



Memorandum to Presidents

Vol. 17, No. 1

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TO: Presidents, State-operated Campuses
Presidents, Community College
Statutory College Contacts

FROM: Office of the Executive Vice Chancellor and Provost

SUBJECT: *Policy and Guidance: Cross Registration*

This memorandum provides guidance on implementing the State University of New York (SUNY) Board of Trustees' [Resolution 2016-65, Cross Registration Policy](#), adopted on November 3, 2016. The resolution, the culmination of nearly four years of work and broad consultation, directs the Chancellor to update cross registration policies and procedures, including the development of a system-wide [Financial Aid Consortium Agreement](#), in a way that leverages the breadth of the SUNY System.

The primary goal of the cross registration policy is to promote timely degree completion by providing students access to courses at other SUNY campuses while they are enrolled at their home campus. In addition, SUNY campuses may choose to collaborate using cross registration to strengthen an academic program by including a course or courses not taught by the home campus or to utilize existing faculty, facilities, and resources more efficiently. The policy accomplishes these objectives in three ways:

- The memorandum to presidents provides implementation guidance and details on a range of issues, including approvals, data and reporting, tuition and state support sharing, billing, and financial aid.
- The Financial Aid Consortium Agreement establishes a university-wide financial aid consortium that enables any SUNY student who is eligible for aid, matriculated in an eligible program, and enrolled at any SUNY campus within the Consortium, to register for academic credit with any other SUNY campus(es) within the Consortium, and combine the program-applicable credits into a full-time load for financial aid purposes. The Agreement includes eligibility and procedural guidelines for the student, home campus, and host campus.
- A web-based application and approval process will fulfill the Board of Trustees' resolution directive that the Office of the Provost develop the appropriate structures for efficient cross-campus data-sharing, approvals, and reporting necessary to facilitate

cross registration transactions. I am pleased to report that the Cross Registration Application Design group, composed of campus representatives from the functional areas that will process cross registration requests, has made significant progress toward that goal by creating a web-based tool that will replace the current burdensome, paper-based application and approval process.

The Cross Registration procedures in this MTP and the [Financial Aid Consortium Agreement](#) are effective immediately and shall follow the guidelines going forward. The web-based application is being tested this summer and will be implemented for fall 2017. The goal is to deploy the web application for students and staff to use during the fall 2017 registration windows for spring 2018 cross registration requests.

This document supersedes *Memorandum to Presidents MTP 13-1* dated January 14, 2013. (<http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/mtp/mtp13-1.pdf>), and modifies University policy on the cross registration of students as of the fall 2017 semester. It establishes the methods by which students at SUNY campuses, including community colleges, may cross register for courses taught at other SUNY campuses.

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, Financial Aid Officers, 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 at provost@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. Purpose

SUNY's Cross Registration policy is primarily intended to resolve scheduling conflicts for required courses that would delay timely program completion. By providing access to required courses at other SUNY campuses, cross registration allows students to complete requirements in situations where a course or courses are unavailable at their Home Campus.

In addition, SUNY campuses may choose to collaborate via cross registration agreements in order to strengthen an academic program by including a course or courses not taught by the Home Campus or to utilize existing faculty, facilities, and resources more efficiently. These determinations are left to the discretion of the Home and Host Campuses.

II. Definitions

The following terms are used throughout this MTP and are defined here relative to the SUNY cross registration policy:

