



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 SPD with all required signatures.
• All cross-list and co-schedule requests not connected to new courses can be emailed to spd@stonybrook.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: [] [] [] / [] [] [] / [] [] [] [] []

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: [] [] [] / [] [] [] / [] [] [] [] []

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)

SPD Use Only:

Approval: _____ Date: _____

Processed By: _____ Date: _____

Assigned Course #: _____ E-mailed Department: []