

**MICHIGAN STATE**  
**U N I V E R S I T Y**

April 13, 2011

**MEMORANDUM**

To: Kim Wilcox, Provost

From: Linda O. Stanford, Associate Provost for Academic Services

Re: Proposal to Change the "Dual Enrollment by Undergraduates" Policy

The attached proposal to change the "Dual Enrollment by Undergraduates" policy is sent to you with the request that it be forwarded to academic governance for review and approval.



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Provost**

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April 13, 2011

**Proposal to Change  
the  
“Dual Enrollment by Undergraduates” Policy**  
Graduate Education Admission section, Academic Programs catalog

**Background:**

The dual enrollment policy to allow an undergraduate to enroll in a graduate degree program while completing the bachelor’s degree has existed at Michigan State University since the mid-twentieth century. The earliest presentation of the dual enrollment policy as a distinct entry in the Academic Programs catalog was in 1956.

“An undergraduate of Michigan State University who is within 15 credits of graduation may apply for permission to take graduate work while completing his bachelor’s degree. Such a student must not carry more than 16 credits.”

Since the 1950s, the policy has been given additional clarity, but the essential element of being within 15 credits of graduation has remained in effect. During this sixty-year time period, there have been several significant changes at Michigan State University that have led to increased student interest in dual enrollment. For example:

- The number of students who arrive on campus with substantial numbers of Advanced Placement (AP) or transfer credit has grown.
- In certain fields, a master’s degree is essential for employment and professional advancement.

For undergraduate students who seek dual enrollment, among the administrators who may see the requests are the Dean of the Honors College, the Dean of Undergraduate Studies and the Dean of the Graduate School. Given their responsibility to observe how current academic policies align with student interest, it became apparent the current Dual Enrollment by Undergraduates policy was not meeting the needs of today’s students. The proposed changes reflect their recommendation for a much needed policy update.

## **Current Policy:**

### **Dual Enrollment by Undergraduates Policy in the Academic Programs Catalog:**

<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s328>

A senior at Michigan State University who is within 15 credits of graduation with a first bachelor's degree and who is admitted to a graduate degree program may be dually enrolled for graduate study while completing the requirements for the bachelor's degree. An exception to this policy may be granted for all students who are enrolled in a specified undergraduate degree program that is linked to a specified graduate degree program, but not for an individual undergraduate student. See the *Requirements for a Linked Bachelor's-Master's Degree* section of this catalog.

To be considered for dual enrollment, the student must complete a Request for Dual Enrollment Status form, available from the Office of the Registrar. An Application for Admission to Graduate Study must also be filed as indicated under Application Procedure in this section of the catalog.

Admission to graduate study must be approved before work to apply toward a graduate degree program is undertaken. Credits completed prior to admission to graduate study *cannot* be applied toward a graduate degree program.

The maximum time limit for dual enrollment is two consecutive semesters. The student may earn no more than 12 credits of graduate level course work applicable to the student's graduate degree program and should carry no more than 16 credits per semester.

Students dually enrolled are not eligible for graduate assistantships or those services and prerogatives normally reserved for graduate students. Such students will be classified in an undergraduate status until the baccalaureate degree has been awarded.

For exceptions to this policy, consult specific college sections.

### **Summary of Proposed Policy Changes:**

- Updates MSU's commitment to providing dual enrollment by undergraduates as an individual's student's choice assuming the student is admitted to a graduate program.
- Changes eligibility from "within 15 credits of graduation" to "junior standing."
- Deletes limitation of a maximum time limit of two semesters for dual enrollment.
- Removes the requirement of no more than 16 credits in a semester.
- Changes number of credits that may be applied from the undergraduate degree program to the graduate degree program from 12 to 9. This change aligns with transfer policies and with other existent policies, such as the Requirements for a Linked Bachelor's-Master's Degree, <http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=6253>.
- Clarifies financial aid rulings that apply to this policy.

## **Proposed Revision - Dual Enrollment by Undergraduates Policy for the Academic Programs Catalog:**

Dual enrollment provides an opportunity for academically talented undergraduate students to enroll in graduate courses and conduct research towards a graduate degree while completing the last two years of their bachelor's degree(s) programs.

To be considered for dual enrollment, the student must first file an Application for Admission to Graduate Study, as indicated under Application Procedure in this section of the catalog and be admitted into a graduate program. Subsequent to admission to a graduate program, in regular status, the student must complete a Request for Dual Enrollment Status form, available from the Office of the Registrar. A student who is accepted for dual enrollment can be admitted to both the undergraduate and graduate degree program upon reaching junior standing.

Within the first semester of dual enrollment, the student's graduate degree program adviser must be identified and the appropriate graduate degree guidance committee established. The adviser and committee assist the student in developing a program of study for the graduate degree. Admission to graduate study must be approved before work to apply toward a graduate degree program is undertaken. Credits completed prior to admission to graduate study *cannot* be applied toward a graduate degree program.

A student will be classified as an undergraduate until the minimum number of credits required for a bachelor's degree in the student's major is completed. When the student is classified as a graduate student, eligibility begins for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students.

A student pays undergraduate tuition up to the total number of credits required for a bachelor's degree(s) in his/her major(s), at which point graduate tuition is applicable and students are eligible for graduate fellowships and assistantships. A maximum of nine credits, at the 400-level or higher, from the undergraduate degree program can be applied toward the requirements for the graduate degree program.

In semesters when the student is dually enrolled, federal financial aid designated for the first undergraduate degree (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)) will pay based upon the number of undergraduate credits only. Awards will be manually adjusted as necessary once the student is registered. Students are not eligible for financial aid as a graduate student until the semester after the minimum number of credits required for the first undergraduate degree has been earned.

An exception to this policy may be granted for all students who are enrolled in a specified undergraduate degree program that is linked to a specified graduate degree program, but not for an individual undergraduate student. See the *Requirements for a Linked Bachelor's-Master's Degree* section of this catalog.

For additional exceptions to this policy, consult specific college sections.

**Proposed Revision - Dual Enrollment by Undergraduates Policy for the Academic Programs Catalog: marked text** (strikethrough indicates deleted language; underline indicates added/changed language)

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