

Reciprocal Graduate Registration Between New Mexico Constitutionally Created Universities

Rationale: The increasingly interdisciplinary nature of graduate education, means that students in New Mexico university graduate programs occasionally find it necessary to take courses offered at other New Mexico constitutionally created universities. This agreement establishes procedures for such reciprocal registrations.

Goals: The intent of this agreement is to provide for efficient utilization of graduate education resources available from New Mexico constitutionally created universities while assuring that tuition and formula funding flows to the institution providing the instruction.

Definitions:

- home institution - New Mexico constitutionally created school where a graduate student was admitted as a graduate degree-seeking student and where F or J visa paperwork resides for international students.
- host institution - New Mexico constitutionally created school where a student will take courses specified by the home institution as a non-degree student.
- reciprocal registration - registration at a New Mexico constitutionally created host school under terms of this agreement.

Scope:

- This agreement is made between New Mexico constitutionally created institutions that offer graduate-level instruction (Eastern New Mexico University, New Mexico Highlands University, New Mexico State University, University of New Mexico, New Mexico Tech and Western New Mexico University) and the New Mexico Commission on Higher Education.
- It is expected that the total number of credits taken at the home and host institutions will be governed by the needs of the student and the degree requirements as determined by the home institution.
- This agreement applies only to courses judged by the home institution to be necessary for the completion of a graduate student's course of study. Reciprocal registration (esp. the stipulations of this agreement related to maintenance of status) **does not apply** to courses selected without the endorsement of the home institution.

Issues:

- Applications - Applications for admission must be completed as required by the host institution and the applicant must be accepted for admission; application fees may be waived.
- Coordination - The success of program requires that there be communication between the graduate offices of the home and host institutions. In particular, home institutions are encouraged to have an application form for reciprocal registration and that they coordinate between host and home offices for the application/acceptance process and for billing of charges levied by the host institution.
- Registration - Students will register for classes provided by a host institution at the host institution.

- Credit Hours - Typically students will take one or two classes in a single semester, occasionally in more than one semester. This agreement allows for up to one semester of residency (full time registration) at a host institution.
- Tuition and Tuition subsidies - tuition charged for courses taken at the host institution will be paid at the prevailing rate charged by the host institution. Typically, tuition charges will be assessed at the hourly rate at both institutions. If a student registers as a full time student at either or both of the institutions, tuition will be assessed at the established rate at each institution. A student will be assessed nonresident tuition at both institutions if the student is: 1) not a legal resident of the State of New Mexico, 2) does not qualify for tuition residency (see below) and 3) registered for seven or more credits (combined) at New Mexico constitutionally created institutions in the semester. Tuition assessed by the host institution will be paid by the student to the host institution or, if the student qualifies for a tuition subsidy provided by the home institution, billed to the home institution.
- Tuition Residency - Each New Mexico constitutionally created institution establishes the particular level of registration required of their supported students for tuition residency. The criteria of the home institution will be used to establish tuition residency for affected students using the combined registrations. Once qualified, tuition residency for a student will apply at both universities.
- Financial Aid - Each New Mexico constitutionally created institution establishes eligibility for various forms of financial aid (assistantships, fellowships, loans, etc.) based on policies in force at each institution. The criteria of the home institution will be used to establish eligibility for financial aid for affected students using the combined registrations at home and host institutions.
- Fees - Student fees will be assessed according to the applicable policies at each institution.
- International students and non-immigrant status - Because courses taken at a host institution are part of the requirements for the degree at the home institution, academic progress and conformance to INS and State Department requirements for full time registration will be determined based on the total registrations, level and academic performance at both institutions. Students in F or J visa status must maintain at least partial registration at the home institution (the institution holding the student's F or J paperwork) in order to avoid violation of their legal status.
- Proof of course completion - Each student must arrange for copies of transcripts to be sent from the host institution to the Graduate Dean of the home institution after the completion of each semester. These transcripts will be used to establish satisfactory performance in the courses attempted at the host institution.