

Shared Information	Non-Shared Information
PeopleSoft Course ID	Subject Code
Course Titles (both Long & Short)	Catalog Number
Course Description	Pre/Corequisites
Course Level	Possibly - Department
Credits	Possibly - College
Catalog Number Level	
Repeatability	
Designations and/or Attributes - 1. General Education/Baccalaureate 2. Honors 3. Sustainability 4. Etc.	
Fees	
Components	
Grading Basis	
Semesters Typically Offered	
Learning Outcome	

Form:	Cross-list Request Option:	How Proposals Should be Submitted:
Course - New	Add this course to an existing cross-listing.	1. Submit one proposal requesting this course be created and added to an existing cross-listing. 2. List all the courses in the existing cross-listing. 3. Ensure that all shared information matches the existing courses.
Course - New	Create a new cross-listing with an existing course.	1. Submit one proposal requesting this course be created and added to an existing course as a cross-listing. 2. List the course you would like to be cross-listed with. 3. Ensure that all shared information matches the existing courses.
Course - New	Create a cross-listing with another new course.	1. Submit a proposal for all the new courses being created. 2. Ensure that you have selected for the courses to be cross-listed. 3. List the other new courses that will be included in the cross-listing. 4. Ensure that all shared information is the same across all the proposals.
Course - Edit	Add an existing course to this cross-listing.	1. The courses need to be similar enough to justify being cross-listed. 2. To be cross-listed, courses need to have the same PeopleSoft Course ID. Therefore, the course that is being added to the existing cross-listing will lose its ID, essentially becoming a new course. So, rather than submitting an edit proposal the following should happen - A. Submit a proposal to inactivate the course that will be losing its Course ID. B. Submit a new course proposal requesting to be added to the existing cross-listing. i. You will need to select a new catalog number on the new course proposal as there is a renumbering policy that prohibits the re-use of a number for at least 5 years after it has been inactivated. And our office recommends NOT reusing catalog numbers when possible to avoid confusion in degree audits and the backend.
Course - Edit	Add a new course to this cross-listing.	1. Rather than submitting a course-edit proposal, a new-course proposal should be submitted instead. A. If other changes to shared course information need to happen, make those changes on the new course proposal and specify in the 'Reasons the Changes Are Being Requested' field the changes you're making and why. If this isn't included our office will consider the courses to be a mismatch and will not accept the proposal. We need to know that the changes are intentional and desired to be applied to all courses in the cross-listing.
Course - Edit	Remove a cross-listing but remain active.	This type of request is not allowed and there is a rule on the forms that prohibits it from being submitted. If the courses have changed enough to no longer be cross-listed, then an inactivation proposal will need to be submitted for the courses that have changed (or the entire cross-listing) and new course-proposals will need to be submitted.

Form:	Cross-list Request Option:	How Proposals Should be Submitted:
Course - Edit	Add this course to an existing cross-listing.	1. The courses need to be similar enough to justify being cross-listed. 2. To be cross-listed, courses need to have the same PeopleSoft Course ID. Therefore, the course that is being added to the existing cross-listing will lose its ID, essentially becoming a new course. So, rather than submitting an edit proposal the following should happen - A. Submit a proposal to inactivate the course that will be losing its Course ID. B. Submit a new course proposal requesting to be added to the existing cross-listing. i. You will need to select a new catalog number on the new course proposal as there is a renumbering policy that prohibits the re-use of a number for at least 5 years after it has been inactivated. And our office recommends NOT reusing catalog numbers when possible to avoid confusion in degree audits and the backend.
Course - Edit	Create a new cross-listing with an existing course.	1. The courses need to be similar enough to justify being cross-listed. 2. To be cross-listed, courses need to have the same PeopleSoft Course ID. Therefore, only one of the existing courses will retain its PeopleSoft Course ID and the others will essentially be new courses. So, rather than submitting an edit proposal the following should happen - A. Submit a proposal to inactivate the course that will be losing its Course ID. This will need to be done for all courses losing their ID. B. Submit a new course proposal requesting to be added as a cross-listing to the existing course. This will need to be done for all courses that lost their ID. i. You will need to select a new catalog number on the new course proposal(s) as there is a renumbering policy that prohibits the re-use of a number for at least 5 years after it has been inactivated. And our office recommends NOT reusing catalog numbers when possible to avoid confusion in degree audits and the backend.
Course - Edit	Create a new cross-listing with a new course.	1. Rather than submitting a course-edit proposal, a new-course proposal should be submitted instead. A. If other changes to shared course information need to happen, make those changes on the new course proposal and specify in the 'Reasons the Changes Are Being Requested' field the changes you're making and why. If this isn't included our office will consider the courses to be a mismatch and will not accept the proposal. We need to know that the changes are intentional and desired to be applied to all courses in the cross-listing.

