

MICHIGAN STATE UNIVERSITY

February 15, 2013

To: Assistant/Associate Deans

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

Re: **Transfer Courses and Credits – Procedural Clarification**

The Transfer Courses and Credits section of the Academic Programs catalog has been updated to provide a procedural clarification for students who plan to request the transfer of credits from a higher-learning institution in China. This clarification aligns MSU's procedure with the best practices of our peer institutions.

Newly added text:

Students requesting transfer credit of coursework from a higher-learning institution in China must have a China Academic Degree and Graduate Education Development Center (CDGDC) verification report of the university transcript mailed directly to the MSU Office of Admissions.

Updated "Transfer Courses and Credits" entry in the Academic Programs catalog,
<http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=505>:

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.

Students requesting transfer credit of coursework from a higher-learning institution in China must have a China Academic Degree and Graduate Education Development Center (CDGDC) verification report of the university transcript mailed directly to the MSU Office of Admissions.

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



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