

MICHIGAN STATE
UNIVERSITY

June 2, 2008

MEMORANDUM

TO: Jim Potchen, Chairperson
Executive Committee of Academic Council

FR: Mary Noel, Chairperson, University Graduate Council (UGC)

RE: 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 10)

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 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 based on discussions at the UGC May 5, 2008 meeting, and recommendation from the UCC, the UGC submits the following motion for consideration by Academic Council:

Motion(s) 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.

Rationale

The creation of the GC enrollment status opened up the opportunity to expand the Graduate Certificate offerings at MSU (see Proposal 7). If Graduate Certificate offerings are expanded, 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. An exception to this policy would be for the College of Education to allow twelve credits.

Attachments

Proposal and attachments

Cc: Gillian Bice, Chairperson, University Committee on Curriculum (UCC)
Linda Good, Chairperson-Elect, University Committee on Curriculum (UCC)
Linda O. Stanford, Associate Provost for Academic Services
Joy Speas, University Curriculum Administrator
Doug McKenna, Associate Registrar for Certification



**THE
GRADUATE
SCHOOL**

Office of the Dean

110 Linton Hall
East Lansing, Michigan
48824-1044

517/353-3220
FAX: 517/353-3355

MICHIGAN STATE UNIVERSITY

April 25, 2008

MEMORANDUM

TO: Dr. Karen Klomprens, Associate Provost for Graduate Education
and Dean of The Graduate School

FROM: Gillian Bice, Chairperson, University Committee on Curriculum (UCC)

RE: UCC Comprehensive Proposal – Proposal 10

Allow a maximum of 9 credits to be transferred from the Graduate Certificate level to a Master's degree program.

For Transmittal to the University Graduate Council (UGC)

The request referenced above is being sent to you for action by the University Graduate Council (UGC).

UGC Response Requested:

Please ask the UGC to consider the request referenced above at its first meeting in Fall 2008. Please mail the related materials referenced under the heading Attachments at the end of this memorandum to the members of the UGC.

The University Committee on Curriculum (UCC) is requesting to allow a maximum of 9 credits to be transferred from the Graduate Certificate level to a Master's degree program. Specifically to:

- Allow a maximum of 9 credits to be transferred from the Graduate Certificate level to a Master's degree program.
 - Rationale:
 - The creation of the GC enrollment status opened up the opportunity to expand the Graduate Certificate offerings at MSU (see Proposal 7). If Graduate Certificate offerings are expanded, 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.

UGC Action Required:

Does the UGC approve of the UCC's recommendation to allow a maximum of 9 credits to be transferred from the Graduate Certificate level to a Master's degree program?

If you have any questions about this memorandum or the attached materials, please call me at 5-8420.

Thank you for your consideration.

Attachments:

1. Proposal 10 and attachments

Cc: Dr. Linda O. Stanford, Associate Provost for Academic Services

s:\share\ugcprop10



UNIVERSITY
CURRICULUM
and CATALOG

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

PH: 517/355-8420
FAX: 517/353-1935

Proposal 10 - Page 2

Proposal 10:

Allow a maximum of 9 credits to be transferred from the Graduate Certification Level into a Master's degree program.

Current Policy / Practice:

There is currently no policy in place specifically addressing the number of credits that a student can transfer from the Graduate Certification (GC) enrollment status into a Master's degree program.

Rationale for Change:

The Graduate Certification (GC) enrollment status 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 enrollment status opened up the opportunity to expand the Graduate Certificate offerings at MSU (see Proposal 7). If Graduate Certificate offerings are expanded, 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. Proposal 11 addresses the inconsistency of allowing 10 credits from the Lifelong Education enrollment status.

Benefits of Adopting the Proposal:

Adopting this proposal will establish a policy that is consistent 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 of the Proposal:

No negative impact. Because of the relative newness of the Graduate Certification level, and because of the specific population who have been enrolled at that level to date, there have not been any requests to transfer credit into a Master's degree program.

If MSU expands the Graduate Certificate offerings as proposed, students would 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. In anticipation of any future questions about transferability of credit, this proposal is offered.

FINANCIAL AID for GRADUATE STUDENTS

Financial aid for graduate students is available in several forms. A number of scholarships and fellowships are awarded each year by The Graduate School to the colleges, and there are many opportunities for graduate assistant appointments for part-time teaching or research. The applicant should refer to the graduate application instruction sheet that accompanies the application for admission for details on applying for financial assistance.

