



UNDERGRADUATE EDUCATION

ADMISSION

An undergraduate at Michigan State may choose a major field of study from among more than 140 programs. To earn a bachelor's degree, students must complete requirements prescribed by the University, their colleges, and their departments. Careful planning of electives and choice of selectives permit design of a program of study around the student's particular interests and abilities.

In recent years many students entering the University as first year freshmen have taken more than four years to complete the requirements for the bachelor's degree. This is a national trend in all universities and has many causes.

A list of programs of study, the degrees offered, and the organization of the instructional departments, schools and colleges are shown in *The Academic Program* section of this catalog. Some instructional units do not have programs which lead to degrees for undergraduates, but offer courses, e.g., Aerospace Studies, American Thought and Language, Large Animal Clinical Sciences, Military Science, and Pharmacology and Toxicology.

Information relating to enrollment, payment of fees, credits, changes in enrollment, the grading system, facilities, and other general information is given in the *General Information* section of this catalog.

Student Computer Policy

All undergraduate students who matriculate at the University with less than sophomore standing during or after Fall 2001, and all undergraduate students who matriculate at the University with more than sophomore standing during or after Fall 2003, will be expected to equip themselves with a computer that can be attached to the Internet at appropriate speeds. With the adoption of this policy, costs related to this

expectation will be included in the calculation of financial aid eligibility for need-based aid or federal or private loans. Information regarding specifications and options for systems supported in the MSU environment may be found at <<<http://webtalk.msu.edu/compfaq.html>>>.

UNDERGRADUATE ADMISSION TO THE UNIVERSITY

Admission Application Deadlines

Regular Applicants. Undergraduate applications for admission must be filed at least 30 days prior to the beginning of the semester in which the student expects to enroll. However, admission to any semester is subject to earlier closing without notice.

If a person files an application for admission to an undergraduate program at Michigan State University for a specific semester and is accepted but does not enroll for that semester, the application may be reactivated within a period of one year subject to the deadline for filing applications for admission. If after one year the person still has not enrolled at Michigan State, a new application for admission must be filed.

Application Procedure for High School Seniors

Admission to Michigan State University is open to all candidates on the basis of academic preparation and ability, and the availability of space in the desired academic program, and without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age, or (in the case of U.S. citizens) financial need.

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If you are a high school senior applying for entrance as a freshman:

1. Complete the student portion of the application form. Attach your application fee¹ in the form of a check or money order payable to Michigan State University.
2. Give the application to your counselor, principal, or headmaster, so the remainder of the form may be completed. Your school will mail the completed application to the Office of Admissions and Scholarships, Michigan State University.

¹ Refer to *Costs* in the *General Information* section of this catalog.

Application Procedure for Transfer Students

If you have had some college—level work and are applying as a transfer student:

1. Complete the student portion of the application form. Include courses currently being taken under Item No. 19.
2. Send the completed pages directly to the Office of Admissions and Scholarships, along with your application fee¹ in the form of a check or money order payable to Michigan State University.
3. Request all of the postsecondary institutions that you have attended to send a transcript of your record directly to the Office of Admissions and Scholarships.

¹ Refer to *Costs* in the *General Information* section of this catalog.

FRESHMAN ADMISSION

High school students planning to apply as freshmen should submit applications as soon as possible *after* completion of the junior year. Applications for admission are available in secondary school guidance and counseling offices or through the Office of Admissions and Scholarships at Michigan State University and on the Web <<www.msu.edu>>. Each application receives individual attention, and applicants who are clearly admissible will be granted admission pending receipt of their final year's grades. *There are many advantages in applying as early as possible.* Students applying for admission as freshmen for the Fall Semester beginning in late August will be best served if their applications reach Michigan State University by late December of the preceding year.

The University seeks to admit students who provide evidence of intellectual performance, good character, and potential which will permit them to profit from programs of the academic rigor of those offered by Michigan State. The admission decision takes into account all available academic data, including grades, test scores, caliber of high school program and principal and counselor comments. The University may consider nonacademic factors in its admission decisions, including information it receives on an applicant's leadership qualities, exceptional talents, conduct and citizenship record. Typically, the most important element in the admissions process is high school academic achievement. Applicants who are clearly admissible will be granted admission pending confirmation of satisfactory status with regard to final grades and other admission criteria.

Priority is given to applicants who have strong high school records supported by comparable test scores. The chief academic officer of the University has authority to grant waivers of usual entrance requirements.

Admission to the University is conditioned upon the applicant providing accurate and current admissions information and upon the applicant updating such data if circumstances arise that make the previously provided information inaccurate, misleading or incomplete in an

important way. Submission of an application authorizes the University to investigate the accuracy of statements made and data provided by the applicant and those who submit materials or information on behalf of the applicant. Falsifications, misrepresentations or omissions in application answers or supporting data may constitute grounds to deny or revoke admission to the University. Admission to the University may be denied or revoked if the University learns that an individual has engaged in conduct that indicates to the University that the individual is not ready to be a responsible member of the University community.

The University urges every applicant to visit the East Lansing campus, preferably in the early years of his or her high school career. Trained admissions counselors are available for consultation, and prospective students may visit the general campus facilities. The Office of Admissions and Scholarships, Room 250, Administration Building, is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and from 9:00 a.m. to 12:00 noon on Saturdays (except holidays and during the summer months). From September through January, group presentations conducted by admissions counselors and campus tours are available on Mondays and Fridays. For appointments and more information on the group presentations, call (517) 355-8332. Information on MSU can be accessed at <<www.msu.edu>>.

Examinations

For every freshman applicant, Michigan State University requires scores from either the American College Testing Program Assessment (ACT) or the Scholastic Aptitude Test (SAT) offered by the College Board. The University will accept ACT or SAT scores from tests taken during the high school junior year, or during the summer preceding the senior year.

Information about the ACT is available from American College Testing Program Registration, P. O. Box 414, Iowa City, Iowa 52240. Information about the SAT is available from the College Board, P. O. Box 592, Princeton, New Jersey 08540.

High School Requirements

Entrance Requirements: MSU continues to support a multifaceted approach to admissions where factors such as grades, test scores, talent and experience are considered along with a critical component of specific course requirements. MSU recognizes that there will be students who have potential for academic success at Michigan State University, but who have not precisely met the high school course requirements, e.g., high achieving students, students whose high schools do not offer all of the appropriate courses, non-traditional students, and international students. The absence of any particular component of high school course work should not be an insurmountable barrier to admission. Michigan State University urges all interested individuals to apply for admission.

High School Curricular Requirements: We recognize that adequate preparation for collegiate level programs demands comprehensive work in the academic subject matter areas and substantial training in writing. High school course work requirements provide the foundation on which university work is built by providing basic competencies in the following areas:

English: Four (4) years of college preparatory composition and literature courses. The ability to comprehend what is being read and to read critically is fundamental for success in college. A student must come to college with the basic ability to recognize assumptions, to identify intentions, to recognize the various forms of literary expressions, and to understand and

react to the author's message. It is expected that a high school student is familiar with a wide range of literature representing all literary forms and drawn from a variety of cultures.

Clarity of expression is also important. College programs typically require the ability to organize, present and evaluate information and concepts in written form. A student must be able to use the conventions of written English to convey ideas in an effective and efficient manner. The successful student will be able to write analytically and critically, to construct arguments, and to see relationships between content and form, while reorganizing, revising, and refining to achieve a logical sequence of ideas leading to a conclusion.

Mathematics: Three (3) years of college preparatory mathematics, including two years of algebra and one year of geometry. College bound students must understand the language, notation and deductive nature of mathematics and be able to express quantitative ideas with precision. They must have skill in such basics as the solution of equations and inequalities, and the simplification of algebraic expressions. Students who take less than four years of mathematics in high school, or who do not take mathematics in their senior year, often find it necessary to make up a deficiency prior to beginning work in their major area of concentration. Students are strongly advised to pursue mathematics courses beyond the three-year minimum required for admission. In particular, it is recommended that a calculus preparatory course be included.

Biological and Physical Sciences. Two (2) years of college preparatory science courses from the areas of biology, chemistry, physics, and earth science. As science and technology become increasingly important in everyday life, college bound students, in particular, need an understanding of fundamental scientific concepts. They must know enough about laboratory and field work to ask appropriate scientific questions and to recognize experimental approaches to the solution of such questions. They should understand in some depth scientific concepts and should have some experience in laboratory methods. Additional science courses are highly recommended, particularly if a student is considering a scientific or technical field of study.

History and the Social Sciences: Three (3) years of college preparatory work in history and the social sciences with at least one year of history and one year of social sciences (from such areas as anthropology, economics, geography, government, political science, psychology or sociology). Through their study of history, college bound high school students should be able to recognize historical trends and relationships. Students should understand the interactions among peoples of different civilizations, races, and cultures, and know the chronology of major historical events or periods and social movements. It is equally important to understand the underlying political, economic, social, or psychological forces that shape those events. Students should have basic factual knowledge of major social, political and economic institutions within their historical context, as well as introductory knowledge of the content and concepts of the social sciences. A course which shows how the scientific method can be utilized in the social sciences to examine major issues and to address problems will be particularly useful.

Foreign Languages: Two years of college preparatory work in a single foreign language. Students intending to major in areas that require foreign language are encouraged to complete additional work.

Recommended Electives: The courses noted above constitute basic preparation for degree programs in the University. To further broaden academic preparation, to enhance the probability for success, and to maximize their educational opportunities at the University, students are advised to consider additional college preparatory electives in the fine arts (music, art, drama), computer science, debate, English, history, journalism, foreign languages, mathematics, speech, statistics and probability, biological sciences, social sciences, and the physical sciences. Basic computer skills are important complements to work in most disciplines.

Advanced Payments and Deposits

Refer to *Costs* in the *General Information* section of this catalog for information.

College Achievement Admission Program

The College Achievement Admission Program is an alternative admissions procedure for students who have academic potential, but who, because of their economic, cultural, or educational background or environment, would be unable to realize that potential without special supportive services. Michigan State University makes special services available to disadvantaged students through the Office of Supportive Services, described below.

