Guidelines:
The Course Cross-List Relationship Form MUST be submitted for the following Cross-List Actions (check appropriate action):

- New Cross-List Relationship.
- Cross-list Relationship involving Special Topics Courses.
- Change of Sponsoring Department.
- Additional Courses to be included in Existing Cross-List relationship.
- Permanent Termination of Existing Cross-List Relationship.

Please note that this form is no longer required for existing cross-list relationships.
With the exception of Special Topics courses, all cross-list relationships are permanent. It is the responsibility of the Sponsoring Department to generate the Cross-List Request and forward it to the Non-Sponsoring Department. The Non-Sponsoring Department should then submit completed forms to: Carol Downing, Associate Registrar, Dowling Hall – FAX (617) 627-4691.

Course Entry in SIS
Permanent crosslisted courses, if offered in the previous like semester, will roll from term to term. Only the sponsoring course may edit the course information on the course data entry page in SIS. To review the relationship, scroll to the bottom of the data entry page in SIS, the sponsoring course will have a check mark in the "sponsor" box. The non-sponsoring course will be set up in accordance with the course information supplied by the sponsor.
When a sponsoring course is cancelled for the semester, the non-sponsoring course shall also be cancelled for that semester.
If a permanent crosslisted course was not offered in the previous like semester, the sponsoring department should set up the course in SIS and use the notes to registrar area to note the non-sponsor courses that should be set up and crossed. The non-sponsoring course will be set up in accordance with the course information supplied by the sponsor.

Please provide specific semester information for the cross-list relationship below:

### SEMESTER CROSS-LIST COURSE INFORMATION

- **Fall term:** 
- **Spring term:** 
- **Year:**

**Course Title:**

(Maximum of 24 Character spaces including spaces and punctuation)

### SPONSORING DEPARTMENT INFORMATION

- **Department:**
- **Course Number:** (4 digit course #, e.g. 0001, 0089, 0198)
- **Section Number:** (Maximum of three character spaces)
- **Sponsor Approval:**
- **Date:**

### NON-SPONSORING DEPARTMENT INFORMATION

- **Department:**
- **Course Number:** (4 digit course #, e.g. 0001, 0089, 0198)
- **Section Number:** (Maximum of three character spaces)
- **Non-Sponsor Approval:**
- **Date:**

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SIS updates: Dowling Hall use only:
Approval: Date: