



Appendix B

Institutional Records of Student Complaints: Policy

Supplements:

Student Handbook <http://www.lssu.edu/campuslife/handbook/index.php>

Institutional Policy <http://www.lssu.edu/procedures/2-1-11.php>

Lake Superior State University

Section: Academic Administration

Section Number: 2.1.11

Subject: Institutional Records of Student Complaints

Date of Present Issue: 01/25/12

Date of Previous Issues: 09/98, 11/11

POLICY:

To comply with federal regulations, Lake Superior State University will maintain records of formal, written student complaints filed with the offices of the Provost & Vice President for Academic Affairs and the Vice President for Student Affairs. The records will include information about the disposition of the complaints, including those referred to external agencies for final resolution. These records will be available to the Higher Learning Commission (HLC) comprehensive evaluation teams for review.

EXPLANATION

The University understands that the Department of Education expects the HLC evaluation teams to be aware of major complaints or categories of student concerns that may or may not be addressed in the self-study report. One source of that information will be an institutional historic record of student complaints and their disposition.

The University has determined that this federally-mandated obligation for record-keeping will be limited to complaints made formally in writing, signed by a student, and addressed to and submitted to an institutional officer with the responsibility to handle the complaint. The assumption underlying this policy is that when one of the two primary institutional officers named above becomes involved, the complaint has not been satisfactorily resolved either at any other institutional level or by other institutional personnel.

The tracking system for the University will be maintained in the Provost's Office. The tracking system will contain the following information:

- the date the complaint was first formally submitted to an appropriate officer;
- the nature of the complaint (e.g. dispute about a grade, allegation of sexual harassment, etc.);
- the steps taken by the institution to resolve the complaint;
- the institution's final decision regarding the complaint, including referral to outside agencies;
- any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.)

Lake Superior State University will only track complaints from students. Complaints from parents, employers, etc. need not be tracked for the purposes of this policy even where those complaints might relate to a student(s).

The University has established this system so that the record provided to any external team insures anonymity. In addition, Lake Superior State University will avoid mentioning by name any other individuals involved in the facts of complaint. The University will inform students and institutional personnel that it must share information about complaints with its accreditor but that individual identities will be protected.

Only written complaints mailed or delivered to an appropriate officer are considered formal complaints. The University will, of course, continue to respond to informal communications from students made through various means without including these exchanges within the tracking system. Records will be maintained for at least 10 years.

Revision Date	Revision Summary	Revision Made By	Title/Dept.

11/07/2011	Corrections to titles and to reference to the HLC	M. Walworth	Provost
01/25/2012	Minor title correction and addition of retention statement	M. Walworth	Provost



Appendix C

Institutional Record of Student Complaints: Resolutions

Institutional Record of Student Complaints

Policy 2.1.11 - formal complaints are made in writing by the student, signed by the student, addressed to and submitted to (in mail or directly) to the Provost/VPAA or VP Student Affairs

CONFIDENTIAL		PUBLIC RECORD					
LSSU ID	Student Name	Case #	Date submitted	Nature of Complaint	Steps taken to resolve	institutional decision w/ date	other external actions
		2009JBa1	10-Aug-08	appeal of academic status: dismissal	bumped back to Scholastic Standards	Follow institutional procedure, appeal to SS - Amos 11 Aug 2008	
		2008CBe1	21-Apr-08	concern regarding course evaluation	student did not state any desired outcome, only interest in dialog	Acting Provost Merrill extends invitation to discuss issues on March 21, 2008	
		2010DBo1	Jan 5 2010	appeal of academic status: dismissal	Reinstated by Blose Jan 6, 2010		
		2012RBu1	17-Apr-12	extension to incomplete grade	Walworth approved, Registrar notified	Walworth memo Apr 19 2012	
		2006LCa1	16-May-06	request to remove instructor from class	Harger referred the concern back to the dean for action, subsequent appeal to Provost remains possible	Harger resonse May 18, 2006	
		2012JCo1	26-Jun-12	readmission to LSSU after for dismissals	Denied, referred back to CC to repeat courses	Aug 22 second appeal letter, 8/21/2008 Provost phone call to resolve	

		2008MCu1	15-May-08	appeal of academic status: dismissal	policy to sit-out 2 semesters before readmission	May 21, 2008 letter from Amos, reiterated in letter from Loman on May 27	
		2007AD11	May 11 2007	appeal of academic status: dismissal	Appeal to Harger	Jan 10, 2008 Merrill denies readmission after 4 dismissals, and not meeting Harger requirements to continue	
		2015SDr1	13-May-15	exclusion, bullying, and discrimination			
		2008TF1	14-Apr-08	request for refund of \$319 having paid for class in which she had an "I"	Verified overpayment	Amos authorizes repayment on May 7, 2008, changes "I" grade to "A" as earned on third attempt.	
		2009AG1	14-Jan-09	appeal of academic status: dismissal	review of academic record	Amos reinstates with provisions to ensure academic success on Jan 25, 2009	
		2009KJ1	23-Jun-09	readmission to LSSU after for dismissals	Scholastic Standards committee denied	July 6, 2009 Merrill reaffirms SS recommends reapplying in spring 2010	
		2013TH1	7-Apr-13	appeal of academic status: dismissal	Walworth sets standards and criteria for readmission	Walworth provides conditional readmission April 19, 2013	
		2010TJ1	13-Aug-10	financial aid not processing, student believes an "I" is issue	review of case with financial aid shows student has reached 150% rule cap	On Aug 16, Walworth refers student to the financial aid appeal committee by Aug 23.	
		2011SKe1	24-Jan-11	issues with faculty member, professionalism and grading errors	researched by dean and chair in faculty member's absence (medical)	Grade change begun by faculty member located and submitted by Feb 10, 2011	
		2011RK11	11/9/2011	requesting late withdrawl rather than unsatisfactory grade	reviewed policy and practices	Walworth denies late withdrawl and assignment of earned "C-" on 11/11/2011	

		2013SKo1	2-May-13	readmission to LSSU after for dismissals	review of transcript and previous student-contract	Walworth denies readmission May 7, 2013 after not meeting criteria in previous readmit	
		2012SKo2	18-Dec-12	readmission to LSSU after for dismissals	review of transcript and previous student-contract	Walworth gives conditional readmission on 12/19/2012	
		2012SKo1	1-Aug-12	readmission to LSSU after for dismissals	review of transcript and previous student-contract	Walworth offers conditional readmission on Aug2, 2012	
		2011DLa1	12-Jan-11	Jan 2011 student contacts Provost with request for grade changes from 2000, award of degree	Student had contacted Michigan Attorney General and State Senator in March 2009 - Amos responded. In July 2009 Blose again responds to AG request.	June 25, 2012 memo from Walworth, credits have expired, not enrolled so no degree audit available, grade change request window closed	Feb 2009 student petitions MI AG, FBI, FTC, BBB, USDOE, USDOJ, POTUS, Governor, 4 senators, etc. January 2011 student petitions USDOE OCR. June 2012 student petitions for transcript showing degree
		2007KLa1	17-Aug-07	readmission to LSSU after for dismissals	review academic record, refer case back to Scholastic Standards committee	Harger memo to Langsford on Aug 17, 2007 states conditions	
		2010KLa1	9-Mar-10	readmission to LSSU after for dismissals	review of record	Blose issues readmission on March 19, 2010	
		2010KLa2	28-Dec-10	readmission to LSSU after for dismissals	review of record following fourth dismissal	Walworth denies readmission Jan 4, 2011 - retake classes and reapply	
		2007AMo1	2007	appeal of academic status: dismissal	no letter on file from student, but letter from Provost	Merrill upholds ruling of Scholastic Standards and dismissal on 9/5/2007	
		2008CMa1	3-Jun-08	claims advisor did not notify of 32 cr minimum	Stella advises that student did not have knowledge of credit minimum	Student will take 1 cr as independent study in summer (no memo in file)	
		2005KMa1	9-Dec-09	student has complaints regarding handling of music classes	Complaint submitted to President Youngblood and referred to Provost	Dec 9, 2005 Harger offers to meet with student	

		2010AMcD1	8-Nov-10	intervention regarding absence during perceived threat to campus	review statements by affected parties	Nov 10, Walworth recommends professor provide excused absence and not count the missed quiz	
		2006JMcD1	1-Mar-06	student removed from spring semester internship, petitions for tuition reimbursement	School cancels placement based on intern access of network - meetings with all parties	June 20, 2006 Harger issues tuition waiver and extended opportunity to complete another placement	
		2014LMe1	7/27/2014	Grade appeal policy - instructor did not return exam, lowered final grade	adjunct left university did not provide grade evidence	9/3/2014 Walworth changes final grade to match midterm	
		2010TMo1	9/1/2010	on or about 9/1 student appealed for reinstatement to the nursing program	review of decision and appeal findings from nursing faculty	11/15/2010 Walworth upholds recommendation from nursing faculty to dismiss from program	
		2007NMo1	10/30/2007	student appeal for readmission	fourth academic dismissals	10/30/2007 Merrill denies appeal for readmission	
		2014AMo1	7-Jul-14	request to have grade appeal heard by the Appeal Board	extensive background material presented, Appeal Board votes to NOT allow extra credit	Walworth overturns the Appeal Board and adjusts grade to reflect extra credit based on lack of definitive evidence 9/2/2014	
		2007JMy1	1/4/2007	student request for readmission	conditional readmission	1/16/07 Harger memo readmitting under condition	
		2005NOs1	10/13/2005	petition to allow credits from 1972 to apply to degree	review with Dean and faculty, conducted degree audit, identified courses remaining to current degree	11/10/05 Harger replies with list of classes, directions for readmission	
		2008KOs1	1/31/2008	Student petitions to drop class with full refund after deadline	course meets at regional center very third weekend	2/4/2008 Merrill approves request	

		2008EPa1	3/1/2008	On or about 3/1 Student petitions for reinstatement of financial aid	medical records provided of extended hospitalization	3/25/08 Merrill requests FA reconsider denial of aid given additional medical records, allowing of late W from fall 2005 based on circumstances	
		2013SPi1	9/23/2013	Student requests grade change from F to N	Provost reviewed request and documentation of funeral	9/25/13 Walworth responds that administration will not effect grade changes, course repeats have already replaced some grades - no further action	
		2007GPo1	23-Jun-07	petition to readmit following three dismissals	review of records	July 9, 2007 Harger grants readmission under conditions. January 9, 2008 memo from Merrill to President Loman denying readmission following fourth dismissal. 22Jan09 memo from Loman denying readmission	
		2008GRe1	2/26/2008	student requests refund after being dropped from practical nursing program		12/14/2007 Nursing dismisses from PN program for behavioral grounds. Merrill as Provost on 12/19/2007 allows late withdrawal but does not rescind dismissal from PN program. 2/26/2008 Merrill denies refund to Fed Dir Sub Loan account	
		2006NRI1	2/23/2006	On or about 2/12 student makes complaint regarding disability	RCSd committee reviews discrimination claim finding no evidence of negative action	Donovan 4/27/06 reviews course work, work of other students in same class, finding no discrimination or unequal treatment	

		2005TRo1	8/22/2005	Student at regional site complaint that financial aid is not releasing funds which would be available to on-campus students	review of policy, communication with ed.gov representative, discussion at provost council	8/26/2005 Harger issues policy change to issue excess aid to student	
		2008DRo1	5/1/2008	student appeals unsatisfactory grade in nursing clinical course	5/5/2008 Nursing school denies appeal	5/15/2008 Amos sustains decision	
		2005JRo1	8/5/2005	appeal decision of Scholastic Standards for dismissal		Harger approves readmission 8/17/05	
		2011DSa1	2/16/2011	appeal for readmission following dismissal	student has been dismissed three times previously	2/2/2011 Walworth approves readmission, notifies admissions	
		2007MSa1	2/15/2007	student appeals for grade and transfer calculations	review of transcript and previous student-contract	Harger approves an agreement which Merrill extends on 10/17/2007	
		2012SSh1	5/10/2012	student appeals for readmission	student completed work at BMCC	6/9/2012 Walworth reinstates, student can reapply for admission	
		2009JSh1	1/12/2009	applies for reinstatement following academic dismissal	review of transcript and previous student-contract	1/15/2009 Amos letter to readmit under specific conditions	
		2008BSi1	6/8/2008	student claims advising errors	detailed review of records and advising	Amos on 7/8/2008 advises student that they have been awarded diploma and that advisor was correct	
		2007MSo1	8/7/2007	student complaint to the President of cancellation of paramedic program	program cancelled	Harger relays options for student on 8/10/2007	

		2010ZSp1	8/25/2010	appeal for readmission following dismissal	testimonial from Dr. Jones	Walworth readmits 8/27/2010 under conditions	
		2011ZSp1	5/13/2011	appeal for readmission following dismissal	Scholastic Standards committee denied , testimonial from Dr. Evans	Walworth denies appeal 6/21/2011	
		2012SSJ1	9/24/2012	complaint regarding issuance of degree	detailed record of actions documented	Walworth recounts details on 9/28/2012 - degree is awarded	
		2010AS1	3-Sep-10	student complaint of faculty professionalism submitted for friend	complaint sent to President, transferred to Provost back to Dean to provide more information	Dean will contact the student to have friend come forward 9/10/10	
		2009DSu1	8/24/2009	request to waive lab portion of general education science		9/8/2009 Blose denies request offers suggestions to meet requirement	
		2009ASu1	2/15/2009	appeal for readmission following dismissal	review of transcript - scholastic standards committee recommends dismissal	Amos on 2/16/2009 denies appeal	
		2011VSz1	8/29/2011	claim of mistreatment by housing and advisor		Resolved by Peress - fees waived, new room assigned meal card provided	
		2008JTa1	9/2/2008	readmission to LSSU after for dismissals		9/3 Amos grants readmission	
		2011CTe1	18-May-11	Directed by admissions to appeal for readmission to LSSU after for dismissals	review of records and transfer credits	May 27 Walworth grants permission for part-time enrollment under conditional readmission	
		2011TTh1	5/18/2011	sought late withdrawal from classes with medical note	reviewed timeline and lack of instructor authorization for grade changes	5/20/11 Walworth offers to review timeline - student does not respond.	
		2011CTi1	11/8/2011	petition for readmission	reviewed credits	1/10/12 Walworth approves readmission for spring with conditions	



Appendix D

Publication of Transfer Policies: Policy

Supplements:

Academic Policies

Admission Policies

Transfer Student Applications

Transfer Student Information

Degree Program Transfer

Course Equivalencies

Lake Superior State University

Academic Policies

Please familiarize yourself with the academic policies described in this catalog. They will help you obtain your educational objectives. Faculty advisors, staff and administrative personnel will also help you negotiate your way through these policies — seek their advice whenever you have questions!

Student Classifications

0 to 25 credits = freshman
26 to 55 credits = sophomore
56 to 87 credits = junior
88+ = senior

The Academic Year

Lake Superior State University operates on a semester system. There are two regular 15-week semesters (fall and spring) which begin in August or September and end in April or May. The summer semester consists of classes offered in two six-week sessions, or one 12-week session. Please view the [Important Dates](#) for specific information for each semester.

Academic Credit

One credit is equal to 14 hours of classroom instruction in lecture/recitation courses. For example, a three-credit course might be scheduled 9-9:50 a.m. Monday, Wednesday and Friday for 14 weeks plus one week for exams. Laboratory classes, field work or other non-lecture classes meet for more than one hour a week per credit.

You should expect to spend two hours of study or class preparation for each hour spent in class.

The average credit-hour load for full-time students is 16 credits. A minimum of 124 credits is required for all baccalaureate degrees; a minimum of 62 credits is required for all associate degrees.

Academic Transcripts

You may have an official copy of your permanent records sent to schools, companies and other places or persons of your choice. Complete and sign a [Transcript Request Form](#) and mail or fax it to the Registrar's Office, 650 W. Easterday Avenue, Sault Ste. Marie, MI 49783. Your first official transcript requested is free; after, there is a \$5 charge for each transcript. Student copy transcripts are issued directly to you and can be requested free of charge at the Registrar's Office in the Fletcher Center. You must show a picture I.D. Any financial or other obligations to the University must be cleared before a transcript is released. You may also print an unofficial transcript on-line using Anchor Access.

Student Curriculum Choice and Advising

When you apply for admission, you are asked to declare a major. The major you declare will determine which major department you are in and the academic advisor assigned to you. Please get to know your advisor well and meet with him/her often to get help in class selection, degree progress and career advice. You may change your major by processing a Major Change Form, available in Anchor Access and in the academic offices. Major Change Forms must be filed with the Registrar's Office for each major change. If you are unsure of your major, you will be assigned to the Liberal Arts-Unclassified major.

Semester Course Selection

Registration for the next semester takes place near the end of your current semester.

Three weeks before registration, course schedules listing times, dates and locations will be available [online](#) and in Anchor Access. Review the class offerings, read the instructions for scheduling, and meet with your advisor to select courses for the next semester.

You must sign up for classes for the semester in which you will be doing the actual work.

Please review all the registration information carefully as it has dates for registration according to class level, dates for tuition payments, and information regarding prerequisites, corequisites and other course requirements.

It is your responsibility to ensure that the classes you take count toward your degree program. You may, however, be required to take developmental courses (course numbers beginning with "0", such as MATH087), which will not count toward graduation.

Test Scores: When you apply for admission, you will send your ACT or SAT scores to Lake Superior State University. Your scores determine the level of English and mathematics courses into which you will be placed. If you have been out of high school more than 26 months and have not taken the ACT or SAT, you will take placement tests at the Testing Center at Lake Superior State to determine your placement in English and mathematics.

Prerequisites: Many courses require that you complete English, reading and/or mathematics, or other preliminary classes before registering for the course. If you are currently enrolled in a course which is prerequisite to a course you need the following semester, you may register for the course on the presumption you will successfully complete the current course. If you do not earn the prerequisite grade required for the next course, you should consult your advisor and make a plan for an alternate course. Exceptions may be made only by the dean of the college or the instructor of the course.

Maximum credit load: You may carry up to 20 credits per semester. You may take more credits if you have a 3.00 GPA or higher and have written approval from the appropriate dean. Students on academic probation should not take more than 15 credits.

Adding/Dropping courses through the Add/Drop Period: You may add or drop courses online using Anchor Access through the sixth day of the fall or spring semester. If you are attending a summer semester, you can add or drop courses online through the fourth day of the semester.

If you wish to add a course that is full or without having the necessary prerequisites, you must contact the instructor for that course to request permission. If the instructor approves the request, he/she will complete an Instructor Override for you. You must then go online and register for that course.

Courses dropped through the sixth day (fourth for summer semester) will not appear on your academic transcript.

Adding courses after the Add/Drop Period of the semester: Online registration ends on the sixth day of the semester (fourth for summer semester). If you wish to add a course after this date, you must have the instructor's permission. You will need to complete a Schedule Adjustment Form, have the instructor sign it giving permission, and then process the form at the Registrar's Office, located in the Fletcher Center for Student Services.

Dropping courses after the Add/Drop Period of the semester: You may drop a full-semester course during the first eight weeks (40 days) of the semester. For courses running less than a full semester (e.g. seven-week class), check online for the official drop dates — the time period for dropping will be approximately equal to one-half of the course instructional period. If you drop a course, you will receive an N grade on your academic transcript. N grades are not counted in the academic GPA.

Repeat Policy

This policy is in effect for all students starting at Lake Superior State University as of the Fall Semester 2011. You may repeat a class in which you earn a grade other than "W" or "N" only twice without special permission.

1. Courses transferred from other institutions are included in this policy.
2. Both the original and repeat grades will show on the transcript, but hours earned toward graduation will only count once.
3. For the purpose of calculating the cumulative grade point average, only the grade of the last attempt will be used.

To repeat a course more than twice, the student must attain the permission of the course instructor and the dean of the college offering that course. Permission is only granted under extenuating circumstances.

Policy on substitutions or waivers for failed classes

If you fail a class required for your degree program, you must repeat the class and receive a passing grade. If the failed class is no longer offered because of program changes and/or course deletions, the dean may approve a substitution or waiver recommended by the academic chair. The chair must provide reasons for the recommendation on the substitution/waiver form which is sent to the dean's office for approval. Upon approval, the dean will then send the form to the Registrar's Office.

Withdrawals

If you are an enrolled student and drop all of your classes during the first eight weeks of the fall or spring semester (dates vary for summer semester), you may be eligible for a partial tuition refund. You will need to complete a Withdrawal Form at the Registrar's Office. ([Please check online for the refund policy and dates.](#))

Before leaving, be sure you have cleared any holds on your records so you can return at a later date or have transcripts of your academic records sent.

Late Withdrawal: Students requesting a late withdrawal from one or all of their classes after the official drop date need to complete a [Request for a Late Withdrawal and/or Tuition Appeal Form](#) and have documented extenuating circumstances. The decision to grant the late withdrawal and/or tuition appeal will be made by the Late Withdrawal Appeal Committee. Appeals are reviewed in the order received and results may take from two to four weeks. The need for additional documents may delay this timeframe. All decisions by the committee are final and not subject to appeal.

Class Attendance

Regular class attendance and active participation in classes are important elements in the learning process. You are at the University primarily for the sake of intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of your progress.

You are personally responsible for the satisfactory completion of the course work prescribed by your instructors. This means that you are expected to attend classes regularly, and that you are responsible for the work assigned in class, the material covered in class, and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, mere physical attendance should not be a criterion for evaluation of your performance.

Participation in an official University function is an excused absence when approved by the provost. You will not be penalized for such participation. You are responsible for work missed and must confer with your instructor on this matter.

Grading System

Grades and Grade Points

Grade	Grade Points per Credit
A+	4.00
A Excellent	4.00
A-	3.70
B+	3.30
B Good	3.00
B-	2.70
C+	2.30
C Average	2.00

C-	1.70
D+	1.30
D Inferior	1.00
D-	0.70
F Failure	0.00
I Incomplete	0.00
N No Grade	0.00
W Late Withdrawal	0.00
AU Audit	0.00
CR Credit	0.00

CR (undergraduate level) is equal to a 2.00

CR (graduate level) is equal to a 3.00

NC No Credit	0.00
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Grade Point Average (GPA): To calculate your GPA for a semester, divide the total quality points earned by the GPA hours. GPA hours include those earned or failed but not those classes taken for credit/no credit. Cumulative GPA is calculated by dividing total quality points earned by the number of GPA hours carried in all semesters. If you repeat a course, count only the credits carried and the points of the last grade earned. Only the grade of your last attempt is calculated in your GPA.

A cumulative GPA of 2.00 for all credits is required for graduation. Further, a 2.00 cumulative grade point average for all credits in major, minor(s), and general education is required. Some programs require a higher GPA in the major curriculum.

"I" (incomplete) grade: Students may request an "I" (incomplete) grade for a course if extenuating circumstances beyond their control prevent the completion of the course requirements by the end of the semester. Examples of extenuating circumstances may include health issues, death of a parent/spouse/child, or military service. Students and faculty must be aware that an "I" (incomplete) grade counts toward the student's attempted credits for a semester and may thus affect Satisfactory Academic Progress. Students receiving financial aid must consult with the Financial Aid Office to discuss their specific situation when electing to drop a course or requesting an "I" (incomplete) grade.

Appropriate documentation is required. Students will need to be enrolled and have completed the majority of the work required for a course during the semester to be eligible to request an "I" (incomplete) grade. An "I" (incomplete) grade may be issued in a course that by design can not be completed in one semester. An example of this type of course would be a study abroad course that requires the student to be out of the country until after the official semester end date. An "I" (incomplete) grade shall not be issued as a midterm grade for any course.

Students must work with the instructor to complete all missing requirements by a date specified by the instructor. If a date is not given, the student will have a maximum of two semesters (excluding summer semesters) to complete the requirements for the course and to have the "I" (incomplete) grade changed to an appropriate final grade. Students should not re-enroll in any class in which they currently have an "I" (incomplete) grade.

If the "I" (incomplete) grade has not been changed to an appropriate final grade by the end of two semesters (excluding summer semesters) the "I" (incomplete) grade will be changed to an "F" (failure) grade.

Students are **not** eligible to receive a degree or certificate with an "I" (incomplete) grade on their academic record.

N and W grades: These grades are given to those classes that you have officially dropped (N) or withdrawn (W).

Credit/No Credit Courses

You may enroll in some courses on a credit/no credit basis if you are in good academic standing. The following conditions exist:

1. One course per semester may be taken as credit/no credit.
2. Only 12 credits of courses taken as credit/no credit may be applied toward a degree.
3. Courses that are required by your major, minor, or that are general education courses, can not be taken for credit/no credit.
4. You apply at the Registrar's Office to enroll for a credit/no credit course during the add/drop period; cannot change to regular grades after the add/drop period ends.
5. You maintain a 2.00 (C average) in a course to receive a CR grade.
6. Instructors are not notified that you are taking a course as credit/no credit; the CR or NC credit is assigned based on the grade your instructor submits.
7. Certain courses are always offered with a credit/no credit format. These courses have this information in the official course description and course syllabi. The policy and limitations outlined above do not apply to these courses.

