

# MICHIGAN STATE UNIVERSITY

January 27, 2006

To: Assistant/Associate Deans

Fr: Linda O. Stanford, Assistant Provost for Academic Services  
June P. Youatt, Assistant Provost for Undergraduate Education

Re: **Transfer Credit Policy and Practice;  
Transfer Credit and Integrative Studies**

As we continue to enhance the tools and processes we use to review and evaluate transfer credit, a number of policy-related questions have been raised. Some of these questions will need consideration by the University Committee on Academic Policy, and in some cases, the University Committee on Curriculum. Until such times as those committees have reviewed and recommended changes, some clarifications of transfer credit policy and practices are presented in three categories: Transfer Courses and University Requirements for a Bachelor's Degree, Course Equivalencies, and Course Evaluations and Individual Students.

## **Transfer Courses and University Requirements for a Bachelor's Degree**

### I. Meeting University Requirements or Course Prerequisites after Junior Standing.

Students may not transfer credits from a two-year institution to MSU after the student has reached junior standing, at 56 credits. Students may, however, meet a University requirement or course prerequisite without the transfer of credit.

See: Transfer Student Admission,

<http://www.reg.msu.edu/read/UCC/Updated/transferadm.pdf>

### II. Transfer of Integrative Studies Courses and Credit.

Students transferring to MSU may have courses which transfer as Integrative Studies courses. Conflicts arise when the course requirement has been met with a three-credit course, but the overall credit requirement (8 credits in each of the three areas – Arts and Humanities; Social, Behavioral and Economic Sciences; and Biological and Physical Sciences) has not been met.



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The transfer of an appropriate course will be recognized as meeting an Integrative Studies requirement, even if the course is 3 credits rather than 4 credits to allow the Integrative Studies requirement to be met. Students who have a total of 23 Integrative Studies credits rather than the required 24 may be granted an exception. Students whose total general education credits fall below 23 will be required to take additional coursework to fulfill the University Integrative Studies requirement. This exception is in effect through Summer 2007.

III. Requirements for Transfer Students and Current MSU Degree-Seeking Students in Relation to Integrative Studies Courses.

University policy makes a distinction between the ways in which transfer students may meet Integrative Studies requirements versus first-time MSU students. Those distinctions remain in place. For the equivalencies of Integrative Studies courses, see the new web page:

<https://www.reg.msu.edu/Forms/SAF/Requirements.asp>

### **Course Equivalencies**

IV. Course Equivalencies for 100-Level and 200-Level Courses.

Effective immediately, course equivalencies for 100-200 level courses will be determined by the college or department responsible for the subject area. In the past, for some units, the Office of Admissions and Scholarships determined equivalencies for these courses. Faculty are responsible for the curriculum. Determination of transfer credit equivalencies is a responsibility of departments and colleges.

V. Need for Rapid Review of Courses to Determine Equivalencies.

The need for a rapid review of transfer credit equivalencies for extenuating circumstances was discussed with Undergraduate Assistant/Associate Deans in Fall 2005. In the online system, each college is responsible for authorizing who has authority to evaluate courses for their equivalencies. In occasional instances, when a rapid response, one-day or less, is needed to serve a particular student, the person authorized in the transfer credit equivalency system will default from the unit offering the subject area (e.g. department chair) to the college (e.g. assistant/associate dean) for review if there is no available authorized departmental person.

VI. Initiation of Course Equivalency Requests.

Course equivalencies may be initiated by the department offering a course using the transfer credit administrative forms in the course equivalency system. For example, a student may contact a department, presumably furnishing a syllabus, and ask for an equivalency. After the department and the college review online, the request is routed electronically for entry into the Transfer MSU database. This eliminates the need for the Guest Course Approval Form.

Course equivalencies may also be initiated by the Office of Admissions and Scholarships and sent to the department using the same online course equivalency system. OAS will provide a course description, from *College Source*, when asking for an equivalency determination.

Michigan State University accepts credit from accredited institutions, which are evaluated as acceptable equivalents for MSU courses. In instances for which the content is appropriate, but the course configuration does not match the scope of a specific MSU course, general credit (GCU) in that subject area should be granted.

VII. Periodic Review of Existing Course Equivalencies.

As the Transfer MSU database develops, future attributes will include the ability to inform units of the last time a course was reviewed and to request periodic review.

If Transfer MSU has an invalid or outdated equivalency, departments and colleges must use the online course equivalency system to inform the Office of Admissions and Scholarships.

VIII. Responsibility for the Review of Course Equivalencies.

Determination of the suitability of a course for the fulfillment of a University requirement (Mathematics, Writing, Integrative Studies) rests with the unit responsible for offering the MSU course that fulfills the requirement.

### **Course Evaluations and Individual Students**

IX. Updates or Corrections to a Transfer Credit Evaluation for a Specific UNDERGRADUATE Student.

A department or college may initiate an update or correction to a transfer credit evaluation for a specific student. This request will be reviewed and processed by the Office of the Registrar.

X. Request for a Transfer Credit Evaluation for a Specific GRADUATE Student.

A department or college may initiate a request for a transfer credit evaluation for a specific student. This request will be reviewed and processed by the Office of the Registrar.

XI. Evaluation of All Courses for a Specific Undergraduate Student.

All appropriate courses will be evaluated. Courses may be used to fulfill degree requirements even if the credit is not accepted.

XII. Requests to Purge a Legitimate Transfer Course Equivalency that Carries a Passing Grade.

Requests to purge a legitimate transfer course equivalency that carries a passing grade will no longer be accepted. In the past, these have been requested for specific students. Students always have the option of enrolling in the course as a Visitor if they believe they need additional exposure to the course material to prepare themselves for subsequent enrollment in higher-level courses.

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Transfer MSU is MSU's updated transfer credit equivalency system,  
<http://transfer.msu.edu>

Transfer Credit Administrative Forms are found at:  
<http://www.reg.msu.edu/Forms/FormsMenu.asp>

C: Cook, Chapman, Horne, Kelley, Schuette