February 16, 2007

MEMORANDUM

TO: Dr. E. James Potchen, Chairperson
   Executive Committee of Academic Council

FROM: Dr. Ralph Putnam, Chairperson
       University Committee on Academic Policy

RE: Opportunities for high-achieving high-school students

On 25 January 2007, the University Committee on Academic Policy (UCAP) considered a request to change the policies related to high-achieving high-school students earning MSU credit while in high school and subsequently applying those credits toward undergraduate degrees. Guest Ronald Fisher, Dean of the Honors College, discussed the proposed changes and rationale with the committee.

Dean Fisher explained that under current policies, high school students enroll in MSU courses as Lifelong Education students and are thus limited in the number of these credits they can subsequently apply to an MSU undergraduate degree. The proposed changes to policy establish a High Achieving High School Students enrollment status, under which high school students are charged the Lifelong Education rate and receive MSU credit for each course successfully completed. For students who subsequently are admitted to an MSU undergraduate program, applicability of credits taken as a high school student is determined by the admitting department or school and college, with no set limit to the number of credits that may be accepted.

UCAP endorses the changes for High Achieving High School students detailed in the modified text for Academic Programs, attached to this memo.

UCAP requests that these changes be considered by Faculty Council and Academic Council.

cc: Linda Stanford
    Doug Estry
    Ronald Fisher
    Julie Harrison

Attachment
Opportunities for High Achieving High School Students

Michigan State University offers programs during the academic year and the summer for high-achieving high school students to enroll in courses at Michigan State University and earn college credit while pursuing their high school programs. **Credits earned in the High Achieving High School status may be applied to an MSU undergraduate degree.** For additional information on course applicability see “Dual Enrollment by High School Students” section of this catalogue. Details and admissions requirements for High Achieving High School programs are available at [www.msu.edu/user/gifted](http://www.msu.edu/user/gifted).

A student must complete the Application for Admission for High Achieving High School Student, submit the high school transcript, and be recommended by the high school counselor or principal. **Permission to enroll under the High Achieving High School Students enrollment status is determined by the following criteria:**

a. courses in which enrollment is desired represent advanced study for that student at a level not offered by the high school and are approved by the high school counselor/principal and representative of MSU's Honors College as compatible with that student's academic program and qualifications. Performance in these courses will be monitored as a condition of continued high-achiever status. 

b. enrollment of a student as a high achiever does not assure regular admission to Michigan State University upon completion of high school graduation requirements.

Students who enroll in a course are charged the Lifelong Education rate and receive MSU credit for each course successfully completed. Students who enroll in courses in the semester immediately preceding matriculation as a degree candidate will be charged regular undergraduate tuition and fees for those courses. Students are subject to all University rules and regulations which apply to regularly enrolled students. Coordination of high school class schedules with enrollment at MSU, transportation arrangements to and from the University, and parental approval for participation are the responsibility of the student and the high school.

Students enrolled under the High Achieving High School Students enrollment status who wish to be admitted as undergraduate candidates must make regular application for their desired degree programs with the Office of Admissions in accordance with established application deadlines. **Application information can be found at [http://www.admissions.msu.edu/default.asp](http://www.admissions.msu.edu/default.asp).**

LIFELONG EDUCATION ENROLLMENT STATUS

Lifelong Education enrollment status is designed to provide all non-MSU degree students, with the exception of High Achieving High School Students (see "Opportunities for High Achieving High School Students"), access to MSU courses. It is important to note that Lifelong Education is not a college, a major, or an office on campus. It is an enrollment status and the term Lifelong education is applied to students who are not pursuing a University degree or an Agricultural or Veterinary Technology certificate.
Students enrolling under the Lifelong Education enrollment status should complete the application available on the Web at www.reg.msu.edu. From the selections "Undergraduate, Graduate, and Lifelong," select "Lifelong." Indicate undergraduate or graduate level on the form. Hardcopy applications may be obtained from the Office of the Registrar, 150 Administration Building (517-355-3300), and MSU Extension Education Offices, and may be submitted to any of these offices.

