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## Memorandum to Presidents

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Vol. 13, No. 1

**DATE:** January 14, 2013

**TO:** Presidents, State-Operated Campuses  
Presidents, Community Colleges  
Statutory College Contacts

**FROM:** Office of the Executive Vice Chancellor and Provost

**SUBJECT:** *Policy and Guidance: Cross Registration of Full-time Students*

This memorandum modifies University policy on the cross registration of students as of the fall 2013 semester. It establishes the method by which State University of New York campuses, including community colleges, can enter into cross registration arrangements with other SUNY campuses to provide students a wider variety of options to strengthen a student's academic program. These options may involve including a course or courses not taught by the home institution, removing a course scheduling conflict that delays timely program completion, or utilizing existing faculty, facilities, and resources more efficiently.

The memorandum and its implementation supports the education pipeline goals – including student mobility and degree completion – in *The Power of SUNY: Strategic Plan 2010 and Beyond*.

The document supersedes *Guidelines for Cross Registration of Students* dated February 23, 1973 ([http://www.suny.edu/sunyp/documents.cfm?doc\\_id=17](http://www.suny.edu/sunyp/documents.cfm?doc_id=17)). The new Guidelines do not prevent SUNY colleges from entering into other special registration arrangements to better serve students, provided such arrangements satisfy State Education Law and regulations. The Guidelines were developed in consultation with Chief Academic Officers, Faculty Governance, Business Officers, Registrars and Bursars in all sectors of the University.

Questions about this memorandum may be directed to the Office of the Executive Vice Chancellor and Provost or Dr. Robert Kraushaar, Associate Provost, at (518) 320-1670 or [robert.kraushaar@suny.edu](mailto:robert.kraushaar@suny.edu).

**Copy:** Chief Academic Officers, All Campuses  
Chief Business Officers, All Campuses  
President, University Faculty Senate  
President, Faculty Council of Community Colleges  
President, Student Assembly

## **I. Definition**

For purposes of this document, cross registration occurs when one SUNY institution (the “Host” institution) provides instruction for a student enrolled full-time in a degree or certificate program at another SUNY institution (the “Home” institution) during the same academic term. Cross-registered instruction may occur in any instructional format. These Guidelines do not replace or take precedence over other registration arrangements between SUNY institutions, e.g., a SUNY State-Operated branch campus located at a SUNY community college.

## **II. Application**

Under these Guidelines, cross-registered courses are intended to complement a student’s overall academic program. The Guidelines are intended to address one or more of the following objectives: (1) strengthen a student’s academic program by including a course or courses not taught by the home institution; (2) resolve a course scheduling conflict that delays timely program completion; or (3) utilize existing faculty, facilities, and resources more efficiently. These determinations are left to the discretion of the student’s home and host institutions.

## **III. Approvals**

For students to receive the benefits afforded by these Guidelines, both the home and host institutions must approve a student’s request to cross register. Whenever possible, this determination should be made prior to the start of the home campus’ academic term. In deciding such requests, the following guidelines apply:

1. *Matriculation in an academic program.* Home institutions have discretion in approving requests to cross register. Cross registration, as defined here, is for students matriculated in an undergraduate academic program or certain graduate programs (e.g., Professional Science Masters) designated by the Provost of the State University. Cross registration privileges outlined in this memorandum are only for students who have matriculated and/or selected a major (baccalaureate students) or a program of study (associate degree students).
2. *Academic program integrity.* Cross registration must strengthen a student’s academic program and satisfy degree requirements. The home institution may place limits on the amount of cross registration allowed in an academic program. These limits may vary from academic program to academic program, but should not be more restrictive than those applied to the institution’s transfer students.
3. *Host institution acceptance.* The host institution should accept a student’s request to cross register subject to factors such as the availability of space and satisfactory completion of course pre-requisites. Host institutions may grant registration priority to their own students.
4. *Full-time enrollment.* At this time, cross registration benefits are for students enrolled full-time<sup>1</sup> at their home institution. The total course workload, including the cross registered credits, should not exceed the home institution’s credit limit policy. It is anticipated, however, that the Office of the Provost, in concert with SUNY’s Student Financial Aid team, will

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<sup>1</sup> 12 credits or more for undergraduate students; 9 credits or more for graduate students

coordinate the creation of a financial aid consortium of all 64 campuses this year that will allow a student to take up to 50% of their course work from any institution within the Consortia while still receiving full financial aid from their home campus.