Students admitted to the University under the College Achievement Admission Program should commit themselves to reduced credit loads while completing required remedial work and to regular, intensive use of the special services available through the Office of Supportive Services.

Office of Supportive Services

The Office of Supportive Services (OSS), located in Room 209 Bessey Hall, is an academic support unit specifically designed for College Achievement Admission Program (CAAP) students and other MSU students, who, for various reasons, have not had sufficient opportunities to prepare for the rigorous demands of higher education.

OSS assists students in developing their abilities and skills and in planning intelligently to fulfill realistic objectives and goals. Special services designed to facilitate the development of coping and self-management skills in students are available. OSS services include academic advising, tutorial assistance, skill enrichment workshops, social-counseling, career exploration, peer counseling, graduate study planning, and orientation programs.

Students are encouraged to utilize the intensive services regularly until they have established satisfactory academic progress and have made the necessary adjustments to the rigorous demands of the University.

Opportunities for High Achieving Students

Unusual emphasis upon undergraduate teaching and research makes Michigan State a particularly appropriate institution for high achieving high school graduates. The special opportunities available to them, in addition to Advanced Placement shown in the next paragraphs, are described in the *Scholastic Honors* section.

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Advanced Placement Program

Credit or advanced standing may be granted to students who have participated in the College Board Advanced Placement Program in their high schools. On most Advanced Placement Examinations a score of 3 or better will earn waivers or academic credit for equivalent courses. Students who intend to enter the University under this program should arrange to have their Advanced Placement Examination records sent to the Office of Admissions and Scholarships.

College-Level Examination Program

The College Board has examinations designed to assess competence usually attained by taking beginning college-level courses. *Students who have matriculated at Michigan State University are not eligible for this program.* The Office of Transfer Admissions in the Office of Admissions and Scholarships has additional information about the program.

International Baccalaureate Program

Michigan State University accepts the results of the International Baccalaureate Examination for placement and credit determination. Specific score requirements may be obtained from the Office of Admissions and Scholarships.

Opportunities for High Achieving High School Students

Talented high school juniors and seniors may receive permission to take one course each semester (two courses during summer session) at Michigan State University while pursuing their normal high school programs.

A student must complete the Application for Admission for High Achieving High School Student, submit the minimum high school achievement record, and be recommended by the high school counselor or principal. A student is granted permission to enroll only in those courses which clearly represent advanced study for the student.

Students who enroll in a course are charged regular course fees and receive MSU credit for each course successfully completed. 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 if required by the high school are the responsibility of the student and the high school.

Pre-Matriculation Dual Enrollment

High school students who dually enroll for courses at post-secondary institutions of recognized standing may receive credit for work taken at these institutions for courses that have been recognized for transfer to Michigan State University. Performance must be documented with course title and grade on official transcripts from the institution. No individual courses with grades below 2.0 are eligible for transfer. To qualify for application to University-level requirements, such courses must be defined as direct equivalents of the MSU courses. Students may check course equivalencies on ACTS IV at <<www.admis.msu.edu>>.

TRANSFER STUDENT ADMISSION

An undergraduate student with above average grades in another accredited institution or international institution of

similar quality is eligible to apply for admission to Michigan State University.

Admission to the University is conditioned upon the applicant providing accurate and current admissions information and upon the applicant updating such data if circumstances arise that make the previously provided information inaccurate, misleading or incomplete in an important way. Submission of an application authorizes the University to investigate the accuracy of statements made and data provided by the applicant and those who submit materials or information on behalf of the applicant. Falsifications, misrepresentations or omissions in application answers or supporting data may constitute grounds to deny or revoke admission to the University. Admission to the University may be denied or revoked if the University learns that an individual has engaged in conduct that indicates to the University that the individual is not ready to be a responsible member of the University community.

Transfer applicants must provide transcripts from all higher education institutions attended. Acceptance is determined in the light of the applicant's previous academic record and his or her proposed program. Falsifications, misrepresentations or omissions in application answers or supporting data may constitute grounds to deny or revoke admission to the University. Out-of-state students must have an academic record that is above average. An international student must present an academic record equal to a minimum cumulative grade-point average of "B" (3.00) or better. The chief academic officer of the University has authority to grant waivers of usual entrance requirements.

Students admitted from institutions whose entrance requirements, programs, and grading systems are equivalent to those of Michigan State University may receive full credit for their past work. See *Credits* in the *Undergraduate Education* section of this catalog.

However, the students must take such courses in their programs as have not been covered by equivalent work. An evaluation of transfer credit will not be made until a student has been admitted to the University and assigned to an Academic Orientation Program. Credits in which grades were earned of any designation less than "C" (2.0), such as C minus (less than 2.0), are *not* acceptable in transfer unless the student has a cumulative grade-point average of at least 2.00 from the transferring institution.

Students from two-year institutions such as community or junior colleges may present a maximum of one-half the number of credits required for the bachelor's degree at Michigan State University. Usually 60 semester credits (90 quarter credits) are the maximum allowed. The University strongly urges students to complete courses that satisfy the Integrative Studies, Mathematics, and Tier I writing requirements and prerequisites to courses in the major prior to transferring.

Students beyond sophomore standing may not earn credit in two-year institutions for transfer to Michigan State University.

Selected correspondence and extension work up to 30 credits may be applied toward a Michigan State degree, provided the credit is earned at an institution recognized by Michigan State University. The University will grant credit for certain college-level U.S. Armed Forces Institute courses which are recommended by the American Council on Education. Credits are not granted for achievement on the General Educational Development tests.

Although acceptable courses and credits earned at another institution are recorded on the student's permanent academic record, grades are not transferred to this record. Only grades and grade points earned at MSU appear on the Michigan State University academic record. Thus only work completed

at this University is included in the Michigan State University grade–point average. However, credits accepted from another institution are included on the Michigan State University transcript as part of the student's total credits earned. To be eligible for graduation with honor, transfer students must earn a minimum of 50 semester credits at MSU.

Credits

Courses at Michigan State are given on a "semester" basis, and credits earned are semester credits. To convert semester credits to the "term" or "quarter" basis employed in certain other institutions, multiply by 3/2. To convert term credits to semester credits, multiply by 2/3.

Integrative Studies, Mathematics, and Writing Requirements

Transfer students are expected to meet Michigan State University's Integrative Studies, Mathematics, and Tier I Writing requirements which are similar but not identical to general education requirements elsewhere, either by completing appropriate MSU courses or by transferring courses and credits which are evaluated as acceptable equivalents for MSU courses. Michigan State University is a consenting institution of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) general education agreement. Students transferring after earning an appropriate associate degree from one of the consenting MACRAO public junior or community colleges in Michigan will be deemed to have completed the Integrative Studies, Mathematics, and Tier I Writing requirements for a degree at MSU IF THEY HAVE SUCCESSFULLY COMPLETED THE SPECIFIC COURSES MUTUALLY AGREED TO BY THE TWO INSTITUTIONS.

Students anticipating transferring to MSU should secure a current curriculum guide from their adviser or request one from the MSU Office of Admissions and Scholarships during the early stage of their academic work.

Evaluation of Credits for Transfer Students for Michigan State University Integrative Studies, Mathematics, and Tier I Writing Courses¹

Courses from accredited colleges which are acceptable equivalents that may be used by transfer students for MSU Integrative Studies, Mathematics, and Tier I Writing courses include:

1. *Tier I Writing*, (4 credits)
May be satisfied by completion of the English composition requirement at another institution.
2. *Integrative Studies in Biological and Physical Sciences*, (7 credits)²
May be satisfied by a combination of one biological science and one physical science course, one of which must include a laboratory experience.
3. *Integrative Studies in Social, Behavioral, and Economics Sciences*, (8 credits)
200 level: one course from the disciplines of cultural anthropology, economics, human or economic geography, political science, psychology, sociology.
300 level: Community college transfers must complete this requirement through MSU. Interdisciplinary social science courses from four-year institutions may be transferable.
4. *Integrative Studies in Arts and Humanities*, (8 credits)
201: one course in American history *plus* completion of one year of composition.³

2xx: one additional course from the areas of history, literature, philosophy, religion, music or art appreciation, music or art history.

5. *Mathematics* (3-5 credits)
Completion of college algebra and finite mathematics or college algebra and trigonometry, or precalculus, or calculus.⁴

Students intending to transfer to MSU may consult the Web-based transfer equivalences (ACTS IV) for their institution through <<<http://www.admis.msu.edu>>>.

¹ MSU students are not covered by the full set of arrangements below. MSU students may only transfer courses defined as direct equivalents. Consult with Transfer Credit Evaluations in the Office of Admissions and Scholarships.

² A number of science-based programs require alternate tracks with specified disciplinary courses. Consult requirements for the major or contact the Office of Admissions and Scholarships. Effective Fall 2002, all incoming transfer students must complete 8 semester credit hours in Integrative Studies-General Science. To meet the new requirement, students must complete a biological science class, a physical science class, and a minimum of one laboratory class for a total of 8 credits.

³ Completion of this set of courses also completes the Tier I Writing requirement.

⁴ Mathematics requirements for certain majors are more extensive than the University requirement. Consult requirements for the major or contact the Office of Admissions and Scholarships.

INTERNATIONAL STUDENT ADMISSION

Michigan State University is authorized under immigration regulations to enroll nonimmigrant students and welcomes applications from such persons. An international student is defined as a person holding a nonimmigrant visa.

A prospective student should write for instructions and application forms to the Office of Admissions and Scholarships, Administration Building, Michigan State University, East Lansing, Michigan 48824–1046, at least one year before the anticipated semester of enrollment. Applications must be received at least 90 days prior to the beginning of the semester in which the student expects to enroll. If the application is approved, a certificate of acceptance to the University and a Form I–20 will be mailed. No prospective international student should plan to enter the United States before receiving both a certificate of acceptance and an I–20. It will be necessary to present the I–20 upon application for a student visa, and again upon arrival in the United States. Students applying for a J–1 Exchange Visitor visa will need to present a Form IAP–66 to obtain a visa. This form is available from the student's sponsor or the Division of International Students and Scholars. The Office of Admissions and Scholarships remains in direct contact with each applicant.