The purpose of the Lifelong Education enrollment status is to permit and facilitate access to MSU courses and workshops (on-campus, off-campus, online, and Study Abroad) for persons not wishing to pursue an undergraduate or graduate MSU degree. This status is limited to persons who have attained a high school diploma or its equivalent.

Students who have obtained a baccalaureate degree will enroll under the Graduate Lifelong Education enrollment status. All others will be enrolled under the Undergraduate Lifelong Education enrollment status.

A person who has been denied admission to an undergraduate degree program at MSU may not enroll under the Lifelong Education enrollment status until at least two years have elapsed from the date of the denial.

Students pursuing MSU degree programs, students pursuing programs in the Institute of Agricultural Technology or English Language Center, students pursuing the Veterinary Technology certificate program, and students who have been recessed or dismissed from MSU or any other college or university are not eligible for enrollment under the Lifelong Education enrollment status.

**Rules of Application, Enrollment, and Fees:**

1. Students wishing to enroll under the Undergraduate Lifelong Education enrollment status must have a high school diploma or its equivalent. This information is collected as part of the application procedure. The high school transcript is not normally required as proof.

Students with a baccalaureate degree will enroll under the Graduate Lifelong Education enrollment status. This information is collected as part of the application procedure. The degree granting transcript is not required as proof. Students enrolled under the Lifelong Education enrollment status who wish to be admitted as undergraduate or graduate degree candidates must make regular application for their desired degree programs with the Office of Admissions in accordance with established application deadlines for the given semester.

2. All students enrolled under the Lifelong Education enrollment status are assessed fees at the Lifelong Education rates. These rates are set at a per credit amount. There are no additional fees associated with this status (i.e., no registration or late registration fees, etc). There are surcharges on some online courses.
3. Prerequisites, grading standards, class assignments, and attendance requirements of a course apply to all students in that course including those enrolled under the Lifelong Education enrollment status.

4. Colleges, departments, and schools determine rules of access to courses for which they are responsible, and may limit enrollment of students enrolling under the Lifelong Education enrollment status.

5. The Coordinator of Lifelong Education Student Affairs will monitor students’ academic progress each semester to ensure that once nine or more credits have been attempted, acceptable progress have been maintained.
   a. An undergraduate student enrolled under the Lifelong Education enrollment status and who has attempted nine or more credits and has not maintained a 2.0 GPA, will be issued a letter stating he/she is no longer eligible to take courses at MSU. An Academic Advising hold is placed on the student's record.
   b. A graduate student who has attempted nine or more credits and has not maintained a 3.0 GPA, will be issued a letter stating he/she is no longer eligible to take courses at MSU. An Academic hold is placed on the student's record.

6. Students enrolled under the Lifelong Education enrollment status are not eligible for most sources of financial assistance including federal financial assistance programs, graduate assistantships, and most fellowships. The Mildred B. Erickson Scholarship is an exception; for information, contact the Women's Resource Center at 517-353-1635 or visit: http://www.msu.edu/~wrc.

7. Students who have completed course work while enrolled under the Lifelong Education enrollment status and who contemplate subsequent admission to degree programs must seek advice from the admitting department or school and college as to the applicability of courses/credits taken while under the Lifelong Education enrollment status. There is no guarantee that these credits will be acceptable. Applicability is subject to the following general limits.
   a. No more than 16 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the undergraduate degree program.
   b. No more than 10 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the graduate degree program except in the Teacher Certification Internship-Year Studies Program, where the 12 credits taken in Teacher Education 801, 802, 803, and 804, or their equivalents, may be applied to a master's degree program.
   c. Exceptions are the Master of Arts in Curriculum and Teaching and the Master of Arts in Literacy Instruction, which allow a maximum of nine credits.
   d. Courses taken under the Lifelong Education enrollment status may not be transferred to Human, Osteopathic, or Veterinary Medical Programs but may be used to waive program requirements at the discretion of the college.