Auditing a Class

Audits are designed for someone who wishes to take a particular course for its content but not be graded for the course. An LSSU student may register for any course on an audit basis provided all prerequisites have been satisfied. Normal tuition and fees are charged for audited courses.

The coursework for auditing a course is determined in conjunction with the faculty member for the course.

Auditing courses does not count as part of a student's official class load for determining financial aid eligibility, veteran's benefits or any other enrollment certification requirements.

Students may change from an audit to credit status during the first week of classes and only with the concurrence of the faculty member for the course. This change must be processed through the Registrar's Office for grading purposes.

Senior Audit Policy

Residents of Michigan who are 60 years of age or older may take undergraduate courses at Lake Superior State University without paying tuition (tuition is waived). Such residents may register on an [audit basis](#) for any undergraduate course offered by the University, provided that space is available, and the individual meets the prerequisites or has the permission of the instructor. Verification of age must be provided to the Registrar.

Those participating in course work under this program shall be entitled to full classroom participation, and may complete all assignments and examinations for evaluation by the instructor. The purchase of textbooks, program fees, special course fees, and required materials shall be the responsibility of the participant. The student's name will not appear on an instructor's official class list or grade roster and no grade will be recorded for the student in the Registrar's Office.

Dean's List

Full time students carrying at least 12 graded credits of college-level courses (100 level or above) in a semester with a grade point average (gpa) of 3.500 or higher, and NOT having any incomplete ("I") grades, will earn Dean's List honors, which acknowledge outstanding academic achievement.

If a grade is changed within 30 days from the end of the semester because of an instructor error in the recording of a grade, or because the student has completed the work required to resolve an Incomplete ("I") grade, the student will be considered for Dean's List honors.

Effective fall semester 2006, students earning Dean's List honors will have this designation noted on their LSSU academic transcript.

Prior Learning Policy

Credit for Prior Learning (CPL)

LSSU recognizes that students may acquire expertise, skills and knowledge through individual study, employment, military training, community service or other experiences outside of the normal college setting, which is known as prior learning. LSSU credit may be awarded for prior learning through successful completion of standardized examination programs, (e.g. CLEP, Advanced Placement, DANTES), credit recommendations of the American Council of Education, or successful completion of "departmental examinations". Credit may also be awarded upon successful completion of an individual Prior Learning Portfolio that documents the demonstration of learning outcomes for a specific course or set of courses.

All prior learning credits are considered transfer credits and are subject to the same policies as other transfer credits. Discuss your prior learning experience with your academic advisor, chair or dean for more information.

University residency requirements apply to all forms of prior learning (e.g. a minimum of 30 credits of the 124 credits required for an LSSU baccalaureate degree must be earned using LSSU coursework). See the Academic Catalog for the complete residency policy.

CPL Portfolio Program

The CPL Portfolio program grants credit after a successful faculty evaluation, and Dean approval, of a portfolio that demonstrates mastery of the learning outcomes for a specific course or set of courses. Unlike typical course articulations, no list of equivalencies exists since every person's prior learning experience can vary significantly. It is only through the CPL Portfolio review process that equivalencies are identified and credit awarded. Because of this, not all Lake Superior State University courses are eligible for CPL Portfolio review. Credits awarded through the CPL Portfolio review support a student's goals and are applied to a specific academic degree program. A typical portfolio will capture prior learning experiences from work experience (based on past employment), past training (such as classes, workshops, seminars, etc.), and life experiences (long-term activities that may have resulted in college level learning). The University provides guidelines and assistance for CPL Portfolio development through the School of Arts and Letters.

If you are interested in pursuing credit for prior learning through a CPL Portfolio, you should contact the Dean or the Chair of the School of Arts and Letters to review the process. After that meeting, you will be directed to a dean or multiple deans to review your request(s).

CPL Portfolio Criteria:

In order to be considered for CPL Portfolio credit review, a student must be currently enrolled in a degree program and his/her cumulative GPA must be a minimum of 2.00, or higher where required by the program. Furthermore:

1. All CPL Portfolio credit is considered non-LSSU credit (transfer credit) and is limited by LSSU policy to 60 credits and only 16 credits may be used to fulfill 400 level coursework.
2. CPL Portfolio-based credit may only be awarded for content which applies to the student's degree program. Approved CPL will appear on a student's transcript.
3. CPL credit may not be applied to fulfill the University's residency requirement.
4. CPL credit may not be used to satisfy the General Education Requirements of the University.

CPL Portfolio Guidelines:

1. Portfolios must be submitted to the Dean of the College or School responsible for the content review by the 12th Friday of the semester (two weeks before final examinations) during the academic year, or by the 2nd Friday in July for the summer semester. Students are not eligible to submit a CPL Portfolio in their anticipated term of completion (e.g. graduation term).
2. Credit will be granted for college-level learning and only for courses required for LSSU degrees.
3. Credit for any specific instance of prior learning can only be awarded once (e.g. credit for knowledge gained in mathematics cannot be awarded once through CLEP then again petitioned through a CPL Portfolio or transfer credit). All CPL Portfolio requests must be submitted at one time to facilitate coordination of credit awarded, and separate portfolios must be submitted to each School for all

credits which the student seeks to have evaluated within the school.

4. The CPL Portfolio may be used to award credit for specific LSSU courses or for general elective credit applicable to the degree program. The amount of credit to be allowed through portfolio evaluation identification of specific courses for substitution, if any, and the fulfillment of graduation requirement, if any, is determined by the Dean of the appropriate school under advisement of the school faculty.
5. While the School of Arts and Letters faculty provide general guidance and assistance, it is each student's responsibility to complete a narrative and a portfolio of documentation, which will be the basis for awarding credit.
6. To assist students interested in developing a portfolio for this purpose, the University may provide an elective portfolio course (e.g. USEM201 Prior Learning Portfolio Development).
7. CPL Portfolios will be evaluated on the alignment of learning evidenced with the specific course's or program's learning outcomes. Elements in the portfolio may include documentations of leadership and community service experiences, professional work experiences, creative contributions to society, and completion of professional training.
8. CPL Portfolios will be evaluated by faculty qualified to teach the course(s) for which the portfolio has been submitted.
9. Credit under this program cannot be obtained for learning when proficiency exams are required by the appropriate department.
10. Formal CPL Portfolio review to evaluate for credit requires an initial \$50 processing fee for each CPL Portfolio submitted using the [CPL Portfolio Review Form](#). If approval is received, the student will be required to pay an additional \$75 per awarded credit.

Grade Appeal Policy

Lake Superior State University has established procedures for students to appeal the final course grade. The only concerns that may be grounds for an appeal are the grades, and the consistent application of class requirements and policies as they pertain to grades. As with other concerns, a student may also want to consult with the Student Ombudsman, www.lssu.edu/ombudsman, to discuss the matter.

A student who has concerns regarding a final course grade may take the following steps:

1. Contact the course instructor and discuss the concern(s). This will serve as an informal review and an opportunity for open dialog regarding the concern(s).
2. If the informal review does not lead to a satisfactory resolution the student may choose to file a formal appeal. The appeal must be filed with the course instructor within 20 university working days of the posting of the final grade, with copies of the appeal documentation provided to the School Chair. The course instructor shall respond to the appeal in writing to the student and Chair within five (5) university working days upon receipt of the appeal. The appeal shall include:
 - o The [Grade Appeal Record of Action Form](#)
 - o Statement of Appeal: this should be brief and specific
 - o Justification: reasons for lodging the appeal should be presented with supporting evidence (all documentation must be provided at this point)
 - o Remedy: a specific remedy should be cited.
3. If the School Chair's response does not lead to a satisfactory resolution the student may, within three (3) university working days of receipt of the response, request formal review of the appeal by the Dean of the College/School. The student shall deliver the appeal documentation to the Dean who shall respond in writing to the student, the course instructor, the Chair, and the Provost within five (5) university working days upon receipt.
4. If the appeal timelines stated above are not met by the student the appeal is considered closed and no further action is required. If the appeal timelines stated above are not met by the university personnel the appeal can be advanced by the student to the next step. The Provost may grant an extension in time at any step due to extenuating circumstances; such extensions will be documented on the Grade Appeal Record of Action.
5. If steps 1-4 do not lead to a resolution of the concern the student may petition the Provost, within three (3) university working days of receipt of the Dean's response, to convene an ad hoc Grade Review Board for a formal hearing of the appeal. The student shall deliver to the Office of the Provost the completed Grade Appeal Record of Action and all documentation required as evidence to the appeal.

The members of the Grade Review Board, appointed by the Provost or his/her designee, shall include a Dean of a college other than that in which the course is housed, two faculty members from schools other than that of the course, and two students of junior or senior standing. Copies of all documentation will be provided to members of the Grade Review Board, the professor and the student. No new documentation will be introduced at the Hearing. The Provost or his/her designee will convene the Grade Review Board Hearing and may participate in deliberations; however, he/she will not cast a vote should there be dispute in determining recommendations.

At the Grade Review Board Hearing, the student shall present his/her argument, followed by the professor's response. The Board shall promptly prepare a written recommendation and forward copies to all parties involved, including the student, course instructor, Chairperson, Dean, and Provost. The report shall include dissenting opinions on the Board, if any. Recommendations of the Board are advisory to the Provost, who will make a final determination. Records of each case heard by the Board shall be maintained in the office of the Provost.

General Information:

A university working day (UWD) refers to those days when the university is in normal operation, and university offices are open for business.

"Receipt" refers to the day upon which the appropriate document(s) are officially initialed by the person(s) designated.

The Provost may establish appropriate and reasonable extensions of time in cases where the student is not actively enrolled in the current semester, or where the course instructor is not assigned teaching duties for the current semester.

Undergraduate Academic Standing

Full- and Part-Time Students Academic Probation and Dismissal Policy

For Undergraduate Coursework

Effective Summer 2005

Cumulative GPA Hours Carried at LSSU	Minimum for Good Standing*	On Probation	Dismissal
1 - 18.9	2.00	less than 2.00	two consecutive semesters on probation
19 - or more	2.00	less than 2.00	two consecutive semesters on probation or 1.60 or less gpa

You will be dismissed for academic deficiencies if you are on probation for two consecutive semesters at Lake Superior State University. If your cumulative GPA Hours (as shown on your transcript) are 19 or more and your grade point average is 1.60 or less, you will be dismissed. GPA Hours are those used in figuring your grade point average. Classes not at the 100-level or above are not counted in the GPA Hours. Classes with grades of CR/NC are not counted in the GPA Hours.

*A cumulative grade point average of 2.00 for all credits carried at Lake Superior State University and a cumulative grade point average of 2.00 for all courses required in your major, minor and general education is necessary for graduation (effective fall 2007).

1. You will be on academic probation if your cumulative grade point average falls below 2.00. Academic Probation limits you to 15 credits. You must contact your advisor to adjust your schedule before classes start for the next semester.
2. If you are on probation for two consecutive semesters (summer semester included if you are enrolled in summer classes), you will be academically dismissed or, if your cumulative GPA Hours are 19 or more and your grade point average is 1.60 or less, you will be academically dismissed. Your classes for the next semester(s) will be deleted.
3. After a first or second dismissal you may choose one of the following options:
 1. Allow two semesters (summer may be counted for one semester) to elapse before re-enrollment,
or
 2. Petition the Scholastic Standards Committee for immediate readmission should extenuating circumstances exist. This action is initiated with the Chair of the Scholastic Standards Committee. The Committee can either permit early readmission with specific conditions required of you or deny your request. Subsequent to the Committee's denial, you can further appeal in writing to the Provost, whose decision is final.
4. If you continue after a dismissal, you will be dismissed again after any semester in which your cumulative grade point average falls below a 2.00. The Registrar may allow you to continue "on probation," with the record showing "on probation" instead of "academic dismissal" if your record has shown improvement during the semester and you have a 2.00 grade point average in courses carried for that semester.
5. If you are dismissed a third time, you will not be reinstated without the permission of the Provost. Three semesters must elapse from the time of dismissal before you may petition for readmission. Summer may be counted for one semester.
6. The Scholastic Standards Committee may dismiss you from the university for demonstrated academic dishonesty.

Graduate Academic Standing

Full- and Part-Time Students Academic Probation and Dismissal Policy

For Graduate Level Coursework

Effective Summer 2011

A cumulative grade point average of 3.00 for all graduate credits carried at Lake Superior State University and a minimum grade of B for each course, including courses transferred into the program, are required for graduation.

1. You will be on academic probation if your cumulative grade point average falls below 3.00. Academic Probation limits you to six (6) credits. You must contact your advisor to adjust your schedule before classes start for the next semester.
2. If you are on probation for more than two consecutive semesters (summer semester included if you are enrolled in summer classes), you will be academically dismissed. Your classes for the next semester will be deleted.
3. After a first or second dismissal you may choose one of the following options:
 1. Allow two semesters (summer may be counted for one semester) to elapse before re-enrollment,
OR
 2. Petition the Scholastic Standards Committee for immediate readmission should extenuating circumstances exist. The Committee can either permit early readmission with specific conditions required of you or deny your request. Subsequent to the Committee's denial, you can further appeal to the Provost, whose decision is final.
4. If you continue after a dismissal, you will be dismissed again after any semester in which your cumulative grade point falls below a 3.00. The Registrar may allow you to continue "on probation," with the record showing "on probation" instead of "academic dismissal" if your record has shown improvement during the semester and you have a 3.00 grade point average in courses carried for that semester.

5. If you are dismissed a third time, you will not be reinstated without the permission of the Provost. Three semesters must elapse from the time of dismissal before you may petition the Provost for readmission. Summer may be counted for one semester.
6. The Scholastic Standards Committee may dismiss you from the university for demonstrated academic dishonesty.

Cheating and Plagiarism: Academic Integrity

Academic integrity is a key component of the core values of Lake Superior State University. All members of the University community are expected to be honorable and ethical and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. The University community will not tolerate academic dishonesty as such behavior will cause harm to the reputation of students, faculty, and graduates of the institution. Such dishonorable behavior includes, but is not limited to, cheating, fabrication, plagiarism, and obtaining an unfair advantage. These terms are defined below:

Cheating

Cheating is defined as using or attempting to use unauthorized materials or information of any kind during an exam or graded assignment of any kind. Using notes, texts, help from individuals, or copying information from another individual's exam, or by using electronic or any other means constitutes cheating unless such resources are EXPLICITLY allowed by the instructor.

Fabrication

Fabrication is any unauthorized falsification, invention, or copying of data, falsification of information, citations, or bibliographic references in any academic work. It also includes falsifying any academic record or other University document.

Plagiarism

Plagiarism is representing someone else's work as one's own. Failing to cite references or presenting material, verbatim or paraphrased, that is not acknowledged and cited also constitutes plagiarism.

Obtaining an Unfair Advantage

Academic integrity is violated when one obtains an unfair advantage by stealing, reproducing, circulating, or otherwise gaining access to examination materials before they are distributed by the instructor. Also prohibited are stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use.

Possible Sanctions for Offenses

It is in the best interest of the University community to sanction any individual who chooses not to accept the principles of academic honesty by engaging in the above acts. Appropriate sanctions may include failure of an assignment or exam, failure of a course, or dismissal from the University.

Faculty and University Responsibilities

Unless the faculty member has explicitly specified otherwise, students are to assume that exams are individual, closed book, and without the use of notes or similar reference materials. Unless specifically allowed by the faculty member, papers, projects, and similar products are expected to be the original individual work of the student. If notes, texts, other reference materials, group work or similar activities are to be allowed, the faculty member will specify what is permitted for a particular assignment or exam prior to disseminating the assignment or exam.

A faculty member who observes a violation in one or more of the above areas shall meet with the student to address the violation. If, in the judgment of the faculty member, academic integrity has been violated, the faculty member will impose the appropriate sanction, either a failure for the assignment or exam, or failure for the course. The faculty member will then file an Academic Integrity Incident Report with the department chair, dean, the Provost's Office, and the office of Student Affairs. This report will be kept in the Provost's Office as well as in the office of the Vice President of Student Affairs for a period of five years. A copy of this report will also be placed in the student's advising file. Academic Departments or Schools may have additional policies and procedures that could provide further recommendations to the Provost's Office when instances of academic dishonesty are suspected. This policy is also applicable in the Testing Center.

In cases of egregious or repeated violations, it may be determined by the faculty member, his/her department chair, or dean, that dismissal from the University is warranted. In this case, the chair of the Scholastic Standards Committee and the student will be notified. The Scholastic Standards Committee will then conduct a hearing in which the student is granted due process. If the committee decides that dismissal from the university is warranted, the student will have five school days to appeal the decision to the Provost of the University. The Provost may either affirm the decision to dismiss, or reinstate the student and provide a rationale for doing so.

Theft

Everyone is expected to show respect for University and individual property. Theft of any kind, whether of money, property, or services, violates the entire community and will not be tolerated. Destruction or mutilation of books, magazines, or other library material is considered a form of theft. Theft, damage or destruction of University property, or the property of others, is considered a serious offense against the University community and may result in penalties including the issuance of fines, removal from the campus, dismissal from the University, and/or criminal prosecution. If you have anything stolen while on University property, please notify the Public Safety Department by calling 635-2210 as soon as possible.

Family Educational Rights and Privacy Act (FERPA)

Section 438 of the General Education Provisions Act, as amended, sets forth the requirements to be met by an educational institution to protect the privacy of students. This act is called the Family Educational Rights and Privacy Act and shall be referred to hereafter the Act. The Act generally governs access to student educational records and the release of such records. The Act also requires that institutions of higher education must provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or inappropriate. Educational institutions must also obtain written consent before releasing personally identifiable data about students from records to other than a specified list of exceptions. In addition, students must be notified of these rights.

In accordance with provisions of the Act and the regulations enacted by the U.S. Department of Education, Lake Superior State University has adopted the following policies and procedures:

Section 1. General Policy on Access and Disclosure

Lake Superior State University shall not as a matter of policy or practice:

1. Deny or prevent students at the University the right to inspect or review the educational records of such students,

or

2. Permit the release of educational records contrary to the provisions of the Family Educational Rights and Privacy Act and the policies and procedures set forth in the following sections.

Section 2. Notification to Students

Under the provisions of the Act, the University must [annually notify students](#) of their rights and the institution policies pertaining to the Act. In addition, notice must be given to the location where the policy can be obtained as well as to inform the students of the right to file complaints with the U.S. Department of Education concerning alleged failures by the University to comply with the Act. In accordance with these requirements the annual notice regarding students' rights, the location of copies of the University's policies setting forth these rights, as well as the right to file complaints with the Family Educational Rights and Privacy Act Office, shall be published in the University Catalog. The annual letter to students will notify students of directory information.

The registrar is the hearing officer for the Act and is responsible for implementing the notification requirements and the distribution of copies of the policies and procedures.

Section 3. Education Records Defined

"Education records" means those records which:

1. Directly relate to a student or
2. Are maintained by the University or its agent.

The term does not include:

1. Records of institutional, supervisory, and administrative personnel which:
 1. are in the sole possession of the maker thereof, and
 2. are not accessible or revealed to any other individual except a substitute.

A *substitute* is defined as one who performs, on a temporary basis, the duties of the individual who made the record. It does not refer to an individual who permanently succeeds the maker of the record in his or her position.
2. Records of the law enforcement unit of the University (Security Department) which are:
 1. maintained apart from the University's educational records;
 2. maintained solely for law enforcement purposes; and
 3. not disclosed to individuals other than law enforcement officials of the same jurisdiction, provided that educational records maintained by the University are not disclosed to the personnel of the law enforcement unit.
3. Records relating to an individual who is employed by the University which:
 1. are made and maintained in the normal course of business;
 2. relate exclusively to the individual in that individual's capacity as an employee; and
 3. are not available for use for any other purpose.
 4. This paragraph (3) does not apply to records relating to an individual in attendance at the University who is employed as a result of his or her status as a student.
4. Records relating to an eligible student which are:
 1. created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity;
 2. created, maintained, or used only in connection with the provision of treatment to the student; and
 3. not disclosed to anyone other than individuals providing the treatment; provided, that the records can be personally reviewed by a physician or other appropriate paraprofessional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of programs of instruction at the university.
5. Records of the university which contain only information relating to a person after that person is no longer a student at the University. An example of these records would be information collected by the University pertaining to the accomplishments of its alumni.

Section 4. Rights to Inspect and Review Education Records

A student who is enrolled at or has attended Lake Superior State University has the right to inspect and review his/her educational records subject to the limitations set forth in Section 3 and 13.

The educational record recorded by the student will be provided within a reasonable period of time defined by availability of staff time and the records. Records will be provided no more than 45 days after the request is made.

The right to review educational records includes the right to a response from Lake Superior State University to reasonable requests for explanation and interpretations of the subject record.

Section 5. Procedures for Inspection and Review of Records

A written request for the inspection is required for review of educational records or release of records, where permitted, to third parties. See Section 10A for release of records to third parties. The request must be submitted to the appropriate officer. See Section 7 for list of officials maintaining educational records.

The written request under this section must contain:

1. A description of the information requested,
2. The date, if any, that the information is required,
3. The student's signature, and
4. The date the request is filed.

Section 6. Copies of Records: Fees for Copies

Copies of educational records will be provided under the Act under the following conditions:

1. Where failure to provide a copy would effectively prevent a student from exercising the right to inspect and review the educational

record. (Examples of when this provision would be effective would be absence from the state or a confining illness.) If the student will return to the residence occupied while attending the University or be within 30 miles of campus and is not physically incapacitated during the 45-day compliance period, copies shall not be provided but the right of inspection may be exercised. Under this provision, a written request is required (see Section 10A) specifying the record to be disclosed and the reason that a personal inspection of the record cannot be made during the 45-day compliance period. Requests are reviewed on a case-by-case basis to determine if copies are required as opposed to personal inspection.

2. On request, under the provisions of Section 10B regarding records to officials of another educational institution in which the student is enrolled or seeks or intends to enroll.
3. On request, or with the consent of the student, under the provisions of Section 10A, regarding information released with the approval of the University to third parties. The University shall not charge a fee for copies of records provided under the Act. There is not a charge for search, retrieval or inspection of the record. Copies of records provided under these provisions do not carry the University seal or official signature of approval.

Section 7. Listing of Location of Education Records

The following is a list of the records considered educational in nature under the Act and their locations listed by Office, Type of Record, Responsible Official, and Location.

- Admissions; Academic file, Financial; Director of Admissions; Hillside House
- Career Advising and Placement; Academic, Personal, evaluations; Director; Library
- Continuing Education; Academic; Director; Library
- Human Resources; Work Evaluation, Employment; Director; Administration Building
- Financial Aid; Financial, Academic, Personal evaluation, Employment; Director; Fletcher Center
- Graduate Office; Academic, Financial; Coordinator; Crawford Hall
- Registrar's Office; Academic (complete and official academic record), Personal, Veterans Affairs; Registrar; Fletcher Center
- Residence Halls; Personal; Housing Manager; Cisler Center
- Residence Halls and Student Life; Discipline; Director for Student Programs and Services; Cisler Center
- Student Accounts; Financial; Director Business Operation; Fletcher Center
- Academic Areas, Academic; School/Department Chairs.

Note: All academic records are partial records with the exception of the Registrar's Office as noted above.

Section 8. Disclosure of Restricted Information to University Officials

Personally identifiable information from the education records of a student may be disclosed without the prior consent of the student to University officials who have a legitimate educational interest in the information. The University officials must demonstrate a need to obtain the information consistent with their official functions and the request must be consistent with normal professional practices and legal requirements.

The disclosure of personally identifiable student information under the above conditions will not be disclosed to any other party without the prior written consent of the student, except that such information may be used by the appropriate officials or agents of the University for the purpose for which the disclosure was made.

Section 9. University Officials

For the purpose of these procedures and policies, University officials are those individuals who have demonstrated a need for access to student records consistent with official University responsibilities and professional practices.

University officials include: Members of the faculty, professional, executive and administrative staff, including the Public Safety Department, departmental secretaries, student employees who manage student education record information, students properly appointed as members of a hearing panel or screening committee, representatives of the State Auditor General when performing their legally required duties, legal, insurance, or collection representatives of the University when performing their university-related duties requiring student record information concerning a claim or legal matter.

Section 10. Disclosure of Personally Identifiable Information

A. Prior Consent for Disclosure Required

The University shall obtain the written consent of the student before disclosing personally identifiable information from their education records to third parties other than directory information. Consent is not required where the disclosure is to the student.

If the University consents to the release of personally identifiable student information to third parties under this section (10A) at the written request of the student, the University will also provide the student with a copy.

The written consent required under this section (10A) must be signed and dated by the student and shall include:

1. A specification of the record to be disclosed.
2. The purpose of the disclosure.
3. The party or class of parties to whom disclosure may be made.
4. A statement granting consent for the release of the information.

