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**CROSS-REGISTRATION FORM FOR ACCEPTANCE OF GRADUATE COURSEWORK AT EAST OHIO UNIVERSITIES (NON-(NON-CONSORTIA PROGRAMS)**

**Kent State University**

**Please print:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  |  |  | | |  |  |  | ID: | |  |
|  | Last |  | First | | |  | Middle |  |  | |  |
| Permanent address: |  |  |  | | |  |  |  | |  |  |
|  | Street |  | City | | |  | State |  | | Zip |  |
| Local Address: |  |  |  | | |  |  |  |  | |  |
|  | Street |  | City | | |  | State |  | Zip | |  |
| Local telephone: |  |  | | Email: |  | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HOME INSTITUTION: Kent State University** |  | **HOST INSTITUTION:** | | |
| Degree: |  | Course Prefix and Number: | | |
| Major/Concentration: |  | Course Code: | | |
| Department: |  | Course Title: | | |
| Academic Year: |  | Course CIP Code: | | |
| Term: |  | Course Credit/Hours: | | |
| Course Prefix and Number: |  | Course Schedule: | | |
| Course Code: |  |  | Start Date: | End Date: |
| Course Title: |  |  | Days: | Time: |
| Course Credit/Hours: |  | Course Instructor: | | |
| HEI Sub Eligibility: Yes No |  | Instructor Phone: | | Instructor E-Mail: |
| Ohio Residency Status: Yes No |  | Dates of Host Term: | | |
|  |  | Space Available: Yes No | | |
| Student Signature: |  | Date: | | |

***Approvals***

|  |  |  |
| --- | --- | --- |
| **Home Institution:** |  | **Host Institution:** |
|  |  |  |
| Academic Advisor (print & sign name) |  | Course Instructor (print & sign name) |
|  |  |  |
| Program Director (print & sign name) |  | Course Instructor email address and phone number |
|  |  |  |
| Program Director email address and phone number |  | Department Chair (print & sign name) |
|  |  |  |
| Graduate Associate Dean of College Approval (print & sign name) |  | Graduate School Approval (print & sign name)—UA & YSU only |
|  |  |  |
| Graduate School Approval (print & sign name)—UA & YSU only |  | Graduate School Approval (print & sign name)—UA & YSU only |

*Student: Please complete see back of form for information and instructions for completing form.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Home Registrar’s Use:** |  |  |  | **Host Registrar’s Use:** |  |  |
| *Date Received:* |  |  |  | *Date Received:* |  |  |
| *Date Processed:* |  | *Initials:* |  | *Date Processed:* |  | *Initials:* |

**INSTRUCTIONS FOR STUDENTS ENROLLING IN COURSES THAT ARE NON-CONSORTIA PROGRAMS**

*(Please see your academic advisor if you are unsure if your program is a part of a consortium)*

Under specific circumstances, a graduate degree-seeking student from Kent State University may take one or more graduate courses at the University of Akron, Cleveland State University, Northeast Ohio Medical University, Ohio University, or Youngstown State University by registering through an emergency cross-registration program. The course should be required for the student’s program of study and be unavailable at the student’s home institution when needed for timely completion of the student’s program. The student must be in good standing (GPA >3.0) and be within time limits for completion of the degree program. **Please note that this form should not be used for elective courses or for courses outside the student’s official plan of study.**

Directions:

* Students must first obtain the *Cross-Registration Form for Acceptance of Graduate Coursework at East Ohio Universities (Non-Consortia Programs)* from Kent State University. The form is available online at <https://www.kent.edu/graduatestudies/forms-library>
* A separate form is required for each course.
* The student is responsible for completing the top two sections of the form, signing the form, and submitting it to their academic advisor or program director for review and endorsement.
* The academic advisor or program director will collaborate with the host institution to complete the information for the course offered by the host institution. (right side of form)
* The program director will then send the form to the host institution’s equivalent program director for approval signatures.
* The host institution’s program director equivalent will return the completed and signed cross-registration form back to the home institution’s program director.
* Each program director will provide a copy of the completed and approved form to their registrar office no later than the drop/add deadline for the semester the cross-registered course is being offered/sought.
* The home department/program director will work with the registrar of the home institution to establish a special topics courses with a graduate title that corresponds to the course title at the host university and will incorporate the initials of the host university. Registration for such a course is controlled by the student’s home department and will be permitted only upon receipt of this approved form.
* Student will pay tuition only to their home institution. No additional tuition charges will be paid by the student to the host institutions. Students may, however, be required to pay fees at the host institution ad it is the student’s responsibility to explore that possibility.
* Students who elect to drop or withdraw from a cross-registered course are responsible for alerting both the home and host institution registrar of the decision/action with immediacy, otherwise risk both academic and/or financial consequences. It is the student’s responsibility to know of and adhere to the add/drop/withdrawal deadlines of both the home and host institutions.