Students from abroad educated in academic systems whose requirements are the same as 12 years in an elementary and secondary college preparatory education program in the United States may apply for admission. An applicant's academic record should be equal to a cumulative grade–point average of "B" (3.00) or better earned at an American secondary school. Individual colleges and departments may require a higher grade–point average.

Admission consideration is based on academic subjects only; technical–vocational subjects are not considered. The chief academic officer of the University has authority to grant waivers of usual entrance requirements.

All records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted as official documents directly from each institution. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included.

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Canadian students and students in American dependent schools, U.S. overseas schools, and similar institutions will have enrolled in programs essentially parallel to those in the American educational system. Students who have completed only Form V ("0" level work) are not eligible for admission to Michigan State University.

International students must provide evidence of financial ability to meet their educational and maintenance expenses for each year of proposed study at MSU before the certificate of acceptance to the University will be mailed. The University may require advance deposit of funds from students whose countries are experiencing severe economic problems or place tight restrictions on exchange of currency into U.S. dollars. Students should not expect financial aid from the University.

Students who enter the United States with a Form I-20 from another institution should be aware that they must enroll at that school before they are eligible to transfer to Michigan State University. Such transfers require both formal admission to the University and approval of the U.S. Immigration and Naturalization Service.

Advanced Standing

Forms of education beyond 12 years of elementary and secondary school in the United States may be recognized. For example, students completing Form VI ("A" level work) may apply with the expectation of receiving advanced standing credit for academic courses.

English Language Proficiency Requirement

All international applicants for undergraduate programs whose first language is not English must be able to demonstrate their English language proficiency. Undergraduate students may be admitted on regular status or on provisional status. Those applicants who do not demonstrate English language proficiency must fulfill the requirements stated below as part of the admissions procedure.

Minimum Requirement for Regular Admission

All international applicants are required to be proficient in English as a condition for regular admission to MSU. Applicants will be required to demonstrate their proficiency by meeting certain minimum standards on any *one* of the following tests:

1. *Test of English as a Foreign Language (TOEFL)* (Educational Testing Service, Box 899, Princeton, New Jersey 08549, USA). A total score of 550 (paper version) or 213 (computer version) or above with no subscores below 52 (paper version) or 19 (computer version) is required. The official report must be received by the English Language Center directly from the Educational Testing Service.
2. *Michigan English Language Assessment Battery (MELAB)* (Testing and Certification Division, The English Language Institute, The University of Michigan, Ann Arbor, Michigan 48109, USA). An average score of 83 or higher with no subscores below 80 is required. The official report must be received by the English Language Center directly from the University of Michigan.
3. *English Language Center Test (English Language Center [ELC], Michigan State University, East Lansing, Michigan 48824-1035, USA)*. An average score of 80 to 85 with no subscores below 80, or an average score above 85 with no subscores below 78, is required.

Minimum Scores for Provisional Admission

International applicants who have acceptable academic credentials may be admitted to MSU on a provisional basis with scores between 450 and 550 (paper version) or 133 and 213 (computer version) on the TOEFL or between 60 and 83 on the MELAB or between 60 and 80 on the English Language Center Test.

Provisionally admitted students must take classes at the English Language Center, and restrictions are placed on the number of academic courses that they may take. Any international student admitted provisionally because of an English language deficiency must correct the deficiency within one calendar year.

Required English Language Center Attendance

As the language requirement is a University policy, a decision by the English Language Center for a student to enroll in its program is binding and is not negotiable by the student. Students who are required to attend ELC classes are obligated to show good class attendance and make an earnest effort to remove the language deficiency as soon as possible. The ELC program must be satisfactorily completed before regular admission status may be granted.

See *Costs* in the *General Information* section and the *English Language Center* in the *College of Arts and Letters* section of *Academic Programs* for additional information.

International Student Accident and Health Insurance

International students are required to have health and accident insurance. Students are required to purchase the MSU Student Accident and Health Insurance Plan unless they have evidence of alternative insurance equal in benefits and provisions to the MSU plan. Fees for the student's insurance are included with the bill for tuition and fees during registration. Waivers to allow purchase of alternative plans must be approved by the Benefits Office, 140 Nisbet Building.

READMISSION PROCEDURE

Any undergraduate student whose enrollment at this University is interrupted for any reason so that he or she is not enrolled for three consecutive semesters, including the Summer Sessions, or who was recessed or dismissed from the University, or who has completed prior courses of study, should obtain an application for readmission from the Office of the Registrar, 150 Administration Building. This application should be completed and returned to the Office of the Registrar at least one month prior to the beginning of the semester in which the student expects to resume studies. The application also can be submitted through the University's website, <<www.reg.msu.edu>>.

Students applying for readmission after academic recess or dismissal should refer to the section on *Readmission After Academic Recess or Dismissal*.

ACADEMIC ORIENTATION

ACADEMIC ORIENTATION PROGRAMS

All new freshman and transfer students are required to attend an Academic Orientation Program (AOP). Freshmen who enter Fall Semester attend a one and one-half day Academic Orientation Program in the summer. Transfer students who enter Fall Semester attend a one-day Academic Orientation Program in the summer. Students who enter Spring Semester or Summer session attend a one-day Academic Orientation Program immediately preceding the first day of classes for that semester.

During the Academic Orientation Program students take academic placement tests, visit with staff and faculty members from the college of their declared major preference or major, see academic advisers, receive additional information concerning their transfer credit evaluations (transfer students only), receive assistance in preparing class schedules, and enroll for classes.

All freshman and transfer students are required to submit Reservation Request Cards to indicate that they will attend an Academic Orientation Program or are exempt from required attendance. Students who do not submit Reservation Request Cards as required will have their admission to the University cancelled. Students will receive Reservation Request Cards when they receive information concerning the Academic Orientation Programs.

ACADEMIC PLACEMENT TESTS

Each entering undergraduate student will take one or more placement tests depending on the nature of the student's previous academic program and intended academic program at MSU. The results of these tests will be utilized by the student and the academic adviser in the development of an academic program. Following is a brief explanation of the use of the various placement tests:

English Composition

Placement in English Composition (ATL) is determined based on relevant ACT or SAT scores or by writing samples. There are three levels of placement in American Thought and Language: Honors (ATL 195H); regular (ATL 110–150); and developmental (ATL 1004/0102). Students placed into ATL 1004/0102 subsequently enroll in any ATL course numbered 110–150.

Mathematics (Algebra)

All freshmen are required to take the Mathematics Placement Test. Those transfer students who must take introductory mathematics or statistics courses to meet University or program requirements are required to take the placement test. Students who are transferring specific college course credit should enroll in the next level course, as appropriate to their program.

Students are urged to take the test via the Web before Academic Orientation preferably before May 15th. The test can be accessed through <<<http://www.mth.msu.edu>>>. However, a student who wishes to complete the University mathematics requirement by waiver must complete the test in a proctored setting to be eligible for the waiver.

Each student whose score on the mathematics test shows a deficiency, and who is required to remove that deficiency in or-

der to fulfill the University graduation requirement in mathematics or degree program requirements, will complete Mathematics 1825. For additional information, refer to the statement on *Remedial–Developmental–Preparatory Courses*. Students who have questions about their placement should consult with the Mathematics representative during the Academic Orientation Program (AOP).

Foreign Language

A student who has studied a foreign language in high school and (1) wishes to enroll for a course in the language or (2) wishes to use it to meet the graduation requirement in an academic program must take a placement test in that language. However, all students who have studied foreign language in high school are encouraged to take the relevant placement test. Students transferring college credit in a foreign language are not required to take a placement test.

Language placement tests in French, Spanish, and German are given during the Academic Orientation Program. Web-based versions are anticipated within the next few years. For further information contact the appropriate department: Romance and Classical Languages, 256 Horticulture Building; or Germanic, Slavic, Asian and African Languages, A614 Wells Hall.

REMEDIAL—DEVELOPMENTAL—PREPARATORY COURSES

The policy governing remedial–developmental–preparatory types of courses was established to protect the academic standards of Michigan State University undergraduate degrees while at the same time reinforcing the University's commitment to assist students in remedying their academic deficiencies in fundamental skill areas. The policy serves to motivate students to overcome their deficiencies while ensuring that all students complete a minimum of 120 credits of college level work as a condition of graduation.

The five types of remedial–developmental–preparatory courses are described below:

Type I: Single courses designed to remedy deficiencies identified by MSU placement test scores. The removal of any such deficiencies, either by one retest or by passing the course, is required as a condition for graduation. Credits earned are included in all University computations *except the total number required for graduation*.

Type II: Course sequences designed to remedy deficiencies identified by MSU placement test scores. The removal of any such deficiencies, either by one retest or by passing the courses, is required as a condition for graduation. More than the usual number of contact hours may be required. Credits earned are included in all University computations *except the total number required for graduation*.

Type III: Courses designed to remedy deficiencies identified by MSU placement test scores. The removal of such deficiencies, either by one retest or by passing the course, is required *only* as a condition for entry into *some* degree programs, and is required as a condition for graduation *only* for students in those programs. More than the usual number of contact hours may be required. Credits earned are included in all University computations *and are included in the total number required for graduation*.

Type IV: Courses that students place into because of inadequate scores on MSU placement tests that identify relevant *skill* deficiencies, although they do *not* measure *knowledge* in the course material. The removal of skill deficiencies is *not* part of the course objectives. It is expected that students will be enrolled concurrently in Type I and/or Type II and/or Type III courses for purposes of remedying those deficiencies. More than the usual number of contact hours may be required. Credits earned are included in all University computations *and are included in the total number required for graduation*.

Type V: Courses that may be required by *departments* or *colleges* for *some* students. The course may be designed either to prepare the student to handle the subject matter of a required entry level college course, or to improve his or her study skills or ability to make productive use of University offerings in general. More than the usual number of contact hours may be required. Credits earned are included in all University computations *except the total required for graduation*.

UNDERGRADUATE EDUCATION Academic Orientation

Remedial–developmental–preparatory courses may not carry numbers above the 100 level and may not be offered under variable content numbers.