B. Prior Consent for Disclosure Not Required

The University may transfer or disclose the educational records of a student, without prior written consent, on request to the officials of another educational institution in which the student is enrolled or intends to enroll.

The University, upon request, will provide the student with a copy of the transferred educational records.

Information from the educational records of a student may be disclosed, without prior written consent, if the disclosure is:

1. To federal and state authorities as provided by the Act or other legal authority.
2. In connection with financial aid for which a student has applied or received; provided that the information may be disclosed only:
 1. to determine the eligibility for financial aid,
 2. to determine the amount of aid
 3. to determine the conditions that will be imposed regarding financial aid, or
 4. to enforce the terms or conditions of the financial aid.
3. To organizations conducting studies on behalf of educational agencies or institutions for developing, validating, or administering predictive

- tests, administering student aid programs; and improving instruction; provided that the studies are conducted in a manner which does not permit personal identification of students by persons other than the representatives of the organization. The information must be destroyed when it is no longer needed for the purpose for which the study was conducted.
4. To accrediting organizations in order to carry out their accrediting functions.
 5. To comply with a judicial order or lawfully issued subpoena; provided that Lake Superior State University will make a reasonable effort to notify the student of the order or subpoena in advance of compliance.
 6. To appropriate parties in an emergency to protect the health or safety of the student or other individuals.

Section 11. Directory Information

Family Educational Rights and Privacy Act permits the disclosure of certain personally identifiable information from the educational record of a student if that information is designated as directory information as defined by the Act.

In order to release such information the University is required to provide public notice of the following:

1. The categories of personally identifiable information designated as directory information.
2. The right of the student to refuse to permit the designation of any or all of the categories with respect to that student.
3. The time which the student must inform the University in writing that such directory information is not to be released.

In compliance with these provisions, the University will announce its intention to release directory information each fall in the annual letter. Written requests to prohibit or restrict the use of directory information should be addressed by the last day of the add/drop period to the Registrar's Office.

The University considers the following as directory information: name, address, telephone number, place of birth, e-mail address, enrollment status (e.g., undergraduate or graduate, full time or part time) major field of study, dates of attendance, degrees, honors and awards received, including scholarships, most recent previous educational agency or institution attended by student, participation in officially recognized activities and sports, and height and weight of members of the athletic teams.

In the event that this list is altered or expanded, these provisions will be amended in accordance with the Act.

Section 12. Record of Disclosures Required to be Maintained

Lake Superior State University shall for each request and disclosure of personally identifiable information from a student's education records maintain a register within that file of the education records which indicates:

1. The parties who have requested or obtained information.
2. The legitimate educational interests the parties have in obtaining the information.

A record is not required for disclosures to a student, disclosures pursuant to the student's written consent when consent is specific to the party or parties, disclosures to University officials as set forth in Section 9, or disclosures of directory information as provided in Section 11.

The record of disclosures may be inspected by: the student, University officials and assistants responsible for the custody of the records, and university officials authorized in Section 9 and persons outside the University as authorized in Section 10 for the purpose of auditing the record keeping procedures of the institution.

Section 13. Limitation on the Right to Inspect and Review Records

The University is not required to permit a student to inspect or review the following records:

1. Financial records and statements of parents or any information contained therein.
2. Confidential letters and statements of recommendation placed in the student record prior to January 1, 1975; provided that such letters and statements were solicited with written assurance of confidentiality or sent and retained with a documented understanding of confidentiality. The documents must be used only for the purposes specifically intended.
3. Confidential letters and statements of recommendation and statements for which the student has waived the right to inspection as set forth in Section 16 and placed in a student's file after January 1, 1975 respecting:
 1. admission, or
 2. application for employment, or
 3. receipt of an honor or honorary recognition.
4. Those records which are defined not to be education records as set forth in Section 3

If the educational record of a student contains information on more than one student, the requesting student may review or inspect or be informed of only the specified information which pertains to the student making the inquiry.

Section 14. Request to Amend Educational Records

A student who believes information in the student's educational records is inaccurate, misleading or violates the privacy or other rights of the student may request the University amend such records.

The procedures regarding amendment to a student record are:

1. Submission of a written request to amend the record in question to the University office responsible for the content of the record.
2. A written request specifying the information to be amended and the basis for requesting a change in the record.
3. The written request should also suggest the recommended corrective action.
4. The University official responsible for establishing the content of the record in question within 14 calendar days will inform, in writing, the student that the record will be amended or the request is denied. If additional time is required to make a decision, the student will be advised of that period required.
5. Amendments and corrections will be completed within 14 calendar days of the date of notice to the students.
6. If the University official responsible for establishing the content of the educational record denies the request to amend the record, the written notice of this decision will advise the student of the right to a hearing.

Section 15. Right to a Hearing

The Act provides an opportunity for a hearing to challenge the content of a student's educational record to insure that the record does not contain inaccurate or misleading information or violates the privacy or other rights of the student. This procedure can not be used to challenge grades. The following procedure defines the process after the decision of denial.

Procedure of Hearing

A student desiring a hearing on a denial to amend the record by the official establishing such records must:

1. Submit a written request for a hearing to the hearing officer and the registrar.
2. Designate in the request: the student's name and identification number, date of request, specific information on the record challenged, basis for amending record, summary statement of previous action taken to amend record including names of individuals contacted and from whom communications have been received.

The hearing officer will, within seven calendar days of receipt of the request for hearing, notify the student of the hearing date, time and location. At least 72 hours notice prior to the hearing will be provided to involved parties.

A full and fair opportunity is available to present evidence relevant to the question of whether the record in question is inaccurate, misleading or in violation of the privacy or other rights of the students.

The student may be assisted or represented by any individual and expense including an attorney.

The hearing officer will render a decision on the appeal within seven calendar days of hearing's conclusion. The decision shall be in writing and based solely upon the evidence presented at the hearing. The written decision to the student shall include a summary of the evidence and reasons for the decision.

If, as a result of the hearing, the hearing officer rules the information is inaccurate, misleading or in violation of any of the student's rights, the record in question will be amended within seven calendar days of the decision.

If, as a result of the hearing, the hearing officer determines that the record should not be amended, the student shall be informed of the right to place in the education record a statement commenting upon the information and setting forth the reasons for disagreeing with the University's decision.

Any explanation placed in the record of the student under this provision shall:

1. Be maintained as a part of the record as long as the record or the contested portion thereof is retained by the University, and
2. Be disclosed by the University, along with the contested record to any party receiving such record.

Section 16. Waivers

A student may waive any right under the Act. The waiver shall not be valid unless it is in writing and signed by the student. The University may not require that a student waive any right under the Act. This requirement does not preclude the University from requesting such a waiver.

An applicant for admission or a student in attendance may waive the right to inspect and review confidential letters and statements of recommendation. The waiver applies to letters or statements only if it is in writing and designated by the student and if:

1. The applicant or student is notified of the names of those providing letters or statements.
2. The documents are used only for the purpose intended.
3. The waiver is not required as a condition of admission or receipt of any service or benefit from the University.

A waiver may be revoked, but that action must be in writing and filed with the office in possession of the waiver.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lake Superior State University to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901




Additional Information

Lake Superior State University complies with Section 113 of the Carl D. Perkins Vocational and Technical Education Act and Section 122 of the Workforce Investment Act of 1998. LSSU uses the student's SSN in order to compile required WIA and Perkins Act reports.

Lake Superior State University

Admissions

Links

- [Website](#) 
- [Apply Online!](#) 
- [Visit](#) 

Freshmen

A freshman student is defined as a student who has not enrolled in a postsecondary institution anytime after the summer following high school graduation.

You may apply to Lake Superior State University anytime during your final year of high school. The best time to apply is early in your senior year. Applications are processed continuously. When all necessary materials have arrived you will be notified of a decision as soon as possible. To complete your admission file you must submit an official high school transcript, application fee, and ACT scores (if you graduated from high school within 26 months of entering LSSU). Although ACT scores are preferred, we will also accept SAT scores.

The primary factors used to determine admission are cumulative grade point average (GPA), high school course curriculum, and ACT or SAT results. LSSU recommends that students follow a college preparatory curriculum mirroring the Michigan Merit Curriculum. The middle 50 percent of our entering freshmen class typically have high school GPAs ranging from 2.9 to 3.6 and ACT scores ranging from 22-25. Students should feel free to submit any additional materials which may aid the Admissions Office in reviewing unusual circumstances which may have impacted high school performance. ACT or SAT scores will not be used in the admissions process if you graduated from high school two or more years ago.

Your admission will be contingent upon satisfactory completion of current coursework and receipt of a final high school transcript with verification of graduation from an accredited school or passing on the GED. To be considered official, all transcripts and test score reports must be mailed from your high school guidance office or testing agency directly to Lake Superior State University. Transcripts delivered via approved platforms such as "Parchment" will also be considered official. Please contact the Admissions Office for information regarding approved current electronic delivery methods.

LSSU assigns each student an individual student identification number. Your student number will be provided to you when you are admitted. While we do not use social security numbers as your student identification, we do use it to match your application record with your other permanent records. Financial aid applications will not be processed without your social security number. Social security numbers should be included on your application for admission. Canadian and international student applicants should not use their social insurance number. LSSU will use your assigned student identification number.

Students denied regular admission may reapply after attending another accredited college and earning at least 19 semester (29 quarter) hours of transferable credit. Evaluation is then based upon the college record.

Home Schooled Students

Lake Superior State University does not have separate requirements for home schooled applicants. Like all applicants, home schooled students will need to provide a transcript of their high school coursework as well as ACT or SAT scores. Admission will be determined on the basis of your high school grade point average, coursework completed, and ACT or SAT scores.

ACT

The ACT is offered nationally five times a year at many locations including our campus. Registration forms are available in high school counseling offices, the LSSU Testing Services at 906-635- 2027 or at www.actstudent.org.

United States residents applying for academic scholarships must have their ACT scores sent prior to the March 1 scholarship deadline.

Transfer Students

A transfer student is defined as a student who enrolls in a postsecondary institution anytime after the summer following high school graduation.

Transfer students must possess a 2.0 cumulative college GPA and be eligible to return to your former college(s). If you have completed fewer than 19 semester (29 quarter) hours of credit, you must also send an official high school transcript or GED scores in addition to your college transcript (and ACT scores if you graduated from high school within 26 months of the semester of entry).

Contact the college's Registrar's Office or high school guidance office to have an official transcript mailed to our Admissions Office. Transcripts sent via facsimile or hand delivered are not considered official. All transcripts become the property of Lake Superior State University and are not returnable.

Your complete application should be submitted at least 30 days prior to the semester of entry. Transfer students denied admission may reapply after taking additional courses that raise their overall GPA to above a 2.0.

Transfer Credit Evaluations

Official evaluation of transfer credit is made upon acceptance to LSSU. The Admissions Office will help you with an unofficial transcript review at your request.

If a course taken at another institution is not offered at LSSU, elective credit may be granted for that course. Elective credits may be applied toward degree requirements but may not be used to satisfy any specific course requirement.

Courses with grades less than C- will not transfer. A grade of C or higher may be required for some programs.

The Admissions Office completes transfer credit evaluations based on equivalencies determined by the faculty. The decision on courses and transfer credit granted may be appealed first to the academic dean and then to the provost.

Provisional Credit

Credit earned at an institution not listed in the American Council of Education's publication, Accredited Institutions of Post-Secondary Education is granted provisionally. You must complete at least 15 semester hours of credit with a cumulative GPA of 2.00 at LSSU before provisional credits will become part of your permanent record.

Michigan Transfer Agreement (MTA)

In order to satisfy the MTA, students must successfully complete at least 30 credits from an approved list of courses at a sending institution with at least a grade of 2.00 in each course. These credits, which will be certified by a sending institution, should be completed according to the following distributions:

- One course in English Composition
- A second course in English Composition or one course in Communication
- One course in Mathematics
- Two courses in Social Sciences (from two disciplines)
- Two courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes)
- Two courses in Natural Sciences including at least one with laboratory experience (from two disciplines)

Students admitted to Lake Superior State University who have the MTA stamp on their transcript are recognized as having completed the general education requirements at Lake Superior State University.

Students who do not complete the entire block of courses required by the MTA will receive credit for the courses they do complete on the basis of individual course evaluation and established transfer equivalencies.

It is important to note that the MTA is not the best fit for all programs. There are many programs in Michigan for which the MTA is not a good fit. Students are encouraged to work with their advisors at their destination institution (LSSU) in order to select a path that is best for them.

LSSU-Wisconsin Bridge Agreement

Students transferring from the University of Wisconsin Colleges with an Associate of Arts & Science degree are recognized as having completed the general education requirements at Lake Superior State University.

MACRAO Transfer Agreement

Michigan community college students admitted to Lake Superior State University who have the MACRAO stamp on their transcript are recognized as having completed the general education requirements at Lake Superior State University.

Sault College Transfer Agreement

Sault College of Applied Arts and Technology students admitted to Lake Superior State University who have the GECERT stamp (liberal studies degree) on their transcript are recognized as having completed the general education requirements at Lake Superior State University.

Residency Requirement

There is no limit to the number of transfer credits allowed from other institutions but students are required to complete LSSU's [Residency Requirements](#).

Early Admission Policy

Students under the age of 18 that apply for early admission to LSSU who do not possess a high school diploma or GED will be counseled on an individual basis by a member of the Admissions staff.

Former Students

Former Lake Superior State University students who miss one or more semesters (not including summer) must submit an Application for Readmission prior to the semester of re-entry. There is no application fee. If you have attended another college during the period of absence, you must submit official transcripts and meet our transfer student admissions requirements. Those students who were academically dismissed must meet the requirements for re-enrollment as defined by the Scholastic Standards Committee.

Guest Students

Students enrolled at another college or university may be admitted to LSSU for one semester as a guest student. An extension of one additional semester may be granted for extenuating circumstances. If you intend to enroll full time for more than one semester, you must submit an Application for Admission as a transfer student. Guest students assume responsibility for determining if LSSU courses apply to their program at the college from which they intend to graduate.

Ontario Students

Ontario student applicants must satisfy entrance requirements comparable to those of United States students. Please refer to the "Freshmen" and "Transfer" sections of the catalog for details. Ontario students are not required to take the ACT or SAT for admission consideration.

If you have completed grade 13 or OAC courses before September 1990, you will receive transfer credit at the University for each course in which your final mark was at least a 60 percent. Transfer credit is not given for any OAC courses taken after September 1990. However, completion of OAC courses prepares some students to earn credit through testing. See section titled "Credit by Examination".

Admitted Ontario students must provide verification of ability to pay in order to receive a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (Form I-20) required to attend a university in the United States. This is not an admissions requirement for Ontario students; however, an I-20 form is required for you to cross into the U.S. to attend classes. Please refer to "Verification of Ability to Pay" section in the catalog for details.

If you are a Permanent Resident or able to be in the U.S. with another form of documentation, we will need a copy of this documentation for our records.

If you are a Canadian Aboriginal or Native American (excluding METIS) with at least 50% blood quantum and have J-treaty privileges (carry a tribal ID), you are exempt from needing an I-20 form. You must provide our office with a copy of your tribal ID and an official tribal-issued letter showing proof of blood quantum.

Ontario students planning to attend part-time (less than 12 credits) and commute to the University will be issued a new I-20 form each semester upon the verification of the payment of tuition and fees, or after submission of financial information as outlined above.

Ontario students are required to provide a copy of a valid Provincial Health Card (both sides) verifying coverage under a provincial health care program. LSSU highly recommends that students purchase adequate health insurance coverage while in the U.S. Students, however, may request to [waive](#) the purchase of additional health and accident insurance.

International Students (Excluding Ontario Students)

We recommend international students submit all application material by July 15 for the fall semester and November 15 for the spring semester. You will be required to provide official transcripts evaluated by World Evaluation Service (WES) or Education Credential Evaluators (ECE) on a comprehensive course-by-course basis. Websites for WES and ECE are www.wes.org and www.ece.org. This applies to both first time in college students as well as transfer students. Transfer students who have earned less than 19 semester hours of college credit will also need to provide their high school transcripts.

International applicants must also provide verification of ability to pay, prove English proficiency, and purchase health and accident insurance through the University sponsored program. Please refer to those sections for specific information.

Applicants should not consider themselves admitted to LSSU until they have provided all required documents and have received an official letter of acceptance. Following the letter of acceptance, the I-20 form is sent, as required by the U.S. Immigration and Naturalization Services.

If you are a Permanent Resident or able to be in the U.S. with another form of documentation, we will need a copy of this documentation for our records.

If you are a Canadian Aboriginal or Native American (excluding METIS) with at least 50% blood quantum and have J-treaty privileges (carry a tribal ID), you are exempt from needing an I-20 form. You must provide our office with a copy of your tribal ID and an official tribal-issued letter showing proof of blood quantum. International students are required to purchase a health and accident insurance through the University sponsored program.

Verification of Ability to Pay – Ontario and International Students

The U.S. Immigration and Naturalization Services (INS) requires that LSSU have verification of your ability to pay for tuition/books and expenses before we can issue a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (I-20). This form is required for you to cross the border into the United States.

An acceptable financial document must have been submitted not more than nine (9) months before the term you intend to enroll at LSSU. The document also needs to be current within the last 90 days. Inclusion of false information in the financial statements is grounds for dismissal. Verification may be documented by the following: personal savings or verification of loans or scholarships received, a parent or sponsor, government or sponsoring agency, or by LSSU anticipated support.

As of September 1, 2004, the U.S. Department of Homeland Security (DHS) has implemented a rule requiring F-1 visa applicants to pay a one-time fee to supplement the administration and maintenance costs of the Student and Exchange Information System (SEVIS). Because we will be issuing you an initial I-20 form, you will be required to pay this SEVIS fee. Information about payment of the fee and the processing of your I-20 form upon entry to the U.S. will be provided to you with your initial I-20 form. You may also check our website for additional information:

www.lssu.edu/admissions/international

Proof of English Proficiency

Proof of English proficiency is required for admission to LSSU as an international student. English proficiency can be proven in several ways:

1. Score 500 or above on the paper-based Test of English as a Foreign Language (TOEFL) or a score of 61 on the internet-based TOEFL. Please use institutional code 1421 to report scores directly to LSSU. More information on TOEFL may be found at www.toefl.org or 609-771-7100.
2. Score of 72 on the Michigan English Language Assessment Battery (MELAB). Write: English Language Institute, MELAB Testing, 3020 North University Building, University of Michigan, Ann Arbor, Michigan 48109-1057, U.S.A.
3. Completion of Level 112 at any ELS Language Center located in the U.S. More information can be found at: www.studyUSA.com or at www.els.com, 1-609-750-3500 or info@els.com.
4. APIEL - Advanced Placement English Language Test with a score of 3 or higher.
5. SAT/ACT critical reading score of 480 or higher, minimum overall score of 965 or higher, ACT equivalent is 20.
6. Completion of two (2) years of study at a school, college or university located in an English-speaking country.
7. IELTS - International English Language Testing System with a score of 6.0 or higher.

Undocumented Students

Students who are undocumented are considered domestic students, not international students for admissions consideration. They must meet our regular admission requirements. Undocumented students residing in North America will be classified as residents for tuition assessment. Undocumented students are not eligible for financial aid or scholarships.

Part-time Enrollment

You may enroll as a part-time student and take up to 11 credits per semester in courses for which you have sufficient academic background. United States students attending part-time who are not seeking financial aid or a degree or certificate do not have to formally apply for admission.

Canadian (commuter) students wishing to attend part-time must apply for admission and be accepted into a degree program. Note that all other international students must maintain full-time enrollment (12+ credits) to maintain F-1 status.

As a non-admitted part-time student, you are not assigned a faculty advisor. You are encouraged to seek assistance in selecting courses from the appropriate academic departments.

Current high school students should refer to the section regarding dual enrollment.

Career and Technical Education

Lake Superior State University recognizes the excellent academic achievement of students completed through the Career and Technical Education programs throughout the state by awarding university credit for this work completed while in high school. Through this partnership students are able to begin their university studies by completing their CTE curriculum. Lake Superior State University is a proud partner with the Michigan Department of Education, Michigan High Schools, and Michigan Career and Technical Education Centers in providing direct pathways for students to continue their education after high school. Through [coordinated Articulation Agreements](#), LSSU assists students to realize a seamless and systematic transition, maximizing the use of resources and minimizing duplication of content as they move from their secondary to their postsecondary educational experience.

Dual Enrollment for High School Students

Effective July 2012, State law now allows qualifying 9th and 10th grade students (in addition to 11th and 12th grades) to attend as dual enrolled students in a postsecondary institution. To be eligible, students must be enrolled in at least one (1) high school class in a school district. A student must receive a qualifying score in each subject area on a reading assessment or the Michigan merit exam (MME) in order to be eligible to take all eligible courses; otherwise, he/she can only take courses in the area for which a qualifying score was achieved. If no qualifying score was achieved, the student is limited to a course in computer science, or foreign language, or a course in fine arts as permitted by the school district. Students must also meet any course prerequisite requirements. Students must be in Good Standing (cumulative gpa of 2.000 or higher) at LSSU to be eligible for continued enrollment. Students on probation are limited to course repeats, if available. Eligible students are limited to no more than ten (10) courses overall if the school district covers the cost; this limit does not apply if the student is covering costs.

Registration will be coordinated by the Admissions Office in conjunction with the Registrar's Office, once a student has completed the required form and has been approved as a dual enrollee. Students may pick up the Dual Enrollment Form from their high school guidance office, the LSSU Admissions Office, or at www.lssu.edu/admissions/dualenrollment/. Attendance as a high school dual enrollee does not constitute admission to a degree program. LSSU encourages students to apply for admission early in their senior year for a major of their choice.

Placement Testing (COMPASS)

LSSU will use ACT and/or SAT to place students in courses required for their degree and matched to their level of academic preparation. Occasionally, these test scores do not reflect a student's true preparedness or, depending on their admission status, ACT or SAT scores may not have been required. In that case, students will take English, reading, and math placement tests to determine which courses they should schedule.

[The table](#) shows the relationship between ACT/SAT scores and LSSU English or math courses.

Students with high ACT or placement scores are invited to enroll in honors English. High scores in mathematics will also allow students to enroll in higher-level math courses.

Students with low scores in English, reading and mathematics will be required to take preparatory coursework that do not count towards degree requirements.

Transfer students without appropriate course work in English and mathematics (see degree requirements) are also required to take placement tests. Transfer students may meet placement requirements by their ACT scores if they submit ACT scores to LSSU.

Credit by Examination

You may earn university credit by examination. The University grants credit from Advanced Placement, International Baccalaureate (IB), College Level Examination Program (CLEP) and departmental exams. If you are already attending Lake State, you may earn credit through both CLEP and departmental exams.

You must meet the following criteria before credit by examination will be entered on your transcript:

1. be an admitted full-time student, and
2. be enrolled at Lake Superior State University.

Advanced Placement Program (AP)

Advanced Placement Exams are administered at high schools each May. LSSU grants credit in select AP exams passed with a score of three or higher. If an essay is part of an individual exam, it must be submitted to University Testing Services for evaluation. To receive credit, the essay must be satisfactory and you must have a minimum score of three on the test. Credit for AP is granted as shown on the [table](#).

International Baccalaureate (IB)

Lake Superior State University offers college credit for students who complete IB coursework with strong results. LSSU will grant credit only for Higher Level exams and scores of 5 or above. Credit for IB is granted as shown on the [table](#).

College Level Examination Program (CLEP)

You may take CLEP exams at a computer testing center, including Lake Superior State University's Testing Services. LSSU offers CLEP exams every month except December. Credit for CLEP is granted as shown on the [table](#).

You may receive credit toward specified courses that meet general education requirements. CLEP general and subject examination credit may not be used to repeat courses previously taken unless permission is granted from the academic department offering the course.

Grades for general examinations are recorded as credit without grade points.

Credit may be earned for individual courses by passing CLEP subject examinations.

Dantes ACE Credit

LSSU is proud to accept your credit for prior military experiences. Once we receive an official transcript, your transcripts (including military training) will be evaluated and credit will be granted based on American Council on Education (ACE) recommendations. If your Dante's equivalence is not listed, contact the Registrar's Office for further review. Credit is granted as shown on the [table](#).

Departmental Exams

Departments may provide their own examinations for certain courses. You must have the written approval of the appropriate School Chair to take the examination. An application form for credit by exam can be found online and in Anchor Access. There is a fee charged per credit hour. An examination grade of 2.00 or better is required for credit to be earned. Credit earned by exam is recorded as transfer credit on the student's transcript. Some universities may not accept transfer credit earned by departmental exam.

Health Record

Everyone entering Lake Superior State University for the first time should complete an Immunization Record and Health History Questionnaire. The form is mailed to admitted students. These questionnaires are not considered for admission to the University. The information helps the University's Health Care Center better serve your needs.

Note: Information in the admissions section of the catalog is for information only and not part of an enrollment contract.