- a. SUNY Financial Aid Consortium. On November 3, 2016, the SUNY Board of Trustees approved the establishment of the SUNY Financial Aid Consortium which includes all SUNY campuses that are fully accredited and eligible to participate in the federal Title IV and New York State financial aid programs. The Consortium enables any student who is eligible for aid, matriculated in an eligible program, and enrolled at any SUNY campus within the Consortium, to register for academic credit with any other SUNY campus(es) within the Consortium and combine the program-applicable credits into a full-time load for financial aid purposes.
- b. Home Campus. The campus of primary registration (matriculation) for a student attending a SUNY institution.
- c. Host Campus. A SUNY campus that provides instruction to a matriculated student registered at a different SUNY Home Campus.
- d. Cross Registration. Cross registration occurs when a SUNY Host Campus provides instruction to a matriculated student enrolled in a degree or certificate program at a different Home Campus. Cross-registered instruction may be delivered in any instructional format.
- e. Matriculated. A student who has been accepted into and is enrolled in an academic program at the reporting campus. A matriculated student has been accepted into a specific academic program (major) or one who has committed to pursuing a degree at a specific award level (such as associate or baccalaureate) but not yet chosen a specific field of study.
- f. SUNY Institutional Research Information System (SIRIS). SIRIS is the process by which SUNY campuses report data to SUNY System Administration. Data are collected and stored in a

common format, consisting of integrated modules for student, staff, faculty, and institution level data.

III. **Roles and Responsibilities**

This section provides a summary of the roles and responsibilities of the Home Campus, the Host Campus, and students. Detailed guidance on policies and procedures for these responsibilities is provided in Sections IV-XI.

a. The Home Campus is responsible for:

- 1) reviewing and approving, as appropriate, of student requests for cross registration;
- 2) administering the student's financial aid package, where applicable;
- 3) maintaining appropriate academic records for cross-registered students;
- 4) paying to the Host Campus for instructional services provided to cross-registered students (according to the table in Section VII);
- 5) billing the student for the appropriate tuition and fees (the cross-registered student should not be billed by the Host Campus);
- 6) publishing accurate campus-level policies and guidelines regarding cross registration; and
- 7) reporting accurate data to SUNY system administration and other State and federal entities as required.

b. The Host Campus is responsible for:

- 1) reviewing and approving, as appropriate, of student requests for cross registration;
- 2) notifying the Home Campus of changes to a student's enrollment status;
- 3) maintaining appropriate academic records for cross-registered students;
- 4) billing the Home Campus for the appropriate tuition and fees, if the Host Campus chooses to charge for providing instruction to cross-registered students (described in Section VII). The cross-registered student should not be billed by the Host Campus;
- 5) publishing accurate campus-level policies and guidelines regarding cross registration; and
- 6) reporting accurate data to SUNY system administration and other state and federal entities as required.

c. The Student is responsible for:

- 1) applying for and obtaining approval from the Home and Host Campuses prior to cross registering;
- 2) submitting a certificate of residency¹ for billing purposes;
- 3) meeting prerequisite requirements for registration;
- 4) notifying the Home Campus of any enrollment changes at the Host Campus; and
- 5) paying special course fees and voluntary usage fees (described in Section VIII).

If students do not obtain the required approvals for cross registration from both the Home and Host Campus prior to cross-registering, the Home Campus has the authority to approve or deny, on a case-by-case basis, the transfer of courses taken via cross registration at other SUNY campuses, including General Education and Transfer Path courses in the major (see <http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/mtp/MTP13-3SeamlessTransfer6-14-13.pdf>).

¹ To be eligible for the resident tuition rate, students taking credit hours at a community college must meet one of the following requirements:

- Provide clear documentation of one year's legal residency in New York State and six months in the sponsoring county of the community college prior to the start date of the semester.
- New York State Residents of at least the past 12 months may provide a Certificate of Residency from another county in New York State. The form is issued by the county in which they have resided verifying that they have lived in that county for the six months prior to attending a community college. If they have lived in more than one NY State county during those six months, verification from each county will be required.

Note: A student does not acquire a New York State Domicile (Legal Residence) simply by being physically present in New York State for a period of 12 months or for the sole purpose of attending a New York State college or university. If the student's principal or permanent home has not been in New York State for a 12-month period immediately prior to the date the student intends to enroll, the student will be considered an out-of-state student for tuition purposes.