Students already admitted to regular graduate status at Michigan State University and seeking an assistantship or other financial aid should consult the department, school, or college concerned. Since graduate assistantships and fellowships are usually awarded beginning in February for the following academic year, it is essential that applications and supporting documents be submitted in December or early in January to assure adequate consideration.

Proposal	7
Proposal	8
Proposal	10

GRADUATE ASSISTANTSHIPS

Graduate assistantship is a generic term referring to financial support of graduate students that results in a stipend and compensation and for which performance of defined duties is expected. Specific graduate assistant appointments are made in one of three categories: research assistants, teaching assistants represented by the Graduate Employees Union, and teaching assistants not represented by the MSU - Graduate Employees Union Collective Bargaining Agreement.

More than 3,000 assistantships in various fields are available to eligible graduate students. Graduate assistants must be actively pursuing degree programs and making satisfactory progress toward their degrees. The academic year encompasses two appointment periods: August 15–December 31 and January 1–May 15. During each appointment period a graduate assistant's responsibilities require an average of 10 hours per week for a quarter-time appointment, 20 hours per week for a half-time appointment, and 30 hours per week for a three-quarter-time appointment. Summer appointments cover the intervening period but the distribution of duties may vary. Anticipated distribution of duties over the weeks of a semester should be communicated to the graduate assistant by the appointing unit at the time of appointment.

To the extent that current policies and procedures contain provisions about wages, benefits, or other terms and conditions of employment, they are, for teaching assistants included in the collective bargaining agreement between MSU and the Graduate Employees Union.

Research Assistant and Teaching Assistant (Not represented by the MSU Graduate Employees Union Collective Bargaining Agreement (GEU))

Assistantship Levels

The following levels of assistantships are available for research assistants and teaching assistants not represented by the GEU:

GRADUATE ASSISTANTS, LEVEL 1. These graduate students have the bachelor's degree and have less than one year's experi-

ence as graduate assistants or as full-support fellows. They teach, do research, or are assigned such supervised assistant's duties as reading and grading papers.

GRADUATE ASSISTANTS, LEVEL 2. These graduate students have a relevant master's degree, or equivalent, and/or one year's experience as graduate assistants or as full-support fellows in the appointing department or school or in a unit considered relevant by the chairperson of the appointing department or school. They teach, do research, or perform administrative tasks with moderate supervision. Advancement from Level 1 to Level 2 is usually routine.

GRADUATE ASSISTANTS, LEVEL 3. (1) Six semesters of experience as a graduate research assistant or teaching assistant at Michigan State University, or equivalent. The definition of equivalent experience as a research assistant or teaching assistant should be left to the discretion of the chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments would count toward the six semesters of experience as an research assistant. (Consistent with current practice, 1/4-time and 3/4-time appointments count the same as 1/2-time appointments, and Summer Semesters count the same as Fall and Spring Semesters.) (2) Successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled.

Stipends

The information listed below is subject to yearly change. Please consult The Graduate School home page for the latest information at www.grad.msu.edu.

Stipend ranges for 2006-2007 for half-time, two-semester appointments are as follows: Level 1, \$11,097 to \$19,260; Level 2, \$12,222 to \$20,610; Level 3, \$12,789 to \$28,332.

Checks are distributed on the fifteenth of the month. Graduate assistants at any of the three levels may be appointed on a quarter-time, half-time, or three-quarter-time basis with an appropriate adjustment in the stipend. Changes in level, stipend, or percentage of time become effective only at the beginning of a semester. Additional benefits, even though the graduate student does not enroll for 10 credits or more, include the following:

1. Tuition waiver in the amount of 9 credits for Fall semester, 9 credits for Spring semester, and four credits for summer session. The tuition waiver will be provided during the period of the assistantship, to a maximum of 22 credits per year.
2. Exemption from out-of-state resident tuition. This exemption applies to a summer session that precedes or follows an appointment for an entire academic year, regardless of whether the student was previously enrolled at MSU. If the student does not have a signed graduate assistantship form before registering for summer session, he or she will pay out-of-state resident course fees and tuition. Upon receiving a copy of the appointment form for the entire academic year through the middle of the semester of the subsequent fall semester, the Office of the Registrar will refund the full amount of out-of-state tuition that the student paid for the summer session.
3. Matriculation and infrastructure/technology support fees are waived.
4. Health Insurance. Graduate assistants (domestic and international) are automatically enrolled in a health insurance plan, the premium of which is paid by the University. The plan provides the following coverage:
 - a. Fall appointment only: coverage from August 15 to February 14 of the following year.
 - b. Fall and Spring appointments—coverage from August 15 to August 14 of the following year.
 - c. Spring appointment only—coverage from January 1 to August 14.

