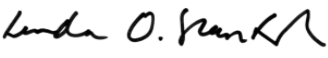


# MICHIGAN STATE UNIVERSITY

December 23, 2008

## MEMORANDUM

TO: Deans, Directors and Chairpersons

FROM: Linda O. Stanford   
Associate Provost for Academic Services

RE: **Policy Change - Allow a maximum of 9 credits to be transferred from the Graduate Certificate (GC) level to a Master's degree program with an exception for the College of Education to allow 12 credits**

The University Committee on Curriculum (UCC) made and approved a recommendation to allow a maximum of 9 credits to be transferred from the Graduate Certificate (GC) level to a master's degree program with an exception for the College of Education to allow 12 credits. The recommendation was reviewed by the University Graduate Council (UGC) and approved at its May 5, 2008 meeting. The UGC submitted the following motion for consideration by Academic Council on November 18, 2008, which was approved.

### **Motion for Academic Council:**

Allow a maximum of 9 credits to be transferred from the Graduate Certificate level to a master's degree program with an exception for the College of Education to allow 12 credits.

### **Proposal:**

#### ***Benefits***

Adopting this policy provides consistency with the number of credits allowed to be transferred into a master's degree program from an outside institution. Matching the number of credits eligible to be transferred across programs and enrollment statuses provides clarity to students and advisers.

#### ***Impact***

Because of the relative newness of the Graduate Certificate (GC) level, and because of the specific population of students who have been enrolled at that level to date, there have not been any requests to transfer credit into a master's degree program.



### **UNIVERSITY CURRICULUM and CATALOG**

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With the expansion of Graduate Certificate offerings, students will know how many credits are eligible to be transferred to a master's degree program. It is anticipated that many enrollees at the GC level will only be interested in that particular Graduate Certificate program.

***Previous Policy***

Previously, with the exception of the College of Education rule, there was no policy in place specifically addressing the number of credits that a student can transfer from the Graduate Certification (GC) level into a master's degree program.

***Rationale for Change***

The Graduate Certification (GC) level was approved and created in 2006 in order to allow undergraduate Teacher Education students to receive financial aid after completing the undergraduate degree while participating in a year-long, (post-baccalaureate) program-mandated internship. The creation of the GC level provided the opportunity to expand the Graduate Certificate offerings at MSU. With the expansion of Graduate Certificate offerings, related policies must be in place to govern the relationship between programs and enrollment statuses.

Nine credits are allowed to be transferred into a master's degree from another accredited institution, and this proposal matches that credit count in order to provide consistency among the various enrollment statuses. The Lifelong Education enrollment status policy has been changed to allow nine credits.

**View Academic Programs:**

You may view *Academic Programs* for the updated language with regard to the approved policy changes.

Academic Program Terminology –

<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s507>

Graduate Certificate Programs –

<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s2244>

Policy and Procedures for Graduate Certificate Programs -

<http://www.reg.msu.edu/Read/UCC/gradcert.pdf>

Lifelong Education Enrollment Status –

<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s512>

Specific questions regarding graduate certificate programs may be directed to Doug McKenna, Associate Registrar for Certification Services, [mckenn62@msu.edu](mailto:mckenn62@msu.edu) or 3-7283.

cc: Kim Wilcox, Provost  
Karen Klomparens, Associate Provost for Graduate Education and  
Dean of The Graduate School  
Doug Estry, Associate Provost for Undergraduate Education and Dean of  
Undergraduate Studies  
Dugald McMillan, Acting University Registrar  
Linda Good, Chairperson, University Committee on Curriculum  
Doug McKenna, Associate Registrar for Certification Services  
Traci Gulick, Associate Registrar for Academic Records  
Joy Speas, University Curriculum Administrator