Graduate students who are in good standing in a degree program are eligible to take graduate courses at several graduate schools in Michigan with prior approval of their **Home** and potential **Host Institutions**. This program enables graduate students to take advantage of unique educational opportunities throughout the state. See the next page of this document for a list of participating institutions and MIGS liaison officers.

**PROCEDURE**

First, the student and her/his academic advisor identify course(s) at a participating university that are needed for the student’s program of study and are unavailable at her/his Home Institution. Next the student obtains a MIGS application from the MIGS liaison officer at the Home Institution. When signatures of the student’s academic advisor and MIGS liaison officer have been obtained, signifying that the student is qualified and eligible to take course(s) for transfer back to the program of study, the Home Institution MIGS liaison forwards the application to the Host Institution MIGS liaison for review and approval. The Host Institution MIGS liaison will ensure that the course(s) will be offered in the anticipated semester or term and that there is sufficient space available to allow for enrollment by a guest student. Once admission has been approved by the Host Institution, the MIGS liaison or Admission’s Office at the Host Institution issues admissions documents and provides registration instructions to the student.

After completing the course(s), the student is responsible for arranging to have an official transcript sent from the Host Institution to the Home Institution. The student should also contact the MIGS liaison at the Home Institution to indicate that a transcript is being sent for posting on the academic record per guidelines of the Home Institution.

**ADDITIONAL INFORMATION**

**FEES AND FINANCIAL AID:** Students on MIGS enrollment pay tuition and other fees normally charged by the Host Institution for the services rendered. Students on MIGS enrollment are not eligible for financial aid from the Host Institution.

**RESIDENCY STATUS** is the same as at the Home Institution.

**CREDIT:** All credit earned under a MIGS enrollment will be accepted by a student’s Home Institution as agreed and posted according to the transcripting practices of the Home Institution.

**GRADES** earned in MIGS courses may be applied toward the Home Institution grade point average or used for credit toward a graduate degree as allowed by the Home Institution’s policy.

**PART-TIME:** A student may combine a part-time enrollment at the Home Institution with a part-time enrollment at the Host Institution with prior approval of the student’s academic advisor (and SEVIS officer for international F-1 students). The Home Institution agrees to obtain the documentation necessary to combine the enrollments into a single enrollment status and to update the student’s enrollment time status with the National Student Loan Clearinghouse or other time status reporting agency as appropriate.

**FELLOWSHIPS:** MIGS participation does not necessarily impact fellowship commitments made by the Home Institution for a given period. Financial aid issues should be negotiated by the student and appropriate officials prior to participating in MIGS.

**ENROLLMENTS** are limited to the minimum number of credits required for full-time graduate status at the Home Institution.

**TRANSCRIPTS:** The student is responsible for arranging to have one transcript certifying completion of course work sent from the Host Institution to the Home Institution.

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1 (The **Home Institution** is where the student is currently enrolled in a graduate degree program; the **Host Institution** is where the student wishes to be a guest.)
ANDREWS UNIVERSITY  
Christon Arthur - Associate Provost and Dean of Graduate Studies & Research  
4150 Administration Drive  
Berrien Springs, MI 49104  
(269) 471-3405 / (269) 471-6246 (Fax)  
christon@andrews.edu

AQUINAS COLLEGE  
Kathy Kremer - Dean of Curriculum  
1607 Robinson Road SE  
Grand Rapids, MI 49506  
(616) 632-2078 / (616) 732-4432 (Fax)  
kathy.kremer@aquinas.edu

CALVIN COLLEGE  
Cindi Hoekstra - Graduate Program Coordinator  
3201 Burton Street SE  
Grand Rapids, MI 49546  
(616) 526-6158 / (616) 526-6505 (Fax)  
choekstr@calvin.edu

CENTRAL MICHIGAN UNIVERSITY  
Roger Coles – Interim Dean of Graduate Studies  
100 Foust Hall  
Mt. Pleasant, MI 48859  
(989) 774-4890 / (989) 774-3439 (Fax)  
coles1rl@cmich.edu

