

Cross-List (Combine) Course Request Form

Cross-listed courses are created 2 weeks before the semester begins through the 1st week of instruction.

When cross-listing courses/sections, you will need to designate a MASTER course. The MASTER course houses the content. Child course rosters will be moved into the MASTER course. Once combined, changes should be made only to the MASTER course. Once grades have been added, this cross-listing cannot be undone.

Use this form if the Cross-list Course Request includes multiple instructors. The process will not occur until approved by all instructors.

Your Name: _____

Fresno State Email Address: _____

List ALL courses that are to be combined:

	Master Course	Course ID	Course Name	Instructor Signature
Course 1:	<input type="checkbox"/>	_____	_____	_____
Course 2:	<input type="checkbox"/>	_____	_____	_____
Course 3:	<input type="checkbox"/>	_____	_____	_____
Course 4:	<input type="checkbox"/>	_____	_____	_____
Course 5:	<input type="checkbox"/>	_____	_____	_____

Copy content from the following course into the MASTER course shell (ie: MATH75-01-35454-2193):

Comments:

Save and return completed form to the Academic Technology Resource Center to M/S ML121 or send as an attachment to canvas@mail.fresnostate.edu once all instructors have signed.