

MICHIGAN INTERCOLLEGIATE GRADUATE STUDIES (MIGS) PROGRAM

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.

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

Lyndon G. Furst – Dean of Graduate Studies
Barrien Springs, MI 49104
(269) 471-3405 / (269) 471-6246 (Fax)
furst@andrews.edu

AQUINAS COLLEGE

Chad Gunnoe - Provost & Dean of Faculty
1607 Robinson Road SE
Grand Rapids, MI 49506
(616) 632-2151 / (616) 732-4432 (Fax)
gunnocha@aquinas.edu

CALVIN COLLEGE

Cindi Hoekstra - Graduate Program Coordinator
3201 Burton Street SE
Grand Rapids, MI 49546
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CENTRAL MICHIGAN UNIVERSITY

Roger Coles – Interim Dean of Graduate Studies
Mt. Pleasant, MI 48859
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coles1rl@cmich.edu

EASTERN MICHIGAN UNIVERSITY

Deb de Laski-Smith – Interim Dean of the Graduate School
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Ypsilanti, MI 48197
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ddelaski@emich.edu

GRAND VALLEY STATE UNIVERSITY

Priscilla Kimboko – Dean of Graduate Studies & Grants
401 W. Fulton Street - 388C DeVos Center
Grand Rapids, MI 49504
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kimbokop@gvsu.edu

MADONNA UNIVERSITY

Edith Raleigh – Dean of the Graduate School
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Livonia, MI 48150
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eraleigh@madonna.edu

MARYGROVE UNIVERSITY

Kurt Smith - Dean of Professional Studies
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Detroit, MI 48221-2599
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MICHIGAN STATE UNIVERSITY

Karen Klomparens - Graduate Dean and Associate Provost
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East Lansing, MI 48824
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MICHIGAN TECHNOLOGICAL UNIVERSITY

Nancy Beyers-Sprague
Assistant to the Dean of the Graduate School
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Houghton, MI 49931
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NORTHERN MICHIGAN UNIVERSITY

Cynthia Prosen – Dean of Graduate Studies
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OAKLAND UNIVERSITY

Claire Rammel - Executive Director of Graduate Studies
520 O'Dowd Hall
Rochester, MI 48309
(248) 370-4156 / (248) 370-2566 (Fax)
rammel@oakland.edu

SAGINAW VALLEY STATE UNIVERSITY

Clifford Dorne
Associate Vice President of Graduate Recruitment
7400 Bay Road
University Center, MI 48170
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cdorne@svsu.edu

SIENA HEIGHTS

Patrick Palmer – Dean of the Graduate College
Adrian, MI 49221
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ppalmer@sienaheights.edu

UNIVERSITY OF DETROIT MERCY

Lisa Zessin – Special Assistant to the Provost
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Detroit, MI 48221-3038
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lisa.zessen@udmercy.edu

UNIVERSITY OF MICHIGAN - ANN ARBOR

Antoinette Hopper – Senior Student Services Assistant
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WAYNE STATE UNIVERSITY

Steve Salley – Dean of Graduate Studies
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WESTERN MICHIGAN UNIVERSITY

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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) Social Security No. (required)

Student's mailing address at Home Institution (city, state, zip code) Telephone No. Home Institution ID No.

Student's email address

U.S. Citizen Non-U.S. Citizen _____
Country of Citizenship and Birth (If different)

Permanent U.S. Resident, Registration No. _____

BA/BS: Institution Degree Date

Residency status at Home Institution:

- Michigan
 Non-Michigan

Current Degree Sought:

- Master's
 Specialist
 Doctorate

MIGS PROGRAM REQUEST:

From: _____
Home Institution Student's Field at **Home** Institution

To: _____
Host Institution Student's Field at **Host** Institution

Effective:

- Fall Spring
 Winter Summer
 Spring/Summer
_____ (year)

Faculty Contact at **Host** Institution Telephone No.

Course(s) to be taken at Host Institution:

Title of Course	Dept/Course Number	Credits: <input type="checkbox"/> Quarter / <input type="checkbox"/> Semester

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.