5. *Credit Limitations.* No more than six (6) credits of cross-registration coursework are allowed per semester. In addition, mini-semester, Winter Term, and Summer Session courses are not covered by the Cross-Registration policy.
6. *Financial aid.* If the student is eligible for financial aid, then the student's home institution is responsible for packaging financial aid in accordance with federal and State agency requirements. If the home campus is unable to do this, the cross registration cannot be approved for students claiming financial aid.
7. *Reporting.* The host campus must provide the home campus timely information concerning the student's enrollment status throughout the academic term, including the grade earned at the end of the term. For student's receiving federal or state financial aid, notification of enrollment status must be communicated within ten business days of a student's withdrawal from a cross-registered course.

The home campus must also provide the host campus with timely information concerning the student's enrollment status throughout the academic term, especially if the student has dropped below full-time status or has left the institution.

8. *Additional Revenues.* Home and host institutions may enter into additional revenue sharing arrangements to offset course costs not covered by State or local support, but any exchange of funds may not be charged to the student.

#### **IV. Tuition, Fees, and State and Local Support**

##### **A. State-Operated Campuses**

The student's home institution charges tuition and fees as if the cross-registered course were taken at the home campus. The amount of tuition charged must be based on the Board of Trustees' approved tuition schedule for the home campus.

The host institution that teaches the cross-registered course receives support under the SUNY Budget Allocation Plan for the instruction, provided the course is eligible to receive State support and taught during a term when State support is available.

The host institution may only charge cross-registered students a special course fee if the fee is charged to all students in the course. If a special course fee is charged, the fee should be disclosed to the student prior to course registration. The host institution may not charge the cross-registered student any additional tuition or fees beyond what the student has already paid to the home campus, other than the special course fee. The only exceptions are for voluntary usage fees, such as parking and fitness centers.

##### **B. Community College Campuses**

When a community college student cross registers for a course at a State-operated campus, the State-operated host institution that teaches the cross-registered course receives support and FTE under the

SUNY Budget Allocation Plan for the instruction provided the course is eligible to receive such support and is taught during a term when such support is available.

When a State-operated student registers for a course at a community college, the community college shall bill the State-operated campus for the amount of tuition associated with the cross-registered coursework based on the community college's per credit hour rate in effect. This is to enable the community college to claim State aid (FTE) and local share (chargeback) in compliance with the New York State Education Law stipulating that students must pay tuition in order for community colleges to receive State and local support. This also applies for any community college student cross registering at another community college.

In addition, the State-operated student shall present a certificate of residence (<http://www.comptroller.nyc.gov/bureaus/adm/cora.shtm>), when necessary, so that the local share may be claimed by the community college.

If the number of cross registered students is significant, however, it is strongly recommended that home and host institutions enter into separate fee agreements to allow these students to cross register, space permitting, without cost to the students. (see III-7 above).

As with State-operated campuses, the community college host institution may charge cross-registered students any special course fee associated with the cross-registered course, provided the same fees are paid by other students enrolled in the course. If a special course fee is charged, the fee should be disclosed to the student prior to enrolling in the course.

## **V. Recording Cross-registered Credits**

Both home and the host institutions shall maintain appropriate academic records documenting the cross registration, including the final disposition in the course, i.e., grade, withdrawal, etc. Host institutions must provide the student's home institution this information in a manner that satisfies the home institution as well as federal and State financial aid regulations.

