

TO: SUNY Cortland Faculty/Staff
 FROM: Educational Policy Committee
 DATE: November 17, 2023
 RE: Increase to Credit Limits for Non-Degree Learners

Summary

If implemented, this policy change would increase the credit limits for the non-degree learners (also known as non-matriculated or visiting students) to 30 at the undergraduate level and 15 at the graduate level. These changes would impact three areas of existing policy: the undergraduate catalog, the graduate catalog, and Section 410.02 of the handbook.

Rationale

Visiting students are not eligible to register until the first day of classes in fall and spring and therefore would not be taking seats away from Cortland students. In Summer and Winter Session, visiting students enroll on the first day of sophomore registration, which gives preference to juniors and seniors and has little impact on freshmen and sophomores acquiring seats. In some courses, visiting students fill enough seats to prevent a course from being cancelled due to low enrollment.

This change will allow more visiting students to enroll in coursework which generates revenue, especially when filled by out-of-state students in online courses. Additionally, with the microcredential policy that was recently approved, this would allow a non-traditional student, adult learner, or visiting student to pursue future microcredentials without being restricted by the credit limits.

Details are provided in the side-by-side comparisons of existing policy from the College Catalog and College Handbook with the proposed changes to the policy. The new credit limits were based on research of the SUNY comprehensive institutions.

Undergraduate Catalog - [Admissions: First-Year and Transfer Students](#)

Existing Policy	Proposed Edits
<p>Part-time and Non-degree Status (Undergraduate) Undergraduate students may enroll in courses on a part-time, non-degree basis by registering through Student Registration and Record Services.</p>	<p>Part-time and Non-degree Status (Undergraduate) Undergraduate students may enroll in courses on a part-time, non-degree basis by registering through the Registrar’s Office. To work toward a degree, students must be admitted formally to degree status. Details may be obtained from the Admissions Office.</p>

Undergraduate non-degree students may not register for more than a total of 11.5 credit hours. Undergraduate students who have earned a total of 11.5 credit hours, must apply through the Admissions Office for matriculated status or discontinue work at Cortland. If accepted, such students will register with other matriculated students in accord with the registration schedule available on the Web.

Qualified high school juniors and seniors are eligible to enroll in college-level courses at Cortland as part-time, non-degree students with a letter of recommendation from their school guidance counselors. They may be enrolled in first-year or sophomore-level courses upon the approval of their school guidance counselors. All students who have been academically dismissed are ineligible for non-matriculated status. Students should consult this catalog to be certain that all prerequisites for courses in which they may enroll have been fulfilled. Registration for non-degree students opens the first day of the semester on a course availability basis, after degree students have been advised and registered.

Undergraduate non-degree students may not register for more than a total of 11.5 credit hours **in a fall or spring term and are not to exceed 30 credits overall.** Students may also enroll in coursework during summer or winter terms and must adhere to the credit limits in those respective terms. Undergraduate students who have earned a total of ~~11.5~~ **30** credit hours, must apply through the Admissions Office for matriculated status or discontinue work at Cortland. If accepted, such students will register with other matriculated students in accord with the registration schedule available on the Web.

Students enrolled as a matriculated student elsewhere must consult with their home campus on the transferability of coursework. It is recommended that students do this prior to registering for any courses. Credits earned through a study abroad program do not count toward the 30-credit hour limit.

Qualified high school juniors and seniors are eligible to enroll in college-level courses at Cortland as part-time, non-degree students with a letter of recommendation from their school guidance counselors. They may be enrolled in first-year or sophomore-level courses upon the approval of their school guidance counselors. ~~All students who have been academically dismissed are ineligible for non-matriculated status.~~

Students should consult this catalog to be certain that all prerequisites for courses in which they may enroll have been fulfilled. Registration for non-degree students opens the first day of the **fall or spring** semester on a course availability basis, after degree students have been advised and registered.

Those students who have applied for and have been denied regular admission to SUNY Cortland are ineligible to enroll during the semester in which they applied for admission. Students who have been matriculated and wish to return after an interruption of enrollment must go through the readmission process and are ineligible for non-matriculated status. Credits earned as a high school student do not count toward the 30-credit hour limit.

Graduate Catalog - [Admission and Registration](#)

Existing Policy	Proposed Edits
<p>Part-time and Non-degree Status (Graduate)</p> <p>Graduate students may attend day or evening classes as part of a degree program on a part-time or full-time basis. To work toward a degree, students must be admitted formally to degree status. Details may be obtained from Student Registration and Record Services.</p> <p>Students who have not been admitted to a graduate-degree program may enroll in courses as non-matriculated students by registering through Student Registration and Record Services. Graduate nonmatriculated students may not register for more than nine credit hours and will only be permitted to register just prior to the opening of the semester, based on course availability.</p> <p>Before non-matriculated graduate students have earned nine graduate credit hours at SUNY Cortland, they must apply through the Graduate Admissions Office for matriculated status, change their status to non-degree seeking or discontinue course work at Cortland. The Financial Aid Office should be consulted for information on financial aid and student loans.</p>	<p>Part-time and Non-degree Status (Graduate)</p> <p>Graduate students may attend day or evening classes as part of a degree program on a part-time or full-time basis enroll in courses on a part-time, non-degree basis by registering through the Registrar’s Office. To work toward a degree, students must be admitted formally to degree status. Details may be obtained from the Admissions Office.</p> <p>Students who have not been admitted to a graduate-degree program may enroll in courses as non-matriculated students by registering through Student Registration and Record Services. Graduate nonmatriculated students may not register for more than nine credit hours and will only be permitted to register just prior to the opening of the semester, based on course availability. Students seeking coursework with no intent of a degree may be approved for a maximum of 15 graduate credits.</p> <p>Before non-matriculated graduate students have earned nine graduate credit hours at SUNY Cortland, they must apply through the Graduate Admissions Office for matriculated status, change their status to non-degree seeking or discontinue course work at Cortland. The Financial Aid Office should be consulted for information on financial aid and student loans. The five-year clock for graduate coursework at SUNY Cortland begins with first course regardless of student status.</p>

College Handbook – [Section 410.02](#)

Existing Policy	Proposed Edits
<p>410.02 NON-DEGREE STUDENTS</p> <p>On occasion, individuals who have not applied for degree status at SUNY Cortland enroll in course work, at both the undergraduate and graduate levels. The university accommodates such</p>	<p>410.02 NON-DEGREE STUDENTS</p> <p>On occasion, individuals who have not applied for degree status at SUNY Cortland enroll in course work, at both the undergraduate and graduate levels. Please refer to the College Catalogs for undergraduate and graduate policies. The university accommodates such</p>

individuals by allowing them, on a course-available basis, to register as non-degree students. Undergraduate non-degree students are not permitted to register until the first day of classes each semester. Non-degree students are directed to Student Registration and Record Services at the opening of the semester for additional information. Those students who have been academically dismissed from SUNY Cortland are ineligible for non-degree status. Those students who have applied for and have been denied regular admission to SUNY Cortland are ineligible to enroll during the semester in which they applied for admission.

Non-degree students may enroll only on a part-time basis (11.5 credit hours or less for undergraduates, nine credit hours or less for graduate students). Once undergraduate students have attempted 15 credit hours at SUNY Cortland and once graduate students have completed nine credit hours at SUNY Cortland, they must apply through the Admissions Office for matriculated status (degree status) or discontinue course work at the university. No more than nine credit hours may be taken as a non-matriculated student at the graduate level.

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