IV. **Eligibility and Limitations**

- a. To be eligible for cross registration, students need to be:
 - 1) matriculated in an undergraduate, graduate degree, or certificate program;
 - 2) enrolled in degree applicable credits; and
 - 3) in good academic standing at the Home Campus.
- b. Non-matriculated students (i.e. taking courses but not admitted for a degree or certificate) are not eligible for cross registration.
- c. A Home Campus may limit cross registration based on:
 - 1) campus residency requirements;
 - 2) residency requirements in the major;
 - 3) number of credits per academic term;
 - 4) minimum grade point average; and
 - 5) mini-semesters, Winter Terms, and Summer Sessions.
- d. In addition, a Home Campus may limit cross registration to courses that are not currently offered at its institution. These limitations are determined by local campus policies at the Home Campus.

V. **Approvals**

For eligible students to receive the benefits afforded by these Guidelines, both the Home and Host Campuses must approve a student's request to cross register prior to cross registration. Whenever possible, the institutions should make the determination prior to the start of the Home Campus's academic term. In approving cross registration requests, the following guidelines apply:

- a. As noted in Section IV, Home Campuses may limit cross registration based on local policies and course availability. However, the Home Campus shall approve cross registration requests in cases where a required course is not available at the Home Campus and the lack of course availability would result in increased time to degree. These cases include situations where the course is not offered during a particular term, the course is offered but there are no available seats, or the course is available but conflicts with another required course, such that delaying completion of either course would result in increased time to degree.
- b. Home Campuses are not required to approve cross registration requests in cases where the course is available on the Home Campus, but the student wishes to take the course at a different time due to non-academic conflicts.

- c. The Host Campus should accept a student's request to cross register subject to the availability of space. Host Campuses may grant registration priority to their own students.
- d. In reviewing cross registration requests for approval, Host Campuses are not required to verify that the course in which the student is attempting to register is equivalent to a course that is part of the student's degree requirements at the Home Campus. This is the responsibility of the Home Campus during the approval process.
- e. Students are responsible for meeting the prerequisites for cross-registered courses. Students should discuss prerequisites with their Home Campus advisor. Host Campuses may review cross registration requests to ensure that students are adequately prepared to succeed in the course.
- f. Students must meet Home and Host Campus deadlines for approvals and registration, including changes in cross registration status.
- g. The cross registration application includes approvals from several offices, including financial aid. The application shall not be considered complete until all required offices have reviewed and approved their appropriate sections.

VI. Data and Reporting

a. Recording cross registration credits

- 1) Both Home and the Host campuses shall maintain appropriate academic records documenting the cross registration, including the final disposition in the course, i.e., grade, withdrawal, etc. Host Campuses must provide this information to the student's Home Campus in a manner that satisfies the Home Campus as well as federal and State financial aid regulations.
- 2) The Host Campus 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 Campus 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 the Home Campus. Campuses make such determinations based on local policy. If the Home Campus 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.
- 3) With respect to acceptance of credit, Home Campuses 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 is a Transfer Path course. Before approving a request to cross register, the Home Campus must disclose to the student how the credit will apply to the academic program.
- 4) If a student changes academic program, the Home Campus may reassess how the cross-registered credits apply to the new program.

b. Campus to System Administration Reporting (SIRIS)

- 1) Home and Host Campuses must identify cross-registered students and course 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 Campus teaching the course.
- 2) Cross-registered students must be reported by both campuses. The student's Home Campus should code the student's Admission Status as one of the Home Campus codes and will receive the official headcount credit. The Host Campus should code the student's Admission Status as cross registered, which will exclude them from the campus' official headcount. The Host Campus will receive the FTE associated with the activity by its inclusion of the student in the course/section roster of the Term Section submission.
- 3) In order to receive State support for the FTE (if applicable), a State-operated Host Campus will need to satisfy the provisions of this policy.
- 4) As the Host Campus, the community college will receive State aid (FTE), local share (chargeback), and tuition in Section VIII.

c. Campus to Non-SUNY Reporting

- 1) Campuses should update their data-reporting procedures to accurately reflect student enrollment status. For example, if a student is taking nine credits at the Home Campus and three credits at the Host Campus via cross registration, the data submission should reflect full-time status at the Home Campus.
- 2) It may be useful to develop data management strategies, such as flagging cross-registered students as a distinct population, so that changes in registration status can be accurately tracked.

