

**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:** Reduce the credits earned in Lifelong Education Enrollment Status eligible to be applied to a Master's degree program from 10 to 9 credits (Proposal 11)

The University Committee on Curriculum (UCC) made and approved a recommendation to reduce the credits earned in Lifelong Education Enrollment Status eligible to be applied to a Master's degree program from 10 to 9 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 endorses the UCC recommendation.

The UGC submits the following motion for consideration by Academic Council:

**Motion(s) for Academic Council**

Reduce the credits earned in Lifelong Education Enrollment Status eligible to be applied to a Master's degree program from 10 to 9 credits.

**Rationale**

The current policy allows for a greater number of credits to be transferred from a non-matriculated program than from a matriculated program. This practice devalues a student's participation as a matriculant in a Master's degree program. Current practice is confusing to students and advisers because the number of credits eligible to be transferred into a Master's degree program is consistently 9 from the various categories except from Lifelong credits. Having the number of credits applicable to the Master's degree be the same from all categories would provide consistency and reduce the level of confusion that currently exists. There is no discernible historical reason for 10 credits being accepted from the Lifelong Education enrollment status.

**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**

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# MICHIGAN STATE UNIVERSITY

April 25, 2008

## MEMORANDUM

TO: Dr. Karen Klomparens, 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 11  
Reduce the credits earned in Lifelong Education Enrollment Status eligible to be applied to a  
Master's degree program from 10 to 9 credits  
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 reduce the credits earned in Lifelong Education Enrollment Status eligible to be applied to a Master's degree program from 10 to 9 credits. Specifically to:

- Reduce the credits earned in Lifelong Education Enrollment Status eligible to be applied to a Master's degree program from 10 to 9 credits.
  - Rationale:
    - The current policy allows for a greater number of credits to be transferred from a non-matriculated program than from a matriculated program. This practice devalues a student's participation as a matriculant in a Master's degree program. Current practice is confusing to students and advisers because the number of credits eligible to be transferred into a Master's degree program is consistently 9 from the various categories except from Lifelong credits. Having the number of credits applicable to the Master's degree be the same from all categories would provide consistency and reduce the level of confusion that currently exists. There is no discernible historical reason for 10 credits being accepted from the Lifelong Education enrollment status.

### UGC Action Required:

Does the UGC approve of the UCC's recommendation to reduce the credits earned in Lifelong Education Enrollment Status eligible to be applied to a Master's degree program from 10 to 9 credits?

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 11 and attachments

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

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UNIVERSITY  
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**Proposal 11:**

**Reduce the Lifelong Education credits eligible to be transferred into a Master's degree program from 10 to 9 credits.**

**Current Policy / Practice:**

"No more than 10 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the graduate degree program."

- *Academic Programs*, p. 87, Lifelong Education Enrollment Status

"As many as 9 semester credits of graduate course work (excluding research and thesis credits) 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. Exceptions to this policy (at least a 2.0 grade) have been granted for the dual degree programs between MSU and the Michigan State University College of Law. Some colleges with programs that require more than 30 credits for the degree may accept more than 9 credits in transfer, but not more than one-fourth of the total number of credits required for the master's degree may be accepted in transfer."

- *Academic Programs*, p.63, Master's Programs - Transfer Credit

**Rationale for Change:**

The current policy allows for a greater number of credits to be transferred from a non-matriculated program than from a matriculated program. This practice devalues a student's participation as a matriculant in a Master's degree program.

Current practice is confusing to students and advisers because the number of credits eligible to be transferred into a Master's degree program is consistently 9 from the various categories except from Lifelong credits. Having the number of credits applicable to the Master's degree be the same from all categories would provide consistency and reduce the level of confusion that currently exists.

There is no discernible historical reason for 10 credits being accepted from the Lifelong Education enrollment status.

**Benefits of Adopting the Proposal:**

Increased clarity for students and advisers about how many credits are eligible to be transferred from any category. Adopting the proposal would bring consistency to the transfer policy relating to credits applicable toward a Master's degree program.

**Impact of the Proposal:**

Adopting the proposal would make the need to explore how Lifelong credits and transfer Graduate credits relate to a Master's degree program, and whether a combined maximum credit policy should be enacted in order to avoid problems with students applying 18 credits (9 in transfer, 9 from Lifelong) toward an MSU Master's degree program. No such policy is currently in place.

## 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 the *Opportunities for High Achieving High School Students* section of this catalog), 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](http://www.reg.msu.edu). From the selections "Undergraduate, Graduate, and Lifelong," select "Lifelong." Indicate undergraduate or graduate level on the form.

The Lifelong Education enrollment status permits and facilitates 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. They must do so 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.

Proposal 11

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 has 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: [www.msu.edu/wrc](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 ~~40~~ credits taken while enrolled under the Lifelong Education enrollment status may be applied to the graduate degree program. 9
  - c. 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.