The removal of academic deficiencies, which would preclude graduation from Michigan State University, should have the highest priority in student program planning. Drops from Type I and Type II courses should not normally be processed except to facilitate transfer between sections. If a course overload requires that a student drop one or more courses in a specific semester, courses in the regular program of studies shall be dropped in preference to those designed to remove deficiencies.

The University Committee on Curriculum controls the number of remedial–developmental–preparatory courses and assures conformity of such courses with existing policy.

Upon recommendation by the University Committee on Curriculum, the Academic Council approves remedial–developmental–preparatory courses by type. Such courses are identified by an Arabic numeral immediately following the three–digit course number.

LIVING AND LEARNING

HOUSING INFORMATION

Information regarding University housing is sent to each freshman and transfer student entering Fall Semester with the letter of admission. Information regarding University housing is sent to each freshman and transfer student entering Spring Semester or Summer session after the letter of admission has been issued. Former students may apply for housing after their applications for readmission have been accepted. All returning students will be accommodated in on-campus housing as space is available, regardless of their class standing. See *University Housing Policy* in the *General Information* section of this catalog, and visit the University Housing website <<www.hrs.msu.edu>>.

LIVING AND LEARNING COMMUNITIES

Michigan State University pioneered the model for living and learning communities. The Brody complex, East Campus, and South Campus halls were originally designated as living–learning complexes when established in the 1960's. In addition to the usual facilities of traditional residence halls, each complex includes classrooms, lecture halls, faculty offices, an Undergraduate University Division advising office and a Learning Resources Center Evening Tutoring Program.

Each complex provides an opportunity for students to relate to a smaller unit of the University and to participate in various social and cultural activities. A range of University courses is scheduled in each living–learning complex, facilitating student and faculty interaction outside the classroom. Living–learning is based on the premise that the cultural and intellectual life of the student is enhanced when the educational process extends beyond the classroom into the total environment of the residence halls.

Students in the Honors College have the opportunity to select honors–only floors. James Madison College and the Lyman Briggs School remain highly visible four–year residentially based academic programs. In addition, a range of new, shorter–term options addressing student academic interests have merged. These include ROSES, for students interested in the sciences, engineering, or agriculture; RISE, for students interested in the study of the environment; and ROIAL, for students devoted to the arts and humanities.

Entering students may elect placement in classes shared by others in their residence hall to facilitate study groups as well as to forge personal relationships. Residence Life staff are committed to enhancing the living–learning experience by as-

sisting with existing options and building strong learning communities throughout the residential system. See also Living and Learning at <<<http://www.admis.msu.edu>>>.

STUDENT RIGHTS AND RESPONSIBILITIES

Refer to the statement on *Student Rights and Responsibilities* in the *General Information* section of this catalog.

UNDERGRADUATE UNIVERSITY DIVISION

Office of the Provost

Bonita Pope Curry, Director

All undergraduate students who have been admitted to Michigan State University with fewer than 56 credits are enrolled in the Undergraduate University Division (UUD), with the exception of lower division students who are enrolled in James Madison College, the College of Nursing, and Lyman Briggs School. The academic responsibility for all students who are enrolled in the UUD rests solely with the UUD. Academic responsibility includes such functions as monitoring students' academic progress and making decisions concerning retention and recess or dismissal. All students who are enrolled in the UUD must select and be accepted for admission to a degree-granting college by the time they reach junior standing (56 credits).

The mission of the UUD is to help undergraduate students to achieve their academic goals at MSU. The services of the UUD are provided by the Student Academic Affairs unit and the Learning Resources Center. The staff in these units provides personal attention to students in assisting them to maximize their potential and achieve academic success.

ENROLLMENT IN THE UNDERGRADUATE UNIVERSITY DIVISION

Many students come to the University uncertain as to a preferred area of academic interest. Many other students find that their academic interests shift or expand as they are introduced to the many and varied academic experiences associated with attendance at the University. Students who are undecided about their fields of study may select the *No–Preference* option at the time of admission or at a later time.¹ Students with interests in specific fields of study may declare *major preferences* related to those fields.

The *No–Preference* option allows students to investigate the wide variety of majors available at MSU. Advisers in UUD's Student Academic Affairs unit serve as the advisers for students who select the *No–Preference* option. The advisers assist students with major and career advice and course selection.

Students who declare *major preferences* are assigned to academic advisers in the colleges of their major preferences. However, UUD advisers are also available to these students.

¹ Certain major and degree programs specify the completion of particular courses or sequences of courses during the freshman and sophomore years. Students who have not completed such courses or sequences early in their programs of study may need additional time to meet the requirements for those programs.

STUDENT ACADEMIC AFFAIRS

The advisers in UUD's Student Academic Affairs unit assist and guide students to the selection of a major, monitor their academic progress, provide academic advising, guide students toward activities that are designed to enhance their personal and professional growth, and make appropriate referrals to enable students to take advantage of all of the other resources and services that the University offers. Students are assigned advisers as they enter the University. The advisers are readily accessible in designated residence halls, as well as in the central classroom buildings listed below:

170 Bessey for students living off-campus or in Phillips, Snyder, Mason, Abbot, Williams, Yakeley/Gilchrist, Campbell, Landon, Mayo, and Shaw residence halls. Call 355-3515.

229 East Akers for students living on the East Campus-Akers, Fee, Holmes, Hubbard, and McDonel residence halls. Call 353-6387.

109 Brody for students living in the Brody Complex-Armstrong, Bailey, Bryan, Emmons, and Rather residence halls. Call 353-3863.

S-33 Wonders for students living on the South Campus-Case, Wilson, Wonders, and Holden residence halls. Call 353-1660.

For additional information, email uud@msu.edu or visit <<www.msu.edu/unit/uud>>.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) offers one-on-one course specific tutoring, study skills related seminars and workshops, and a fully equipped computer learning lab. The LRC's goal is to assist students in developing strategies and techniques essential to becoming successful students. LRC services are available at the main office in 209J Ernst Bessey Hall, the Computer/Learning Lab in 204 Ernst Bessey Hall and three offsite locations: 140 Akers Hall, 144B Brody Hall and Classroom 1, Wilson Hall.

Services available at the main office include:

1. On-on-one course specific assistance with trained tutors.
2. Registration for workshops and seminars.

At the Computer/Learning Lab, students may:

1. Use interactive study support software to enhance and develop skills.
2. View classroom materials placed on reserve by instructors.
3. Use online computers with laser printing and scanning available.

At the residence hall locations, the following services are available:

1. One-on-one course specific tutoring on a walk-in basis.
2. Evening workshops on study skills related subjects offered through the Residence Hall Association.

For additional information, or to schedule appointments or make seminar and workshop reservations, call 355-2363 or visit <<www.msu.edu/~lrc>>.

ACADEMIC ADVISEMENT

ACADEMIC ADVISEMENT

Each student is responsible for knowing University, college, and department or school requirements as stated in the catalog and in college and department or school printed materials.

To assist the student in interpreting policies and requirements, academic advisement is provided through the colleges and the Undergraduate University Division. Each college will provide students with information about its advising system. Students are strongly encouraged to consult regularly with an adviser. Students may also check progress to their degree by using Degree Navigator, available through the MSU computer labs.

The advising programs in the several colleges vary in specific details. Each student is assigned to an adviser, or to advisers in an advisement center, for academic advice and educational and career planning within the area of his or her field of study. A *No-Preference* student is advised in a Student Affairs Office of the Undergraduate University Division. See the *Undergraduate University Division* and the *Admission to a Degree College* sections of this catalog for further information.

Academic advising in all colleges is a continuing process in which a student and adviser discuss possible options, first, in the student's total educational program; second, in specific fields of study; and third, in potential careers, in order that the student may make intelligent choices. Academic advising also includes interpretation of the MSU catalog and printed guidance materials provided by the student's college and department or school and referral to other University resources for academic, vocational, and personal assistance as needed.

ADMISSION TO A DEGREE COLLEGE

Students may be admitted as freshmen to James Madison College and Lyman Briggs School. Students who have completed the prerequisite courses for admission to the College of Nursing may apply during the freshman year for subsequent admission. Any student who has reached junior standing by earning 56 credits must be admitted to a degree-granting college to continue as a student at Michigan State University.

ACCEPTANCE BY A DEGREE COLLEGE. A student will be accepted by a degree college provided he or she:

1. Has earned a minimum of 56 credits,
2. Is in good standing,¹
3. Has the required grade-point average in designated combinations or sequences of courses within the 56 credit minimum (see *Requirements for Admission to the College as a Junior* in the appropriate college section of the catalog), and
4. Is selected for admission by the duly established selection committee in any department, college, or school where a specific limitation on enrollment has been established.

TEACHER CERTIFICATION. For information about teacher certification opportunities, options, and requirements, refer to the statement on *Teacher Certification* in the *Department of Teacher Education* section of this catalog.

REFUSAL OF ACCEPTANCE BY A DEGREE COLLEGE. Students who fail to meet the requirements for admission to the degree college of their choice but have earned a minimum of 56 credits and are in good standing¹ may:

1. Apply immediately for acceptance by another degree college, or

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2. Transfer to an appropriate program in the College of Arts and Letters, Social Science, or Natural Science.

¹ Refer to the statement on *Academic Standing of Undergraduate Students* for additional information.

ENROLLMENT

ENROLLMENT

Enrollment is the selection of courses for a semester schedule from the student's Academic Progress Plan previously developed but continually reviewed with the academic adviser.

CLASSIFICATION OF STUDENTS

For purposes of enrollment, and determining eligibility for certain student activities, a classification of students by year is made by the Office of the Registrar at the end of each semester on the basis of the number of credits earned and according to the following schedule:

<i>Credits Earned</i>	<i>Class</i>
less than 28	Freshman
28 to 55	Sophomore
56 to 87	Junior
88 and above	Senior

REGISTRATION

Registration is the process of securing classes for which one has enrolled by payment of charges due. Completion of this process generates official University and class records for use by faculty and staff.

PERIOD COVERED BY REGISTRATION

Refer to the statement on *Period Covered by Registration* in *The Academic Program* section of this catalog.