- d. Summer appointment only—coverage from May 15 to August 14.

Enrolled students may also insure their eligible spouse and/or dependent children (residing with the insured). For questions regarding coverage, enrollment or premium payment, contact *The Chickering Group* directly at 1-800-859-8452.

For questions concerning waiver processing or general information, contact the MSU Benefits office at (517) 353-4434 or (800) 353-4434, or email: studentinsurance@hr.msu.edu. The Benefits Office is located at 1407 S. Harrison Road, Suite 140A (Nisbet Building), East Lansing, MI 48823 and on the Web: MSU Benefits office: www.hr.msu.edu/hrsites/benefits; The Chickering Group: www.chickering.com.

5. Eligibility for treatment at Olin Health Center.

Additional Benefits, Other Information

Library privileges, intramural and recreative facilities privileges, and eligibility to join the Michigan State University Federal Credit Union.

Eligibility for student discounts on football, basketball, and/or hockey season tickets for themselves and their spouses.

Eligibility for free admission to other regularly scheduled MSU athletic events when presenting a valid student ID card.

Eligibility for student discounts on series tickets to professional performing arts events at the Wharton Center for Performing Arts, including one guest ticket at the student rate.

Exemption from payment of the Social Security tax on the stipend if the student is enrolled for the minimum number or required credits. Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the Internal Revenue Service. Please call the Payroll Office for more information (355-5010). Please note that tax laws are subject to continuing revision and students should verify their tax liability each year.

Registration and Credit Load Requirements

Graduate assistants must be registered each semester in which they hold an assistantship. Specific information on maximum and minimum credit loads is found under the *Graduate Assistants* heading in this section of this catalog.

Academic Achievement Graduate Assistantships

These graduate assistantships provide financial support for students who are accepted into a master's or a doctoral degree program and whose enrollment will enhance the inclusiveness of the student body of the program into which they are admitted. This recruitment program is designed to assist academic units in attracting a cohort of students who have traditionally not participated in graduate programs in their units.

GRADUATE-PROFESSIONAL STUDENT SCHOLARSHIPS

College of Human Medicine Scholarship Fund

To aid students in the College of Human Medicine.

Ingham County Medical Society

To assist students in the College of Human Medicine.

College of Osteopathic Medicine Scholarship Fund

To aid students in the College of Osteopathic Medicine.

Woman's Auxiliary Wayne County Medical Society

To provide scholarships for needy students in the College of Human Medicine.

FELLOWSHIPS

A variety of graduate fellowships are available to Michigan State University students. Stipends and sources of support vary widely. In addition to applying for fellowships offered by the University and through the University by outside agencies, students are encouraged to apply for any outside sources of funds for which they may be eligible. Students are encouraged to consult such publications as the following, which are found in most libraries:

1. *Financial Aids for Graduate Students*, Bernard G. Maxwell, Editor.
2. *The Foundation Directory*, Marianna O. Lewis, Editor.
3. *Scholarships, Fellowships, and Loans*, Norman Feingold.

Michigan State University annually awards a number of fellowships and tuition scholarships to encourage and assist high achieving students to pursue study leading to a graduate degree. A recipient of one of these awards must be enrolled in a degree program but is not required to give formal service to the University or to the department or school.

For a student not currently enrolled in a graduate program at Michigan State University, the application for admission also serves as an application for these awards. A student currently enrolled may apply through the respective department, school, or college.

Registration and Credit Load Requirements

Specific information on registration requirements for fellowship recipients is given under *Maximum and Minimum Credits* heading in this section of this catalog.

