

## **Cross-Registration**

### **a. Cross-Registration Guidelines for Exchange of Students Among Institutions of Public Higher Education**

The following are guidelines for exchange of students among institutions in the state system of higher education, which will provide an opportunity for students enrolled in a Community College, State University, or the University of Connecticut to benefit significantly by taking a course or courses not available where they are registered but offered at another state institution.

1. Preliminary, informal inquiry should first establish that there is a substantial degree of interest on the part of one or more qualified students enrolled at the home institution in a particular course offered by the host institution but not by the home institution.
2. The host institution, after making accommodation for its own students, will determine the number of vacant student places in the course that could be filled without exceeding the acceptable limit on class size.
3. The home institution will recommend not more than this number of its students to the host institution, which will examine these students' qualifications for taking the course in question.
4. Students admitted to a course or courses will register under the procedures for unclassified students in the host institution, which will issue a transcript record of credit earned after the successful completion of the course.
5. The home institution will accept this credit in transfer under its own procedures, making it a part of the student's record at his or her home institution.
6. Students who have paid the tuition and fees of full-time students at their home institutions shall be exempt from further charges. Copies of their receipted fee bills should be accepted by the host institution in lieu of payment.
7. Part-time students shall not be exempt, but shall pay the tuition and fees required of unclassified students who take the same course at the host institution.

### **b. Cross-Registration Guidelines for students enrolled in CSCU Transfer Ticket (TAP) degree programs among the Connecticut State Universities, Charter Oak State College, and the Connecticut Community Colleges.**

An enhanced Cross-Registration Agreement among the CSUs, Charter Oak and the CCs applies in the following situations:

- only to students enrolled in CSCU Transfer Ticket degree programs.
- only to courses required in the student's declared Transfer Ticket degree program. Courses designated as Unrestricted Free Electives are not covered by this enhanced agreement.
- to courses not in the student's home institution's catalog.
- to courses in the student's home institution's catalog but not offered in a timely manner that allows the student to take prerequisites, sequenced courses, or other degree requirements.
- to both full-time and part-time students.

In those stipulated situations, the enhanced Cross-Registration opportunities

1. do not require the student's home institution to ascertain the need and to request accommodations for a student at the host institution; instead, the student is allowed to initiate cross registration
2. allow a student who qualifies for the amended policy to register at a Community College or Charter Oak State College concurrently with the host institution's students and on a space-available basis at a State University
3. provide for TAP students to be charged tuition and fees consistent with the policy of their home institutions

The other parameters of the current Cross-Registration Agreement will apply:

- a. students must have met any pre-requisites and other requirements for the course as established by the host institution.
- b. the host institution will issue a transcript record of credit earned after the successful completion of the course.

(Adopted January 16, 1973, amended December 8, 2016)

Amend Policy 3.10 adding revised language to address special circumstances of CSCU Pathway Transfer Associate Degree (also known as, Transfer Ticket) students.

## **BACKGROUND**

Previously established Board Policy 3.10 addresses “Cross Registration Guidelines for Exchange of Students Among Institutions of Public Higher Education.” First approved in 1973, it is being amended to reflect two subsequent developments: the 2011 Consolidation resulting in Connecticut State Colleges and Universities (CSCU), and the 2012 Transfer and Articulation Policy.

The 2012 Transfer and Articulation Policy requires CSCU Pathway Transfer Associate Degrees to be common to all Community Colleges. In some cases, Colleges are not able to offer a small number of the courses required in pathway. To make those degrees available to students at all the Colleges, students will be guided to other CSCU institutions where the courses can be completed. The 1973 “Cross Registration Guidelines” provides limited opportunities for students to complete courses not available at their home institutions.

## **RATIONALE**

In order for the existing policy to be more effective for CSCU Pathway Transfer Degree students needing to complete course and degree requirements in a timely manner, the policy is being amended to provide more flexibility, convenience, and affordability for those students. The amended policy will remove three barriers that potentially increase both the time and cost of a CSCU Pathway Transfer Degree.

1. The amended policy allows CSCU Pathway Transfer Degree student to initiate cross registration.
2. The amended policy allows CSCU Pathway Transfer Degree students to register for a course at a host Community College or Charter Oak State College concurrently with the host institution’s students. CSCU Pathway Transfer Degree students will register for courses at a State University on a space-available basis.
3. The amended policy extends the tuition and fee benefits to both full-time and part-time CSCU Pathway Transfer Degree students, charging them the tuition rate consistent with their primary institutions.

This amendment applies only to students who have declared a CSCU Pathway Transfer Degree, only to institutions within the CSCU system, and only in cases where the course is required in the declared program and not available in a timely manner at the student’s home institution.

Other parameters of the current Cross Registration Agreement will continue to apply.

11/9/2016 – Academic Council

11/18/2016 – BOR-Academic and Student Affairs Committee

12/8/2016 – Board of Regents