EASTERN MICHIGAN UNIVERSITY  
Susan Anderson – Administrative Manager  
Graduate School, 200 Boone Hall  
Ypsilanti, MI 48197  
(734) 487-0042 / (734) 487-0050 (Fax)  
sanderson1@emich.edu

FERRIS STATE UNIVERSITY  
Nancy Hogan – Graduate Education Coordinator  
1301 South State Street, IRC 119  
Big Rapids, MI 49307  
(231) 591-2650 / (231) 591-2673 (Fax)  
gradoffice@ferris.edu

GRAND VALLEY STATE UNIVERSITY  
Jeffrey Potteiger - Dean of Graduate Studies  
401 W. Fulton Street - 318C DeVos Center  
Grand Rapids, MI 49504  
(616) 331-7105 / (616) 331-7317 (Fax)  
gradstudies@gvsu.edu

MADONNA UNIVERSITY  
Deborah Dunn – Dean of the Graduate School  
36600 Schoolcraft Road  
Livonia, MI 48150  
(734) 432-5457 / (734) 432-5862 (Fax)  
dunn@madonna.edu

MARYGROVE UNIVERSITY  
Gladys Smith  
8425 West McNichols Road  
Detroit, MI 48221-2599  
(313) 927-1259 / (313) 927-1262(Fax)  
gsmith8938@marygrove.edu

MICHIGAN STATE UNIVERSITY  
Aida Montalvo - Assistant to the Graduate School Dean  
479 W. Circle Drive, Room 118  
East Lansing, MI 48824  
(517) 353-3063 / (517) 353-3355 (Fax)  
montalai@msu.edu

MICHIGAN TECHNOLOGICAL UNIVERSITY  
Nancy Byers-Sprague - Assistant to the Dean of the Graduate School  
1400 Townsend Drive  
Houghton, MI 49931  
(906) 487-2755 / (906) 487-2284 (Fax)  
nspr@mtu.edu

NORTHERN MICHIGAN UNIVERSITY  
Brian Cherry - Assistant Provost of Graduate Education & Research  
401 Cohodas Hall  
1401 Presque Isle Avenue  
Marquette, MI 49855  
(906) 227-2300 / (906) 227-2315 (Fax)  
grada@nmu.edu
<table>
<thead>
<tr>
<th>University</th>
<th>Contact Person</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **OAKLAND UNIVERSITY**                         | Claire Rammel - Executive Director of Graduate Study and Lifelong Learning | 520 O’Dowd Hall, Rochester, MI 48309  
(248) 370-3159 / (248) 370-3226 (Fax)  
rammel@oakland.edu |
| **UNIVERSITY OF MICHIGAN - ANN ARBOR**          | Lee Eriksson – Administrative Specialist | Suite 0120, 915 E. Washington Street  
Ann Arbor, MI 48109-1070  
(734) 647-4543 / (734) 647-7740 (Fax)  
lerikss@umich.edu |
| **SACRED HEART MAJOR SEMINARY**                | John Meldrum - Assistant Dean/Registrar | 2701 Chicago Blvd., Detroit, MI 48206  
(313) 883-8512 / (313)883-8682 (fax)  
meldrum.john@shms.edu |
| **UNIVERSITY OF MICHIGAN – DEARBORN**           | Soraya Jeffries Patton – Assistant Registrar | 4901 Evergreen Road, Room 1169 Univ. Center  
Dearborn, MI 48128  
(313) 593-4753 / (313) 593-5697 (Fax)  
sjeffrie@umich.edu |
| **SAGINAW VALLEY STATE UNIVERSITY**            | Marc Peretz – Associate Provost for International and Advanced Studies | 7400 Bay Road, University Center, MI 48170  
(989) 964-4387 / (989) 964-6066 (Fax)  
mhp@svsu.edu |
| **UNIVERSITY OF MICHIGAN – FLINT**              | Brad Maki – Director of Graduate Admissions | 303 E. Kearsley Street, Flint, MI 48502  
(810) 762-3171 / (810) 766-6789 (Fax)  
bmaki@umich.edu |
| **SIENA HEIGHTS UNIVERSITY**                   | Linda Sandel Pettit – Dean of the Graduate College | 1247 E. Siena Heights Drive, Adrian, MI 49221  
(517) 264-7661 / (517) 264-7714 (Fax)  
lpettit@sienaheights.edu |
| **WAYNE STATE UNIVERSITY**                     | Amanda Rosales – Acting Director | 5057 Woodward Ave., Suite 6000  
Detroit, MI 48202  
(313) 577-8141 / (313) 577-0131 (Fax)  
aw1324@wayne.edu |
| **UNIVERSITY OF DETROIT MERCY**                 | Diane Praet – Registrar | 4001 W. McNichols Road, Detroit, MI 48221-3038  
(313) 993-3313 / (313) 993-3317 (Fax)  
praetdm@udmercy.edu |
| **WESTERN MICHIGAN UNIVERSITY**                | Jennifer Holm – Coordinator, Thesis and Dissertation | Kalamazoo, MI 49008  
(269) 387-8271 / (269) 387-8232 (Fax)  
jennifer.holm@wmich.edu |
Michigan Intercollegiate Graduate Studies (MIGS) Program
APPLICATION FORM

