee Date

EFGH 1234 (Cross-listed Department)

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 College Dean, Department Head, or Designee Date

IJKL 1234 (Cross-listed Department)

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 College Dean, Department Head, or Designee Date