The host institution that teaches the cross-registered course maintains an official academic record of the student's enrollment in the course, including the final grade, withdrawal, etc. The home institution has latitude in how the cross-registered course and credit are reflected on the student's official academic record and cumulative grade point average. Home campuses may treat cross-registered credits as if they are transfer credits or credits taken at home. Campuses make such determinations based on local policy. If the home institution enters the cross-registered course and credit on the transcript, it must be clearly identified as such to prevent duplication of credit should the student later decide to transfer.

With respect to acceptance of credit, home institutions have discretion in how cross-registered courses count towards the student's academic program unless the course is approved for SUNY's General Education Requirement or a student mobility Transfer Path. Before approving a request to cross register, the home institution must disclose to the student how the credit will apply in the academic program.

If a student changes academic program, the home institution may re-assess how the cross-registered credits apply to the new program.

## **VI. Reporting**

Home and host institutions must identify cross-registered students and courses registrations appropriately in the SUNY Institutional Research Information System (SIRIS). Cross-registered students are included in the home campus' official headcount. The FTE and faculty instructional workload are applied to the host institution teaching the course.

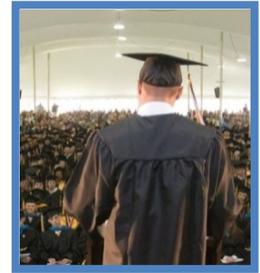
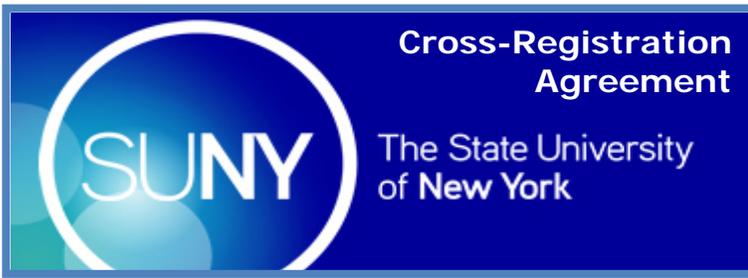
State-Ops: In order to receive State support for the FTE, a State-operated host institution will need to satisfy the provisions of this policy.

Community College: As the host campus, the community college will receive State aid (FTE), local share (chargeback), and tuition as outlined in Section IV, B above.

## **VIII. Exclusions**

Excluded from these Guidelines are: (1) instructional arrangements with CUNY or independent/private colleges and universities; (2) academic programs jointly offered by more than one SUNY campus; (3) SUNY's statutory colleges at Cornell and Alfred Universities, (4) instructional arrangements between Environmental Science and Forestry and Syracuse University; (5) State-Operated branch campuses co-located with a SUNY community college; (6) Study Abroad programs; and (7) International Programs. Nothing in this document precludes cross-registration arrangements in the above circumstances; however, such arrangements should be established on a case-by-case basis.

**NOTE:** Attached are a suggested form and guidelines to use for Cross Registration that was developed by the SUNY Registrars Association.



**PLEASE PRINT LEGIBLY**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

\*Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Student ID#: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Personal student information is treated confidentially and consistent with the Family Educational Rights and Privacy Act (FERPA), the NYS Cyber Security Policy P03-002: Information Security Policy, and is compliant with NYS General Business Law Section 399-ddd.*

E-mail Address: \_\_\_\_\_

Permanent Address: _____		County: _____	
City: _____	State: _____	Zip: _____	Phone: _____
Local Address: _____		County: _____	

Cross-Registration Semester: Fall: \_\_\_\_ Spring: \_\_\_\_ Year: 20\_\_\_\_  
 Have you previously cross-registered at host institution? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_  
 Have you ever been dismissed/suspended from a college for disciplinary reasons? Yes \_\_\_\_ No \_\_\_\_

