

# MICHIGAN STATE UNIVERSITY

February 13, 2012

## MEMORANDUM

TO: Dr. Douglas Estry, Associate Provost for Undergraduate Education  
and Dean of Undergraduate Studies

FROM: Dr. Linda O. Stanford, Associate Provost for Academic Services

RE: Request for a Policy Change to Dual Enrollment by High School  
Students

For Transmittal to the University Committee on Undergraduate Studies  
(UCUS)

Please ask the UCUS to consider the request referenced above and provide consultative commentary. Please mail the related materials referenced under the heading Attachment at the end of this memorandum to the UCUS members.

After receiving UCUS's consultative response, the Provost will make a determination to forward or not to forward the request to academic governance for additional consultation.

If you have any questions, please let me know.

Thank you.

### Attachment:

Proposed Policy Change to Dual Enrollment by High School Students (9 pages)

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### Office of the Provost

Administration Building  
East Lansing, MI  
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## MEMORANDUM

TO: Doug Estry, Associate Provost for Undergraduate Education and  
Dean of Undergraduate Studies

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

RE: Proposed Policy Change to Dual Enrollment by High School Students

### REQUEST:

This request is to change the Dual Enrollment by High School Students policy to read:

High school students who dually enroll for courses at accredited institutions of higher education may receive credit for work taken at these institutions for courses that have been recognized for transfer to Michigan State University in accordance with the University's transfer credit policy. For information on transfer courses and credits, visit: <http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=505>



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### BACKGROUND:

Effective with the 2001-2002 year, the policy, known at that time as the "Pre-Matriculation Dual Enrollment" policy, was changed to its current state. Although its name has changed, the policy is the same and is known today as "Dual Enrollment by High School Students."

This policy focuses on courses taken by high school students at institutions of higher education by distinguishing between those courses used by the student to fulfill high school graduation requirements and those courses completed beyond these requirements.

In practice today, courses used to fulfill high school graduation requirements are used by MSU in admissions review. If a particular course is used to fulfill high school graduation requirements, then it is not considered for applicability to a MSU bachelor's degree although the course may be transferable to MSU.

In simple terms, the policy does not allow double-counting of a course completed by a high school student at an institution of higher education to fulfill high school graduation requirements and MSU bachelor's degree requirements.

Ten years ago, the reason for this policy shift was to assure that students were adequately prepared for college and not in need of remediation when they began college.

#### **RATIONALE FOR CHANGE:**

- The academic profile of the MSU entering class has progressed steadily higher than it was ten years ago. In fact, MSU has more competitive admissions standards today and continues to be able to recruit an academically strong entering class.
- Today, community colleges are arranging to offer courses in high schools or they are encouraging certain students to use dual enrollment. Increasingly, students who desire to enroll in courses at institutions of higher education check resources such as Transfer MSU, <http://transfer.msu.edu/MSUCourse.asp> or the Michigan Transfer Network, <http://www.michigantransfernetnetwork.org/> to determine if a course will transfer in order to advance their college studies.
- If a student completes a course at an institution of higher education successfully, then they have performed in that course at the level needed to pursue undergraduate study. Although the admissions procedure is distinct from successful enrollment in a college course, successful completion of a course listed on the transcript of an institution of higher education, does serve as one among many indicators of college readiness. Successful course completion provides justification for dual enrollment although it never provides a guarantee of college admission.
- It is impracticable to have a policy include a component that is not enforceable. It has never been feasible to ascertain whether the following occurred: "Courses from external institutions of higher education must be offered in sections taught by college faculty and with regular college-level students to be considered for transfer credit." College and university transcripts do not indicate student constituency, e.g. if college students were present in the course along with high school students.

#### **PRACTICE AT OTHER INSTITUTIONS:**

In the State of Michigan, thirteen of the fifteen four-year institutions allow double-counting of a course completed by a high school student at an institution of higher education to fulfill high school graduation requirements and bachelor's degree requirements. The University of Michigan and Michigan State University do not allow.