Lake Superior State University: Academic Catalog 2016-17

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Academic Policies

Please familiarize yourself with the academic policies described in this catalog. They will help you obtain your educational objectives. Faculty advisors, staff and administrative personnel will also help you negotiate your way through these policies — seek their advice whenever you have questions!

Student Classifications

0 to 25 credits = freshman

26 to 55 credits = sophomore

56 to 87 credits = junior

88+ = senior

The Academic Year

Lake Superior State University operates on a semester system. There are two regular 15-week semesters (fall and spring) which begin in August or September and end in April or May. The summer semester consists of classes offered in two six-week sessions, or one 12-week session. Please view the [Important Dates](#) for specific information for each semester.

Academic Credit

One credit is equal to 14 hours of classroom instruction in lecture/recitation courses. For example, a three-credit course might be scheduled 9-9:50 a.m. Monday, Wednesday and Friday for 14 weeks plus one week for exams. Laboratory classes, field work or other non-lecture classes meet for more than one hour a week per credit.

You should expect to spend two hours of study or class preparation for each hour spent in class.

The average credit-hour load for full-time students is 16 credits. A minimum of 124 credits is required for all baccalaureate degrees; a minimum of 62 credits is required for all associate degrees.

Academic Transcripts

You may have an official copy of your permanent records sent to schools, companies and other places or persons of your choice. Complete and sign a [Transcript Request Form](#) and mail or fax it to the Registrar's Office, 650 W. Easterday Avenue, Sault Ste. Marie, MI 49783. Your first official transcript requested is free; after, there is a \$5 charge for each transcript. Student copy transcripts are issued directly to you and can be requested free of charge at the Registrar's Office in the Fletcher Center. You must show a picture I.D. Any financial or other obligations to the University must be cleared before a transcript is released. You may also print an unofficial transcript on-line using Anchor Access.

Student Curriculum Choice and Advising

When you apply for admission, you are asked to declare a major. The major you declare will determine which major department you are in and the academic advisor assigned to you. Please get to know your advisor well and meet with him/her often to get help in class selection, degree progress and career advice. You may change your major by processing a Major Change Form, available in Anchor Access and in the academic offices. Major Change Forms must be filed with the Registrar's Office for each major change. If you are unsure of your major, you will be assigned to the Liberal Arts-Undecided major.

Semester Course Selection

Registration for the next semester takes place near the end of your current semester.

Three weeks before registration, course schedules listing times, dates and locations will be available [online](#) and in Anchor Access. Review the class offerings, read the instructions for scheduling, and meet with your advisor to select courses for the next semester.

You must sign up for classes for the semester in which you will be doing the actual work.

Please review all the registration information carefully as it has dates for registration according to class level, dates for tuition payments, and information regarding prerequisites, corequisites and other course requirements.

It is your responsibility to ensure that the classes you take count toward your degree program. You may, however, be required to take developmental courses (course numbers beginning with "0", such as MATH087), which will not count toward graduation.

Test Scores: When you apply for admission, you will send your SAT or ACT scores to Lake Superior State University. Your scores determine the level of English and mathematics courses into which you will be placed. If you have been out of high school more than 26 months and have not taken the SAT or ACT, you will take placement tests at the Testing Center at Lake Superior State to determine your placement in English and mathematics.

Prerequisites: Many courses require that you complete English, reading and/or mathematics, or other preliminary classes before registering for the course. If you are currently enrolled in a course which is prerequisite to a course you need the following semester, you may register for the course on the presumption you will successfully complete the current course. If you do not earn the prerequisite grade required for the next course, you should consult your advisor and make a plan for an alternate course. Exceptions may be made only by the dean of the college or the instructor of the course.

Maximum credit load: You may carry up to 20 credits per semester. You may take more credits if you have a 3.00 GPA or higher and have written approval from the appropriate dean. Students on academic probation should not take more than 15 credits.

Adding/Dropping courses through the Add/Drop Period: You may add or drop courses online using Anchor Access through the sixth day of the fall or spring semester. If you are attending a summer semester, you can add or drop courses online through the fourth day of the semester.

If you wish to add a course that is full or without having the necessary prerequisites, you must contact the instructor for that course to request permission. If the instructor approves the request, he/she will complete an Instructor Override

for you. You must then go online and register for that course.

Courses dropped through the sixth day (fourth for summer semester) will not appear on your academic transcript.

Adding courses after the Add/Drop Period of the semester: Online registration ends on the sixth day of the semester (fourth for summer semester). If you wish to add a course after this date, you must have the instructor's permission. You will need to complete a Schedule Adjustment Form, have the instructor sign it giving permission, and then process the form at the Registrar's Office, located in the Fletcher Center for Student Services.

Dropping courses after the Add/Drop Period of the semester: You may drop a full-semester course during the first eight weeks (40 days) of the semester. For courses running less than a full semester (e.g. seven-week class), check online for the official drop dates — the time period for dropping will be approximately equal to one-half of the course instructional period. If you drop a course, you will receive an N grade on your academic transcript. N grades are not counted in the academic GPA.

Repeat Policy

This policy is in effect for all students starting at Lake Superior State University as of the Fall Semester 2011. You may repeat a class in which you earn a grade other than "W" or "N" only twice without special permission.

1. Courses transferred from other institutions are included in this policy.
2. Both the original and repeat grades will show on the transcript, but hours earned toward graduation will only count once.
3. For the purpose of calculating the cumulative grade point average, only the grade of the last attempt will be used.

To repeat a course more than twice, the student must attain the permission of the course instructor and the dean of the college offering that course. Permission is only granted under extenuating circumstances.

Policy on substitutions or waivers for failed classes

If you fail a class required for your degree program, you must repeat the class and receive a passing grade. If the failed class is no longer offered because of program changes and/or course deletions, the dean may approve a substitution or waiver recommended by the academic chair. The chair must provide reasons for the recommendation on the substitution/waiver form which is sent to the dean's office for approval. Upon approval, the dean will then send the form to the Registrar's Office.

Withdrawals

If you are an enrolled student and drop all of your classes during the first eight weeks of the fall or spring semester (dates vary for summer semester), you may be eligible for a partial tuition refund. You will need to complete a Withdrawal Form at the Registrar's Office. ([Please check online for the refund policy and dates.](#))

Before leaving, be sure you have cleared any holds on your records so you can return at a later date or have transcripts of your academic records sent.

Late Withdrawal: Students requesting a late withdrawal from one or all of their classes after the official drop date need to complete a [Request for a Late Withdrawal and/or Tuition Appeal Form](#) and have documented extenuating circumstances. The decision to grant the late withdrawal and/or tuition appeal will

be made by the Late Withdrawal Appeal Committee. Appeals are reviewed in the order received and results may take from two to four weeks. The need for additional documents may delay this timeframe. All decisions by the committee are final and not subject to appeal.

Class Attendance

Regular class attendance and active participation in classes are important elements in the learning process. You are at the University primarily for the sake of intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of your progress.

You are personally responsible for the satisfactory completion of the course work prescribed by your instructors. This means that you are expected to attend classes regularly, and that you are responsible for the work assigned in class, the material covered in class, and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, mere physical attendance should not be a criterion for evaluation of your performance.

Participation in an official University function is an excused absence when approved by the provost. You will not be penalized for such participation. You are responsible for work missed and must confer with your instructor on this matter.

Grading System

Grades and Grade Points

Grade	Grade Points per Credit
A+	4.00
A Excellent	4.00
A-	3.70
B+	3.30
B Good	3.00
B-	2.70
C+	2.30
C Average	2.00
C-	1.70
D+	1.30
D Inferior	1.00
D-	0.70
F Failure	0.00
I Incomplete	0.00
N No Grade	0.00
W Late Withdrawal	0.00
AU Audit	0.00
CR Credit	0.00
CR (undergraduate level) is equal to a 2.00	
CR (graduate level) is equal to a 3.00	
NC No Credit	0.00

Grade Point Average (GPA): To calculate your GPA for a semester, divide the total quality points earned by the GPA hours. GPA hours include those earned or failed but not those classes taken for credit/no credit. Cumulative GPA is calculated by dividing total quality points earned by the number of GPA hours carried in all semesters. If you repeat a course, count only the credits carried and the points of the last grade earned. Only the grade of your last attempt is calculated in your GPA.

A cumulative GPA of 2.00 for all credits is required for graduation. Further, a 2.00 cumulative grade point average for all credits in major, minor(s), and general education is required. Some programs require a higher GPA in the major curriculum.

"I" (incomplete) grade: Students may request an "I" (incomplete) grade for a course if extenuating circumstances beyond their control prevent the completion of the course requirements by the end of the semester. Examples of extenuating circumstances may include health issues, death of a parent/spouse/child, or military service. Students and faculty must be aware that an "I" (incomplete) grade counts toward the student's attempted credits for a semester and may thus affect Satisfactory Academic Progress. Students receiving financial aid must consult with the Financial Aid Office to discuss their specific situation when electing to drop a course or requesting an "I" (incomplete) grade.

Appropriate documentation is required. Students will need to be enrolled and have completed the majority of the work required for a course during the semester to be eligible to request an "I" (incomplete grade). An "I" (incomplete) grade may be issued in a course that by design can not be completed in one semester. An example of this type of course would be a study abroad course that requires the student to be out of the country until after the official semester end date. An "I" (incomplete) grade shall not be issued as a midterm grade for any course.

Students must work with the instructor to complete all missing requirements by a date specified by the instructor. If a date is not given, the student will have a maximum of two semesters (excluding summer semesters) to complete the requirements for the course and to have the "I" (incomplete) grade changed to an appropriate final grade. Students should not re-enroll in any class in which they currently have an "I" (incomplete) grade.

If the "I" (incomplete) grade has not been changed to an appropriate final grade by the end of two semesters (excluding summer semesters) the "I" (incomplete) grade will be changed to an "F" (failure) grade.

Students are **not** eligible to receive a degree or certificate with an "I" (incomplete) grade on their academic record.

N and W grades: These grades are given to those classes that you have officially dropped (N) or withdrawn (W).

Credit/No Credit Courses

You may enroll in some courses on a credit/no credit basis if you are in good academic standing. The following conditions exist:

1. One course per semester may be taken as credit/no credit.
2. Only 12 credits of courses taken as credit/no credit may be applied toward a degree.
3. Courses that are required by your major, minor, or that are general education courses, can not be taken for credit/no credit.
4. You apply at the Registrar's Office to enroll for a credit/no credit course during the add/drop period; cannot change to regular grades after the add/drop period ends.
5. You maintain a 2.00 (C average) in a course to receive a CR grade.
6. Instructors are not notified that you are taking a course as credit/no credit; the CR or NC credit is assigned based on the grade your instructor submits.
7. Certain courses are always offered with a credit/no credit format. These courses have this information in the official course description and course syllabi. The policy and limitations outlined above do not apply to these courses.

Auditing a Class

Audits are designed for someone who wishes to take a particular course for its content but not be graded for the course. An LSSU student may register for any course on an audit basis provided all prerequisites have been satisfied. Normal tuition and fees are charged for audited courses.

The coursework for auditing a course is determined in conjunction with the faculty member for the course.

Auditing courses does not count as part of a student's official class load for determining financial aid eligibility, veteran's benefits or any other enrollment certification requirements.

Students may change from an audit to credit status during the first week of classes and only with the concurrence of the faculty member for the course. This change must be processed through the Registrar's Office for grading purposes.

Senior Audit Policy

Residents of Michigan who are 60 years of age or older may take undergraduate courses at Lake Superior State University without paying tuition (tuition is waived). Such residents may register on an [audit basis](#) for any undergraduate course offered by the University, provided that space is available, and the individual meets the prerequisites or has the permission of the instructor. Verification of age must be provided to the Registrar.

Those participating in course work under this program shall be entitled to full classroom participation, and may complete all assignments and examinations for evaluation by the instructor. The purchase of textbooks, program fees, special course fees, and required materials shall be the responsibility of the participant. The student's name will not appear on an instructor's official class list or grade roster and no grade will be recorded for the student in the Registrar's Office.

Dean's List

Full time students carrying at least 12 graded credits of college-level courses (100 level or above) in a semester with a grade point average (gpa) of 3.500 or higher, and NOT having any incomplete ("I") grades, will earn Dean's List honors, which acknowledge outstanding academic achievement.

If a grade is changed within 30 days from the end of the semester because of an instructor error in the recording of a grade, or because the student has completed the work required to resolve an Incomplete ("I") grade, the student will be considered for Dean's List honors.

Effective fall semester 2006, students earning Dean's List honors will have this designation noted on their LSSU academic transcript.

Prior Learning Policy

Credit for Prior Learning (CPL)

LSSU recognizes that students may acquire expertise, skills and knowledge through individual study, employment, military training, community service or other experiences outside of the normal college setting, which is known as prior learning. LSSU credit may be awarded for prior learning through successful completion of standardized examination programs, (e.g. CLEP, Advanced Placement, DANTES), credit recommendations of the American Council of Education, or successful

completion of "departmental examinations". Credit may also be awarded upon successful completion of an individual Prior Learning Portfolio that documents the demonstration of learning outcomes for a specific course or set of courses.

All prior learning credits are considered transfer credits and are subject to the same policies as other transfer credits. Discuss your prior learning experience with your academic advisor, chair or dean for more information.

University residency requirements apply to all forms of prior learning (e.g. a minimum of 30 credits of the 124 credits required for an LSSU baccalaureate degree must be earned using LSSU coursework). See the Academic Catalog for the complete residency policy.

CPL Portfolio Program

The CPL Portfolio program grants credit after a successful faculty evaluation, and Dean approval, of a portfolio that demonstrates mastery of the learning outcomes for a specific course or set of courses. Unlike typical course articulations, no list of equivalencies exists since every person's prior learning experience can vary significantly. It is only through the CPL Portfolio review process that equivalencies are identified and credit awarded. Because of this, not all Lake Superior State University courses are eligible for CPL Portfolio review. Credits awarded through the CPL Portfolio review support a student's goals and are applied to a specific academic degree program. A typical portfolio will capture prior learning experiences from work experience (based on past employment), past training (such as classes, workshops, seminars, etc.), and life experiences (long-term activities that may have resulted in college level learning). The University provides guidelines and assistance for CPL Portfolio development through the School of Arts and Letters.

If you are interested in pursuing credit for prior learning through a CPL Portfolio, you should contact the Dean or the Chair of the School of Arts and Letters to review the process. After that meeting, you will be directed to a dean or multiple deans to review your request(s).

CPL Portfolio Criteria:

In order to be considered for CPL Portfolio credit review, a student must be currently enrolled in a degree program and his/her cumulative GPA must be a minimum of 2.00, or higher where required by the program. Furthermore:

1. All CPL Portfolio credit is considered non-LSSU credit (transfer credit) and is limited by LSSU policy to 60 credits and only 16 credits may be used to fulfill 400 level coursework.
2. CPL Portfolio-based credit may only be awarded for content which applies to the student's degree program. Approved CPL will appear on a student's transcript.
3. CPL credit may not be applied to fulfill the University's residency requirement.
4. CPL credit may not be used to satisfy the General Education Requirements of the University.

CPL Portfolio Guidelines:

1. Portfolios must be submitted to the Dean of the College or School responsible for the content review by the 12th Friday of the semester (two weeks before final examinations) during the academic year, or by the 2nd Friday in July for the summer semester. Students are not eligible to submit a CPL Portfolio in their anticipated term of completion (e.g. graduation term).

2. Credit will be granted for college-level learning and only for courses required for LSSU degrees.
3. Credit for any specific instance of prior learning can only be awarded once (e.g. credit for knowledge gained in mathematics cannot be awarded once through CLEP then again petitioned through a CPL Portfolio or transfer credit). All CPL Portfolio requests must be submitted at one time to facilitate coordination of credit awarded, and separate portfolios must be submitted to each School for all credits which the student seeks to have evaluated within the school.
4. The CPL Portfolio may be used to award credit for specific LSSU courses or for general elective credit applicable to the degree program. The amount of credit to be allowed through portfolio evaluation identification of specific courses for substitution, if any, and the fulfillment of graduation requirement, if any, is determined by the Dean of the appropriate school under advisement of the school faculty.
5. While the School of Arts and Letters faculty provide general guidance and assistance, it is each student's responsibility to complete a narrative and a portfolio of documentation, which will be the basis for awarding credit.
6. To assist students interested in developing a portfolio for this purpose, the University may provide an elective portfolio course (e.g. USEM201 Prior Learning Portfolio Development).
7. CPL Portfolios will be evaluated on the alignment of learning evidenced with the specific course's or program's learning outcomes. Elements in the portfolio may include documentations of leadership and community service experiences, professional work experiences, creative contributions to society, and completion of professional training.
8. CPL Portfolios will be evaluated by faculty qualified to teach the course(s) for which the portfolio has been submitted.
9. Credit under this program cannot be obtained for learning when proficiency exams are required by the appropriate department.
10. Formal CPL Portfolio review to evaluate for credit requires an initial \$50 processing fee for each CPL Portfolio submitted using the [CPL Portfolio Review Form](#). If approval is received, the student will be required to pay an additional \$75 per awarded credit.

Grade Appeal Policy

Lake Superior State University has established procedures for students to appeal the final course grade. The only concerns that may be grounds for an appeal are the grades, and the consistent application of class requirements and policies as they pertain to grades. As with other concerns, a student may also want to consult with the Student Ombudsman, www.lssu.edu/ombudsman, to discuss the matter.

A student who has concerns regarding a final course grade may take the following steps:

1. Contact the course instructor and discuss the concern(s). This will serve as an informal review and an opportunity for open dialog regarding the concern(s).
2. If the informal review does not lead to a satisfactory resolution the student may choose to file a formal appeal. The appeal must be filed in writing with

the School Chair within 20 university working days of the posting of the final grade. The Chair shall respond to the appeal in writing to the student and instructor within five (5) university working days upon receipt of the appeal.

The appeal shall include:

- The [Grade Appeal Record of Action Form](#)
 - Statement of Appeal: this should be brief and specific
 - Justification: reasons for lodging the appeal should be presented with supporting evidence (all documentation must be provided at this point)
 - Remedy: a specific remedy should be cited.
3. If the School Chair's response does not lead to a satisfactory resolution the student may, within three (3) university working days of receipt of the response, request formal review of the appeal by the Dean of the College/School. The student shall deliver the appeal documentation to the Dean who shall respond in writing to the student, the course instructor, the Chair, and the Provost within five (5) university working days upon receipt.
 4. If the appeal timelines stated above are not met by the student the appeal is considered closed and no further action is required. If the appeal timelines stated above are not met by the university personnel the appeal can be advanced by the student to the next step. The Provost may grant an extension in time at any step due to extenuating circumstances; such extensions will be documented on the Grade Appeal Record of Action.
 5. If steps 1-4 do not lead to a resolution of the concern the student may petition the Provost, within three (3) university working days of receipt of the Dean's response, to convene an ad hoc Grade Review Board for a formal hearing of the appeal. The student shall deliver to the Office of the Provost the completed Grade Appeal Record of Action and all documentation required as evidence to the appeal.

The members of the Grade Review Board, appointed by the Provost or his/her designee, shall include a Dean of a college other than that in which the course is housed, two faculty members from schools other than that of the course, and two students of junior or senior standing. Copies of all documentation will be provided to members of the Grade Review Board, the professor and the student. No new documentation will be introduced at the Hearing. The Provost or his/her designee will convene the Grade Review Board Hearing and may participate in deliberations; however, he/she will not cast a vote should there be dispute in determining recommendations.

At the Grade Review Board Hearing, the student shall present his/her argument, followed by the professor's response. The Board shall promptly prepare a written recommendation and forward copies to all parties involved, including the student, course instructor, Chairperson, Dean, and Provost. The report shall include dissenting opinions on the Board, if any. Recommendations of the Board are advisory to the Provost, who will make a final determination. Records of each case heard by the Board shall be maintained in the office of the Provost.

General Information:

A university working day (UWD) refers to those days when the university is in normal operation, and university offices are open for business.

"Receipt" refers to the day upon which the appropriate document(s) are officially initialed by the person(s) designated.

The Provost may establish appropriate and reasonable extensions of time in cases where the student is not actively enrolled in the current semester, or where the course instructor is not assigned teaching duties for the current semester.

Undergraduate Academic Standing

Full- and Part-Time Students Academic Probation and Dismissal Policy

For Undergraduate Coursework

Effective Summer 2005

Cumulative GPA Hours Carried at LSSU	Minimum for Good Standing*	On Probation	Dismissal
1 - 18.9	2.00	less than 2.00	two consecutive semesters on probation
19 - or more	2.00	less than 2.00	two consecutive semesters on probation or 1.60 or less gpa

You will be dismissed for academic deficiencies if you are on probation for two consecutive semesters at Lake Superior State University. If your cumulative GPA Hours (as shown on your transcript) are 19 or more and your grade point average is 1.60 or less, you will be dismissed. GPA Hours are those used in figuring your grade point average. Classes not at the 100-level or above are not counted in the GPA Hours. Classes with grades of CR/NC are not counted in the GPA Hours.

*A cumulative grade point average of 2.00 for all credits carried at Lake Superior State University and a cumulative grade point average of 2.00 for all courses required in your major, minor and general education is necessary for graduation (effective fall 2007).

1. You will be on academic probation if your cumulative grade point average falls below 2.00. Academic Probation limits you to 15 credits. You must contact your advisor to adjust your schedule before classes start for the next semester.
2. If you are on probation for two consecutive semesters (summer semester included if you are enrolled in summer classes), you will be academically dismissed or, if your cumulative GPA Hours are 19 or more and your grade point average is 1.60 or less, you will be academically dismissed. Your classes for the next semester(s) will be deleted.
3. After a first or second dismissal you may choose one of the following options:
 1. Allow two semesters (summer may be counted for one semester) to elapse before re-enrollment,

or
 2. Petition the Scholastic Standards Committee for immediate readmission should extenuating circumstances exist. This action is initiated with the Chair of the Scholastic Standards Committee. The Committee can either permit early readmission with specific conditions required of you or deny your request. Subsequent to the Committee's denial, you can further appeal in writing to the Provost, whose decision is final.
4. If you continue after a dismissal, you will be dismissed again after any

semester in which your cumulative grade point average falls below a 2.00. The Registrar may allow you to continue "on probation," with the record showing "on probation" instead of "academic dismissal" if your record has shown improvement during the semester and you have a 2.00 grade point average in courses carried for that semester.

5. If you are dismissed a third time, you will not be reinstated without the permission of the Provost. Three semesters must elapse from the time of dismissal before you may petition for readmission. Summer may be counted for one semester.
6. The Scholastic Standards Committee may dismiss you from the university for demonstrated academic dishonesty.

Graduate Academic Standing

Full- and Part-Time Students Academic Probation and Dismissal Policy

For Graduate Level Coursework

Effective Summer 2011

A cumulative grade point average of 3.00 for all graduate credits carried at Lake Superior State University and a minimum grade of B for each course, including courses transferred into the program, are required for graduation.

1. You will be on academic probation if your cumulative grade point average falls below 3.00. Academic Probation limits you to six (6) credits. You must contact your advisor to adjust your schedule before classes start for the next semester.
2. If you are on probation for more than two consecutive semesters (summer semester included if you are enrolled in summer classes), you will be academically dismissed. Your classes for the next semester will be deleted.
3. After a first or second dismissal you may choose one of the following options:
 1. Allow two semesters (summer may be counted for one semester) to elapse before re-enrollment,

OR

 2. Petition the Scholastic Standards Committee for immediate readmission should extenuating circumstances exist. The Committee can either permit early readmission with specific conditions required of you or deny your request. Subsequent to the Committee's denial, you can further appeal to the Provost, whose decision is final.
4. If you continue after a dismissal, you will be dismissed again after any semester in which your cumulative grade point falls below a 3.00. The Registrar may allow you to continue "on probation," with the record showing "on probation" instead of "academic dismissal" if your record has shown improvement during the semester and you have a 3.00 grade point average in courses carried for that semester.
5. If you are dismissed a third time, you will not be reinstated without the permission of the Provost. Three semesters must elapse from the time of dismissal before you may petition the Provost for readmission. Summer may be counted for one semester.

6. The Scholastic Standards Committee may dismiss you from the university for demonstrated academic dishonesty.

Cheating and Plagiarism: Academic Integrity

Academic integrity is a key component of the core values of Lake Superior State University. All members of the University community are expected to be honorable and ethical and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. The University community will not tolerate academic dishonesty as such behavior will cause harm to the reputation of students, faculty, and graduates of the institution. Such dishonorable behavior includes, but is not limited to, cheating, fabrication, plagiarism, and obtaining an unfair advantage. These terms are defined below:

Cheating

Cheating is defined as using or attempting to use unauthorized materials or information of any kind during an exam or graded assignment of any kind. Using notes, texts, help from individuals, or copying information from another individual's exam, or by using electronic or any other means constitutes cheating unless such resources are EXPLICITLY allowed by the instructor.