VII. Tuition, Fees, and State and Local Support

a. Tuition Charges and State Support Schedule

- 1) Host Campuses are encouraged not to charge the student's Home Campus when the cross registration is to a class that has available seats.
- 2) Host Campuses may opt to charge the student's Home Campus as detailed in the Tuition Charges and State Support Schedule Below.

Tuition Charges and State Support Schedule

HOME CAMPUS	HOST INSTITUTION
<p><u>State-operated Campus:</u></p> <ul style="list-style-type: none"> - Campus charges Board of Trustees approved Tuition and Fees 	<p><u>Community College:</u></p> <ul style="list-style-type: none"> - Bills Home Campus for the value of Board of Trustees approved Tuition and Fees for related courses <ul style="list-style-type: none"> ➤ <u>The lower of the combined tuition and fees between the Host or Home Campus tuition and fees per credit hour should be utilized to calculate this charge</u> - Receives credit hours towards Funded FTE calculation - May charge student's home county for "operating chargeback" if applicable
<p><u>State-operated Campus:</u></p> <ul style="list-style-type: none"> - Campus charges Board of Trustees approved Tuition and Fees 	<p><u>State-operated Campus:</u></p> <ul style="list-style-type: none"> - Receives credit hours and credit for student within a Budget Allocation Model, if applicable - If the budget allocation model is based on State Maintenance of Effort, then the Host Campus may "bill" the Home Campus the value of the credit hours taken at the Host Campus. <ul style="list-style-type: none"> ➤ <u>The lower of the combined tuition and fees between the Host or Home Campus tuition and fees per credit hour should be utilized to calculate this charge.</u>
<p><u>Community College:</u></p> <ul style="list-style-type: none"> - College charges Board of Trustees approved Tuition and Fees - Receives credit hours towards Funded FTE calculation for Base Operating Aid - May charge student's home county for "operating chargeback" if applicable - If from outside NYS, billed tuition and fees are higher 	<p><u>State-operated Campus:</u></p> <ul style="list-style-type: none"> - Receives credit hours and credit for student within a Budget Allocation Model, if applicable - If the budget allocation model is based on State Maintenance of Effort, then the Host Campus may "bill" the Home Campus the value of the credit hours taken at the Host Campus. <ul style="list-style-type: none"> ➤ <u>The lower of the combined tuition and fees between the Host or Home Campus tuition and fees per credit hour should be utilized to calculate this charge.</u>
<p><u>Community College:</u></p> <ul style="list-style-type: none"> - College charges Board of Trustees approved Tuition and Fees - Receives credit hours towards Funded FTE calculation for Base Operating Aid - May charge student's home county for "operating chargeback" if applicable 	<p><u>Community College:</u></p> <ul style="list-style-type: none"> - Bills Home Campus for the value of Board of Trustees approved Tuition and Fees for related courses <ul style="list-style-type: none"> ➤ <u>The lower of the combined tuition and fees between the Host or Home Campus tuition and fees per credit hour should be utilized to calculate this charge.</u> - Receives credit hours towards Funded FTE calculation - May charge student's home county for "operating chargeback" if applicable