Among Big Ten institutions, eight of the thirteen institutions allow double-counting of a course completed by a high school student at an institution of higher education to fulfill high school graduation requirements and bachelor's degree requirements. Four institutions do not, and one is did not respond to a December 2011 survey.

- Allow double count: Illinois, Indiana, Iowa, Minnesota, Nebraska, Ohio State, Pennsylvania State, and Purdue.
- Do not allow double count: Chicago, Michigan, Michigan State, Northwestern
- No response: Wisconsin

**PROPOSED TEXT:**

**Academic Programs Catalog  
Undergraduate Education  
Admission  
Freshman Admission  
Dual Enrollment by High School Students**

High school students who dually enroll for courses at accredited institutions of higher education may receive credit for work taken at these institutions for courses that have been recognized for transfer to Michigan State University in accordance with the University's transfer credit policy. For information on transfer courses and credits, visit: <http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=505>

**PROPOSED TEXT with MARKUP:**

**Academic Programs Catalog  
Undergraduate Education  
Admission  
Freshman Admission  
Dual Enrollment by High School Students (Under Review)**

High school students who dually enroll for courses at accredited institutions of higher education may receive credit for work taken at these institutions ~~in for~~ courses ~~that~~ ~~which~~ have been recognized for transfer to Michigan State University ~~in~~ accordance ~~ingance~~ ~~with~~ ~~to~~ the University's transfer credit policy. For information on transfer credit, visit: <http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=505> ~~following principles. In reviewing transcripts for purposes of assigning transfer credit in cases involving dual enrollment, the Office of Admissions will examine transcripts for completion of courses and units specified in the High School Requirements section of this catalog. Courses beyond these basic expectations, and which are transferable, will be considered for credit. Records documenting demonstrably advanced work resulting from advanced beginning levels will receive due consideration. Mathematics courses for high school completion should extend through the level of a calculus preparatory class.~~

~~Courses from external institutions of higher education must be offered in sections taught by college faculty and with regular college-level students to be considered for transfer credit. Performance must be documented with course title and grade on an official college transcript from the institution. No individual courses with grades below 2.0 taken under dual enrollment are eligible for transfer. To qualify for application to university-level requirements, courses must be defined as direct equivalents of the MSU courses. Students may check Michigan State University course equivalencies on Transfer MSU at [www.transfer.msu.edu](http://www.transfer.msu.edu).~~

~~Students may pursue the Advanced Placement (AP) option if they wish to secure credit for dual enrollment courses that are applied to high school graduation requirements. Most disciplines require AP test scores of 4 or 5 for the award of credit. Students may also take available placement tests to determine advanced college course placements. Project Advance students may request consideration of courses for transfer credit by submitting a Syracuse University transcript.~~

**CURRENT TEXT:**

**Academic Programs Catalog**

**Undergraduate Education**

**Admission**

**Freshman Admission**

**Dual Enrollment by High School Students (Under Review)**

High school students who dually enroll for courses at accredited institutions of higher education may receive credit for work taken at these institutions in courses which have been recognized for transfer to Michigan State University according to the following principles. In reviewing transcripts for purposes of assigning transfer credit in cases involving dual enrollment, the Office of Admissions will examine transcripts for completion of courses and units specified in the *High School Requirements* section of this catalog. Courses beyond these basic expectations, and which are transferable, will be considered for credit. Records documenting demonstrably advanced work resulting from advanced beginning levels will receive due consideration. Mathematics courses for high school completion should extend through the level of a calculus preparatory class.

Courses from external institutions of higher education must be offered in sections taught by college faculty and with regular college-level students to be considered for transfer credit. Performance must be documented with course title and grade on an official college transcript from the institution. No individual courses with grades below 2.0 taken under dual enrollment are eligible for transfer. To qualify for application to university-level requirements, courses must be defined as direct equivalents of the MSU courses. Students may check Michigan State University course equivalencies on Transfer MSU at [www.transfer.msu.edu](http://www.transfer.msu.edu).