Fabrication

Fabrication is any unauthorized falsification, invention, or copying of data, falsification of information, citations, or bibliographic references in any academic work. It also includes falsifying any academic record or other University document.

Plagiarism

Plagiarism is representing someone else's work as one's own. Failing to cite references or presenting material, verbatim or paraphrased, that is not acknowledged and cited also constitutes plagiarism.

Obtaining an Unfair Advantage

Academic integrity is violated when one obtains an unfair advantage by stealing, reproducing, circulating, or otherwise gaining access to examination materials before they are distributed by the instructor. Also prohibited are stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use.

Possible Sanctions for Offenses

It is in the best interest of the University community to sanction any individual who chooses not to accept the principles of academic honesty by engaging in the above acts. Appropriate sanctions may include failure of an assignment or exam, failure of a course, or dismissal from the University.

Faculty and University Responsibilities

Unless the faculty member has explicitly specified otherwise, students are to assume that exams are individual, closed book, and without the use of notes or similar reference materials. Unless specifically allowed by the faculty member, papers, projects, and similar products are expected to be the original individual work of the student. If notes, texts, other reference materials, group work or similar activities are to be allowed, the faculty member will specify what is permitted for a particular assignment or exam prior to disseminating the assignment or exam.

A faculty member who observes a violation in one or more of the above areas shall meet with the student to address the violation. If, in the judgment of the faculty member, academic integrity has been violated, the faculty member will impose the appropriate sanction, either a failure for the assignment or exam, or failure for the course. The faculty member will then file an Academic Integrity Incident Report with the department chair, dean, the Provost's Office, and the office of Student Affairs. This report will be kept in the Provost's Office as well as in the office of the Vice President of Student Affairs for a period of five years. A copy of this report will also be placed in the student's advising file. Academic Departments or Schools may have additional policies and procedures that could provide further recommendations to the Provost's Office when instances of academic dishonesty are suspected. This policy is also applicable in the Testing Center.

In cases of egregious or repeated violations, it may be determined by the faculty member, his/her department chair, or dean, that dismissal from the University is warranted. In this case, the chair of the Scholastic Standards Committee and the student will be notified. The Scholastic Standards Committee will then conduct a hearing in which the student is granted due process. If the committee decides that dismissal from the university is warranted, the student will have five school days to appeal the decision to the Provost of the University. The Provost may either affirm the decision to dismiss, or reinstate the student and provide a rationale for doing so.

Theft

Everyone is expected to show respect for University and individual property. Theft of any kind, whether of money, property, or services, violates the entire community and will not be tolerated. Destruction or mutilation of books, magazines, or other library material is considered a form of theft. Theft, damage or destruction of University property, or the property of others, is considered a serious offense against the University community and may result in penalties including the issuance of fines, removal from the campus, dismissal from the University, and/or criminal prosecution. If you have anything stolen while on University property, please notify the Public Safety Department by calling 635-2210 as soon as possible.

Family Educational Rights and Privacy Act (FERPA)

Section 438 of the General Education Provisions Act, as amended, sets forth the requirements to be met by an educational institution to protect the privacy of students. This act is called the Family Educational Rights and Privacy Act and shall be referred to hereafter the Act. The Act generally governs access to student educational records and the release of such records. The Act also requires that institutions of higher education must provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or inappropriate. Educational institutions must also obtain written consent before releasing personally identifiable data about students from records to other than a specified list of exceptions. In addition, students must be notified of these rights.

In accordance with provisions of the Act and the regulations enacted by the U.S. Department of Education, Lake Superior State University has adopted the following policies and procedures:

Section 1. General Policy on Access and Disclosure

Lake Superior State University shall not as a matter of policy or practice:

1. Deny or prevent students at the University the right to inspect or review the educational records of such students,

or

2. Permit the release of educational records contrary to the provisions of the Family Educational Rights and Privacy Act and the policies and procedures set forth in the following sections.

Section 2. Notification to Students

Under the provisions of the Act, the University must [annually notify students](#) of their rights and the institution policies pertaining to the Act. In addition, notice must be given to the location where the policy can be obtained as well as to inform the students of the right to file complaints with the U.S. Department of Education concerning alleged failures by the University to comply with the Act. In accordance with these requirements the annual notice regarding students' rights, the location of copies of the University's policies setting forth these rights, as well as the right to file complaints with the Family Educational Rights and Privacy Act Office, shall be published in the University Catalog. The annual letter to students will notify students of directory information.

The registrar is the hearing officer for the Act and is responsible for implementing the notification requirements and the distribution of copies of the policies and procedures.

Section 3. Education Records Defined

"Education records" means those records which:

1. Directly relate to a student or
2. Are maintained by the University or its agent.

The term does not include:

1. Records of institutional, supervisory, and administrative personnel which:
 1. are in the sole possession of the maker thereof, and
 2. are not accessible or revealed to any other individual except a substitute.

A *substitute* is defined as one who performs, on a temporary basis, the duties of the individual who made the record. It does not refer to an individual who permanently succeeds the maker of the record in his or her position.

2. Records of the law enforcement unit of the University (Security Department) which are:
 1. maintained apart from the University's educational records;
 2. maintained solely for law enforcement purposes; and
 3. not disclosed to individuals other than law enforcement officials of the same jurisdiction, provided that educational records maintained by the University are not disclosed to the personnel of the law enforcement unit.
3. Records relating to an individual who is employed by the University which:
 1. are made and maintained in the normal course of business;
 2. relate exclusively to the individual in that individual's capacity as an employee; and
 3. are not available for use for any other purpose.
 4. This paragraph (3) does not apply to records relating to an individual in attendance at the University who is employed as a result of his or her status as a student.

4. Records relating to an eligible student which are:
 1. created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity;
 2. created, maintained, or used only in connection with the provision of treatment to the student; and
 3. not disclosed to anyone other than individuals providing the treatment; provided, that the records can be personally reviewed by a physician or other appropriate paraprofessional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of programs of instruction at the university.

5. Records of the university which contain only information relating to a person after that person is no longer a student at the University. An example of these records would be information collected by the University pertaining to the accomplishments of its alumni.

Section 4. Rights to Inspect and Review Education Records

A student who is enrolled at or has attended Lake Superior State University has the right to inspect and review his/her educational records subject to the limitations set forth in Section 3 and 13.

The educational record recorded by the student will be provided within a reasonable period of time defined by availability of staff time and the records. Records will be provided no more than 45 days after the request is made.

The right to review educational records includes the right to a response from Lake Superior State University to reasonable requests for explanation and interpretations of the subject record.

Section 5. Procedures for Inspection and Review of Records

A written request for the inspection is required for review of educational records or release of records, where permitted, to third parties. See Section 10A for release of records to third parties. The request must be submitted to the appropriate officer. See Section 7 for list of officials maintaining educational records.

The written request under this section must contain:

1. A description of the information requested,
2. The date, if any, that the information is required,
3. The student's signature, and
4. The date the request is filed.

Section 6. Copies of Records: Fees for Copies

Copies of educational records will be provided under the Act under the following conditions:

1. Where failure to provide a copy would effectively prevent a student from exercising the right to inspect and review the educational record. (Examples of when this provision would be effective would be absence from the state or a confining illness.) If the student will return to the residence occupied while attending the University or be within 30 miles of campus and is not physically incapacitated during the 45-day compliance period, copies shall not be

provided but the right of inspection may be exercised. Under this provision, a written request is required (see Section 10A) specifying the record to be disclosed and the reason that a personal inspection of the record cannot be made during the 45-day compliance period. Requests are reviewed on a case-by-case basis to determine if copies are required as opposed to personal inspection.

2. On request, under the provisions of Section 10B regarding records to officials of another educational institution in which the student is enrolled or seeks or intends to enroll.
3. On request, or with the consent of the student, under the provisions of Section 10A, regarding information released with the approval of the University to third parties. The University shall not charge a fee for copies of records provided under the Act. There is not a charge for search, retrieval or inspection of the record. Copies of records provided under these provisions do not carry the University seal or official signature of approval.

Section 7. Listing of Location of Education Records

The following is a list of the records considered educational in nature under the Act and their locations listed by Office, Type of Record, Responsible Official, and Location.

- Admissions; Academic file, Financial; Director of Admissions; Hillside House
- Career Advising and Placement; Academic, Personal, evaluations; Director; Library
- Continuing Education; Academic; Director; Library
- Human Resources; Work Evaluation, Employment; Director; Administration Building
- Financial Aid; Financial, Academic, Personal evaluation, Employment; Director; Fletcher Center
- Graduate Office; Academic, Financial; Coordinator; Crawford Hall
- Registrar's Office; Academic (complete and official academic record), Personal, Veterans Affairs; Registrar; Fletcher Center
- Residence Halls; Personal; Housing Manager; Cisler Center
- Residence Halls and Student Life; Discipline; Director for Student Programs and Services; Cisler Center
- Student Accounts; Financial; Director Business Operation; Fletcher Center
- Academic Areas, Academic; School/Department Chairs.

Note: All academic records are partial records with the exception of the Registrar's Office as noted above.

Section 8. Disclosure of Restricted Information to University Officials

Personally identifiable information from the education records of a student may be disclosed without the prior consent of the student to University officials who have a legitimate educational interest in the information. The University officials must demonstrate a need to obtain the information consistent with their official functions and the request must be consistent with normal professional practices and legal requirements.

The disclosure of personally identifiable student information under the above conditions will not be disclosed to any other party without the prior written consent of the student, except that such information may be used by the appropriate officials or agents of the University for the purpose for which the disclosure was made.

Section 9. University Officials

For the purpose of these procedures and policies, University officials are those individuals who have demonstrated a need for access to student records consistent with official University responsibilities and professional practices.

University officials include: Members of the faculty, professional, executive and administrative staff, including the Public Safety Department, departmental secretaries, student employees who manage student education record information, students properly appointed as members of a hearing panel or screening committee, representatives of the State Auditor General when performing their legally required duties, legal, insurance, or collection representatives of the University when performing their university-related duties requiring student record information concerning a claim or legal matter.

Section 10. Disclosure of Personally Identifiable Information

A. Prior Consent for Disclosure Required

The University shall obtain the written consent of the student before disclosing personally identifiable information from their education records to third parties other than directory information. Consent is not required where the disclosure is to the student.

If the University consents to the release of personally identifiable student information to third parties under this section (10A) at the written request of the student, the University will also provide the student with a copy.

The written consent required under this section (10A) must be signed and dated by the student and shall include:

1. A specification of the record to be disclosed.
2. The purpose of the disclosure.
3. The party or class of parties to whom disclosure may be made.
4. A statement granting consent for the release of the information.

B. Prior Consent for Disclosure Not Required

The University may transfer or disclose the educational records of a student, without prior written consent, on request to the officials of another educational institution in which the student is enrolled or intends to enroll.

The University, upon request, will provide the student with a copy of the transferred educational records.

Information from the educational records of a student may be disclosed, without prior written consent, if the disclosure is:

1. To federal and state authorities as provided by the Act or other legal authority.
2. In connection with financial aid for which a student has applied or received; provided that the information may be disclosed only:
 1. to determine the eligibility for financial aid,
 2. to determine the amount of aid
 3. to determine the conditions that will be imposed regarding financial aid, or
 4. to enforce the terms or conditions of the financial aid.

3. To organizations conducting studies on behalf of educational agencies or institutions for developing, validating, or administering predictive tests, administering student aid programs; and improving instruction; provided that the studies are conducted in a manner which does not permit personal identification of students by persons other than the representatives of the organization. The information must be destroyed when it is no longer needed for the purpose for which the study was conducted.
4. To accrediting organizations in order to carry out their accrediting functions.
5. To comply with a judicial order or lawfully issued subpoena; provided that Lake Superior State University will make a reasonable effort to notify the student of the order or subpoena in advance of compliance.
6. To appropriate parties in an emergency to protect the health or safety of the student or other individuals.

Section 11. Directory Information

Family Educational Rights and Privacy Act permits the disclosure of certain personally identifiable information from the educational record of a student if that information is designated as directory information as defined by the Act.

In order to release such information the University is required to provide public notice of the following:

1. The categories of personally identifiable information designated as directory information.
2. The right of the student to refuse to permit the designation of any or all of the categories with respect to that student.
3. The time which the student must inform the University in writing that such directory information is not to be released.

In compliance with these provisions, the University will announce its intention to release directory information each fall in the annual letter. Written requests to prohibit or restrict the use of directory information should be addressed by the last day of the add/drop period to the Registrar's Office.

The University considers the following as directory information: name, address, telephone number, place of birth, e-mail address, enrollment status (e.g., undergraduate or graduate, full time or part time) major field of study, dates of attendance, degrees, honors and awards received, including scholarships, most recent previous educational agency or institution attended by student, participation in officially recognized activities and sports, and height and weight of members of the athletic teams.

In the event that this list is altered or expanded, these provisions will be amended in accordance with the Act.

Section 12. Record of Disclosures Required to be Maintained

Lake Superior State University shall for each request and disclosure of personally identifiable information from a student's education records maintain a register within that file of the education records which indicates:

1. The parties who have requested or obtained information.
2. The legitimate educational interests the parties have in obtaining the information.

A record is not required for disclosures to a student, disclosures pursuant to the student's written consent when consent is specific to the party or parties,

disclosures to University officials as set forth in Section 9, or disclosures of directory information as provided in Section 11.

The record of disclosures may be inspected by: the student, University officials and assistants responsible for the custody of the records, and university officials authorized in Section 9 and persons outside the University as authorized in Section 10 for the purpose of auditing the record keeping procedures of the institution.

Section 13. Limitation on the Right to Inspect and Review Records

The University is not required to permit a student to inspect or review the following records:

1. Financial records and statements of parents or any information contained therein.
2. Confidential letters and statements of recommendation placed in the student record prior to January 1, 1975; provided that such letters and statements were solicited with written assurance of confidentiality or sent and retained with a documented understanding of confidentiality. The documents must be used only for the purposes specifically intended.
3. Confidential letters and statements of recommendation and statements for which the student has waived the right to inspection as set forth in Section 16 and placed in a student's file after January 1, 1975 respecting:
 1. admission, or
 2. application for employment, or
 3. receipt of an honor or honorary recognition.
4. Those records which are defined not to be education records as set forth in Section 3

If the educational record of a student contains information on more than one student, the requesting student may review or inspect or be informed of only the specified information which pertains to the student making the inquiry.

Section 14. Request to Amend Educational Records

A student who believes information in the student's educational records is inaccurate, misleading or violates the privacy or other rights of the student may request the University amend such records.

The procedures regarding amendment to a student record are:

1. Submission of a written request to amend the record in question to the University office responsible for the content of the record.
2. A written request specifying the information to be amended and the basis for requesting a change in the record.
3. The written request should also suggest the recommended corrective action.
4. The University official responsible for establishing the content of the record in question within 14 calendar days will inform, in writing, the student that the record will be amended or the request is denied. If additional time is required to make a decision, the student will be advised of that period required.
5. Amendments and corrections will be completed within 14 calendar days of the date of notice to the students.
6. If the University official responsible for establishing the content of the educational record denies the request to amend the record, the written notice of this decision will advise the student of the right to a hearing.

Section 15. Right to a Hearing

The Act provides an opportunity for a hearing to challenge the content of a student's educational record to insure that the record does not contain inaccurate or misleading information or violates the privacy or other rights of the student. This procedure can not be used to challenge grades. The following procedure defines the process after the decision of denial.

Procedure of Hearing

A student desiring a hearing on a denial to amend the record by the official establishing such records must:

1. Submit a written request for a hearing to the hearing officer and the registrar.
2. Designate in the request: the student's name and identification number, date of request, specific information on the record challenged, basis for amending record, summary statement of previous action taken to amend record including names of individuals contacted and from whom communications have been received.

The hearing officer will, within seven calendar days of receipt of the request for hearing, notify the student of the hearing date, time and location. At least 72 hours notice prior to the hearing will be provided to involved parties.

A full and fair opportunity is available to present evidence relevant to the question of whether the record in question is inaccurate, misleading or in violation of the privacy or other rights of the students.

The student may be assisted or represented by any individual, including an attorney, at their own expense.

The hearing officer will render a decision on the appeal within seven calendar days of hearing's conclusion. The decision shall be in writing and based solely upon the evidence presented at the hearing. The written decision to the student shall include a summary of the evidence and reasons for the decision.

If, as a result of the hearing, the hearing officer rules the information is inaccurate, misleading or in violation of any of the student's rights, the record in question will be amended within seven calendar days of the decision.

If, as a result of the hearing, the hearing officer determines that the record should not be amended, the student shall be informed of the right to place in the education record a statement commenting upon the information and setting forth the reasons for disagreeing with the University's decision.

Any explanation placed in the record of the student under this provision shall:

1. Be maintained as a part of the record as long as the record or the contested portion thereof is retained by the University, and
2. Be disclosed by the University, along with the contested record to any party receiving such record.

Section 16. Waivers

A student may waive any right under the Act. The waiver shall not be valid unless it is in writing and signed by the student. The University may not require that a student waive any right under the Act. This requirement does not preclude the University from requesting such a waiver.

An applicant for admission or a student in attendance may waive the right to inspect and review confidential letters and statements of recommendation. The waiver applies to letters or statements only if it is in writing and designated by the student and if:

1. The applicant or student is notified of the names of those providing letters or statements.
2. The documents are used only for the purpose intended.
3. The waiver is not required as a condition of admission or receipt of any service or benefit from the University.

A waiver may be revoked, but that action must be in writing and filed with the office in possession of the waiver.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lake Superior State University to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Additional Information

Lake Superior State University complies with Section 113 of the Carl D. Perkins Vocational and Technical Education Act and Section 122 of the Workforce Investment Act of 1998. LSSU uses the student's SSN in order to compile required WIA and Perkins Act reports.

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Freshmen

A freshman student is defined as a student who has not enrolled in a postsecondary institution anytime after the summer following high school graduation.

You may apply to Lake Superior State University anytime during your final year of high school. The best time to apply is early in your senior year. Applications are processed continuously. When all necessary materials have arrived you will be notified of a decision as soon as possible. To complete your admission file you must submit an official high school transcript, application fee, and SAT or ACT scores (if you graduated from high school within 26 months of entering LSSU).

The primary factors used to determine admission are cumulative grade point average (GPA), high school course curriculum, and SAT or ACT results. LSSU recommends that students follow a college preparatory curriculum mirroring the Michigan Merit Curriculum. The middle 50 percent of our entering freshmen class typically have high school GPAs ranging from 2.90 to 3.60 and ACT scores ranging from 22-25 or SAT (taken after March 1, 2016) scores ranging from 1110 to 1220. Students should feel free to submit any additional materials which may aid the Admissions Office in reviewing unusual circumstances which may have impacted high school performance. SAT or ACT scores will not be used in the admissions process if you graduated from high school two or more years ago.

Your admission will be contingent upon satisfactory completion of current coursework and receipt of a final high school transcript with verification of graduation from an accredited school or passing on the GED. To be considered official, all transcripts and test score reports must be mailed from your high school guidance office or testing agency directly to Lake Superior State University. Transcripts delivered via approved platforms such as "Parchment" will also be considered official. Please contact the Admissions Office for information regarding approved current electronic delivery methods.

LSSU assigns each student an individual student identification number. Your student number will be provided to you when you are admitted. While we do not use social security numbers as your student identification, we do use it to match your application record with your other permanent records. Financial aid applications will not be processed without your social security number. Social security numbers should be included on your application for admission. Canadian and international student applicants should not use their social insurance number. LSSU will use your assigned student identification number.

Students denied regular admission may reapply after attending another accredited college and earning at least 19 semester (29 quarter) hours of transferable credit. Evaluation is then based upon the college record.

Home Schooled Students

Lake Superior State University does not have separate requirements for home schooled applicants. Like all applicants, home schooled students will need to provide a transcript of their high school coursework as well as SAT or ACT scores. Admission will be determined on the basis of your high school grade point average, coursework completed, and SAT or ACT scores.

SAT or ACT Testing

Students applying for academic scholarships must have SAT or ACT scores sent prior to the May 1 scholarship deadline. For students that have been out of high school two or more years, SAT or ACT scores are not required for admission.

Transfer Students

A transfer student is defined as a student who enrolls in a postsecondary institution anytime after the summer following high school graduation.

Transfer students must possess a 2.00 cumulative college GPA and be eligible to return to your former college(s). If you have completed fewer than 19 semester (29 quarter) hours of credit, you must also send an official high school transcript or GED scores in addition to your college transcript (and SAT or ACT scores if you graduated from high school within 26 months of the semester of entry).

Contact the college's Registrar's Office or high school guidance office to have an official transcript mailed to our Admissions Office. Transcripts sent via facsimile or hand delivered are not considered official. All transcripts become the property of Lake Superior State University and are not returnable.

Your complete application should be submitted at least 30 days prior to the semester of entry. Transfer students denied admission may reapply after taking additional courses that raise their overall GPA to above a 2.00.

Transfer Credit Evaluations

Official evaluation of transfer credit is made upon acceptance to LSSU. The Admissions Office will help you with an unofficial transcript review at your request.

If a course taken at another institution is not offered at LSSU, elective credit may be granted for that course. Elective credits may be applied toward degree requirements but may not be used to satisfy any specific course requirements.

Courses with grades less than C- will not transfer. A grade of C or higher may be required for some programs.

The Admissions Office completes transfer credit evaluations based on equivalencies determined by the faculty. The decision on courses and transfer credit granted may be appealed first to the academic dean and then to the provost.

Provisional Credit

Credit earned at an institution not listed in the American Council of Education's publication, Accredited Institutions of Post-Secondary Education is granted provisionally. You must complete at least 15 semester hours of credit with a cumulative GPA of 2.00 at LSSU before provisional credits will become part of your permanent record.

Michigan Transfer Agreement (MTA)

In order to satisfy the MTA, students must successfully complete at least 30 credits from an approved list of courses at a sending institution with at least a grade of 2.00 in each course. These credits, which will be certified by a sending institution, should be completed according to the following distributions:

- One course in English Composition
- A second course in English Composition or one course in Communication
- One course in Mathematics
- Two courses in Social Sciences (from two disciplines)
- Two courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes)
- Two courses in Natural Sciences including at least one with laboratory experience (from two disciplines)

Students admitted to Lake Superior State University who have the MTA stamp on their transcript are recognized as having completed the general education requirements at Lake Superior State University.

Students who do not complete the entire block of courses required by the MTA will receive credit for the courses they do complete on the basis of individual course evaluation and established transfer equivalencies.

It is important to note that the MTA is not the best fit for all programs. There are many programs in Michigan for which the MTA is not a good fit. Students are encouraged to work with their advisors at their destination institution (LSSU) in order to select a path that is best for them.

LSSU-Wisconsin Bridge Agreement

Students transferring from the University of Wisconsin Colleges with an Associate of Arts & Science degree are recognized as having completed the general education requirements at Lake Superior State University.

MACRAO Transfer Agreement

Michigan community college students admitted to Lake Superior State University who have the MACRAO stamp on their transcript are recognized as having completed the general education requirements at Lake Superior State University.

Sault College Transfer Agreement

Sault College of Applied Arts and Technology students admitted to Lake Superior State University who have the GECERT stamp (liberal studies degree) on their transcript are recognized as having completed the general education requirements at Lake Superior State University.

Residency Requirement

There is no limit to the number of transfer credits allowed from other institutions but students are required to complete LSSU's [Residency Requirements](#).

Early Admission Policy

Students under the age of 18 that apply for early admission to LSSU who do not possess a high school diploma or GED will be counseled on an individual basis by a member of the Admissions staff.

Former Students

Former Lake Superior State University students who miss one or more semesters (not including summer) must submit an Application for Readmission prior to the semester of re-entry. There is no application fee. If you have attended another college during the period of absence, you must submit official transcripts and meet our transfer student admissions requirements. Those students who were academically dismissed must meet the requirements for re-enrollment as defined by the Scholastic Standards Committee.

Guest Students

Students enrolled at another college or university may be admitted to LSSU for one semester as a guest student. An extension of one additional semester may be granted for extenuating circumstances. If you intend to enroll full time for more than one semester, you must submit an Application for Admission as a transfer student. Guest students assume responsibility for determining if LSSU courses apply to their program at the college from which they intend to graduate.

Ontario Students

Ontario student applicants must satisfy entrance requirements comparable to those of United States students. Please refer to the "Freshmen" and "Transfer" sections of the catalog for details. Ontario students are not required to take the SAT or ACT for admission consideration.

If you have completed grade 13 or OAC courses before September 1990, you will receive transfer credit at the University for each course in which your final mark was at least a 60 percent. Transfer credit is not given for any OAC courses taken after September 1990. However, completion of OAC courses prepares some students to earn credit through testing. See section titled "Credit by Examination".

