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\(^1\). 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)
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CALVIN COLLEGE
Cindi Hoekstra - Graduate Program Coordinator
3201 Burton Street SE
Grand Rapids, MI 49546
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choekstr@calvin.edu

CENTRAL MICHIGAN UNIVERSITY
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ash1de@cmich.edu

EASTERN MICHIGAN UNIVERSITY
Donelle Goerlitz – Research Office Assoc.
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Ypsilanti, MI 48197
(734) 487-2726 / (734) 487-0050 (Fax)
gradschool@emich.edu

FERRIS STATE UNIVERSITY
Jessica Lyons - Graduate Admin. Assistant
1301 South State Street, IRC 119
Big Rapids, MI 49307
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gradoffice@ferris.edu

Grand Valley State University
Mark Luttenton – Associate Dean, Graduate School
401 W Fulton Street 318C DEV
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616-331-7105 (phone) 616-331-7317 (fax)
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MADONNA UNIVERSITY
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Livonia, MI 48150
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MARYGROVE UNIVERSITY
Gladys Smith
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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
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East Lansing, MI 48824
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MICHIGAN TECHNOLOGICAL UNIVERSITY
Nancy Byers-Sprague - Assistant to the Dean of the Graduate School
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Houghton, MI 49931
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NORTHERN MICHIGAN UNIVERSITY
Robert Winn – Interim Assistant Provost of Graduate Education & Research
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OAKLAND UNIVERSITY
Claire Rammel - Executive Director of Graduate Study and Lifelong Learning
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Rochester, MI 48309
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rammel@oakland.edu

SACRED HEART MAJOR SEMINARY
SACRED HEART MAJOR SEMINARY
David J. Twellman - Registrar and Director of Institutional Research
2701 Chicago Blvd.
Detroit, MI 48206
(313) 883-8512 (phone) / (313) 883-8682 (fax)
twellman.david@shms.edu

SAGINAW VALLEY STATE UNIVERSITY
Marc Peretz – Associate Provost for International and Advanced Studies
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University Center, MI 48170
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SIENA HEIGHTS UNIVERSITY
Linda Sandel Pettit – Dean of the Graduate College
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Adrian, MI 49221
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UNIVERSITY OF DETROIT MERCY
Diane Praet – Assoc. VP & Registrar
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UNIVERSITY OF MICHIGAN - ANN ARBOR
Lee Eriksson – Administrative Specialist
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UNIVERSITY OF MICHIGAN – DEARBORN
Soraya Jeffries Patton – Associate Registrar
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UNIVERSITY OF MICHIGAN – FLINT
Brad Maki – Director of Graduate Admissions
303 E. Kearsley Street
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WAYNE STATE UNIVERSITY
Deirdre S. Baker – Director of Graduate Admissions
5057 Woodward Avenue
Detroit, MI 48202
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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:

Name of Student (Last, first, middle) ________________________________
Birth Date (mm/dd/yy) ________________ Last 4 Digits of Social Security No. (required) ________________

Student’s mailing address at Home Institution (city, state, zip code) ________________
Telephone No. ___________________________ Student ID # @ Home Institution ________________

[ ] Male [ ] Female

Student’s email address ________________

[ ] U.S. Citizen [ ] Non-U.S. Citizen ________________________________
Country of Citizenship and Birth (If different) ________________

[ ] Permanent U.S. Resident, Registration No. ________________________________

Residency status at Home Institution: [ ] Michigan [ ] Non-Michigan

Current Degree Sought: [ ] Master’s [ ] Specialist [ ] Doctorate

BA/BS: Institution ___________________________ Degree ___________________________ Date ___________________________

MIGS PROGRAM REQUEST:

From: ________________
Home Institution Student’s Field at Home Institution ________________

To: ________________
Host Institution Student’s Field at Host Institution ________________

Faculty Contact at Host Institution ________________ Telephone No. ________________

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>
<tbody>
<tr>
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<td></td>
<td></td>
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</tbody>
</table>

Have you previously participated in the MIGS Program? [ ] No [ ] Yes If yes, date: ___________________________

Have you ever previously enrolled in the Host Institution? [ ] No [ ] Yes If yes, date: ___________________________

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.