The Education Opportunity Fellowships

To be eligible for this fellowship, EOF applicants must 1) demonstrate a need for financial assistance and 2) have a minimum undergraduate federal loan indebtedness of \$16,000, both as determined by the MSU Office of Financial Aid. Exact awards will vary depending on need. Students must be in good academic standing meeting department, college, and university standards. Enrollment requirements include a minimum of 6 credits each semester. Applications are only available between mid-January and mid-March for the next academic year. Applications must be renewed each year. Funds are allocated on a first-come, first-served basis until all are disbursed.

Graduate School Dissertation Completion Fellowships

These fellowships allow students to devote full time to writing the doctoral dissertation. Stipend is \$6,000 for the semester. This fellowships program is for students in the final months of their programs. About 100 fellowships are awarded each year. Application must be made directly to the department or school.

Sponsored Fellowships

Fellowships sponsored by industries, foundations, and government agencies are available to high achieving students for graduate study in various departments or schools at Michigan State University. These fellowships are awarded through individual departments or schools. Information on available fellowships and the procedure for applying may be obtained by writing to the department or school concerned.

University Distinguished and University Enrichment Fellowship Programs

The Graduate School offers fellowship programs that provide financial support for outstanding students who plan to enroll in a doctoral or master of fine arts program.

We are particularly aware of the special role that graduate education plays in training the next generation of leaders in academia, government and the private sector. In assisting MSU achieve its educational mission, our goal is to foster an intellectually vital and diverse educational community that will prepare graduate students to assume their professional roles in a diverse society. The Graduate School's recruitment fellowships assist departments and programs in attracting a cohort of students who: have demonstrated academic excellence; articulate their commitment to research goals well matched to department or program doctoral emphasis areas; show evidence of leadership potential or the capacity to make a distinctive professional or scholarly contribution; contribute to a diverse educational community, as evidenced in personal history and experience, research goals, or the promotion of understanding among persons of different backgrounds and ideas; have different racial, ethnic, gender, socio-economic, geographic, and disciplinary backgrounds.

Two kinds of fellowship awards are available:

University Distinguished Fellowships, recognizing academic achievement, research goals, demonstrated leadership potential, and contribution to a diverse educational community.

University Enrichment Fellowships, recognizing academic achievement, research goals, contribution to a diverse educational community, and a record of overcoming obstacles.

Fellowship recipients beginning study in Fall 2007 will receive a 12-month stipend of \$23,000, plus health insurance. In addition, tuition and related fees will be waived up to a maximum of ten credits during fall and spring semesters (up to three credits/semester in fifth year) and four credits during summer semester. The first and fifth years are funded by The Graduate School, with no teaching or research service required of the student. During the second, third and fourth years of support, students receive a departmental assistantship that may require them to assist in teaching or research. Master of Fine Arts students are jointly supported by The Graduate School and their departments for three years.

University Graduate Recruiting Fellowships and University Graduate Fellowships

These awards are for recruiting new master's or doctoral students or for outstanding master's or doctoral students who are making good progress toward their degrees. Students must be U.S. citizens or permanent residents. Stipend levels are set by colleges.

MASTER'S PROGRAMS

Graduate programs leading to a master's degree are offered by most colleges, departments and schools at Michigan State University. A student's program of study is administered by the officially designated unit and is subject to approval by the dean of the college. Some variations exist in the requirements of the several master's degree programs. It is important, therefore, for the student to become acquainted with all of the applicable University and unit requirements. The following description covers the all-University requirements, and most of the regulations, and will serve as a general guide.

GRADUATE CERTIFICATE PROGRAMS

Graduate certificate programs are constructed in selected fields as complements to degree programs or as distinct offerings. The issuance of a certificate signifies that the certificate holder possesses specified skills or competency levels or has completed specified professional training. Four types of graduate certificate programs are offered at Michigan State University: Type 1 - directly related to a degree program; Type 2 - distinct entities that are transcriptable; Type 3 - distinct entities that are not transcriptable; and Type 4 - University-level certificate programs. Certificate programs that appear on the transcript require academic governance approval.

The minimum number of credits for a Type 2 Graduate Certificate is nine. For additional information on graduate certificate programs, visit www.reg.msu.edu/Read/UCC/gradcert.pdf.