Admitted Ontario students must provide verification of ability to pay in order to receive a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (Form I-20) required to attend a university in the United States. This is not an admissions requirement for Ontario students; however, an I-20 form is required for you to cross into the U.S. to attend classes. Please refer to "Verification of Ability to Pay" section in the catalog for details.

If you are a Permanent Resident or able to be in the U.S. with another form of documentation, you are required to submit a copy of this documentation.

If you are a Canadian Aboriginal or Native American (excluding METIS) with at least 50% blood quantum and have J-treaty privileges (carry a tribal ID), you are exempt from needing an I-20 form. You must provide a copy of your tribal ID and an official tribal-issued letter showing proof of blood quantum.

Ontario students planning to attend part-time (fewer than 12 credits) and commute to the University will be issued a new I-20 form each semester upon the verification of the payment of tuition and fees, or after submission of financial information as outlined above.

Ontario students are required to provide a copy of a valid Provincial Health Card (both sides) verifying coverage under a provincial health care program. LSSU highly recommends that students purchase adequate health insurance coverage while in the U.S. Students, however, may request to [waive](#) the purchase of additional health and accident insurance.

International Students (Excluding Ontario Students)

We recommend international students submit all application material by July 15 for

the fall semester and November 15 for the spring semester. You will be required to provide official transcripts evaluated by World Evaluation Service (WES) or Education Credential Evaluators (ECE) on a comprehensive course-by-course basis. Websites for WES and ECE are www.wes.org and www.ece.org. This applies to both first time in college students as well as transfer students. Transfer students who have earned fewer than 19 semester hours of college credit will also need to provide their high school transcripts.

International applicants must also provide verification of ability to pay, prove English proficiency, and purchase health and accident insurance through the University sponsored program. Please refer to those sections for specific information.

Applicants should not consider themselves admitted to LSSU until they have provided all required documents and have received an official letter of acceptance. Following the letter of acceptance, the I-20 form is sent, as required by the U.S. Immigration and Naturalization Services.

If you are a Permanent Resident or able to be in the U.S. with another form of documentation, you are required to submit a copy of this documentation.

If you are a Canadian Aboriginal or Native American (excluding METIS) with at least 50% blood quantum and have J-treaty privileges (carry a tribal ID), you are exempt from needing an I-20 form. You must provide a copy of your tribal ID and an official tribal-issued letter showing proof of blood quantum.

International students are required to purchase health and accident insurance through the University sponsored program.

Verification of Ability to Pay – Ontario and International Students

The U.S. Immigration and Naturalization Services (INS) requires that LSSU have verification of your ability to pay for tuition/books and expenses before we can issue a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (I-20). This form is required for you to cross the border into the United States.

An acceptable financial document must have been submitted not more than nine (9) months before the term you intend to enroll at LSSU. The document also needs to be current within the last 90 days. Inclusion of false information in the financial statements is grounds for dismissal. Verification may be documented by the following: personal savings or verification of loans or scholarships received, a parent or sponsor, government or sponsoring agency, or by LSSU anticipated support.

As of September 1, 2004, the U.S. Department of Homeland Security (DHS) has implemented a rule requiring F-1 visa applicants to pay a one-time fee to supplement the administration and maintenance costs of the Student and Exchange Information System (SEVIS). Because we will be issuing you an initial I-20 form, you will be required to pay this SEVIS fee. Information about payment of the fee and the processing of your I-20 form upon entry to the U.S. will be provided to you with your initial I-20 form. You may also check our website for additional information: www.lssu.edu/admissions/international.

Proof of English Proficiency

Proof of English proficiency is required for admission to LSSU as an international student. English proficiency can be proven in several ways:

1. Score 500 or above on the paper-based [Test of English as a Foreign Language \(TOEFL\)](#) or a score of 61 on the internet-based TOEFL. Please use institutional code 1421 to report scores directly to LSSU.
2. Score of 72 on the Michigan English Language Assessment Battery (MELAB). Write: English Language Institute, MELAB Testing, 3020 North University Building, University of Michigan, Ann Arbor, Michigan 48109-1057, U.S.A.
3. Completion of Level 112 at any ELS Language Center located in the U.S. More information can be found at: www.studyusa.com or at www.els.com, 1-609-750-3500 or info@els.com.
4. APIEL - Advanced Placement English Language Test with a score of 3 or higher.
5. SAT critical reading score of 480 or higher for tests taken before March 1, 2016, minimum overall score of 965 or higher, ACT equivalent is 20. For SAT tests taken after May 2016 an evidence based reading and writing score of 290.
6. Completion of two (2) years of study at a school, college or university located in an English-speaking country.
7. IELTS - International English Language Testing System with a score of 6.0 or higher.

Undocumented Students

Students who are undocumented are considered domestic students, not international students for admissions consideration. They must meet our regular admission requirements. Undocumented students residing in North America will be classified as residents for tuition assessment. Undocumented students are not eligible for financial aid or scholarships.

Orientation

All new students (including transfer students) attending main campus are required to attend and participate in [orientation](#). Orientation is when students learn important information on academic policies and procedures that students are expected to follow while attending LSSU. Students will also learn about the wide range of services available to assist them in having a successful university experience.

Part-time Enrollment

You may enroll as a part-time student and take up to 11 credits per semester in courses for which you have sufficient academic background. United States students attending part-time who are not seeking financial aid or a degree or certificate do not have to formally apply for admission.

Canadian (commuter) students wishing to attend part-time must apply for admission and be accepted into a degree program. Note that all other international students must maintain full-time enrollment (12+ credits) to maintain F-1 status.

As a non-admitted part-time student, you are not assigned a faculty advisor. You are encouraged to seek assistance in selecting courses from the appropriate academic departments.

Current high school students should refer to the section regarding dual enrollment.

Career and Technical Education

Lake Superior State University recognizes the excellent academic achievement of students completed through the Career and Technical Education programs throughout the state by awarding university credit for this work completed while in high school. Through this partnership students are able to begin their university

studies by completing their CTE curriculum. Lake Superior State University is a proud partner with the Michigan Department of Education, Michigan High Schools, and Michigan Career and Technical Education Centers in providing direct pathways for students to continue their education after high school. Through [coordinated Articulation Agreements](#), LSSU assists students to realize a seamless and systematic transition, maximizing the use of resources and minimizing duplication of content as they move from their secondary to their postsecondary educational experience.

Dual Enrollment for High School Students

Effective July 2012, State law now allows qualifying 9th and 10th grade students (in addition to 11th and 12th grades) to attend as dual enrolled students in a postsecondary institution. To be eligible, students must be enrolled in at least one (1) high school class in a school district. A student must receive a qualifying score in each subject area on a reading assessment or the Michigan merit exam (MME) in order to be eligible to take all eligible courses; otherwise, he/she can only take courses in the area for which a qualifying score was achieved. If no qualifying score was achieved, the student is limited to a course in computer science, or foreign language, or a course in fine arts as permitted by the school district. Students must also meet any course prerequisite requirements. Students must be in Good Standing (cumulative gpa of 2.000 or higher) at LSSU to be eligible for continued enrollment. Students on probation are limited to course repeats, if available. Eligible students are limited to no more than ten (10) courses overall if the school district covers the cost; this limit does not apply if the student is covering costs.

Registration will be coordinated by the Admissions Office in conjunction with the Registrar's Office, once a student has completed the required form and has been approved as a dual enrollee. Students may pick up the Dual Enrollment Form from their high school guidance office, the LSSU Admissions Office, or at www.lssu.edu/admissions/dualenrollment/. Attendance as a high school dual enrollee does not constitute admission to a degree program. LSSU encourages students to apply for admission early in their senior year for a major of their choice.

Placement Testing (COMPASS)

LSSU will use SAT and/or ACT scores to place students in courses required for their degree and matched to their level of academic preparation. Occasionally, these test scores do not reflect a student's true preparedness or, depending on their admission status, SAT or ACT scores may not have been required. In that case, students will take English, reading, and math placement tests to determine which courses they should schedule. [The table](#) shows the relationship between SAT/ACT scores and LSSU English or math courses.

Students with high SAT, ACT or placement scores are invited to enroll in honors English. High scores in mathematics will also allow students to enroll in higher-level math courses.

Students with low scores in English, reading and mathematics will be required to take preparatory coursework that does not count towards degree requirements.

Transfer students without appropriate course work in English and mathematics (see degree requirements) are also required to take placement tests. Transfer students may meet placement requirements by their SAT or ACT scores if they submit their scores to LSSU.

Credit by Examination


You may earn university credit by examination. The University grants credit from Advanced Placement, International Baccalaureate (IB), College Level Examination

Program (CLEP) and departmental exams. If you are already attending Lake State, you may earn credit through both CLEP and departmental exams.


You must meet the following criteria before credit by examination will be entered on your transcript:

1. be an admitted full-time student, and
2. be enrolled at Lake Superior State University.


Advanced Placement Program (AP)

Advanced Placement Exams are administered at high schools each May. LSSU grants credit in select AP exams passed with a score of three or higher. If an essay is part of an individual exam, it must be submitted to University Testing Services for evaluation. To receive credit, the essay must be satisfactory and you must have a minimum score of three on the test. Credit for AP is granted as shown on the [table](#) .

International Baccalaureate (IB)

Lake Superior State University offers college credit for students who complete IB coursework with strong results. LSSU will grant credit only for Higher Level exams and scores of 5 or above. Credit for IB is granted as shown on the [table](#) .

College Level Examination Program (CLEP)

You may take CLEP exams at a computer testing center, including Lake Superior State University's Testing Services. LSSU offers CLEP exams every month except December. Credit for CLEP is granted as shown on the [table](#) .

You may receive credit toward specified courses that meet general education requirements.

CLEP general and subject examination credit may not be used to repeat courses previously taken unless permission is granted from the academic department offering the course.

Grades for general examinations are recorded as credit without grade points.

Credit may be earned for individual courses by passing CLEP subject examinations.

Dantes ACE Credit

LSSU is proud to accept your credit for prior military experiences. Once we receive an official transcript, your transcripts (including military training) will be evaluated and credit will be granted based on American Council on Education (ACE) recommendations. If your Dante's equivalence is not listed, contact the Registrar's Office for further review. Credit is granted as shown on the [table](#).

Departmental Exams

Departments may provide their own examinations for certain courses. You must have the written approval of the appropriate School Chair to take the examination. The [Credit by Departmental Exam Application Form](#) can be found online and in Anchor Access. There is a fee charged per credit hour. An examination grade of 2.00 or better is required for credit to be earned. Credit earned by exam is recorded as transfer credit on the student's transcript. Some universities may not accept transfer credit earned by departmental exam.

Health Record

Everyone entering Lake Superior State University for the first time should complete an Immunization Record and Health History Questionnaire. The form is mailed to admitted students. These questionnaires are not considered for admission to the University. The information helps the University's Health Care Center better serve your needs.

Note: Information in the admissions section of the catalog is for information only and not part of an enrollment contract.

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Admissions

Transfer Student Application Information

At Lake Superior State University, we know that the best way to really learn about something is to jump in and experience it. Our students [Redefine the Classroom](#) by going beyond books in order to prepare themselves for careers in a competitive and global landscape.

We're excited that you wish to [grab hold of your future](#) and are considering transferring to Lake Superior State University! We believe that LSSU has so much to offer you, and we hope to work closely with you throughout your admission process. Our Transfer Specialist is always available to answer any questions you may have and to help you with unofficial transfer credit evaluations. Come up! Work in! Move ahead!

A **transfer student** is defined as a student who enrolls and attends in a post-secondary institution anytime after the summer following high school graduation, and then applies to Lake Superior State University.

Former full-time LSSU students who miss one or more semesters (not including summer) and attend another college/ university must [apply for re-admission](#) before the semester of re-entry. There is no application fee, but to meet our admissions policy, you must submit an official transcript from any other institution you attended since leaving LSSU.

Transfer students must possess a minimum 2.0 cumulative college GPA and be eligible to return to your former college(s). Transfer students with fewer than 19 transferable credits/29 quarter hours will be reviewed on the basis of courses completed as well as the trend of most recent grades, your high school record, and ACT/SAT scores.

Helpful Tips

- [Plan Ahead](#)
- [Importance of Transcripts](#)
- [Know Who to Talk to](#)
- [Transfer Student Helpful Tips](#)
- [Know Program Requirements](#)
- [Know LSSU Policies](#)
- [Know the Deadlines](#)
- [Submit Financial Aid Application](#)
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- [Evaluation of Transfer Credit](#)

- [Transfer Tool](#)
- [Orientation \(Advising & Class Scheduling\)](#)
- [Housing](#)
- [Honors Program](#)
- [Learn More...](#)

Transfer Tools

- [Transfer Equivalencies](#)
- [Transfer Guides](#)
- [Michigan Transfer Network](#) (MTN)
- [Transfer Navigator](#) (pdf)

Contact Us

- [Send us an email](#)

Applying to LSSU

Apply using our [online application](#).

Although there is no application deadline, applying early will allow us more time to work with you and your transfer credits. *Official transcripts from each institution attended are required.*

Scholarships

[List of scholarships](#)

The eligible transfer student must be entering LSSU for the first time directly from another college (students sitting out more than one semester are not eligible for scholarship consideration) with a minimum of 24 earned and maximum of 90 college credits. Merit based awards are based on the cumulative GPA earned at all schools prior to start of the first LSSU semester - official transcripts are required before awards are finalized.

Eligibility is determined by the Financial Aid Office for all students admitted by April 15 for the following fall semester, or December 01 for spring semester.

Transfer scholarships are normally renewable for a second year, providing the recipient meets LSSU [scholarship renewal criteria](#).

Evaluation of Transfer Credit

Official evaluation of transfer credit is made as quickly as possible after you are admitted. Credits are evaluated from each institution individually. An official transfer credit evaluation will be completed and mailed to you once we've received your completed application and official transcripts, may be sent to you electronically with directions to Anchor Access.

MACRAO

The [MACRAO agreement](#) was designed to facilitate transfer credit from community colleges to four-year colleges and universities. It allows for as many as 30 credit hours of general education requirements

to be transferred.

Michigan community college students admitted to LSSU who have the MACRAO stamp on their transcripts are recognized as having completed the general education requirements at LSSU - - without provisos.

Michigan Transfer Agreement (MTA)

In order to satisfy the MTA, students must successfully complete at least 30 credits from an approved list of courses at a sending institution with at least a grade of 2.00 in each course. These credits, which will be certified by a sending institution, should be completed according to the following distributions:

- One course in English Composition
- A second course in English Composition or one course in Communication
- One course in Mathematics
- Two courses in Social Sciences (from two disciplines)
- Two courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes)
- Two courses in Natural Sciences including at least one with laboratory experience (from two disciplines)

Students who complete the MTA and transfer to Lake Superior State University will have met 30 credits of the General Education Core Requirement. Students will still be expected to complete a Cultural Diversity Course (minimum of 3 credits) as well as an additional course in ENGL or COMM to total at least one year of composition and one semester of communication.

Students who do not complete the entire block of courses required by the MTA will receive credit for the courses they do complete on the basis of individual course evaluation and established transfer equivalencies.

It is important to note that the MTA is not the best fit for all programs. There are many programs in Michigan for which the MTA is not a good fit. Students are encouraged to work with their advisors at their destination institution (LSSU) in order to select a path that is best for them.

Sault College Agreement

[Sault College of Applied Arts and Technology](#) students admitted to LSSU who have the GECERT stamp (liberal studies degree) on their transcript are recognized as having completed the general education requirements at LSSU.

Earned Credit Limitations

There is no limit to the number of transfer credits allowed from other institutions.

Bachelor's degree candidates must earn at least 30 credits and at least 50% of their department-required 300/400 level credits in LSSU courses.

Associate's degree candidates must earn at least 15 credits and at least 50% of their departmentally required credits in LSSU courses.

Certificate candidates must complete at least 16 of their departmentally required credits in LSSU courses.

If a course that was taken at another institution is not offered at LSSU, general transfer credit may be granted for that course.* Elective credits may be applied toward degree requirements, but may not be

used to satisfy any specific course requirements.

If a course that was taken at another institution is not offered at LSSU, elective credit may be granted for that course.* Elective credits may be applied toward degree requirements but may not be used to satisfy any specific course requirement.

Grades less than C- will not transfer and typically a C or higher for math courses is required.

* Course descriptions and syllabi may be submitted for faculty evaluation and equivalency determination.

Provisional Credit

Credit earned at an institution not listed in the American Council of Education's publication, [*Accredited Institutions of Post-Secondary Education*](#), is granted provisionally. You must complete at least 15 semester hours of credit with a cumulative GPA of 2.00 at LSSU before provisional credits will become part of your permanent record.

Credit Appeals

The Admissions Office completes transfer credit evaluations. The decision on courses and transfer credit granted may be appealed first to the academic dean and then to the provost.

Transfer of Grades

Grades from other accredited colleges and universities are used only to determine eligibility to enter LSSU. GPA's earned at other institutions are not calculated as part of your LSSU GPA.

Transfer Tools

Transfer Equivalencies

Note: Please keep in mind that, while the Course Equivalencies website is a valuable resource, this information is unofficial and is intended to be used as a guide only.

[Course Transfer Equivalency Tool](#)

Transfer Guides

[View Guides](#)

At LSSU, you can also transfer directly into a degree program . We work closely with area community colleges to develop specific program transfer guides to assist you in earning your degree.

Our guides list courses students could take at their local community college, and which apply toward specific LSSU degree requirements.

Transfer Navigator

The LSSU [Transfer Navigator](#) is a printable (pdf) guide to assist you through the steps in the transfer process at LSSU. Inside the guide, you will find basic information on how to begin the transfer process as well as an FAQ section to assist you with all of your needs.



Admissions



Transfer Student Helpful Tips

Plan Ahead

Be aware of admission requirements and apply early!

Consult with your Academic or Faculty Advisor at both your current campus and LSSU as you plan your coursework each semester!

For students transferring from Michigan Community Colleges and Sault College we highly recommend using the LSSU [Transfer Equivalency](#) web site, as it will give you all the details you need for transferring courses.

The importance of transcripts

Transcripts allow you, the Admissions staff and faculty to view how courses may transfer to LSSU. Transcripts may also allow for unofficial transfer credit evaluations to take place, even before you apply for admission. When used with the academic plans made for you by an academic advisor, transcripts can give you a clear direction of where you are in comparison to where you need to be.

Knowing who to talk to and where to look

Guidance and Admissions counselors are valuable assets in speeding up the transfer process. At LSSU, we have a transfer student admissions advisor to assist you. The course catalog is another resource made readily available to prospective transfer students.

The catalog outlines academic programs and give course descriptions that will help you plan your transfer and decide which courses you need to take.

You will find our transfer student information, as well as articulation agreements and course-to-course equivalencies, at www.lssu.edu/equivalency.

Credit evaluations and course equivalencies

An official evaluation of your transfer credit is made as quickly as possible after you are admitted. The admissions office will help you with an unofficial transcript review at your request.

If a course taken at another institution is not offered at LSSU, general credit may be granted for that course. Elective credits may be applied toward degree requirements, but may not be used to satisfy any specific course requirements.

Grades less than a C- will not transfer.

There is no limit to the number of transfer credits allowed from other institutions. Bachelor's degree candidates must earn at least 32 credits and at least 50% of their department-required 300/400 level credits in LSSU courses.

Associate's degree and certificate candidates must earn 16 of their final 20 credits in LSSU courses.

For more information regarding credit evaluations and course equivalencies, please visit our website at www.lssu.edu/equivalency.

Know Your Program Requirements

Whether you've chosen a major or not, you'll need to learn what pre-requisites are necessary to declare a major in a particular subject and then what classes are needed to complete that major. Even in your first semester, it's never too early to start fulfilling major pre-requisites or requirements.

Each of the following programs has unique admission/application requirements, including a minimum GPA requirement. If you are considering any of these majors we strongly suggest that you learn about the admission requirements and process for gaining entry into these programs of study at the links provided below.

- [Education](#)
- [Engineering](#)
- [Nursing](#)

Be Aware of LSSU Policies and Procedures

All schools have different policies, procedures, and deadlines. Don't assume LSSU has the same deadlines and policies as your previous school. The [Registrar's Office website](#) has a list of important dates including: Add/Drop deadline, Drop deadline for all courses, Withdrawal deadline etc. All policies and procedures are outlined in the Undergraduate Catalog. Familiarize yourself with LSSU's requirements. You are responsible for making sure you are on the right track.

All incoming students are required to attend an orientation session before attending LSSU. There is one date set specifically for transfer students, as well as other options in case you are unable to make the first session. You'll find the dates on the Orientation website at www.lssu.edu/orientation.

Know the Deadlines

LSSU does not have an application deadline, but we encourage you to apply early. You will automatically be considered for a scholarship if your application is received by **March 1**. You must file the Free Application for Federal Student Aid (FAFSA) prior to **March 1** for the fall semester.

Submit Financial Aid Application

Financial aid does not transfer, so you need to make sure that Lake Superior State University receives a copy of your financial aid application.

The LSSU school code is **002293**.

If you are a mid-year transfer, make sure that your prior school cancels your second semester financial

aid.

Submit your academic transcript as soon as possible so your financial aid is awarded using the correct number of credits.

For more information, contact the [Financial Aid Office](#) at LSSU.

Ask Questions

If you have trouble with the transfer process, let those who can help you know! [Contact your LSSU Academic Advisor](#) or the [Admissions Office](#) for help!

Take responsibility and inquire about assignments, requirements, policies, and procedures. Learn for yourself, not through the grapevine!

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650 W. Easterday Ave., Sault Ste. Marie, MI 49783 / (906) 632-6841

Lake Superior State University

Degree Program Transfer Guides

Our program guides list courses that students can take at their local community college and/or career tech center that can apply toward specific LSSU degrees. Students should follow the transfer guides and the academic catalog corresponding to the academic year in which they began attending their community college.

Students interested in the LSSU classes and programs specific to our REGIONAL CENTERS should visit:

- [Dearborn Regional Center](#)
- [Escanaba Regional Center](#)
- [Gaylord Regional Center](#)
- [Petoskey Regional Center](#)

The Guides are available both as conventional Web pages (HTML) and printer friendly formats (Portable Document Format (PDF) or Flash Paper) . **These printer friendly versions provide exact duplicates of our hardcopy Guides.** [Adobe Reader](#) is needed to view and print the PDF versions.