Name of SUNY Home Institution: \_\_\_\_\_

Name of SUNY Host Institution: \_\_\_\_\_

SUNY Host Institution Course# and Section#	SUNY Host Institution Course Title	SUNY Host Institution Credit Hours (limit six (6) credits)	SUNY Home Institution Course Equivalency – to be completed by the home institution.	Credit Hours at SUNY Home Institution

**All Signatures below are REQUIRED**

I have read and understood the terms and conditions of this cross-registration agreement (on the reverse side). By signing I give permission for the Host institution to share course information with the Home institution. I am also aware that enrollment changes may impact my eligibility for financial aid for the current term and/or future terms. I will consult my Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor/Chair/Dean Signature (discretion of home campus):** \_\_\_\_\_

The above student is in good academic standing and is expected to be a full-time student for the term in question. I recommend approval of this request based on the course equivalents and credit hours above.

**Home Institution Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Host Institution Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_  
 Initials: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 HOME ID: \_\_\_\_\_ HOST ID: \_\_\_\_\_

Processed By Home Institution  
 Processed By Host Institution

**SUNY Cross-Registration Student Guidelines for Full-Time Undergraduate Students (fall and spring)**

**Home Institution** = the institution where you are matriculated.

**Host Institution** = the institution you are seeking to take additional courses with.

1. You must be a full-time matriculated undergraduate student at your home institution in order to waive tuition at the host institution.
2. You are limited to six (6) credits of undergraduate cross-registered coursework per semester (exceptions to this policy must be approved by the home institution and additional tuition and fees may apply).
3. You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) you register for meet the requirements of your degree. If you change your major/minor, the courses you cross-register for may no longer count toward degree requirements.
4. Please NOTE: even if you have the permission of the instructor or have satisfied all pre-requisites/co-requisites necessary for enrollment at the host institution, you must still complete the registration process through the appropriate office at the host institution to be considered officially registered in a course.
5. Registration dates and deadlines vary by college. You are responsible for contacting the host institution for registration related dates and deadlines and determining which office(s) are responsible for signing your form.
6. You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
7. Your signature on the Cross-Registration Agreement is considered approval for the host institution to automatically release grades/transcripts to your home institution at the end of the semester.
8. Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time). Please consult your Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.
9. You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s) (Registrar, Student Accounts, Financial Aid, etc.). Failure to do so can result in a failing grade at the host institution.
10. Your signature on the Cross-Registration Agreement indicates your agreement to abide by all regulations imposed by the host institution (parking, attendance, library rules, etc.). In addition the host institution may apply rules and regulations to incoming students as it deems necessary (e.g., restrictions on classes based on seat availability). Be sure you are aware of those rules before you cross-register.
11. Home institution students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
12. Mini-semester, Winter Term, and Summer Session are not covered by the Cross-Registration agreement.
13. All course-related fees in excess of tuition are the responsibility of the student (e.g., lab fees).
14. Please be advised that if you drop below full-time at your home institution, you will be liable for tuition at the host institution.
15. Any Health Center (immunization/records/physical exam, etc.) requirements must be met at BOTH institutions, even if they differ.
16. Students that cross-register at Community Colleges: You must file residency documents at the host institution. This means you will need to provide the Community College a Certificate of Residency (must be obtained from the county of your permanent residence). (<http://www.comptroller.nyc.gov/bureaus/adm/cora.shtm>)
17. Registration is the responsibility of the student. You must check with the host institution to confirm how they plan to process your form, enrollment, and any necessary additional information or paperwork required to complete the enrollment process.

**How to process your Cross-Registration:**

1. Seek advisement on the courses you wish to take. Consider whether or not they meet degree requirements.
2. Obtain the signature of your academic advisor/chair/Dean (discretion of home institution).
3. Obtain the signature of the appropriate official at the home institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
4. Obtain the signature of the appropriate official at the host institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
5. Complete any required application forms for the host institution.
6. Return the completed Agreement to the home institution immediately upon registering with the host institution. Failure to return the Agreement will result in not being registered for the intended cross-registered course(s).