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## **ACADEMIC PROGRAMS CATALOG TEXT IN SECTIONS RELATED TO DUAL ENROLLMENT – NO CHANGES NEEDED**

### **Undergraduate Education**

#### **Admission**

#### **Transfer Student Admission**

A transfer student is a student who has attended any post-secondary institution after high school graduation, with the exception of the summer immediately following high school graduation.

Admission to the university is conditioned upon the applicant providing accurate and current admissions information, and upon the applicant updating such data if circumstances arise that make the previously provided information inaccurate, misleading or incomplete in an important way. Submission of an application authorizes the university to investigate the accuracy of statements made and data provided by the applicant and those who submit materials or information on behalf of the applicant. Falsifications, misrepresentations or omissions in application answers or supporting data may constitute grounds to deny or revoke admission to the university. Admission to the university may be denied or revoked if the university learns that an individual has engaged in conduct that indicates to the university that the individual is not ready to be a responsible member of the university community.

*Transfer applicants must provide official transcripts from all higher education institutions attended.* Applicants who have accumulated less than 28 transferable credits must also submit an official high school transcript and standardized test scores. Acceptance is determined by the applicant's previous academic record and his or her proposed program. All transfer applicants should demonstrate consistent high-quality academic performance. An international student must present an academic record equal to a minimum cumulative grade–point average of "B" (3.0) or better. The chief academic officer of the university has authority to grant waivers of usual entrance requirements.

Students admitted from institutions whose entrance requirements, programs, and grading systems are equivalent to those of Michigan State University may receive full credit for their past work. See Credits in the Undergraduate Education section of this catalog. Students must take such courses in their programs that have not been covered

by equivalent work. Only grades of 2.0 and above are eligible for transfer credit. Credits in which grades were earned of any designation less than "C" (2.0), such as C minus (less than 2.0), are not acceptable in transfer. Grades that are less than 2.0 are not accepted in transfer to Michigan State University regardless of a student's overall GPA.

The maximum number of credits from a two-year institution which may be accepted for transfer is 60 semester credits. All courses from two-year institutions will be evaluated, but no credits will be accepted beyond the 60-credit limit. The university strongly urges students to complete courses that satisfy the Integrative Studies, Mathematics, and Tier I writing requirements and prerequisites to courses in the major at least one full semester before the desired term of enrollment.

Selected correspondence and extension work up to 30 credits may be applied toward a Michigan State University degree, provided the credit is earned at an institution recognized by Michigan State University. The university will grant credit for certain college-level U.S. Armed Forces Institute courses which are recommended by the American Council on Education. Credits are not granted for achievement on the General Educational Development tests.

Transfer credits accepted from another institution are included on the Michigan State University transcript as part of the student's total credit hours earned. Only course work completed at this University, including Michigan State University Study Abroad Programs or Michigan State University Co-Sponsored Study Abroad Programs, is included in the Michigan State University grade-point average and appears on the Michigan State University transcript. To be eligible for graduation with honor, transfer students must earn a minimum of 50 semester credits at Michigan State University. To be listed in the commencement program, the 50 credits must be earned by the end of the semester prior to graduation.

## **General Information, Policies, Procedures and Regulations**

### **General Procedures and Regulations**

#### **Transfer Courses and Credits**

Acceptance of courses and credits deemed suitable for transfer to Michigan State University is determined by faculty in the department, school, or college responsible for instruction in the subject area. Among factors influencing the determination of acceptability are accreditation status, comparable academic quality, and the relationship of the course to other course offerings in the primary administrative unit and other academic units at Michigan State University, and the basis for student performance evaluation in the course. For current course equivalencies, visit [www.transfer.msu.edu](http://www.transfer.msu.edu).

For information on transfer credit beyond sophomore standing, visit [www.reg.msu.edu/AcademicPrograms/Text.asp?Section=110#s228](http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=110#s228).

**Undergraduate Education**  
**Admission**  
**Freshman Admission**  
**Advanced Placement Program**

Credit or advanced standing may be granted to students who have earned specific scores on College Board Advanced Placement (AP) Examinations.