- **Alpena Community College**
 - [Accounting](#)
 - [Biology](#)
 - [Business Administration - International](#)
 - [Business Administration - Management](#)
 - [Business Administration - Marketing](#)
 - [Chemistry](#)
 - [Criminal Justice - Generalist](#)
 - [Criminal Justice - Law Enforcement](#)
 - [Environmental Chemistry](#)
 - [Environmental Science](#)
 - [Finance & Economics](#)
 - [Fire Science](#)
 - [Fish Health](#)
 - [Fisheries & Wildlife Management](#)
- **Bay de Noc Community College**
 - [Accounting](#)
 - [Athletic Training](#)
 - [Business Administration - Entrepreneurship \(2+2\)](#)
 - [Business Administration - Generalist](#)
 - [Business Administration - International Business](#)
 - [Business Administration - Management](#)
 - [Business Administration with Marketing Minor](#)
 - [Chemistry \(2+2\)](#)
 - [Chemistry - Pre-Professional \(2+2\)](#)
 - [Criminal Justice - Corrections w/Law Enforcement Minor](#)
 - [Criminal Justice - Minimalistic \(2+2\)](#)
 - [Criminal Justice - Generalist](#)
- **Ishpeming High School**
 - [Health Occupations](#)
- **Kalamazoo Valley Community College**
 - [Fire Science - Generalist](#)
- **Kellogg Community College**
 - [Legal Studies \(2+2\)](#)
 - [Fisheries and Wildlife](#)
- **Kent Career Technical Center**
 - [Criminal Justice](#)
- **Kirtland Community College**
 - [Computer Networking 3+1](#)
- **Lansing Community College**
 - Fire Science - Generalist
- **Marquette Senior High School**
 - [Health Occupations](#)
- **Mid-Michigan Community College**
 - [Biology](#)
 - [Fisheries & Wildlife Management](#)
- **Muskegon Area Career Technical Center**
 - [Public Safety and Protective Services](#)
- **North Central Michigan College**
 - [Accounting](#)
 - [Accounting - Public Accounting](#)
 - [Biology](#)

- [Criminal Justice - Homeland Security \(2+2\)](#)
- [Criminal Justice - Law Enforcement](#)
- [Criminal Justice - Public Safety \(2+2\)](#)
- [Computer & Mathematical Sciences \(2+2\)](#)
- [Computer Engineering \(2+2\)](#)
- [Early Childhood Education with Business Minor](#)
- [Early Childhood Education with Sociology Minor](#)
- [Early Childhood Education - ZA Certificate Endorsement](#)
- [Engineering Management](#)
- [Environmental Chemistry \(2+2\)](#)
- [Environmental Health \(2+2\)](#)
- [Environmental Management \(2+2\)](#)
- [Environmental Science \(2+2\)](#)
- **Bay Mills Community College**
 - [Accounting](#)
 - [Business Administration - International](#)
 - [Business Administration - Legal Management](#)
 - [Business Administration - Management](#)
 - [Business Administration - Marketing](#)
 - [Criminal Justice - Corrections \(3+1\)](#)
 - [Criminal Justice - Generalist](#)
 - [Criminal Justice - Generalist \(3+1\)](#)
 - [Exercise Science](#)
 - [Finance & Economics](#)
 - [Sport & Recreation Management](#)
- **Cheboygan Career Tech Center**
 - [Drafting and Design Technology](#)
 - [Engineering and Industrial Design](#)
 - [Metals 2/Welding 1](#)
 - [Web Design/ Computer Programming/ Advanced Programming](#)
- **Gaylord Regional Center**
 - [Criminal Justice - Generalist](#)
 - [Criminal Justice - Law Enforcement](#)
 - [Environmental Management](#)
 - [Forensic Chemistry](#)
 - [General Engineering](#)
 - [Geographic Information Science](#)
 - [Geographic Information Science - Geology](#)
 - [Geographic Information Science - Marketing](#)
 - [Geology](#)
- **Gogebic Community College**
 - [Criminal Justice - Corrections](#)
 - [Criminal Justice - Law Enforcement](#)
- **Grand Rapids Community College**
 - [Biology Secondary Education \(2+3\)](#)
 - [Business Administration](#)
 - [Business Administration - Legal Management](#)
 - [Business Administration - Management](#)
 - [Business Administration - w/Minor in Marketing](#)
 - [Business Administration - w/Minor in Public Relations](#)
 - [Computer Science](#)
 - [Criminal Justice](#)
 - [Criminal Justice-Generalist](#)
 - [Criminal Justice-Law Enforcement Emphasis](#)
 - [Criminal Justice-Loss Control Emphasis](#)
 - [Criminal Justice-Public Safety Emphasis](#)
 - [Criminal Justice-Criminalistics Emphasis](#)
 - [Early Childhood Education-Sociology Minor](#)
 - [Environmental Health](#)
 - [Legal Assistant Studies](#)
 - [Mathematics](#)
 - [Nursing](#)
- **Sanilac Career Tech Center**
 - [Industrial Production](#)
- **Sault College of Applied Arts and Technology**
 - [Athletic Training](#)
 - [Exercise Science](#)
- **Sault Area Career Center**
 - [Allied Health 2](#)
 - [Early Childhood Education](#)
 - [Information Processing Certificate](#)
 - [Legal Assistant Program](#)
 - [Nursing and Paramedic Technology Program](#)
 - [Office Administration Program](#)
 - [Personal Computer Specialist](#)
- **Traverse Bay Area Intermediate School District**
 - [Public Safety and Protective Service](#)
- **West Shore Community College**
 - [Criminal Justice - Law Enforcement](#)
 - [Environmental Chemistry](#)
 - [Environmental Science](#)
 - [Fisheries & Wildlife Management](#)
 - [Forensic Chemistry](#)

- [Accounting](#)
 - [Computer and Mathematical Sciences](#)
 - [Engineering Management](#)
 - [Fisheries & Wildlife Management](#)
 - [Forensic Chemistry](#)
 - [Geology](#)
 - [Nursing](#)

 - **Iosco RESA**
 - [Health Occupations](#)
-

Lake Superior State University

Course Equivalencies & Degree Transfer Information

We're excited that you are considering transferring to Lake Superior State University! We believe that LSSU has so much to offer you and we hope to work more closely with you throughout your admission process. Our Admissions staff is always available to answer any questions you may have and to help you with unofficial transfer credit evaluations.

This page was designed to help you determine how the college courses you have taken and/or are currently taking will transfer to LSSU. The information you will learn by using this web site will also allow you to evaluate how close you are to completing the degree you desire! Again, we are available to advise you in these areas as well, just give us a call or send us an e-mail admissions@lssu.edu.

*Please keep in mind that, while the Course Equivalencies web site is a valuable resource, this information is **unofficial and is intended to be used as a guide only.***

Course Transfer Equivalency Tool

An **official transfer credit evaluation** will be completed and mailed to you once we've received your completed application and official transcripts. If you haven't completed an application and would like to do so now, click [here](#).



Appendix E

Publication of Transfer Policies: Articulation Agreements

List of Articulation Agreements:

<https://www.lssu.edu/provost/cte-articulation.php>

List of Transfer Resources in Admissions:

<https://www.lssu.edu/admissions/transfer.php>



Appendix F

Publication of Transfer Policies: Alignment with Policy



UWB CLT 1

ACADEMIC TRANSCRIPT

RECEIVED

JUL 20 2015

UW campuses

A...

Name: NAME

SSN: B

Born: DATE

Add College Code & CLT # from SOAPCOL

6997 (1)

Application Fee: Exempt

Residency Status: Wisconsin Resident

UW Colleges Degree: Associate of Arts and Science

Awarded Jun-01-1991

Member: Phi Theta Kappa

CTR	COURSE	TITLE	ATT	EARN	GRD	PTS	CHRN
University Of Wisconsin Colleges Work							
Fall 1989-1990:							
MNT	AST 100	Surv of Astronomy	4.00	4.00	B	10.68	
MNT	CPS 105	Computer Applicatns	1.00	1.00	A	4.00	
MNT	CPS 110	Intro to Computer Sci (BASIC)	3.00	3.00	A	12.00	
MNT	ENG 102	Composition II	3.00	3.00	B	8.01	
MNT	MUS 173	Music Lit & Apprec	3.00	3.00	A	12.00	
MNT	SOC 120	Marr & The Family	3.00	3.00	B	9.00	
Term GPA:	3.276	GPA Credit:	17.00	GPA Points:	55.69		
Cum GPA:	3.276	Cum Totals:	17.00	GPA Points:	55.69		

Academic Standing: Good Standing

CTR	COURSE	TITLE	ATT	EARN	GRD	PTS	CHRN
Spring 1989-1990:							
MNT	COM 103	Public Speaking (Se)	3.00	3.00	B	9.00	
MNT	COM 150	Intro To Film	3.00	3.00	A-	11.01	
MNT	GEO 110	World Regional Geog	3.00	3.00	C+	6.99	
MNT	MAT 110	College Algebra	3.00	3.00	C	6.00	
MNT	PSY 202	Intro To Psychology	3.00	3.00	C+	6.99	
Term GPA:	2.666	GPA Credit:	15.00	GPA Points:	39.99		
Cum GPA:	2.990	Cum Totals:	32.00	GPA Points:	95.68		

Academic Standing: Good Standing

CTR	COURSE	TITLE	ATT	EARN	GRD	PTS	CHRN
Fall 1990-1991:							
MNT	BUS 201	Intro Accounting	4.00	4.00	C	8.00	
MNT	ECO 203	Economics - Macro	4.00	4.00	C+	9.32	
MNT	MAT 211	Calc & Related Topic	4.00	4.00	C	8.00	
MNT	PHI 101	Intro to Philosophy	3.00	3.00	B-	8.01	
MNT	ZOO 105	Intro to Human Biol	3.00	3.00	B	9.00	
Term GPA:	2.352	GPA Credit:	18.00	GPA Points:	42.33		
Cum GPA:	2.760	Cum Totals:	50.00	GPA Points:	138.01		

Academic Standing: Good Standing

CTR	COURSE	TITLE	ATT	EARN	GRD	PTS	CHRN
Spring 1990-1991:							
MNT	BUS 210	Adv Comp Business	3.00	3.00	B+	9.99	
MNT	ECO 204	Economics - Micro	4.00	4.00	C	8.00	
MNT	MAT 210	Topics In Finite Math	4.00	4.00	B-	10.68	
MNT	PED 123	CPR	1.00	1.00	B+	3.33	
MNT	PED 213	First Aid & Emerg Care	2.00	2.00	B	6.00	
Term GPA:	2.714	GPA Credit:	14.00	GPA Points:	38.00		
Cum GPA:	2.750	Cum Totals:	64.00	GPA Points:	176.01		

Academic Standing: Good Standing

Total Attempted Credits: 64.00

Total Earned Credits: 64.00

Cumulative GPA: 2.750

End Of Record - As Of Jul-24-2015

Rec'd this TRN & can now complete processing. Circle accreditation & academic calendar on the back. (see back) Run GPA Calc. College Excel. Fill in results here:

090189-050191
A E Oh Op GPA
64 64 64 176.1 2.75

If student earned BS or MA or MFA, attach post it to transcript so you are reminded to enter it on STATE

TO VERIFY TRANSPARENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE

OFFICE OF ADMISSIONS
LAKE SUPERIOR STATE UNIV.
650 W EASTERDAY AVE
SAULT SAINTE MARIE MI 49783-1626

This officially signed transcript is printed on red SCRIP-SAFE security paper. A raised seal is not required. When photocopied the name of the institution and the word COPY should appear

Larry Graves
Registrar and Director of Admissions
University of Wisconsin Colleges



6091 203-7752
www.uwcolleges.edu

700 Pegasus St., Ste 100
Madison, WI 53710

This educational record information is provided to you on the basis that you will not permit another party to have access to the information without the written consent of the student, in accordance with the Family Educational Rights and Privacy Act of 1974.

Effective August 1987, the name of the institution was changed from University of Wisconsin Centers to University of Wisconsin Colleges.

The UW Colleges consists of 13 freshman/sophomore campuses located throughout the State of Wisconsin in 14-campus, UW-C-Madison, closed following the 1981 Spring Semester. An Online Associate Degree program was approved and started in 2001. The campus at which the student enrolled in a course is listed under the "CTR" column on the official transcript. The campus codes and names are:

BEE - Beaver/Sauk County	MCF - Marshfield/Wood County
BFW - Barron County	ONL - UW Colleges Online
FDL - Fond du Lac	RLW - Richland
FOV - Fox Valley	RCK - Rock County
MAN - Manitowish	SHE - Sheboygan
MTH - Marathon County	UWC - UW Colleges Flexible Option
MNT - Marinette	WAK - Waukesha
WSH - Washington County	

Academic Dates

All credits are semester-hour credits. The Fall term is Semester 1 (September to December), the Winter term (January) is between the Fall and Spring terms, the Spring term is Semester 2 (January to May), the Summer session is Semester 3 (June to August).

Monthly subscription periods begin the second day of the notated month and end on the first day of the subsequent third month.

Academic Department Abbreviations

AIS American Indian Studies	FDR Forestry	MUS Military Science
ANT Anthropology	FRE French	MUA Music Applied
ART Art	GEO Geography	MUS Music
AST Astronomy	GER German	NAT Natural Resources
BAC Bacteriology	GLG Geology	PED Physical Education
BIO Biology	GRA Engineer Graphics	PHI Philosophy
BOT Botany	HES Health Exercise Science	PHS Physiology
BUS Business	HIS History	PHY Physics
CHE Chemistry	INT Interdisciplinary	POL Political Sciences
CHI Chinese	ITA Italian	PSY Psychology
COM Communication	LEA Learning Resources	REL Religious Studies
CPS Computer Science	LEC Lecture Forum	SOC Sociology
CTA Comm & Theater Arts	MAT Mathematics	SPA Spanish
ECON Economics	MEC Engineer Mechanics	WIL Wildlife
EDU Education	MIC Microbiology	WOM Women's Studies
EGR Engineering	MLG Meteorology	ZOO Zoology
ENG English		

Accreditation - Higher Learning Commission of North Central Association of Colleges and Schools (HLC)

Degrees - Liberal Arts Associate Degree

- Associate of Arts
- Associate of Arts & Science (beginning Semester 1 1988-89)
- Associate of Science
- Associate of Arts & Science with Ethnic Studies Emphasis
- Bachelor of Applied Arts & Science (beginning 2003)

Exemption from English Composition (two-semester)

The student is exempt from UW Colleges English 101, First Semester Composition, if another composition course (English 100 level or above) has been successfully completed and he/she is exempt from English 101 based on UW Colleges procedure.

Special Course Title Codes

Relating to General Education Requirements

A course title may contain a special code which identifies the course as one that may be used to fulfill a particular general education requirement. The special code will appear in parentheses at the end of the course title, and may be one or more of the following:

- (WE) - Writing Emphasis
- (ES) - Ethnic Studies
- (SE) - Speaking Emphasis
- (IS) - Integrated Studies

Grading System

Grades with associated grade points per credit (calculated in GPA)

GRADE	GRADE POINTS
A (Excellent)	4.00
A-	3.67
B+	3.33
B (Good)	3.00
B-	2.67
C+	2.33
C (Average)	2.00
C-	1.67
D+	1.33
D (Fair)	1.00
D-	0.67
F (Fail)	0.00
FN (Fail/Nonattendance)	0.00

Grades Which Do Not Have Associated Grade Points (not calculated in GPA)

- I Incomplete
- PI Permanent Incomplete
- EI Extended Incomplete
- W Course dropped after the end of the second week of classes
- S Pass/Fail, Satisfactory (beginning Semester 1 1980-81)
- U Pass/Fail, Unsatisfactory (beginning Semester 1 1980-81)
- CR Credit/No Credit, Credit (used prior to Semester 1 1990-91)
- NC Credit/No Credit, No Credit (used prior to Semester 1 1980-81)
- MC Audit, Not completed (Semester 2 1984-85 thru Semester 3 1989-90)
- IA Audit, Incomplete (beginning Semester 1 1990-91)
- AU Audit, Completed (used prior to Semester 2 1984-85)
- CD Audit, Completed (beginning Semester 2 1984-85)
- R Student must repeat course
- NR Not Reported

Credit Code Abbreviations and Symbols

- A Audit
- H Honors
- P Pass/Fail
- R Repeat of course taken previously
- * Courses not been subsequently repeated; not calculated in GPA
- N Not calculated in GPA (1985 - present)
- W Not calculated in GPA (through 1985)

Policy on Release of Transcripts from Other Institutions

Official transcripts of credits earned at other institutions, which have been presented for admission and evaluation of credit become a part of the student's University of Wisconsin Colleges permanent record and are not re-issued to cover for distribution. Transcripts from other institutions if needed, must be obtained directly from the institutions.

NOT TEST FOR AUTHENTICITY: This document contains information that is not subject to verification. The release of this document is not subject to FERPA. **ADDITIONAL TESTS:** The institutions name and the word "GPA" cannot be changed and are located on page 1 of this document. If you have any questions, please contact the Registrar's Office at 609-203-7752. This document is not to be distributed to any other party without the written consent of the student. This document is not subject to FERPA. **FOR USE BY:** Registrar, Registrar's Office, Registrar's Office

COLLEGE TRANSCRIPT CALCULATIONS

1. Calculate each college separately. Circle "accredited designation" and "semester/term" designation
2. Look for courses <100 level (e.g. MA081, etc); Circle both the <100 course number AND credit & grade
3. Draw line completely through W, N, RX, I, AU (but count as Attempted)
4. Circle D,E,F grades; draw line up to circled D,E,F
5. Look for courses with P, S, CR grades, and
 - Circle course number and circle credit & grade ONLY IF they count as C (2.0) or higher.
 - If course doesn't count as C or higher, treat as D,E,F grade.
 - Bay College & Baker College always gets transfer credit for "P." Bay AS=0
 - NMU S grades are defined as C or better
 - Sault College S grades AND all Canadian TRN w/"CR" grade count as C (2.0) or higher.
6. If course is repeated (R), count most recent grade (A,B,C,D,E,F)--W grades do not count as a grade.

Other exceptions may apply: ALMA COLLEGE, multiply totals by .9

Count ALL credits **Attempted** (A). Include F, I, W, P, R, RX, CR, S, <100 etc. but do NOT count credits for courses currently in progress (CIP)

64.00

A

tally

64.00

Subtract credits for courses with E, F, W, I, CR*, P*, S*, RX, AU, <100 level

-

17

15

18

14

*If CR, P or S are defined as "C or better" DO NOT subtract, count as Earned.

Result is **Earned** (E)

= 64.00

E

Add credits for E, F, <100 level

+

Result is **Quality Hours** (QH). Note: Transfer Hours on SOAPCOL = QH

= 64.00

QH

Subtract all Earned P,S,CR grades before listing total in QH **

Calculate **Quality Points** (QP) below

176.100

QP

2.752

GPA

(GPA = QP divided by QH)

Grade	Credit Hours	X	Value	QP
A+/A	7.00	X	4.0	28.00
A-	3.00	X	3.7	11.10
B+	4.00	X	3.3	13.20
B	11.00	X	3.0	33.00
B-	14.00	X	2.7	37.80
C+	10.00	X	2.3	23.00
C	15.00	X	2.0	30.00
C-	0.00	X	1.7	0.00
D+	0.00	X	1.3	0.00
D	0.00	X	1.0	0.00
D-	0.00	X	0.7	0.00
E/F	0.00	X	0.0	0.00
Totals	64.00			176.10

QP are granted for D+ thru D- but no LSSU transfer credit given for anything under C- grade or less than 1.7 QP.

Total "Credit Hours" in the chart must equal **QH** above to calculate a correct GPA.

If GPA is calculated to three decimal places, our calc will round to two decimals.

P,S,CR grades must be subtracted from the **QH total above or the QH will not equal the Credit Hour total in the chart.

When you DON'T have all the documents to admit. Fill in 3 screens for a college transcript

Prior College: SOAPCOL 8.5.3 (PRODB) 05-AUG-2016 12:04 PM

ID: A. NAME SOAPCOL

Prior College and Degree: Majors, Minors, Concentrations | Prior College Address

Prior College: confirm school info
 Prior College: C01916 University Of Wisconsin Enrollment Planning Service Code:
 Transcript Received Date: 29-JUL-2015
 Transcript Reviewed Date: 30-JUL-2015
 Admissions Request: CLT2 College Transcript

Degree Details: use NODEG if no degree recd
 Degree: BS Bachelor of Science Degree Date: 06-JUN-1994
 Attended From: 01-SEP-1991 Attended To: 01-MAY-1994
 College: 00 No College Designated
 Transfer Hours: 67.000 24 hrs GPA: 3.260000000

Admissions Profile: SWAPROF 7.0 (PRODB) 06-AUG-2015 12:14 PM

ID: A. NAME SWAPROF

Profile / High School | Transfer / University | Financial Aid | Print Admission's Profile / Scholarship Reprint

Transfer

Institution	Official	From	To	Cumulative GPA	Attempted Hours	Quality Hours	Quality Points
Institution 1: University Of Wisconsin Col	<input type="checkbox"/>			0	0	0	0
Institution 2: University Of Wisconsin	<input checked="" type="checkbox"/>	SEP-01-1991	MAY-01-1994	3.261	87	67	218.5
Institution 3:	<input type="checkbox"/>						
Institution 4:	<input type="checkbox"/>						
Institution 5:	<input type="checkbox"/>						
Institution 6:	<input type="checkbox"/>						
Institution 7:	<input type="checkbox"/>						
Institution 8:	<input type="checkbox"/>						
* Does not include H.S. Dual-enrolled credits.				Total:	3.261	87	218.5

Anticipated final date of attendance: MMDPYXXV add if still attending (WIP courses on transcript)

Update this info

Calculate GPA and Save

Admissions Application: SAAADMS 8.5.7 (PRODB) 06-AUG-2015 12:15 PM

ID: A. NAME SAAADMS Checklist

Application: Curricula | Fees, Mail Submission, Withdrawal Data | Checklist | Sources, Interests, Comments | Contacts, Cohorts, Attributes

Application Checklist

school shows as "Received"

Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
CLT1	College Transcript	21-JUL-2015	C06997	University Of Wisconsin Col	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	21-JUL-2015	Count:	Generated by System: *Yes No	Date:	21-JUL-2015
	Last Request:		Deadline:	Checklist Origin: BASELINE	Status:	
CLT2	College Transcript	29-JUL-2015	C01916	University Of Wisconsin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	21-JUL-2015	Count:	Generated by System: *Yes No	Date:	21-JUL-2015
	Last Request:		Deadline:	Checklist Origin: BASELINE	Status:	
FEEP	\$35 Undergraduate App Fee	21-JUL-2015		cash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:		Count:	Generated by System: *Yes *No	Date:	21-JUL-2015
	Last Request:		Deadline:	Checklist Origin: BASELINE	Status:	

At SAAADMS, FS to open field. Type in SHATRNS

Admissions Application SAAADMS:BY (PROD) QuickFlow:ADM:7:6:15 15-AUG-2015 01:29:21 PM

Go To: SHATRNS My Institution: http://www.lesu.edu Powered by ellucian.

ID: A NAME Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission Withdrawal Data Checklist Sources, Interests, Comments Contacts, Reports, Attributes

Application

Entry Term: Application Number: Application Preference: Application Date:

Admission Type: Student Type: Residence: Site: Full or Part Time: Full Time Part Time None Outstanding Requirements:

Application Status: Application Status Date: Maintained By: Application Decision: Application Decision Date: Maintained By:

Curricula Summary						
Priority	Term	Program	Catalog	Level	Campus	Degree
<input type="checkbox"/>						

Field of Study Summary				
Priority	Term	Type	Field of Study	Department
<input type="checkbox"/>				

Remember you only use SHATRNS & SHATAEQ if you will be admitting ~~the~~ student at the end of the process. (All documents needed have been received.)

SHATRNS

Allyndra
Arvidis
Whitney
Michael
ESSU

Transfer Course Information: SHATRNS - B.S.O.5 (PRODB) 13-AUG-2015 11:22/AM

ID: A... NAME

Transfer Institution Number: 1 ← for CLT 1
Attendance Period Number: 1

Transfer Institution

Institution: C06997 University Of Wisconsin Col
Transcript Receipt Date: 28-JUL-2015
 Official

Transfer Attendance Period

Attendance Period: 1989-1991 - general dates by year (or if only one semester, use "Fall 1990")
Acceptance Date: 06-AUG-2015 ← today's date
Effective Term: 201610 Fall 2015
Term Type: JD - put your initials here, if prev. initials listed, ADD yours
Apply to Level: UG Undergraduate
Transfer Degree: AA Associate of Arts - leave blank if no degree
Attendance Begin Date: 01-SEP-1989 > from transcript.
Attendance End Date: 01-MAY-1991

SHATRNS

for 2nd school

Transfer Course Information: SHATRNS - B.S.O.5 (PRODB) 07-AUG-2015 09:06/AM

ID: A... NAME

Transfer Institution Number: 2
Attendance Period Number: 1

Transfer Institution

Institution: C01916 University Of Wisconsin
Transcript Receipt Date: 29-JUL-2015
 Official

Transfer Attendance Period

Attendance Period: 1991-1994
Acceptance Date: 07-AUG-2015
Effective Term: 201610 Fall 2015
Term Type: JD
Apply to Level: UG Undergraduate
Transfer Degree: BS Bachelor of Science
Attendance Begin Date: 01-SEP-1991
Attendance End Date: 01-MAY-1994

When you are done entering, CTRL/Q will take you back to the "Access field" at the top of SAAADIMS. The FS field will be blank

TYPE in SHATAEQ in the FS Access field

Admissions Application - SAADMS 3.5.7 (PRODB) QuickFlow:ADM:7 of 15 06-AUG-2015 01:49 PM

Go To... SHATAEQ My Institution: http://www.lsu.edu/ Powered by ellucian.

