

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

March 26, 2015

MEMORANDUM

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

FROM: Dr. John Gaboury, Associate Provost for Academic Services

RE: Request for Changes to the Transfer Student Admission Section of
Academic Programs

For Transmittal to the University Committee on Undergraduate
Education (UCUE)

The request referenced above is being sent to you for action by the University
Committee on Undergraduate Education (UCUE).

UCUE Response Requested:

Please ask the UCUE to consider the request referenced above. Please mail the
related materials referenced under the heading Attachments at the end of this
memorandum to the members of the UCUE.

The UCUE alone will consider this request.

If you have any questions about this memorandum or the attached materials, please call
me at 5-8420.

Thank you for your help.

Attachments:

1. Request for Changes to the Transfer Student Admission Section of
Academic Programs and attachments.



**University
Curriculum and
Catalog**

Hannah Admin. Building
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East Lansing, MI 48824

517-355-8420
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Speas, Joy

From: Torres, Alex
Sent: Wednesday, March 25, 2015 11:36 PM
To: Speas, Joy
Subject: UCUE agenda item
Attachments: Transfer Student Admission - Proposed language to Academic Programs.docm

Per the request of the Director of Admission Jim Cotter and under the direction of the Associate Provost for Academic Services John Gaboury, we are seeking to clarify the policy regarding transfer admission. Attached is the updated language for the University Committee on Undergraduate Education (UCUE) to review and approval.

Our goals are to:

Define admissions standards that will foster transfer student readiness for a successful academic transition to the university

Outline MSU's adherence to the Michigan Transfer Agreement

Providing the Office of Admission some flexibility in the review of exceptional students

Thank you for your consideration,

Alexander Torres
Assistant Director for Transfer Admissions

Transfer Student Admission



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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. Admission to the university is conditioned upon the applicant providing accurate and current admissions information. Any changes to an applicant's academic record, including courses and/or grades, prior to matriculation to the university must be reported to the Office of Admissions. If circumstances develop that make previously provided information inaccurate, misleading or incomplete, the consequence of the discrepancy may lead to the revocation of an offer of admission and/or dismissal from the university. ~~Falsifications, misrepresentations or omissions in application answers or supporting data may constitute grounds to deny or revoke admission to the university.~~ Additionally, 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.~~

Prior to application review, transfer applicants are required to self-report their academic records – including courses currently in progress and future coursework:

- For domestic institutions, students should input courses and grades (where earned) via their online student portal.
- For international institutions, students should request that all international institutions attended, or examination boards send original or attested copies of all transcripts, diplomas, mark sheets, and certificates directly to [Michigan State University, Office of Admissions](#) in an official, sealed envelope. In addition, where the original documents are not issued in English, also provide an official English translation of each document.

Upon admission, all transfer students are required to provide current, official transcripts from all 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.

All transferable course work and acceptable credit earned from external examinations are evaluated and posted chronologically. The maximum number of credits from a two-year institution which may be applied toward a Michigan State University degree is 60 semester credits. Though all courses from two-year institutions will be evaluated and transferable courses posted on the student's record, no credits will be accepted towards graduation once 60 total credits are accumulated chronologically.

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. ~~Transfer students must have an equivalent to MSU WRA 110 – 150 and a transferable or recognized MTH course at least one full semester before the desired term of enrollment.~~ **Students are strongly recommended to complete coursework for the following areas at least one full semester (16 weeks) before the desired term of enrollment:**

- An equivalent MSU WRA 110-150 or WRA 195H
- An equivalent to MSU MTH 103, 110, 116, 124, 132 or higher course

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.

Students intending to transfer to Michigan State University should consult the transfer equivalency database (Transfer MSU) for their institution at www.transfer.msu.edu.

Students requesting transfer credit of course work from a higher-learning institution in China should consult Transfer Courses and Credits in the General Information, Policies, Procedures and Regulations section of this catalog at <https://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s505>.

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Credits



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Courses at Michigan State University are given on a "semester" basis, and credits earned are semester credits. To convert semester credits to the "term" or "quarter" systems employed in certain other institutions, multiply by 3/2. To convert quarter credits to semester credits, multiply by 2/3.

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Integrative Studies, Mathematics, and Writing Requirements



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Transfer students are expected to meet Michigan State University's Integrative Studies, Mathematics, and Tier I Writing requirements which are similar but not identical to general education requirements at other institutions, either by completing appropriate Michigan State University courses or by transferring courses and credits which are evaluated as acceptable equivalents for Michigan State University courses. Michigan State University is a consenting institution of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) general education agreement. Students transferring after earning an appropriate associate degree from one of the consenting MACRAO public junior or community colleges in Michigan will have their courses evaluated to determine if these courses have met any specific Integrative Studies, Mathematics, or Tier I Writing requirements for a degree at Michigan State University. Michigan State University is a member institution of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) and a participant in the Michigan Transfer Agreement (MTA). For further information regarding the MTA, please visit the MACRAO Web site, www.macrao.org.