Equivalencies for waivers or Michigan State University course credit are available at [www.admissions.msu.edu/documents/MSU\\_AP\\_Equivalencies.pdf](http://www.admissions.msu.edu/documents/MSU_AP_Equivalencies.pdf). Students must have their AP scores sent directly to the Office of Admissions.

Students who wish to request removal of Advanced Placement credit from their academic record, need to submit their request to their adviser before the end of the first term of enrollment. After the first term of enrollment, the associate dean of the student's college will review each case, including its accordance with federal financial aid policy, and may recommend the addition or the removal of Advanced Placement credit by submitting a request to the Office of the Registrar.

**Undergraduate Education**  
**Admission**  
**Freshman Admission**  
**College-Level Examination Program**

The College Board has examinations designed to assess competence usually attained by taking beginning college-level courses. Individuals desiring recognition of CLEP examinations for credit at Michigan State University must present official CLEP Examination reports for all exams taken *prior* to matriculation at Michigan State University. No credit will be awarded for CLEP examinations taken after the student's first enrollment at Michigan State University.

CLEP equivalencies are available at [www.admissions.msu.edu/documents/MSU\\_CLEP\\_Equivalencies.pdf](http://www.admissions.msu.edu/documents/MSU_CLEP_Equivalencies.pdf).

## **Undergraduate Education**

### **Admission**

#### **Freshman Admission**

#### **DANTES Subject Standardized Tests**

Prometric has examinations designed to assess competence usually attained by taking college-level courses. Individuals desiring recognition of DANTES Subject Standardized Tests (DSST) examinations for credit at Michigan State University must present an official DSST Transcript for all exams taken *prior* to matriculation at Michigan State University. No credit will be awarded for DSST examinations taken after the student's first enrollment at Michigan State University.

## **Undergraduate Education**

### **Admission**

#### **Freshman Admission**

#### **International Baccalaureate Program**

Michigan State University accepts the results of the International Baccalaureate Examinations for placement and course credit.

International Baccalaureate (IB) equivalencies are available at [www.admissions.msu.edu/documents/MSU\\_IB\\_Equivalencies.pdf](http://www.admissions.msu.edu/documents/MSU_IB_Equivalencies.pdf).

## **Undergraduate Education**

### **Admission**

#### **Freshman Admission**

#### **Opportunities for High-Achieving High School Students**

Michigan State University offers programs for high-achieving high school students to take courses at Michigan State University and earn college credit while pursuing their high school programs. Credits earned in the High Achieving High School status may be applied to a Michigan State University undergraduate degree. For additional information on course applicability see the *Dual Enrollment by High School Students* section of this catalog. Details and admissions requirements for High Achieving High School programs are available at [www.gifted.msu.edu](http://www.gifted.msu.edu).

A student must complete the Application for Admission for High Achieving High School Student, submit the high school transcript, and be recommended by the high school counselor or principal. Permission to enroll under the High-Achieving High School Students enrollment status is determined by the following criteria: (a) courses in which enrollment is desired represent advanced study for that student at a level not offered by the high school and are approved by the high school counselor/principal and representative of Michigan State University's Honors College as compatible with that student's academic program and qualifications. Performance in these courses will be

monitored as a condition of continued high-achiever status; and (b) enrollment of a student as a high achiever does not assure regular admission to Michigan State University upon completion of high school graduation requirements.

Students who enroll in a course are charged lifelong education course fees and receive Michigan State University credit for each course successfully completed. Students who enroll in courses in the semester immediately preceding matriculation as a degree candidate will be charged regular undergraduate tuition and fees for those courses. Students are subject to all university rules and regulations which apply to regularly enrolled students. Coordination of high school class schedules with enrollment at Michigan State University, transportation arrangements to and from the university, and parental approval for participation are the responsibility of the student and the high school.

Students enrolled under the High-Achieving High School Students enrollment status who wish to be admitted as undergraduate candidates must make regular application for their desired degree programs with the Office of Admissions in accordance with established application deadlines. Application information may be found at [www.admissions.msu.edu](http://www.admissions.msu.edu).