

MICHIGAN STATE UNIVERSITY

July 27, 2010

To: Deans, Directors, Chairs, Advisors, and other Colleagues

From: Jim Cotter, Director of Admissions
Nicole Rovig, University Registrar

Subject: Transfer Credit Processing within the Office of Admissions and the Office of the Registrar

The following information is provided in an effort to clarify the roles of the Office of the Registrar and the Office of Admissions as they relate to transfer credit processing. You are welcome to forward this email to others, as appropriate.

Transfer Credit Processing - Applies to All Students:

First-time Freshmen, Transfer Students, International Students, Current MSU Students, Students with external exams, and Institute of Agricultural Technology Students.

Overview: Staff within the Office of Admissions enters students' transfer credit data from transcripts of other institutions attended. As indicated in the [Academic Programs](#) Catalog "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" (Academic Programs, 2009-2010). Requests to update an individual student's record are submitted to and processed by the Office of the Registrar, via the Transfer Credit Administrative Form "Re-evaluation of Student Transfer Credit."

Whom to contact for answers to questions.

Contact the Office of Admissions to:

- verify that a transcript has been received by Michigan State University;
- check the status of transfer credit decisions; and
- check the status of a transcript when SIS displays an NREV code.

Contact the Office of the Registrar to:

- check the status of transfer credit evaluations that have been routed to an academic unit; and
- receive guidance concerning adjustments to a student's academic record (e.g. substitutions, waivers, transfer credit reevaluation, etc.).



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Advanced Placement (AP) Credit Processing – Applies to NEW students only.

Overview: When AP credit is received and the student has already been enrolled in the course for which they are receiving credit, the Office of the Registrar conducts schedule changes for students and adjusts their academic record when appropriate.

As stated in [Academic Programs](#), “students who wish to request removal of AP credit from their academic record, need to submit their request to their advisor before the end of the first term of enrollment. After the first term of enrollment, the associate dean of the student’s college will review each case, including its accordance with federal financial aid policy, and may recommend the addition or the removal of Advanced Placement credit by submitting a request to the Office of the Registrar.”

Whom to contact for answers to questions:

Contact the Office of Admissions to:

- verify that AP scores have been received.

Contact the Office of the Registrar for:

- assistance related to processing changes to the student’s schedule and/or academic record.