(Please Print or Type)

STUDENT INFORMATION:

<table>
<thead>
<tr>
<th>Name of Student (Last, first, middle)</th>
<th>Birth Date (mm/dd/yy)</th>
<th>Last 4 Digits of Social Security No. (required)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student's mailing address at Home Institution (city, state, zip code)</th>
<th>Telephone No.</th>
<th>Student ID # @ Home Institution</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student's email address</th>
<th>Male [ ] Female [ ]</th>
</tr>
</thead>
</table>

|--------------------------------------|--------------------------|

<table>
<thead>
<tr>
<th>Country of Citizenship and Birth (If different)</th>
<th>] Permanent U.S. Resident, Registration No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BA/BS: Institution</th>
<th>Degree</th>
<th>Date</th>
</tr>
</thead>
</table>

MIGS PROGRAM REQUEST:

From: 

Home Institution 

Student’s Field at Home Institution

To: 

Host Institution 

Student’s Field at Host Institution

<table>
<thead>
<tr>
<th>Faculty Contact at Host Institution</th>
<th>Telephone No.</th>
</tr>
</thead>
</table>

Course(s) to be taken at Host Institution:

<table>
<thead>
<tr>
<th>Title of Course</th>
<th>Dept/Course Number</th>
<th>Credits: [ ] Quarter / [ ] Semester</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have you previously participated in the MIGS Program?</th>
<th>No [ ] Yes [ ]</th>
<th>If yes, date: ________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have you ever previously enrolled in the Host Institution?</th>
<th>No [ ] Yes [ ]</th>
<th>If yes, date: ________________________</th>
</tr>
</thead>
</table>

| I agree to observe all the rules and regulations of the Host Institution and the MIGS program, |

Signature of Student ________________________ Date ____________

APPROVALS:
The above named student is in good standing and is approved by the Home Institution for enrollment at the Host Institution in the above course(s) for the semester or term beginning ___________ 20____ and ending ___________ 20____. The residency status as claimed above is correct.

Approval by the Home Institution: 

Academic Advisor ________________________ Date ________________________

MIGS Liaison at Home Institution ________________________ Date ________________________

Registrar (where applicable)* ________________________ Date ________________________

Approval by the Host Institution: 

Faculty Contact or Department Chair at Host Institution ________________________ Date ________________________

MIGS Liaison Officer at the Host Institution ________________________ Date ________________________

*The MIGS Liaison Officer at the Home Institution shall decide whether the signature of the Registrar is required.