UNIVERSITY GRADUATE CERTIFICATION IN COLLEGE TEACHING

In partnership with Colleges that have approved programs (Agriculture and Natural Resources, Arts and Letters, Communication Arts and Sciences, Engineering, Music, Natural Science, Social Science), the Graduate School oversees a professional development program, the University Graduate Certification in College Teaching (Type 4), for graduate students who wish to pursue additional activities related to pedagogy and preparation for faculty careers. Visit www.grad.msu.edu/teaching

UNIVERSITY GRADUATE CERTIFICATION IN COMMUNITY ENGAGEMENT

In partnership with the Colleges of Arts and Letters, Human Medicine, and Social Science, and the Office of University Outreach and Engagement, that support the University Graduate Certification in Community Engagement (Type 4), interested graduate students may work with faculty in MSU's graduate programs to further their understanding and practice of engaged scholarship and research, engaged teaching, and engaged service in local, national, and international communities. Contact the Office of University Outreach and Engagement (517) 353-8977.

Transfer Credits

As many as 9 semester credits of graduate course work taken at the Graduate Certification (GC) enrollment status may be transferred into a 30 credit master's degree program from other accredited institutions or international institutions of similar quality, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The department or school chairperson or director and dean must grant approval. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer. The College of Education may transfer 12 semester credits taken at the Graduate Certification (GC) enrollment status.

POLICY AND PROCEDURES FOR GRADUATE CERTIFICATE PROGRAMS Michigan State University

In recent years at Michigan State University, the interest in and demand for graduate certificate programs has increased. These graduate certificate programs are constructed in selected fields as complements to degree programs or as distinct offerings. The issuance of a certificate signifies that the certificate holder possesses specified skills or competency levels or has completed specified professional training. Because this is so, it is especially important for the sponsor to define what these specific skills or competency levels are and how they are met and/or assessed.

At Michigan State University, there are FOUR types of graduate certificate programs.

Those that are:

- directly related to a degree program and are transcriptable;
- distinct entities, not related to a degree program and are transcriptable;
- distinct entities, not related to a degree program but are not transcriptable;
- distinct entities at the University level not related to a degree program, and are transcriptable.

Type 1

If a graduate certificate program is directly related to a degree program as part of the degree program's requirements, then:

- it is "transcriptable" (eligible to be listed on a student's transcript);
 - appears as "Certification for..." on the transcript;
 - it must be approved via the academic governance system using the *Request for a New Academic Program* or *Request for Changes in an Academic Program* form.
- See the University Curriculum and Catalog web page for information: <http://www.reg.msu.edu/ucc/ucc.asp>

Type 2

If a graduate certificate program is a distinct entity not related to a degree program, and is transcriptable then:

- it must be approved via the academic governance system using the *Request for a New Academic Program* or *Request for Changes in an Academic Program* form. See the University Curriculum and Catalog web page for information: <http://www.reg.msu.edu/ucc/ucc.asp>;
- appears as "Graduate Certificate Program in ..." on the transcript;
- students wishing to pursue graduate certificate programs independent of a graduate program are enrolled at the Graduate Certification (GC) level;
- the minimum number of credits required is 9;
- a maximum of 9 credits earned at the GC level may be applied toward a graduate degree, with the exception in the College of Education who may apply a maximum of 12;
- a combined maximum of 12 credits in transfer, taken at the Graduate Certification level, or at the Lifelong Education level may be applied toward a graduate degree, with no more than 9 credits from each category with the exception of the College of Education who may apply 12 credits from the Graduate Certification level.

Type 3

If a graduate certificate program is a distinct entity not related to a degree program, but is not transcriptable:

- it must be approved by the unit responsible for its administration, but does not require University-level approval;
- its individual courses, if they are approved MSU courses, are transcriptable;
- students wishing to pursue graduate certificate programs independent of a graduate program are enrolled at the Graduate Certification (GC) level;
- a maximum of 9 credits earned at the GC level may be applied toward a graduate degree, with the exception in the College of Education who may apply a maximum of 12;
- a combined maximum of 9 credits in transfer, taken at the Graduate Certification level, or at the Lifelong Education level may be applied toward a graduate degree, with no more than 9 credits from each category with the exception of the College of Education who may apply 12 credits from the Graduate Certification level.

Type 4

If a graduate certificate program is a distinct entity at the University level not related to a degree program then it:

- is transcriptable as a graduate certificate program;
- appears on the transcript as "University Graduate Certification in..."
- must be approved by the academic unit offering the certificate and by The Graduate School.
- An example is "University Graduate Certification in College Teaching".