SEMESTER CREDIT LOAD

All undergraduate programs of study require a minimum of 120 credits. Most programs are designed so that a student starting a program as a freshman may finish it in 8 semesters by satisfactorily completing an average of 15 credits a semester. In practice, students usually carry from 12 to 18 credits a semester depending on personal circumstances and the chosen program of study. Students with less than a 2.50 grade-point average (GPA) the preceding semester should not enroll for more than 15 or 16 credits except when required by the specific program. Only under unusual circumstances will a student be permitted to carry more than 20 credits.

A student with less than satisfactory academic performance may be required to take a reduced credit load as a condition of continued registration in the University.

Students must carry at least 12 credits a semester in order to:

1. Participate in intercollegiate athletics.
2. Qualify for the Dean's Honor List for the semester.

Most scholarships, awards, and financial aids are limited to undergraduate students carrying at least 12 credits a semester

excluding credits for any course carried as a visitor. Students should determine the specific requirements from the appropriate agency or contact the Office of Financial Aid.

Credit equivalents of non-credit courses and credits for any course carried as a visitor are included in the total credits with respect to fees and maximum credit load permitted.

SELECTING A MAJOR

Selection of a field of study as a major preference may be made at the time the application for admission is submitted. Any student entering the University with fewer than 56 credits may choose to enter without a major preference, *No-Preference*. A *No-Preference* student defers declaring a major preference or major until there has been an opportunity to sample courses from a variety of fields under special academic advising directed by a Student Affairs Office of the Undergraduate University Division. A major must be selected before junior standing (56 credits) is reached.

Certain academic programs which specify particular courses or sequences of courses during the first two years may require more than eight semesters for completion of the degree program.

CHANGING A MAJOR

FRESHMEN AND SOPHOMORES. Undergraduate University Division students with 55 or fewer credits initiate changes of major preference either in the office of the assistant dean of the college major or in the appropriate Undergraduate University Division Student Affairs Office noted above.

JUNIORS AND SENIORS. A student wishing to change a major in one degree college to a major in another degree college (or within the same college) must initiate the change in the office of the assistant dean of the college to which the student wishes to transfer. If the change is approved, it becomes effective at the beginning of the next semester.

The student must meet the requirements for graduation given in the catalog current at the time the change is effective. Twenty credits must be completed while enrolled in the major in the college in which the degree is to be earned.

GUEST STATUS AT ANOTHER INSTITUTION

MSU students may attend other institutions as *Guest Students* or *Non-matriculated Students* for short periods, either during the regular academic year or in the summer, for the purpose of earning credit for transfer to Michigan State University.

Students planning to attend accredited Michigan institutions should use the Michigan Uniform Undergraduate Guest Application form which may be obtained from the host institution, from the Undergraduate University Division at MSU, or from the Office of Transfer Admissions in the Office of Admissions and Scholarships at MSU. Students who wish to attend non-Michigan institutions should obtain application forms from the host institution.

The Michigan Uniform Undergraduate Guest Application form must be completed and signed by the student's academic assistant dean if the student has a cumulative grade-point average of less than 2.00. Following approval by the assistant dean, the application form must be checked in the Office of the Registrar where the seal of the University will be affixed. If the student has a minimum GPA of 2.00, the guest application is processed entirely in the Office of the Registrar.

A student wishing to take courses at another Michigan institution should consult an academic adviser or the ACTS IV course equivalency table on the Web <<<http://www.admis.msu.edu>>>.

A student desiring an advance evaluation of the transferability of specific courses and credits from an out-of-state or international institution may contact the appropriate academic student affairs office and request that a Michigan State University Guest Course Approval form be processed.

Credits for courses in which passing grades were earned of any designation less than "C" (2.0), such as C minus (less than 2.0), are *not* acceptable in transfer unless the student has a cumulative grade-point average of at least 2.00 from the transferring institution. This applies also to MSU-sponsored Study Abroad programs that are not taught by MSU faculty and for which courses are designated as transfer courses.

Michigan State University students beyond sophomore standing may not earn credit in two-year institutions for transfer to Michigan State.

ACADEMIC OPPORTUNITIES

RESERVE OFFICERS' TRAINING CORPS (ROTC) ARMY AND AIR FORCE

The ROTC programs provide preprofessional preparation for future Army and Air Force officers. They are designed to develop men and women who can apply their education to their initial assignments as commissioned officers. In order to receive a commission, ROTC cadets must complete all requisites for a degree in accordance with University requirements, as well as complete certain courses specified by the Department of Military Science or the Department of Aerospace Studies. Depending on the student's program of study, such courses may supplement or serve as electives with the approval of the appropriate academic unit.

For details on the Air Force or Army ROTC program, refer to *Department of Aerospace Studies* or *Department of Military Science* in the *Other Departments and Offices for Research and Services* section of this catalog.

POLICY ON RESEARCH WITH HUMAN SUBJECTS

Refer to the statement on *Policy on Research with Human Subjects* in the *General Information* section of this catalog.

PRELAW STUDY

The *Prelaw Handbook*, the official law school guide published by the Association of American Law Schools, emphasizes that there is *not* a prescribed course of study which can be recommended to all students seeking to enter law school. The two most important law school admission criteria, according to the *Handbook*, are the student's undergraduate grade-point average and his or her score on the Law School Admission Test (LSAT). The admission policies of various law schools, and the degree to which they utilize other criteria as well as the above, are described in the *Prelaw Handbook* which may be examined in the University Library or the Counseling Center, or pur-

chased in most bookstores. The prelaw student is urged to study that handbook carefully and to discuss it with an adviser in the college of his or her choice.

Although the *Handbook* does not single out specific courses or majors as being especially suitable for prelaw studies, it does call attention to certain skills and insights which the student should seek to develop, and which the LSAT attempts to measure. These are the ability to think carefully and critically, to comprehend the thoughts of others and express one's own with accuracy and clarity, and to understand critically the human values and institutions with which the law deals.

The development of these abilities is not the monopoly of any one subject area, department, or school. While the *Prelaw Handbook* does discuss specific areas of study and the potential contribution each can make to prelaw education, it prefaces its discussion by insisting on the importance of a prelegal education of the broadest scope. *Thus, a prelaw student may major in virtually any discipline, provided that the major is made part of a rigorous and broad education.*

The following colleges at Michigan State University have defined prelaw programs and advisers: Arts and Letters, Business, Communication Arts and Sciences, James Madison, and Social Science. Page references to these programs may be found in the *General Index*. Additional information may be obtained from the office of the assistant dean of these and other colleges.

STUDY ABROAD

Michigan State University offers more than 150 study abroad programs in over 50 countries including Australia, Ecuador, France, Kenya, Nepal, Singapore, Thailand and Zimbabwe with programs ranging from two to six weeks to a semester or an academic year. The programs are offered every session, including winter break. In many instances, costs do not exceed a semester's study on campus.

MSU sends the highest number of students abroad from any single campus in the United States (based on 1997-98 data). For many students from various types of backgrounds, study abroad at MSU is quickly becoming a normal and integrated part of the undergraduate experience and a common component of today's higher education experience.

Programs are offered in academic disciplines traditionally underrepresented in study abroad including engineering, communication arts and sciences, natural science and veterinary medicine. Studying abroad helps students develop the academic/intellectual, professional, personal, and intercultural skills and attitudes necessary to become effective and competitive in today's increasingly interdependent world.

For additional information, visit <<www.isp.msu.edu>> and see *Guest Status at Another Institution* in the *Undergraduate Education* section of this catalog.

CIC COMMON MARKET OF COURSES AND INSTITUTES

The Common Market of Courses and Institutes (CMCI) is sponsored by the Big Ten Universities and University of Chicago through the Committee on Institutional Cooperation (CIC). The CMCI is a mechanism for joint enrollment and reimbursement by which the CIC universities can share knowledge and expertise that is difficult to find and keep, and that cannot practically be maintained by more than a few universities.

Via the CMCI, students have access to unique, specialized instructional resources from throughout the consortium. For

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example, the CMCI enables students to acquire seldom-taught foreign languages for use in their research, to take part in seminars with leading researchers in their fields, and to add subspecialties to their majors, using courses from several CIC universities.

CIC institutions may designate summer institutes, and courses or sequences of courses that are available to students at multiple CIC campuses, as "CIC Common Market Offerings." The Common Market Institutes component requires students to travel to the institute site. The Common Market Courses component is delivered to students at locations remote from the instructor, through the use of various technologies.

To participate in a Common Market Course or Institute, a student must be enrolled in a degree program at a CIC institution. The appropriate academic and administrative authorities at both the student's home institution and the host institution must approve a student's enrollment in a Common Market Course or Institute. The host institution gives students from other CIC institutions first priority to fill available spaces in a Common Market Course or Institute.

The student enrolls at the home institution and pays regular tuition. For each Common Market Course or Institute, the offering institution sets a "CIC Common Market Program Fee" to be charged and billed to the home institution of a student who enrolls in the course or institute. A home institution may add a surcharge to meet any difference between tuition and the Common Market Program Fee.

For information on CMIC offerings, call University Outreach (517-353-8977) or send email to outreach@msu.edu.

CIC TRAVELING SCHOLAR PROGRAM FOR HONORS UNDERGRADUATES

The Traveling Scholar Program for Honors Undergraduates is sponsored by the Big Ten Universities and University of Chicago through the Committee on Institutional Cooperation (CIC). Juniors and seniors who are members of the honors programs at CIC universities or, where no formal honors program exists, are performing at an honors level, may apply for admission to the program. The program enables selected students to take advantage of special educational opportunities available on the campus of one of the participating universities, but not on the home campus. Such opportunities include special course offerings, library collections, and facilities. Students participating in this program are limited to two semesters or three quarters on another campus.

Qualified undergraduate students at Michigan State University are eligible to apply for admission to the Traveling Scholar Program for Honors Undergraduates. A CIC traveling scholar from Michigan State University will be registered on the MSU campus, and fees will be collected and kept by this institution. No additional fees will be charged. Credit for work taken will be accepted at this University.

Members of MSU's Honors College who are interested in this program should contact the Director of The Honors College for additional information.

