

# Pennsylvania College of Technology

## Policy Statement

**Title:** Cross Registration

**Number:** P 4.12

**Approved by:**

Presidential Action

**Effective Date:** 12/1976

**Last Review Date:** 11/2024

**Last Revision Date:** 11/2024

**Persons/Departments Affected:**

All Students

**Responsible Department:**

Registrar

**Definitions:**

Enrollment: major(s) that a student has enrolled in.

Cumulative enrollment grade-point average: grade-point average calculated from the time the student entered the active enrollment and all courses that apply from prior enrollments.

**Policy:**

- I. The College and Lycoming College agree to participate in a program of cross-registration. The cross-registration procedure will enable students enrolled at one institution to register for certain courses offered by the other. The purpose of cross-registration is to increase the educational opportunities available to the students of both institutions and thereby expand their potential and learning experience. The cross-registration will include the fall and spring semesters.
- II. It shall be the joint responsibility of the two institutions to administer the financial aspects of the program. Each student who elects to participate in the cross-registration procedure will continue to pay tuition to their home institution at a rate consistent with the policy of that institution. Following the last day of May each fiscal year, the total number of student credit hours taken at each institution through cross-registration will be determined. If a difference in credit hours taken exists, one institution will reimburse the other for that difference. The per-credit charge will be based on the College's in-state rate for the academic year.
- III. Any special laboratory fees or other charges will be paid by the student involved.
- IV. The cross-registration procedure will be evaluated and reviewed on a five-year rotation by each college's Bursar and Registrar. If changes are warranted, those recommendations will be presented to the Presidents of both colleges.

- V. The cross-registration agreement will remain in effect as long as mutually agreed upon by both institutions. The agreement may be canceled by either Lycoming College or the College notifying the other party in writing at least one semester in advance of cancellation.
- VI. In order to cross-register for courses at Lycoming College, a Penn College student must obtain the permission of their academic advisor, and the Registrar's Office at Lycoming College and Penn College. In order to participate in this program, the student must:
- a. be enrolled on a full-time basis in an undergraduate or certificate program;
  - b. have completed at least one full-time semester at their home institution;
  - c. have a current cumulative enrollment grade-point average of 2.50 or higher;
  - d. have met all prerequisite requirements of the course; and
  - e. need the course to meet graduation requirements.
- VII. Students may register for two courses or one-half of their total semester credits (whichever is greater) through cross-registration.
- VIII. Students may cross-register for only those courses not offered at the College during the semester the course is needed. Special exceptions may be approved by the Registrar. Grades earned through participation in cross-registration will be recorded in the student's College transcript. Courses completed with a passing grade ("D-" or better) will be credited toward graduation. Grades earned in courses taken at Lycoming College will be included in the student's semester and graduation grade point average. Credits for plus/minus grades will be applied as whole grades, e.g. B+ or B- will be recorded as B.
- IX. Students cross-registering are responsible for complying with the academic calendar of the institution offering the course(s) they take. Cross-registration students should inform their academic advisors of any difficulties with or plans to drop Lycoming College courses. Students may obtain additional information on cross-registration procedures from their academic advisors or the Registrar's Office. All exceptions to the above requirements must be approved by the Vice President for Academic Affairs & Provost or their designee.
- X. Students needing accommodations will be required to submit the appropriate documentation to each college.

**Revision History:**

- Date: 11/2024 Added definitions and updated terminology of “graduation GPA” to “cumulative enrollment grade-point average” to match student information system conversion.
- Date: 09/2022 Remove summer availability and updated content to match updated cross-registration agreement with Lycoming College.
- Date: 05/2019 Removed language requiring student to have completed at least 12 credits to be eligible. Removed language requiring course to be part of the graduation profile.
- Date: 08/2017 Added language to specify policy is for undergraduate students; Removed Chief Academic Office from required permissions to be obtained
- Date: 11/2014 Changed time period of financial review of crossed registered students; modified approach to evaluate cross-registration process; changed cumulative GPA to graduation GPA
- Date: 02/2008 Addition of Penn College to the required permissions and increase from 70 to 72 credits for A.A.S.
- Date: 06/2003;11/1999; 07/1985; 04/1983; 08/1980

**Cross References:**

Cross Registration Procedure, [PR 4.12](#)