

MICHIGAN STATE UNIVERSITY

September 10, 2010

To: Deans

Fr: Kim A. Wilcox, Provost



Re: Rare Readmission Exceptions - Request for a Moratorium on Admission to an Academic Program and Request for Discontinuation of an Academic Program.

I write to thank many of you and your staffs for the work that you've done in managing the various curricular and programmatic discussions over the past several months. We have a long way to go, but have made real progress and I thank you for that.

As you know, the process for considering moratoria includes a request from the College that assumes appropriate consultation with interested parties. In those cases where a moratorium is imposed, there is a responsibility to then inform all affected students of the change. This typically includes students who have expressed interest in the major and those coded in the major. For most currently enrolled students, notification means little, in that they are already in the program. For those students who, for whatever reason, have decided not to enroll for a period of time this notification becomes significant; for in order to re-enroll, they must first apply for readmission only to find that their program is under moratorium and readmission is not an option. If a unit is deliberate in contacting all students who have been in the major recently, no problems arise. But, nonetheless, a few students have been recently caught in this situation.

Current Policy – Readmissions:

Our current readmissions policies are silent on the topic of program moratoria. The assumption is a student cannot be readmitted to a program for which there is a suspension of admission, i.e. a moratorium. Units remain responsible for approving a student's readmission.

Rare Exceptions:

In fairness to those students who might have been placed in this situation, we have developed a process for reviewing exceptions to the policy barring readmissions to academic programs during a moratorium period. I believe exception requests should be relatively rare. I will rely on your sound judgment, the University Registrar, and the final approval of either the Dean of Undergraduate Studies or the Dean of the Graduate School before any exceptions to readmit a student to a program under moratorium are granted.

Procedure:

This procedure only pertains to readmissions for students who are already coded in the academic program under moratorium or under consideration for discontinuation.

- Submit readmission form with your college's recommendation per usual procedure to the Office of the Registrar, noting this student is requesting a program under moratorium.
- The Office of the Registrar will verify for accuracy and will submit to the Dean of Undergraduate Studies or the Dean of the Graduate School for approval or disapproval.
- The Office of the Registrar will complete the processing to readmit the student for a specific semester and will notify the college.

cc: Estry, Klomprens, Rovig, Stanford, Youatt



OFFICE OF THE
PROVOST

Michigan State University
Administration Building
East Lansing, Michigan
48824-1046

FAX: 517/355-9601