ACADEMIC STANDING

ACADEMIC STANDING OF UNDERGRADUATE STUDENTS

Introduction

The statement on ACADEMIC STANDING OF UNDERGRADUATE STUDENTS (ASUS) was designed to create an early warning system to prevent students from getting too deeply into academic difficulty. The University requires a cumulative grade-point average (GPA) of 2.00 or above for graduation. The statement on ASUS establishes a system whereby at the end of any semester that a student's cumulative GPA falls below 2.00, the student is assigned to a warning status designated as probation.

Under the statement on ASUS, the term "probation" is the functional equivalent of an academic warning. Students placed on probation retain the right to participate in all University activities and retain all of the rights and privileges available to any student who is not currently subject to academic recess or dismissal.

Good Standing

A student is in good standing if the student is a new student, or the student's cumulative grade-point average is at least 2.00.

Probation

A student is on probation if during the most recent previous semester in attendance, the student had been in good standing, but at the end of that semester the cumulative grade-point average was below 2.00. Grades of I and ET are not considered in computing this grade-point average. The period of probation is one semester. (If in the special case that there are grade changes during that semester which result in the student's cumulative grade-point average increasing to at least a 2.00, the student is returned to good standing.)

Students on probation may be required to see an academic adviser. If they do not, a hold may be placed on their registration. If at the end of that semester, the cumulative grade-point average is at least 2.00, the student is returned to good standing. If not, the student will be put on final probation or recessed.

Final Probation

A student is on final probation if during the most recent previous semester in attendance, the student was on probation and at the end of the semester the cumulative grade-point average was still below 2.00 and the semester grade-point average was at least 2.00. (Students with fewer than 30 credits earned at MSU must have a semester grade-point average of 1.5 or higher.) Grades of I and ET are not considered in computing the cumulative or semester grade-point average. The period of final probation is one semester. (If in the special case there are grade changes during that semester which result in the student's grade-point average increasing to at least a 2.00, the student is returned to good standing.)

Students on final probation may be required to see an academic adviser. If they do not, a hold may be placed on their registration. At the end of the semester on final probation, the cumulative grade–point average must be at least 2.00 or the student will be recessed. An exception to this can be made for students with 30 or fewer credits earned at MSU. If such a student has shown substantial progress during the semester and the evidence suggests that the student would attain good standing in one more semester, the student may be granted one additional semester on (extended) final probation at the discretion of the assistant dean of the student's college.

Warning for Repeats

At the discretion of the assistant dean of the student's college a student is normally put on warning for repeats after repeating between 10 and 14 credits. Students on warning for repeats may be required to see an academic adviser before enrolling for any subsequent semester. If they do not, a hold may be placed on their registration. At the end of the semester in which 21 or more credits have been repeated, the student is dismissed.

Warning for Lack of Satisfactory Progress Toward the Bachelor's Degree

The expected time frame for full–time undergraduate students to complete a bachelor's degree is 12 semesters except in extenuating circumstances. For each semester in which an undergraduate student enrolls for fewer than 12 credits, that semester will count toward the 12 semester limit as follows: 9–11 credits count as 3/4 of a semester; 6–8 credits count as 1/2 of a semester; fewer than 6 credits counts as 1/4 of a semester. Minimally, full–time enrolled students are expected to pass 18 credits during two consecutive semesters as a measure of normal progress toward the degree. If at the end of two consecutive semesters a full–time student has not completed a total of 18 credits with passing grades or pending grade markers, the student will be placed on warning for lack of satisfactory progress by the appropriate assistant dean. It is expected that part–time students will pass 75% of the credits taken over the past four semesters of enrollment. Students who fail to meet any of the above criteria must be given a written statement of the criteria they must satisfy to progress satisfactorily.

Warning for Lack of Satisfactory Progress in the Major

If at the end of a semester an upper division student is not making satisfactory progress toward the degree requirements stated in the catalog (e.g., a student is not taking courses in the student's major or the student's grade–point average in courses in the major is below the required major grade–point average), or the student's semester grade–point average is below 2.00, the student may be put on warning for lack of satisfactory progress in the major at the discretion of the assistant dean of the student's college. Such students must be given a written statement of the criteria they must satisfy to progress satisfactorily. Students on warning for lack of satisfactory progress in the major may be required to see an academic adviser before enrolling. If they do not, a hold may be placed on their registration. If a student has been on warning for lack of satisfactory progress and is not making satisfactory progress in any subsequent semester, the student will normally be recessed. However, if lack of satisfactory progress is due to poor grades in the major courses and the student is otherwise in good standing, the student would be permitted (even encouraged) to remain at MSU if the student changed to a more appropriate major.

Recess

1. If in any semester a student receives all semester grades of 0.0 or I where numeric grades have been given and there are at least 6 credits of 0.0, the student will be recessed unless there are compelling reasons certified to the record by the assistant dean of the student's college. If recessed, the student must remain out of MSU for at least one full academic year.
2. If at the end of a semester during which the student was on probation the cumulative grade–point average is still below 2.00 and the semester grade–point average is below 2.00 (1.5 for students with less than 30 credits earned at MSU), the student will be recessed. The student must remain out of MSU for at least one full academic year.
3. If at the end of a semester during which the student was on final probation the cumulative grade–point average is not at least 2.00, the student will be recessed. The student must remain out of MSU for at least one full academic year.
4. If a student has previously been put on warning for lack of satisfactory progress in the major and at the end of any subsequent semester the student is not making satisfactory progress, the student will be recessed (with the possible exception as noted in the section on warning for lack of satisfactory progress.) A student recessed for lack of satisfactory progress in the major must remain out of MSU for a least one full academic year.

After a recessed student has been out of MSU for the prescribed period, the student may be readmitted to MSU at the discretion of the appropriate assistant dean. If readmitted, the student will be put on probation, final probation, or warning for lack of progress as appropriate, and the assistant dean may impose specific conditions in writing that must be met. A second recess is dismissal.

Dismissal

1. If a student has previously been recessed or dismissed, readmitted, and again meets one of the criteria 1–4 for recess or has failed to comply with the specific written conditions imposed at the time of readmission, the student will be dismissed.
2. At the end of a semester in which 21 or more credits have been repeated the student will be dismissed.

Students who have been dismissed must remain out of school for at least two years. After that period, they may be readmitted only if a convincing case can be made to the assistant dean of the admitting college that circumstances have changed so that there is a reasonable probability of success. Students will be readmitted on probation, final probation, warning for repeats, or warning for lack of progress in the major as appropriate, and specific conditions in writing will be imposed.

READMISSION AFTER ACADEMIC RECESS OR DISMISSAL

After Academic Recess

The recessed student is normally allowed a second chance to demonstrate satisfactory academic performance. Therefore, he or she may apply for readmission to be effective at the conclusion of the specified period of recess. The student may be required to submit a report of activities during the period of recess. The report may be used as one kind of evidence regarding readiness to return. If the student has attended another

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institution while on recess, he or she must submit an official transcript and have earned at least a 2.00 grade–point average (GPA), or its equivalent, to be considered for readmission.

After Academic Dismissal

Academic dismissal does not imply future readmission nor does it mean that the person is forever barred from enrollment at Michigan State University. After a period of at least two years, a student dismissed for academic reasons may apply for readmission. The applicant must be prepared to submit evidence of growth in maturity and responsibility indicative of capacity to perform university level work. Declarations of good intentions are not sufficient. Each application will be considered on its merits. If the student has attended another institution while on dismissal, he or she must submit an official transcript to be considered for readmission.

For additional information, see *Readmission Procedure* in the *Undergraduate Education* section of this catalog.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS FOR A BACHELOR'S DEGREE

To be recommended for a bachelor's degree, a student must:

1. Complete one year's work, normally the year of graduation, earning at least 30 credits in courses given by Michigan State University. A senior who has earned sufficient credits from this University and met the minimum requirements as stated below, through prior arrangement with the assistant dean of the college and the registrar, may be permitted to transfer not to exceed 10 of the last 30 credits from an accredited four–year college or university.
2. Earn at least 27 credits on the East Lansing campus after reaching junior standing.
3. Complete at least 20 credits at Michigan State University while enrolled in the major in the college in which the degree is to be earned.
4. Remove any deficiencies identified by MSU placement test scores, as described in the *Academic Placement Tests* and *Remedial–Developmental–Preparatory Courses* sections.
5. Complete the University mathematics requirement¹ either by:
 - a. Waiver through a proctored placement examination yielding a score which would result in placement in Mathematics 132 (calculus);² or
 - b. Completion at MSU or transfer equivalent of *either*:
 - (1) One of the following courses: Mathematics 106, 110, 116,³ 124, 132, 152H, 201; or Statistics and Probability 200, 201
 - (2) Mathematics 103 and 114.³
6. Complete the University writing requirement, as described below.
7. Complete the University Integrative Studies requirement, as described below.
8. Complete satisfactorily an approved program of study in a college.
9. Complete a minimum of 120 credits with at least a 2.00 grade–point average. Note that certain programs require

more than 120 credits. See program degree requirements for specific totals.

¹ For students who are enrolled in Lyman Briggs School, the completion of Lyman Briggs School 117 or 118 satisfies the University mathematics requirement.

² For additional information, refer to the statement on the Mathematics placement test.

³ Mathematics 114 is the same as the course previously designated as MTH 104. Mathematics 103 and 114 combined are equivalent to Mathematics 116. The completion of Mathematics 103 and one of the courses referenced in item 5.b.(1) may satisfy the University mathematics requirements.

Writing Requirement

Each student must complete the University's writing program requirements¹ as follows:

1. The Tier I writing requirement¹ that consists of *either*:
 - a. one 4–credit Tier I writing course² during the first year, *or*
 - b. the developmental writing courses (American Thought and Language 0102 and 1004)³ and one 4–credit Tier I writing course² during the first year.A student who completes the Tier I writing course with a grade of 0.0 must repeat the course. A student who completes the Tier I writing course with a grade of 1.0 or 1.5 must enroll in the 2–credit writing tutorial (AL 201) concurrently with IAH 201.
2. The Tier II writing requirement for the student's academic major and degree program. This requirement involves writing in the student's discipline and is met by completing *either*:
 - a. one or more 300–400 level Tier II writing courses as specified for the student's academic major and degree program, *or*
 - b. a cluster of 300–400 level courses that involve writing experiences and that are approved as the Tier II writing requirement for the student's academic major and degree program.

