

CROSS REGISTRATION AT OTHER INSTITUTIONS

Sponsor: Office of Academic Affairs

Contact: Registrar

Category: Academic

Number: 100.032 (<https://www.sunyempire.edu/policies/?search=cid%3D37035>)

Effective Date: September 1, 2019

Implementation History: Nov. 15, 1985 (implementation supersedes 1976 policy), revised Sept. 1, 1995, Feb. 28, 2002 and Sep. 1, 2019

Keywords: cross-register, accredited, accreditation

Purpose

Empire State University students may cross-register at other institutions. This option expands the variety of learning resources available. For cross registration, a course must be taken for academic credit at a college or university that is accredited or a candidate for accreditation by a recognized regional accrediting agency.

Statements

An undergraduate student may cross-register for no more than 50 percent of his or her total Empire State University credits. A graduate student may transfer, cross-register, and/or earned evaluated credit for up to a combined total of 12 credits into a master's program in the School for Graduate Studies or 9 credits into a master's program in the School of Nursing and Allied Health, and 3 credits into a certificate program in either school. A student may satisfy no more than a combined total of 50% of the credits toward a graduate certificate or degree program using transfer, cross registration, evaluated credit (e.g. prior learning assessment or direct assessment), and shared credits from a previously awarded graduate credential at the same level combined.

Schools and individual programs may set lower limits for transfer, cross registration, and evaluated credit. See the Graduate Catalog (<http://catalog.sunyempire.edu/graduate/>) for individual program limits.

For courses taken through cross registration at another institution, the registration must document the name of the other institution, the course number and the minimum acceptable grade for the credit award at SUNY Empire (at the undergraduate level: C or better; at the graduate level: B or better).

The amount of credit to be earned for a cross-registered course must be expressed in semester hours on the SUNY Empire enrollment.

The student must request that the other institution send an official (institution-to-institution) transcript to SUNY Empire. The grade should refer to the outcome reported on the official transcript. The official transcript is retained by the Office of the Registrar in the student file.

The start date of a cross-registered course must fall within the same financial aid term (fall, spring or summer) as all other components in the SUNY Empire enrollment.

Related References, Policies, Procedures, Forms and Appendices

Undergraduate Learning Contract Policy (<http://catalog.sunyempire.edu/undergraduate/academic-policies-procedures/undergraduate-learning-contract-policy/>)

Graduate Transfer, Cross-Registration, and Evaluated Credit Policy (<http://catalog.sunyempire.edu/graduate/policies-procedures/#text>)

Graduate Subsequent Programs at the Same Credential Level Policy (<http://catalog.sunyempire.edu/graduate/policies-procedures/#text>)

Procedures

To cross-register, the student must enroll for the course through an Empire State University registration created by the mentor.

The student also must follow local cross-registration procedures. These depend on the type of host institution or on specific arrangements between SUNY Empire and the host institution.

SUNY Empire allows tuition adjustments for cross-registrations. Procedures depend on the type of host institution or on specific arrangements between SUNY Empire and the host institution.

The student should contact the SUNY Empire school or program for information on cross-registration and tuition adjustment procedures.