b. Billing

- 1) The priority of payment should be distributed in proportion to the credit hours taken at each institution, relative to the total credit hours taken by the student in a given term. For example, if a student is enrolled in a tuition payment plan at the Home Campus and only makes partial payments, the total amount paid by the student should be split proportionally between the Home and Host Campus based on the distribution of credits per term between the Home and Host Campuses. If a student fails to pay all or part of a tuition bill, the Home Campus is responsible for collecting the remainder.
- 2) As noted in the Tuition Charges and State Support Schedule Table (see section VII.a), when calculating tuition and fees for billing purposes, Host Campuses should use the lower of the combined tuition and fees between the Host and Home Campus tuition and fees per credit hour to calculate the charges. This procedure should be used regardless of the modality of instruction, including online courses.
- 3) The cross registration policy is intended to apply to both NYS and non-NYS students. The applicable out-of-state tuition rate should be utilized for non-NYS students.
- 4) Students attending a host community college shall present a certificate of residency prior to registration. In addition, students attending a State-operated college shall present a certificate of residency, when necessary, so that the local share may be claimed by the community college. In cases where the student is unable to present a certificate of residency, students may choose to opt out of providing the certificate, and the Host Campus may choose to charge the student a higher tuition rate, up to a maximum of the rate charged to non-NYS students. Students must be informed of the difference in charges prior to registration and indicate via written or electronic signature that they agree to opt out of providing a certificate of residency and will pay the difference between the in-county tuition and the higher tuition rate. In such cases, the Host Campus will bill the Home Campus, which will bill the student for the tuition difference.
- 5) If the Host Campus begins classes before the Home Campus and the registration status of the student changes at the Home Campus, such that the student is no longer enrolled at the Home Campus (e.g. the student drops all classes in the current term), the student would no longer be considered cross registered, and the institution at which the student is solely enrolled would bill the student directly.
- 6) Campuses should work with each other in a cooperative manner on the exchange of all tuition and fees. In instances where the Home Campus has already billed the student prior to having been informed of a liability from the Host Campus, a revised bill should be sent to the student.

VIII. Fees

The Host Campus may only charge cross-registered students a special course fee if the fee is charged to all students in the course.

- a. If a special course fee is charged, the fee should be disclosed to the student prior to course registration.
- b. The Host Campus 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.
- c. The only exceptions are for voluntary usage fees, such as parking and fitness centers.
- d. If the number of cross-registered students is significant, however, it is strongly recommended that Home and Host Campus enter into separate fee agreements to allow these students to cross register, space permitting, without cost to the students (see Section III above).

IX. Student Services

- a. Host Campuses are not required to provide student services for cross-registered students, beyond what is needed for the course(s) in which the student is enrolled. For example, Host Campuses are not required to provide health services, transportation, or recreation services to cross-registered students.
- b. As noted in Section VIII, Host Campuses may charge cross-registered students a special course fee if the fee is charged to all students in the course. Similarly, services that are needed specifically for a course must be provided to all students, including cross-registered students, such as access to laboratory equipment or online learning tools and supports.

X. Financial Aid

- a. For cross-registered students, campuses should follow the same decision-making process regarding awarding work study aid as they do for non-cross-registered students, and retain the same discretion in their decision-making process. The [Financial Aid Consortium Agreement and Requirements](#) provide related information.
- b. For TAP certification, if a registration change occurs at the Host Campus after the initial certification date, the Host Campus will notify the Home Campus of the status of the student's enrollment as soon as possible. In addition, the Host Campus will notify the Home Campus of the final status of the student's enrollment and final grades following the end of the term. The TAP certification should then be corrected once the Home Campus is notified of any changes in enrollment status that occurred following the initial certification date.

- c. When processing TAP for part-time disabled students, tuition between State-operated campuses would not differ based on cross registration status. Americans with Disabilities Act students are certified with credits included, and the full-time award is prorated by the New York State Higher Education Service Corporation (HESC). If full-time tuition is less than the amount reported by HESC (e.g. the Home Campus is a State-operated campus and the Host Campus is a community college), then the full-time tuition would be adjusted appropriately.

XI. Exclusions

Excluded from these Guidelines are:

- a. instructional arrangements with the City University of New York or independent/private colleges and universities;
- b. academic programs jointly offered by more than one SUNY campus;
- c. SUNY's statutory colleges at Cornell and Alfred University;
- d. instructional arrangements between Environmental Science and Forestry and Syracuse University;
- e. State-operated branch campuses co-located with a SUNY community college;
- f. Study Abroad programs; and,
- g. 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.