¹ New freshmen who have taken the College Board Advanced Placement Examination in English should consult the statement on Academic Placement Tests. Transfer students should consult the statement on *Transfer Student Admission*.

² For students who are enrolled in James Madison College, the completion of James Madison College 111 and 112 satisfies the University Tier I writing requirement. For students who are enrolled in Lyman Briggs School, the completion of Lyman Briggs School 133 satisfies the University Tier I writing requirement. The other Tier I writing courses are listed below:

American Thought and Language: 110, 115, 120, 125, 130, 135, 140, 145, 150, 195H. Arts and Letters 192 and 192H.

³ Based on the English placement mechanism, a student may be required to complete the developmental writing courses prior to enrolling in a Tier I writing course. The developmental writing courses are administered by the Department of American Thought and Language. For additional information, refer to the statement on *Academic Placement Tests*.

Integrative Studies

A University education is designed to prepare students for lifelong learning and development. Thus, it consciously incorporates an understanding of the major areas of knowledge that are universally shared by educated people.

Integrative Studies at Michigan State University are an essential complement to students' major fields of study. The program provides students a liberal general education through a core curriculum to supplement specialized work in a major or majors. Students are required to study in three broad knowledge areas – the arts and humanities, physical and biological sciences, and social, behavioral and economic sciences. Integrative Studies courses emphasize modes of inquiry and critical analysis including scientific reasoning, normative

reasoning, and interdisciplinary approaches. They focus on international and multicultural experience and national diversity, promote understanding of the natural world, enhance historical consciousness, and explore issues of values and judgment.

The goals of integrative studies include helping students become more familiar with the multiple ways of knowing characteristic of intellectual activities in the arts and humanities, sciences, and social sciences. They also challenge students to grow in a range of intellectual abilities, become more knowledgeable about the past, present and future, develop appreciation of the roles of knowledge and values in addressing problems, and become more aware of the opportunities of democratic citizenship.

Requirements for the Integrative Studies Program

The completion of a minimum of 26 credits¹ in Integrative Studies is required for each student.

Each student must earn at least the specified number of Integrative Studies credits in each of the following three areas: (1) Arts and Humanities (8 credits); (2) Biological and Physical Sciences (8 credits); and (3) Social, Behavioral, and Economic Sciences (8 credits).

1. In the **Arts and Humanities** area, students must complete a sequence of two courses: Integrative Studies in Arts and Humanities (IAH) 201 and one other IAH course. Completion of a Tier I writing course is a prerequisite for IAH 201. IAH 201 serves as the prerequisite for all other IAH courses.
2. In the **Social, Behavioral, and Economic Sciences** area, students must complete a sequence of two courses: one 200-level course and one 300 level course. The 200-level course is the prerequisite for the 300-level course.
3. In the **Biological and Physical Sciences** area, each student must complete 8 credits. The 8 credits consist of 3 credits in Biological Sciences, 3 credits in Physical Sciences, and a 2-credit laboratory experience, taken concurrently with one of the courses. Completion of a defined level of mathematics is a prerequisite for courses in both the biological and physical sciences.
 - 3.1. The Biological and Physical Sciences requirement may be met by alternative courses approved for specific academic major and degree programs for students enrolled in those programs.
 - 3.2. A student who changes from a major having approved alternative courses in Biological and Physical Sciences to a major which requires the regular Integrative Studies sequence will be given credit for the alternative courses already completed.

Many of the courses in the Arts and Humanities area and in the Social, Behavioral, and Economic Sciences area, emphasize national diversity (designated "N" at the end of the course title), or international and multicultural diversity (designated "I" at the end of the course title). Some courses emphasize both national diversity, and international and multicultural diversity (designated "D" at the end of the course title). Students must include at least one "N" course and one "I" course in their Integrative Studies programs. A "D" course may meet either an "N" or an "I" requirement, but not both.

¹ The disposition of 2 of the 26 credits is currently under discussion. Until a decision is reached, students may use these as elective credits.

DUAL ENROLLMENT

Undergraduate and Graduate

For information, refer to the *Dual Enrollment by Undergraduates* statement in the *Graduate Education* section of this catalog.

ADDITIONAL MAJOR

With the permission of the relevant department and college, a student who is enrolled in a bachelor's degree program may elect to complete the requirements for an additional major. An additional major may be completed within the number of credits required for the student's bachelor's degree program or with only *such* additional credits necessary to satisfy the requirements for the additional major. The additional major consists of the specified requirements of the major and, where required, of the college.

A student who is interested in completing an additional major should contact the department that administers the intended additional major. The department completes a **REQUEST FOR PERMISSION TO COMPLETE AN ADDITIONAL MAJOR** form.

The completion of the additional major will be noted on the student's final transcript. Only the primary major of the student's bachelor's degree program will be designated on the student's diploma.

TIME LIMIT FOR COMPLETING A BACHELOR'S DEGREE

There is no time limit for the completion of the bachelor's degree. For students who have been admitted to a major, progress toward the degree shall be evaluated on an individual basis after an assessment of the student's academic record and degree requirements. The student shall be informed of the remaining requirements for graduation at the time of admission or readmission to the major and encouraged to complete his or her degree.

Requirements for a major or degree program may be updated through the appropriate University processes. Changes in a major or degree program shall be implemented in a manner which will not delay the graduation date or significantly alter the program of a currently enrolled student who is making normal progress toward the degree.¹

¹ Michigan State University must reserve the right to modify or eliminate programs that are described in this publication. In the event such an action is taken, students affected will be advised by their units of the options available to them to complete their degrees. Every reasonable effort will be made to permit students to complete these programs or similar programs.

REQUIREMENTS FOR A SECOND BACHELOR'S DEGREE

To pursue a second bachelor's degree, a student must be admitted to the second bachelor's degree program. To be granted a second bachelor's degree, a student must earn at least 30 credits in residence in addition to the credits required for the first degree and meet the specified requirements of the second college and major. A student who completes the requirements for a second bachelor's degree will receive two diplomas, one for each major.

SCHOLASTIC HONORS

Information on scholarships for students will be available through the MSU website <<<http://www.msu.edu>>> beginning September, 2000.

Academic Opportunities for High Achieving Freshmen

A number of special academic opportunities are provided for entering freshmen of superior abilities.

Advanced placement or credit may be granted to students who have participated in the College Board Advanced Placement Program in their high schools and score sufficiently well on the AP examinations to warrant either waiver or credit.

Students may substitute other courses for certain courses that are specified in a degree program and may complete certain courses via credit by examination.

On the basis of high school records and the results of the University placement tests, several departments and schools invite a number of entering freshmen to enroll in special honors courses and honors sections.

The Honors College

The Honors College was created to encourage the development and achievement of undergraduate students of superior academic ability. Members of the Honors College are given the opportunity to develop, with the assistance of specially chosen academic advisers, individualized programs of study reflecting their own particular aptitudes and interests. See *The Honors College* section of this catalog for additional information.

The Faculty

In addition to the more formal programs designed specifically to encourage high scholastic achievement and intellectual development, individual faculty members recognize and encourage the able student as part of their responsibilities as faculty of the University. Faculty may offer independent study in topics or at levels not represented in the regular curriculum, supervise research projects, provide opportunities to assist in laboratories, and provide special mentoring and advising.

The Dean's Honors List

The Dean's Honors List honors all full-time undergraduates in the University who earn a 3.50 or better grade-point average for the courses totaling 12 or more credits for a given semester and for which grades have been recorded under the numerical grading system. The list, prepared each semester, is placed on display in the MSU Union Building and on the web <<<http://www.esp.msu.edu>>>.

College Honors Awards

Several of the colleges present students with awards at special occasions such as honors banquets or award receptions.

Awards and Prizes

A variety of awards and prizes in recognition of special talents and achievement are available.

Graduation Honors

Honors College students and students who graduate with honor or high honor are recognized in the commencement program.

The policy for granting graduation with honor as established by the University Academic Council provides for honoring at each graduation approximately 20 percent of the students who have earned the highest grade-point averages. Approximately six percent receive the degree *With High Honor* and about 14 percent receive the degree *With Honor*.

The current minimum grade-point averages to achieve the target percentages are:

With High Honor	3.80
With Honor	3.50

However, the specific minimum grade-point averages required are determined by the Office of the Provost following a review of the standards by the University Committee on Academic Policy. The grade-point distributions of each year's graduates are used as a base for establishing new grade-point average standards to maintain the percentage of students to be honored at 18 to 20 percent.

Graduation with honor is based on the entire academic performance at Michigan State. However, recognition of graduation with honor in the commencement program is based on grade-point average of all work at MSU completed prior to the opening of the semester of graduation. Transfer students must earn a minimum of 50 semester credits at MSU to be eligible for graduation with honor or recognition in the commencement program. Graduation with honor is indicated on the student's permanent academic record and on the diploma. Lists are also released to the press with appropriate designations.

Board of Trustees' Awards

Awards are made at Fall and Spring commencements to the six graduating seniors who achieved the highest cumulative scholarly records at the close of the preceding semester. At least three-fourths of the credits for the degree must be earned at Michigan State University with numerical grades. The President of the University acts for the Board in determining the recipients of the awards.

FINANCIAL AID for UNDERGRADUATES

A comprehensive and coordinated program of financial aid to assist qualified students who have limited funds and resources is available to Michigan State University undergraduates in the form of scholarships, educational grants, loans, and jobs.

Applications for financial aid are processed in the Office of Financial Aid, 252 Student Services Building. The Student Employment Office, 110 Student Services Building, assists students who are granted work-study eligibility in procuring jobs.

When an application for financial assistance is made and the extent of the financial need is determined, the student is considered for any of the scholarships, grants, and loans for which he or she is eligible. The financial aid package is prepared to assist in meeting the financial need of the student. This package may include any combination of scholarship, grant, loan, or job.

Most of the educational grants require that financial need be demonstrated. Many of the scholarships and grants are limited to Michigan residents.