Form:	Cross-list Request Option:	How Proposals Should be Submitted:
		NON-SHARED FIELD CHANGES (e.g. Subject Code/Catalog Number/Requisites Change) - 1. One proposal for each of the courses changing their non-shared field information will need to be submitted. <i>A. * HOWEVER , the proposals will need to be submitted one at a time, and secondary proposals will need to wait to be submitted until a previous request has been fully approved and the changes implemented. If multiple proposals are submitted and processed at the same time, it will cause errors when the changes are being implemented.</i> 2. If multiple courses are changing AND information in shared fields is changing - A. Submit a proposal for one of the courses that includes all of the needed changes (including changes with shared and non-shared fields). B. Wait for the proposal to be fully approved and the shared field changes implemented to all the courses in the cross-listing. C. Then, one-at-a-time submit proposals for the other courses in the cross-listing that need to change their non-shared information. <i>A. *As specified above, if multiple proposals are submitted and processed at the same time, it will cause errors when the changes are being implemented.</i> SHARED FIELD ONLY CHANGES - 1. Submit only one proposal with the required changes. This proposal should route to all impacted departments for approval and the changes will be applied to all courses in the cross-listing upon being fully approved.
Course - Edit	N/A	
Course - Inactivate	This is the only course being inactivated and will be removed from the cross-listing.	1. Submit an inactivation proposal for the course that will be inactivated and removed from the cross-listing. A. You will need to list the dependencies for the inactivating course in the "Dependency List & Notifications" section. 2. If other changes are needed for the courses that are remaining active, you will need to submit a separate course-edit proposal AFTER the course - inactivation has been fully approved and removed from the cross-listing. Submitting multiple proposals at the same time will result in incorrect course information and processing errors.
Course - Inactivate	All courses in the cross-listing are being inactivated.	1. Submit one inactivation proposal for all the courses in the cross-listing. A. You will need to list the dependencies for ALL of the cross-listed courses in the "Dependency List & Notifications" section.
Course - Inactivate	Some, but not all, of the courses in the cross-listing are being inactivated.	1. Submit one inactivation proposal. 2. List all of the courses that will be inactivating and removed from the cross-listing. A. You will need to list the dependencies for all the inactivating courses in the "Dependency List & Notifications" section. 3. If other changes are needed for the courses that are remaining active, you will need to submit a separate course-edit proposal AFTER the course - inactivation has been fully approved and courses removed from the cross-listing. Submitting multiple proposals at the same time will result in incorrect course information and processing errors.

Form:	Cross-list Request Option:	How Proposals Should be Submitted:
Course - Reactivate	Reactivate and create a new cross-listing with a new course.	1. Submit a course - reactivate proposal for the inactive course. 2. Submit a new course proposal for the new course. 3. On both proposals make sure that you specify they should be cross-listed and you list the other course you would like to be cross-listed with. 4. Ensure that all shared information matches. If the shared information doesn't match our office will not be able to approve the request.
Course - Reactivate	Reactivate and create a new cross-listing with an existing course.	1. The courses need to be similar enough to justify being cross-listed. 2. To be cross-listed, courses need to have the same PeopleSoft Course ID. Therefore, the course that is being reactivated and added to the existing cross-listing will lose its ID, essentially becoming a new course. So, rather than submitting a reactivate proposal the following should happen - A. Submit a new course proposal requesting to be added to the existing active course. i. You will need to select a new catalog number on the new course proposal as the previous course number may have been in use by an active course and there is a renumbering policy that prohibits the re-use of a number for at least 5 years after it has been inactivated. Our office also recommends NOT reusing catalog numbers when possible to avoid confusion in degree audits and the backend.
Course - Reactivate	Reactivate and add to an existing cross-listing.	If the course was previously part of the existing cross-listing and needs to be reactivated and readded: 1. Submit a course - reactivate proposal and list the courses in the active cross-listing that it will need to be re-added to. 2. Update any shared information that may have been changed since the course was inactivated so that the reactivating course matches the active courses. If the course was NOT previously part of the existing cross-listing: 1. The courses need to be similar enough to justify being cross-listed. 2. To be cross-listed, courses need to have the same PeopleSoft Course ID. Therefore, the course that is being added to the existing cross-listing will lose its ID, essentially becoming a new course. So, rather than submitting a reactivate proposal the following should happen - A. Submit a new course proposal requesting to be added to the existing cross-listing. i. You will need to select a new catalog number on the new course proposal as the previous course number may have been in use by an active course and there is a renumbering policy that prohibits the re-use of a number for at least 5 years after it has been inactivated. And our office recommends NOT reusing catalog numbers when possible to avoid confusion in degree audits and the backend.
Course - Reactivate	This is the only course being reactivated.	1. Submit one course - reactivate proposal using the course that will be reactivating. A. You may be required to choose a new course number if the course number assigned is being used by an active course.
Course - Reactivate	All courses in the cross-listing are being reactivated.	1. Submit one course - reactivate proposal for the entire cross-listing. A. You may be required to choose a new course numbers if the course numbers assigned are being used by a active courses.
Course - Reactivate	Some, but not all, of the courses in the cross-listing are being reactivated.	1. Submit one course - reactivate proposal. 2. List all of the course that will be reactivating. A. You may be required to choose a new course numbers if the course numbers assigned are being used by a active courses.