During the early stage of their academic work, students who ~~anticipate transferring~~ **anticipate transferring** to Michigan State University should consult the Office of Admissions Web site, www.admissions.msu.edu/transfer.asp.

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Evaluation of Credits for Transfer Students for Michigan State University Integrative Studies, Mathematics, and Tier I Writing Courses



Information on courses that will fulfill Michigan State University General Education requirements is found on the Office of Admissions Transfer Guide Web site at www.admissions.msu.edu/transferguide.

Courses from postsecondary accredited institutions of comparable academic quality considered as acceptable equivalents that may be used by transfer students for MSU Integrative Studies, Mathematics, and Tier I Writing courses include:

1. **Tier I Writing**, (4 credits)
May be satisfied by completion of the English composition requirement at another institution. **This requirement is satisfied with completion of a course (or combination of courses) equivalent to MSU WRA 110-150 or WRA 195H.**
2. **Integrative Studies in Biological and Physical Sciences**, (8 credits)
May be satisfied by completion of a combination of one biological science and one physical science course, and 2 credits of equivalent laboratory course work. A number of science-based programs require alternate tracks with specified disciplinary courses. Consult requirements for the major or contact the Office of Admissions.
3. **Integrative Studies in Social, Behavioral, and Economic Sciences**, (8 credits)
May be satisfied by completion of:
200 level: One Integrative Studies in Social Science (ISS) course numbered 200 to 299. Students matriculating at Michigan State University for the first time have additional options within the Social, Behavioral, and Economic Sciences to satisfy this requirement. Visit www.admissions.msu.edu/admission/transfer_integrativestudies.asp or contact an academic advisor for additional information.
300 level: Interdisciplinary social science courses from four-year institutions may be transferable. Community college transfers must complete this requirement through Michigan State University.
4. **Integrative Studies in Arts and Humanities**, (8 credits)
1st Integrative Studies in Arts and Humanities course: May be satisfied by a completion of one IAH course numbered below 211 or equivalent plus completion of one year of English composition. Completion of this requirement also fulfills the Tier I writing requirement referenced in item 1. above.
2nd Integrative Studies in Arts and Humanities course: One additional IAH course numbered 211 or higher. Students matriculating at Michigan State University for the first time have additional options within the Arts and Humanities to satisfy this requirement. Visit www.admissions.msu.edu/admission/transfer_integrativestudies.asp or contact an academic advisor for additional information.
5. **Mathematics** (3-5 credits)
May be satisfied by: **completion of college algebra and finite**

mathematics, or college algebra and trigonometry, or precalculus, or calculus, or Statistics 200 equivalent. Mathematics requirements for certain majors are more extensive than the university requirement. Completion of equivalent courses to college algebra and finite mathematics (MTH 110), or college algebra and trigonometry (MTH 103 and MTH 114/MTH 116), or college algebra and statistics (MTH 103 and STT 200/201) or pre-calculus (MTH 116), or survey of calculus (MTH 124) or calculus (MTH 132) or higher. Mathematics requirements for certain majors are more extensive than the university requirement. Consult requirements for the major or contact the Office of Admissions for more information.

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Reverse Transfer



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Michigan State University has Reverse Transfer Agreements with several community colleges in Michigan. Reverse transfer is the process by which transfer students enrolled at a four-year institution transfer credits back to a community college for the purpose of attaining a degree, diploma or certification from the community college.

MSU transfer students may indicate their interest in reverse transfer by completing a Reverse Transfer Transcript Release Form in order to have their university transcript sent back to their community college. The community college will evaluate the course work to determine if degree, diploma or certification requirements are met and if a degree or other credential will be awarded by the community college. Any community-college degree or other credential will be awarded in the semester or year all final requirements are met at the community college.

Students interested in this opportunity should view the current agreements and complete the Transcript Release Form at: <http://www.reg.msu.edu/ROInfo/ReverseTransfer.asp>.

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Transfer Credit Beyond Sophomore Standing



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Students who have matriculated at Michigan State University and have achieved junior standing (56 semester credits) may not earn credits from two-year institutions.

Students who have matriculated at Michigan State University and have not yet achieved junior standing (56 semester credits) may earn credits from two-year institutions, up to the 56-semester credit limit.

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