Entering freshmen who are Michigan residents and are applying for scholarship aid are expected to participate in the State of Michigan competitive scholarship program, administered by the Michigan Higher Education Assistance Authority. Students may obtain information about applying for aid at the Office of Financial Aid, 252 Student Services Building.

STUDENT LOANS

University Short-Term Loan Program

The Short-Term Loan Program at Michigan State University is designed to help students meet emergency situations and should not be regarded as a means of financing a college education.

Federal Perkins Student Loan Program

This low interest loan program was established by the federal government in an agreement with Michigan State University. All awards are based upon the availability of funds.

Loans must be used for legitimate educational purposes such as room, board, tuition, and books. Eligibility is determined by a uniform method of needs analysis through the submission of a federally approved financial statement. Automatic consideration is given to financial aid applicants who demonstrate financial need. Students must be enrolled on a full-time basis to receive a loan.

Health Professions Loans

Human Medicine, Osteopathic Medicine and Veterinary Medicine

Students who have been admitted to a professional program in medicine are eligible to apply for this low interest student loan. A financial aid application is necessary. Parental income and asset information must be provided on the financial statement for Health Professions Loan consideration.

Federal Direct Stafford Loan

The Federal Direct Stafford Loan, also called the Direct Subsidized Loan, is based on demonstrated need. Loan capital is provided directly to student borrowers by the federal government rather than through private lenders. While the student is enrolled at least half time, payment on the principle is deferred and the federal government pays interest. Interest will begin to accrue when a borrower enters repayment. The variable interest rate is based on the 91-day Treasury Bill rate plus 3.1 percent, but will not exceed 8.25 percent. The rate is adjusted once a year on July 1. A 3 percent loan origination fee is deducted from each loan disbursement.

Completion of the Free Application for Federal Student Aid (FAFSA) is required for participation in the Federal Direct Stafford Loan Program.

Annual maximums for subsidized Federal Direct Stafford Loans are:

Freshman	\$2,625
Sophomore	\$3,500
Junior/Senior	\$5,500
Graduate.	\$8,500
Medical	\$8,500

Federal Direct Unsubsidized Stafford Loan

The Federal Direct Unsubsidized Stafford Loan, also called the Direct Unsubsidized Loan, is not based on need. Loan capital is provided directly to student borrowers by the federal government rather than through private lenders. Payment on the principal is deferred while the student borrower is enrolled at least half time. Interest is paid by the student borrower through quarterly payments, or if a student desires it can be added daily to the principal, to be repaid when the student ceases to be enrolled. The variable interest rate is based on the 91-day Treasury Bill rate plus 3.1 percent, but will not exceed 8.25 percent. The rate is adjusted once a year on July 1. A 3 percent loan origination fee is deducted from each loan disbursement.

Completion of the FAFSA is required for participation in the Federal Direct Unsubsidized Stafford Loan program.

Annual maximums for the Direct Unsubsidized Loan are:

Dependent Freshman	\$2,625
Dependent Sophomore	\$3,500
Dependent Junior/Senior.	\$5,500
Independent Freshman	\$6,625
Independent Sophomore	\$7,500
Independent Junior/Senior	\$10,500
Graduate.	\$18,500
Medical	\$38,500

Note that the maximums include both subsidized and unsubsidized loans. For example, an independent freshman who receives a \$2,625 subsidized loan can borrow no more than \$4,000 in unsubsidized loan.

Lifetime loan limits for all Direct Subsidized and Direct Unsubsidized Loans are:

Dependent undergraduate	\$23,000
Independent undergraduate	\$46,000
Graduate.	\$138,500
Medical	\$189,125

(The graduate and medical debt limit includes loans received for undergraduate study.)

Federal Direct PLUS Loan

The Federal Direct PLUS Loan Program (Parent Loan for Undergraduate Students) is for parents of dependent undergraduate students. A credit check is required and will be conducted by the government loan servicer. The maximum amount that can be borrowed is the lesser of the cost of education or the difference between the cost of education and any outside resources and/or financial aid received. Under the Direct PLUS Loan program, loan capital is provided directly to parent borrowers by the federal government rather than through private lenders. The interest is a variable rate and is based on the 52-week Treasury Bill rate, plus 3.1 percent, but will not exceed 9 percent. The rate is adjusted once a year on July 1. A 4 percent loan origination fee is deducted from each loan disbursement. Repayment begins 60 days after the loan is fully disbursed. Completion of the FAFSA is not required for participation in the PLUS Program. If you choose not to complete a FAFSA, contact the MSU Office of Financial Aid for further information or to request a PLUS application form.

STUDENT EMPLOYMENT

The Student Employment Office provides resources for students seeking part-time and summer employment opportunities throughout their careers at Michigan State University. Various types of positions are available, both on-campus and off-campus. Students interested in employment after graduation will find assistance through Career Services and Placement.

Students who qualify for financial aid through the federal and state Work-Study Programs will find job opportunities listed in the Student Employment Office for jobs located both on-campus and off-campus. Students interested in the Work-Study Program should contact the Office of Financial Aid for information.

A student who plans to work will need to provide identification and an original Social Security card in order to complete the W-4 and I-9 forms to comply with federal laws. A complete list of acceptable documents and more specific information is available at the Student Employment Office, 110 Student Services Building, 355-9520, extension 480.

Besides listing job opportunities, the Student Employment Office offers many other services and resources to students during their careers at MSU. Services include workshops offered throughout the year to aid students in their job searches, resume critiquing, advising about specific aspects of jobs searches and employment, a career-related referral service for paid internships, on-campus interviewing for summer positions, and a Summer Employment Fair, held every February.

OTHER STATE AND FEDERAL PROGRAMS OF FINANCIAL ASSISTANCE

These programs are not administered directly by Michigan State University. However, the University will on request, certify students receiving awards under these programs with the appropriate agency.

Brief descriptions of the programs are given below and additional information can be obtained from the agency indicated or from the Veteran Certification Section, Office of the Registrar, Room 150, Administration Building.

State of Michigan

Michigan Indian Tuition Waiver

To qualify a student must be 1/4-quantum blood North American Indian, as certified by the appropriate Tribal Association, and a legal resident of the State of Michigan for not less than 12 consecutive months. This program covers only tuition for any postsecondary-level course work, part-time or full-time. Further information concerning qualifications and application procedures is available by contacting the Office of Financial Aid.

Michigan Public Act 245 (as amended)

A person not under 16 and not over 22 years of age who has been a resident of this state for 12 months and who is the child of a Michigan veteran of the armed forces of the United States who was killed in action or died from other causes during a war or war condition in which the United States has been, is, or may hereafter be a participant, or who as a result of wartime service has since died or is totally disabled, or who as a result of war time service was totally disabled before death from any cause or who is officially listed by the United States govern-

ment as missing in action in a foreign country, may be eligible for educational assistance under this act. Inquiries and application should be made with the Michigan Veterans' Trust Fund, Ottawa Street Building, N. Tower, P. O. Box 30026, Lansing, Michigan 48909.

Police Officer's and Fire Fighter's Survivor Tuition Act Public Act 195 of 1996

Public Act 195 of 1996 provides for the waiver of tuition at public universities for the surviving spouse and children of Michigan police officers and fire fighters killed in the line of duty. Tuition will be covered for eligible survivors enrolled in an undergraduate degree program. Inquiries and application should be made with the Michigan Law Enforcement Officers Training Council, Michigan Department of State Police, 7426 North Canal Road, Lansing, MI 48913 or call (517) 322-1034.

Michigan Veterans Trust Fund

Michigan veterans who are enrolled full-time and can demonstrate financial need may borrow up to \$600 for six months without interest. Additional information is available at the Michigan Veterans' Trust Fund, Ottawa Street Building, N. Tower, P. O. Box 30026, Lansing, Michigan 48909.

Michigan Rehabilitation Services

Financial assistance to persons who have a disability that has interfered with or may interfere with the individual's job performance should contact the Michigan Rehabilitation Services, State Department of Education, Box 30010, Lansing, Michigan 48909.

Michigan Adult Part-Time Grant

Adults who are residents of Michigan and are enrolling for 3 to 11 credits in an undergraduate program may apply for a grant using a special application available from the Office of Financial Aid.

Michigan Educational Opportunity Grant (MEOG)

Michigan residents who are undergraduates or who are applying for admission as undergraduates will be considered for an MEOG by applying for financial aid.

Michigan College Work-Study

Based on financial need, Michigan College Work-Study employment is awarded to Michigan residents applying and qualifying for financial aid. Recipients work part-time for qualified employers and earn income to be used toward meeting educational expenses.

United States Government

Veterans Educational Benefits

Veterans who have served on active duty for at least 181 days and who have been separated from active duty for less than 10 years; or if less than 181 days, have been discharged or released for a service-connected disability, may be eligible for Department of Veterans Affairs Educational Benefits. In addition, 6-year reservists with 180 days of service and a high school diploma may be eligible for Department of Veterans Affairs benefits while in pursuit of their first undergraduate degree. Students approved for educational assistance allowances should personally contact the Veteran Certification Section, Office of the Registrar, Room 150, Administration Building.

Dependents of Veterans' Educational Benefits

A dependent (child, spouse, or widow or widower) of a veteran who died of a service-connected disability, or who has a total disability permanent in nature, or is listed as missing in action may be eligible for educational benefits. Students approved for educational assistance allowances should personally contact

the Veteran Certification Section, Office of the Registrar, Room 150, Administration Building.

Education Loans (Department of Veterans Affairs)

Tutorial Assistance for Persons Receiving Veterans Educational Allowances

Eligible persons under Chapters 30, 32, 35 and 106 may receive up to \$100 a month up to a maximum of \$1,200 for special tutoring if deficient in a course or courses. The student should contact the Veteran Certification Section, Office of the Registrar, Room 150, Administration Building.

Department of Veterans Affairs Work-Study Allowance

Eligible veterans under Chapters 30, 31, 32, 35, 106 and 903 may apply directly with the Department of Veterans Affairs for the VA Work-Study Program. If selected, a veteran may be awarded payment for up to 350 hours per semester at a rate equal to the hourly minimum wage in effect at the time of payment.