ID: A... NAME Term: View Current/Active Curricula

Application Curricula Fees Mail Submission Withdrawal Data Checklist Sources Interests Comments Contacts Cohorts Attributes

Application

Entry Term: Application Number: Application Preference: Application Date:

Admission Type: Student Type: Residence: Site: Full or Part Time: Full Time Part Time None Outstanding Requirements:

Application Status: Application Status Date: Maintained By: Application Decision: Application Decision Date: Maintained By:

Curricula Summary

Priority	Term	Program	Catalog	Level	Campus	College	Degree

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major

SHATAEQ will open. The key block college listed will be the last one on the SHATRNS screen

Transfer Application Evaluation SHATAEQ: 852 (PROB) IT: AUG 2014 03:04 AM

ID: A... NAME: [] Institution: C01916 University Of Wisconsin
 Program: []

Enter these fields

Attendance			Transfer		Primary		Credit		Grade		Equivalent to populate				
Period	Term	Level	Group	Ind	Subject	Course	Hours	Grade	Articulate Ind	Level	Subject	Course	Hours	Grade	
1	201610	UG			BUSINESS	311	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			BUSINESS	371	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			ECON	210	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			ENGLISH	226	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	101	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	151	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	281	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	303	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	321	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC WOR	167	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			BUSINESS	351	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			PHYS ED	166	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	361	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	381	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			HLTH ED	211	3.000	TR	Successful	UG	TRAN	100	3.000	TR	
1	201610	UG			SOC	319	3.000	TR	Successful	UG	TRAN	100	3.000	TR	

Enter "A" Articulate Ind

Tab to next line

This will be blank

<Tab> or <Enter> to move thru each line

Enter Att Period (will always be 1 for New transfer students - (See Readmit Transfer section for info re: those types of students))
 <tab> Term (of entry), Level is always UG, <tab> to Subject.
 Enter Subject <tab> Enter Course No <tab> to Grade "TR"
 <tab> to Articulate "A" <tab> and "A" will turn to "Successful"
 Down-arrow 2x (<↓><↓>). This will take you to the "Subject" of the next line (and Att. Period, Term, Level will populate from line above)

QTR Cr to SEM Cr	(Qtr / 1.5 = Sem)
6	= 4
5	= 3.4
4	= 2.7
3	= 2
2	= 1.4
1	= 0.7

You may F10 (Save) anytime while entering. However do not CTRL/PGBDN to Totals until final check has been made.
 Final check: When all classes have been entered, check the left column Credit Hours against the credit hours on the transcript. You should be able to run your finger down the credits on the transcript & quickly verify they match what Banner populated for that class. (See manual if credits don't match.) Then, on Banner only, check that the left column Credit Hours match the right column Credit Hours.
 When the classes have been checked, CTRL/PGBDN to totals

only enter C- & higher grades into SHATAEQ

SHATAEQ totals

Equivalent Course GPA/Roll to History SHATAEQ 8.6.2 (PRODB)

Equivalent Course GPA

Level: UG

	Transfer	Equivalent
Attempted Hours:	67.000	67.000
Passed Hours:	67.000	67.000
Earned Hours:	67.000	67.000
GPA Hours:	.000	.000
Quality Points:	.000	.000
GPA:	.000	.000

Equivalent Roll

History Indicator: None

On transcript, check Q hrs -

- subtract D, E, F
- add S, CR (only if counts as C- or higher)

Should = Left side total (Transfer)

Now subtract <100 courses (both those listed as <100 on TRN, and those that transfer to LSSU as <100 level)

This s/b the number on right

Fill these totals on the Pink Sheet

"Transfer" # under Transcript Credit (shataeq)

"Equivalent" # under Final Credits (shaterm)

(if there are <100 classes, list those credits on Pink Sheet under "Remedial/Repeats" so numbers will match $xxx - xx = xxx$)

only if listed on SHATAEQ

TRANSFER CREDIT WORKSHEET

"The Pink Sheet"

NAME
Student Name (Last, First, MI)

A...
ID Number

Entry Sem

Evaluation Completed By:

Initials	Date	Comments

School Name	School Code	Last Tr Term Evaluated	Sem	Qtr	Gcert Macr Degr	Transcript Credit (shataeq)	Remedial/ Repeats/ N AC	Final Credits (shaterm)
<u>U of W</u>	<u>C06997</u>	<u>SPR 1991</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>67</u>	-	= <u>67</u>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		-	=

Date Mailed/Emailed, Initials:

SHATAEQ

Transfer Articulation Evaluation SHATAEQ 8.52 (PRODB) 07-AUG-2016 09:05 AM

ID: A... NAME: _____ Institution: C01916 University Of Wisconsin
Program: _____

Attendance			Transfer						Articulate	Equivalent				
Period	Term	Level	Group	Primary Ind	Subject	Course	Credit Hours	Grade	Ind	Level	Subject	Course	Credit Hours	Grade
1	201610	UG			BUSINESS	311	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			BUSINESS	351	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			BUSINESS	371	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			DEGR	100	.000	TR	Successful	UG	DEGR	100	.000	TR
1	201610	UG			ECON	210	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			ENGLISH	226	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			HLTH ED	211	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			PHYS ED	131	1.000	TR	Successful	UG	TRAN	100	1.000	TR
1	201610	UG			PHYS ED	166	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			SOC	101	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			SOC	151	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			SOC	281	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			SOC	303	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			SOC	305	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			SOC	307	3.000	TR	Successful	UG	TRAN	100	3.000	TR
1	201610	UG			SOC	319	3.000	TR	Successful	UG	TRAN	100	3.000	TR

If you go back to the main SHATAEQ screen after checking the totals, note that the courses have been alphabetized. (It would be much harder to check credit hours on Banner against the transcript once they've migrated - so always check before you CTRL/P/DN to SHATAEQ Totals.)

→ Note the Degree 100 added to SHATAEQ (i.e. for B.S Degree)

CTRL/Q to leave SHATAEQ

ON THE F5 Banner Access Screen, enter SHRTAEQ

Admissions Application SAAADMS 857 (PRODB) QuickFlow: ADM: 7 of 15 07-AUG-2015 09:13 AM
Go To: SHRTAEQ My Institution: http://www.lsu.edu
ID: A... NAME Term: | |
Powered by ellucian. View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application
Entry Term: 201610 Fall 2015 Application Number: 1 Application Preference: Application Date: 21-JUL-2015

Admission Type: T2 Transfer - GT 18 cr - 2 pc
Student Type: T New Transfer
Residence: R Resident
Site: 001 LSSU Main Campus
Full or Part Time: Full Time Part Time None
Outstanding Requirements:

Application Status: Incomplete - Items outstanding
Application Status Date: 21-JUL-2015
Maintained By: U USER
Application Decision: NC Not Complete
Application Decision Date: 21-JUL-2015
Maintained By: U USER

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201610	Fine Arts Studies-BA	201610	Undergraduate	Main	Arts and Sciences	Bachelor of Arts

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201610	Major	Fine Arts Studies		<input type="checkbox"/>

SHRTAEQ sets up the printer to print Transfer Credit Evaluations - You will set the printer up once for the day, and you will change the Banner ID for each student's evaluations.

Process Submission Controls GUAPCTL 83-02 (PRODB) QuickFlow: ADM: 7 of 15 07-AUG-2015 09:14 AM

Process: SHRTAEQ Transfer Equivalency Worksheet Parameter Set: | |

Printer Control F9 - then select
Printer: ADMISS_KONICA Special Print: Lines: 55 Submit Time: | |

Number	Parameters	Values
01	Report term	200710
02	Selected student ID number	A... Add student ID
03	Selected transfer college	%
04	Selection Identifier	
05	Application Code	
06	Creator ID	

checking this box before F10 print will save the ID #.
Then you only CTRL/PADN to this point again AND F10 to print the 2nd copy of the eval.

Submission
 Save Parameter Set as Name: Description: Hold Submit

CTRL/Q to leave SHRTAEQ

In the FS Banner Access field enter SHATAEQ

Admissions Application SAAADMS 8.5.7 (PRODB) QuickFlow: ADM: 7 of 15 07-AUG-2015 09:22 AM
Go To: SHATAEQ My Institution: http://www.lsu.edu Powered by ellucian.
ID: A... NAME Term: View Current/Active Curricula
Application: Admission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

In SHATAEQ, CTRL/PGUP

Equivalent Course GPA/Roll to History SHATAEQ 8.6.2 (PRODB) QuickFlow: ADM: 7 of 15 07-AUG-2015 09:21 AM

Equivalent Course GPA

Level

	Transfer	Equivalent
Attempted Hours:	<input type="text"/>	<input type="text"/>
Passed Hours:	<input type="text"/>	<input type="text"/>
Earned Hours:	<input type="text"/>	<input type="text"/>
GPA Hours:	<input type="text"/>	<input type="text"/>
Quality Points:	<input type="text"/>	<input type="text"/>
GPA:	<input type="text"/>	<input type="text"/>

Equivalent Roll This takes you to the end of SHATAEQ
"R" - roll to History, F10 to save
CTRL/Q to exit.

History Indicator:

In F5, Banner Access, Enter SHATERM

Admissions Application SAAADMS 8.5.7 (PRODB) QuickFlow: ADM: 7 of 15 07-AUG-2015 09:22 AM
Go To: SHATERM My Institution: http://www.lsu.edu Powered by ellucian.

SHATERM

Term Sequence Course History SHATERM 8.4 (PRODB) QuickFlow: ADM: 7 of 15 07-AUG-2015 09:23 AM

ID: A... NAME Course Level Codes by Person: UG Start Term:

Current Standing Term GPA and Course Detail Information Student-Centric GPA and Course Information

Current Standing

First Term Attended:
Last Term Attended:
Academic Standing:
Academic Standing Override:
Progress Evaluation:
Progress Evaluation Override:
Combined Academic Standing Override:
Combined Academic Standing:

To verify that the grades are "rolled" (& now viewable to the student on Anchor Access), the transfer credits should be listed. And SHOULD EQUAL the total on the pink sheet

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Transfer:	<input type="text" value="131.000"/>	<input type="text" value="131.000"/>	<input type="text" value="131.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Overall:	<input type="text" value="131.000"/>	<input type="text" value="131.000"/>	<input type="text" value="131.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

CTRL/Q to leave SHATERM

Processor Training Manual Table of Contents

Shows Details of Each Manual Section – On N Drive

Daily Processing Routine

- Online Apps
- Payments & Parchment
- Readying the Applications for PreProcessing
- Foreign (Int'l) Students Who Are Not-Paid
- Readmit Processing
- Incoming Transcript Processing
- Other Processing – checks/credit cards
- End of Day Processing
- Misc – Parchment Issues

App Cheat Notes

- When Are Apps Too Late to Process?
- Enrollment Periods Defined
- Potential Graduates Can be Readmitted Late
- App Deadlines for Scholarship Eligibility
- Cheat Notes on the App – How to
- Readmit or New Student? – The Gray Area
- Special Events – Fall Fling, MCAW, DVS

PreProcessing Apps (ADM QuickFlow)

- (GUAQFLW–To Process Same QuickFlow Multiple Times)
- ADM screens: SPAIDEN – SOAFOLK – SOAHSCH – SOATEST – SOAPCOL
- SAAADMS: Add'l (or Duplicate) Apps, One Rate Tuition
- TSASPAY – SOASUPL – SAADCRV
- Guest Apps
- Miscellany: When Does Banner Record Become Permanent?
- Military Transcripts
- SUAMAIL
- Acronyms, Banner Keyboard & Word Shortcuts
- Letters, Files, Printer Issues
- Student Workers

Final App Processing – HS, Readmits, Pends

- Official Transcript Definition
- Transcripts Arriving Too Late to Admit
- High School Apps – Processing TRNs and ACTs
- Following Acceptance – SAAADMS – SOAHOLD – SGASTDN – GOATPAC – SWAPROF
- High School Dual Enrolled (HSDE) Students
- Processing from the Stand Up Files
- GPA or ACT Updates to Transcripts following Acceptance
- Final HS Transcript (HSTF) Requirements for F1 Students following Acceptance
- Readmit Processing
- Hard Copy Transcripts and Readmits
- Pends
- Final Processing of Pends (following Committee Mtg)
- One Rate Residency vs Non-Residency
- Canadian and Int'l Students Admission Requirements
- WES Transcripts for Int'l Students
- Permanent Residents
- Foreign School Information
- Banner Miscellany – Issues/Extra Info (listed by Banner Screen using ADM QuickFlow order)
- SWAPROF: Banner Issues following CCing a Student
- SWAPROF: New Profile Request from Financial Aid
- SWAPROF: Annual Manual Updates to SWAPROF for FinAid Reports

QuikFlows

- ADM_CANCEL**
 - Admitted Students w/Unreported Schools
 - Cancels Who Want Admitted Again
- Change of Semester**, Using ADM_CANCEL and ADM QuickFlows
- Do We CC or NC when Changing a Semester?
- A Cancel Who Wants Admitted for an Upcoming Semester
- ADM_CHANGE** – Major Change
- ADM_FEE** – App Fee Payment
 - ADM_HIST – Process Used to Shift Files from Gold to Blue Cabinets, and Purge Files
- ADM_HSTF** – Proof of HS Graduation Needed before Start of Semester
- ADM_MLTYR** – Changing Residency w/Signed Nat'l Guard or Coast Guard Form
- ADM_PEND** – Process for Students Not Meeting our Admissions Standards
- ADM_PP** – Process Used by Student Workers for PreProcessing

Transfer Processing

- Student Types (F1, F2, TA, T1nh, R, RT) Defined
- The College Transcript – Processing of
- GPA Calculator – Excel Sheet
- Individual School Oddities
- If Student Does Not Have All Required Docs to Admit
- If Student Does Not Have Minimum 19 Earned LSSU Credits
- If Student Does Not Have at Least a 2.0 GPA
- Quarter/Term Colleges – Figuring Semester Hours
- Banner Screens Used in Processing Transfer Credit
- Removing Old Transfer Credit if Student Previously Applied but Never Attended
- If All Documents Are Present – ADM QuickFlow for Admitting
- The Pink Sheet/Blue & Yellow Transfer Sheets
- Transfer Miscellany
- SHATAEQ Processing Hints

Readmit Transfers & Misc Transfer Information

- Readmit Transfer Definition
- SHATRNS
- SHATAEQ
- Building New Courses on SHATATR
- Entering Groups on SHATAEQ
- Additional Transfer Credit (Using ADM_TRCR)
- Shortcut for Entering Additional Transfer Credit
- Change of Semester for Transfers vs Readmit Transfers
- Using SHATRNS to Add Elective Credit for LSSU Courses
- WES Eval Transcripts – Banner Entering

AP, CLEP, IB Score Processing

- Banner Change Forms**
- Student Folders – Organization, Transfer, Purgin**
- Major Changes (using Either Mouse or Keyboard)**
- Name Searches in Banner (to Find Student Records)**
- Orientation**
- Payroll**
- Secretary – Deposit & Letters**

Transfer Credit Processing

This section covers any student who has applied to LSSU and has transfer credit from an accredited school. Another section will cover Readmit Transfers, as well as other processes related to a transfer student.

Student Type (SAAADMS)

When processing anyone with transfer credit, think carefully before assigning an Admission Type:

- High school grad date has not passed yet. Student would be dual enrolled (HSDE). He would be an F1 and college transcript not required. SOAHSCH would indicate HST1. Even if the student has earned the 19 credit minimum to be considered a T1, because he is still in high school we still require HS transcript, ACT, and the final HS transcript after graduation (and he remains an F1).
- High school grad date is less than two years ago, and student indicates he has not yet earned 19 credits. Code as TA, with university and final HS transcript required, plus ACT (for US residents). SOAHSCH would indicate HSTF. (If the HS grad date is more than two years ago, the ACT is not required, only college and final high school transcripts.)
- Check the college dates of attendance carefully. A student may say “yes” to 19 or more credits because he will have earned it before transferring to LSSU, but he is counting classes that he is currently attending, with no final grades. So a student enrolled in his second semester of college probably has not yet earned 19 credits. If in doubt, make the student a TA.
- Student just graduated and is in his first semester of college. Code as TA, needing final HS transcript and ACT. The college transcript will be listed, but waived on the checklist as there are no earned credits. SOAHSCH would indicate HSTF.
- Student has graduated high school and earned 19 or more college credits. He would be coded a T1, T2, etc. SOAHSCH would indicate the HS and grad date from the app, with no HST code.
- RT – a Readmit Transfer is a readmit with additional transfer credit since he last attended LSSU. (An RA is a readmit with no new transfer credit since he last attended.)

The College Transcript – GPA Processing on the Transcript

Note: When Unneeded High School Transcripts Are Received. If a T1, T2, etc transfer student also has his high school transcript sent, his HS GPA is not required and shouldn't be entered. However if the transcript has his ACT scores, enter them on SOATEST. (These scores may be helpful during registration.) Make a note on the transcript “HST not needed—T1. ACT scores entered.” Do not SWAPROF the record for the ACT scores.

Checking over the College Transcript. If transcript does not indicate that it is **accredited**, or list how their **academic calendar** is set up (semesters or terms), Google the information on the school website, print, and attach to the transcript. The school should be accredited and offer academic credit. Some vocational training centers offer certificates – these should not be confused with college credit. If you have questions about a school, check with the Director of Admissions.

Circle the academic calendar and accreditation on the back. Using a red pen, check for the following:

- Write **school code** and—if multiple transcripts—the **CLT#** from SOAPCOL on the transcript. If the student only has a single transcript and his app lists him **as a T1, make sure that he has**

earned at least 19 LSSU credits. This may not be known until you actually fill in SHATRNS and SHATAEQ.

- So, if you have calculated that the student has 22 Earned Hours at NMU (using the GPA_Calc_College Excel sheet), but you have circled a 4 credit “D” grade that won’t be counted, you already know that he will only earn 18 LSSU credits once he is SHATAEQed.
- A second example: the student might earn 22 credits at NMC, but when you SHATAEQ the courses, a 4 credit MATH 100 class at NMC only comes in as our MATH 087. Therefore the student has only earned 18 LSSU credits, not enough to admit as a T1.

If the student hasn’t earned 19 LSSU credits, you will need to change SAAADMS to TA and send a NC letter, as he will need to provide a final HS transcript (and possible ACT scores). If you have already entered information into SHATRNS and SHATAEQ, you will need to remove that information.

- If all courses are “in progress,” no credits can be counted. There’s no GPA to figure on the transcript. Indicate date received and reviewed on SOAPCOL, but leave bottom blank. Make note on SAAADMS checklist that the semester is waived. If the student is admitted, you will put a hold for those grades on SOAHOLD.
- If the student has earned no credits (all W grades), the transcript should show those credits as Attempted, with zeros across the rest. Fill out SOAPCOL and SWAPROF, but do not enter anything on SHATRNS or SHATAEQ. To enter zeros on SWAPROF so they will save, use 0.001. The school can be listed on the Pink Sheet with zeros for credits earned.
- If the student has earned all F grades, the transcripts will have those grades as Attempted and Quality Hours, with the rest zeros. Fill out SOAPCOL and SWAPROF, but do not enter anything on SHATRNS or SHATAEQ. To enter zeros on SWAPROF so they will save, use 0.001. The school can be listed on the Pink Sheet with zeros for credits earned.
- If the school code is for an Unknown Coll/Univ and we have not heard back from the Registrar’s Office regarding this school, **do not proceed with processing.** Contact the Registrar’s Office immediately—we need to process the transfer credit under the correct college code, so they need to create a college code.
- If the transcript is marked as a graduate transcript (or only contains 500-600 level classes), do not process the transcript at all. Do not list it on SOAPCOL (if it was listed, delete it and make sure it does not show on checklist), and you may have to change SAAADMS from T2 to T1 (for example) if needed. Make note on SAAADMS Comment Screen that we’ve received the transcript and it is graduate level, to notify Financial Aid. Attach the transcript to the “pink sheet” and indicate graduate level.
- If the transcript cannot be used as is—e.g., transcript shows clock hours of vocational training, with no academic terms—but the school offers federal financial aid (check their website), it needs to be entered on Banner, even though no transfer credit may be offered right away. The following are options:
 - Fax a copy to the Registrar’s Office if you have questions how to figure the GPA.
 - If the student has other transcripts that would make him admissible, talk to the Admissions Director about how to proceed. They may allow admission without adding transfer credits from the questionable school. The Director should have the Transfer Specialist call the student and ask if we can proceed with admission without adding those credits and get written approval from the student (by email).
 - If proceeding with admissions, count the school on SAAADMS (T1, T2, etc), fill in the top portion of SOAPCOL only, and leave SWAPROF blank for that school. Make an ADM note on SAAADMS Comment screen that “the XXX College equivalencies for transferable credit is being reviewed by the Registrar’s Office.” You can also add the type of program, months attended, and hours earned to the ADM note to help Financial Aid. If the school is later found to have transferable credit, we can add transfer credit in at that time.

- In an open area near the end of the transcript, list the **dates of attendance** (using our standard dates):
 - Spring (Winter) Semester – January 1 to May 1 (or 1/1/YYYY to 5/1/YYYY)
 - Summer Semester – May 1 to August 1 (or 5/1/YYYY to 8/1/YYYY)
 - Fall Semester – September 1 to December 20 (or 9/1/YYYY to 12/20/YYYY)
- Below the dates list five headings: A (Attempted Hours) E (Earned Hours) QH (Quality Hours) QP (Quality Points) GPA. After using the Excel sheet, you will fill in the GPA/credit hour calculations under each heading.

“Dates of Attendance”

“A E QH QP GPA”

- If the school is a Quarter/Term college, you will have two sets of numbers running under each heading. The first figures you fill in will be “term” credits. You will then convert these figures to “semester” to match LSSU’s and list credits below “term.” So, to the far left of the five headings, and under them, write in a line for “Quarter” and below that a line for “Semester.”

“Dates of Attendance”

“A E QH QP GPA”

“Qtr”

“Sem”

For more information, see the section below that covers Quarter/Term Colleges.

- If the student is a High School Dual Enrolled **HSDE** (in college), write “HSDE” near the “Dates of Attendance” and GPA figures you are processing.
- First check the transcript **carefully** for the following, and highlight if found:
 - **MACRAO or MTA** stamp – only found on Michigan community colleges transcripts
 - **GCERT** stamp – only found on Sault College transcripts
 - **Bachelor’s Degree** – only those from US schools (might be stated as “graduated” or “conferred” with a date). Foreign students will have WES-evaluated transcript indicating a US- Bachelor’s equivalency (if applicable).
 - **Honors Bachelor’s Degree** – only from Canadian Schools. Must have stamp on it indicating official degree.

UWCA – Students who have earned an Associate of Arts & Science degree from any of the University of Wisconsin Colleges (not Universities). **For these schools, do not use the individual school code in Banner – use C06997 (for UW Colleges).** These colleges are located in:

- | | | |
|--------------------|-------------------|-----------------------|
| • Baraboo/Sauk Cty | • Marinette | • UW Coll Flex Option |
| • Barron Cty | • Marshfield/Wood | • UW Colleges Online |
| • Fond du Lac | Cty | • Waukesha |
| • Fox Valley | • Richland | • Washington Cty |
| • Manitowoc | • Rock Cty | |
| • Marathon Cty | • Sheboygan | |

- All of them are added to the SHATAEQ record as a course: MACR 100, MTA 100 GCERT 100, DEGR 100 (for US and Honors BS degrees), UWCA 100 are the codes used on SHATAEQ, and they indicate that “all general education credits have been met,” so the student only needs to complete his major/minor credits at LSSU in order to graduate.
- **Write “MACR” “MTA” or “GCERT” or “DEGR” or “UWCA” on a post it and stick it on the transcript so that you don’t forget to enter it when working on SHATAEQ. Leave the post it there until the student has been admitted.**
- You will want to highlight any **Associate Degrees** or **Certificates** earned as well, but they will not be SHATAEQed, only added to SOAPCOL and SHATRNS.

- **Phi Theta Kappa** – Community colleges (notably NCMC and Bay College) may show Phi Theta Kappa on the student transcript. Highlight it. When you accept the student, you will need to check a box on the Financial Aid tab of SWAPROF next to “Student is eligible for Phi Theta Kappa.” If the procedure is working, a letter should print and be given to the Transfer Specialist, who will check the criteria and make a decision about sending out the letter. (Per Anne Van in Fin. Aid – student needs a 3.5 GPA in order for you to be able to check the box).
- You will only be transferring credits earned from each school’s transcript. Any transfer credits from other institutions will not be counted. Line through them. All schools attended should have been listed on the LSSU app, and transfer credit will be applied from each individual school.
 - “**Military Training**” transfer credits are not required for admission. They are optional, and if a Military transcript is sent to us, we admit the student first, then forward the file with the Military transcript to the Registrar’s Office, where it is applied.
 - If the student shows transfer credit from an accredited school that he did not report on his app, process the transcript that you have received, but do not do any final processing for admission.
 - Write in the missing school on the latest blue letter in the file, and adding the school’s transcript from which you received that information.
 - Add the missing school to the bottom of the app and change the Admission Type (from T1 to T2, etc)
 - Update SOAPCOL with new school
 - Change Admission Type from T2 to T3 (for example)
 - Add the missing school’s CLT to the SAAADMS checklist
 - Make the student an NC again so he will get a letter for all missing school transcripts.
- If the student has **courses in progress**, line through the whole semester.
- Course numbers **less than 100**. Circle the course number and credit/grade/quality points
- **D, E, F** grades. Circle the grade/credit/QPt and draw a line through the course number up to the circled grade
- Check for **repeated courses** (most schools have notations for repeats). Completely cross out the original class taken and mark “RX” to the right of the course. Mark “RP” to the right of the class that is the repeat. FYI - The course that we count toward the GPA is always the last time the course was taken. We don’t count the best grade, but the last grade, no matter how other schools figure their repeats. You may occasionally find a transcript with an excluded class and no repeat—in that case, count the excluded class when figuring GPA. The excluded class may have been processed as a repeat by that school’s Registrar based on incoming transfer credit. (For example, an NCMC transcript shows ENG101 as excluded, but ENG101 was not taken again at NCMC. But if that transcript shows transfer credit (say, from GVSU), the repeat was probably figured at NCMC because a GVSU class transferred into NCMC as a repeat of ENG101.) If the course indicates that it is being repeated, but the repeat is a WIP, use the grade for the originally taken class.
- If the student withdraws from the course (**W or N grade**), it is not considered a repeat, as the student did not complete the class. You will use the original taken class for calculations. The repeat class has to have been completed with a grade to use it instead of the original class.
- If you have questions about odd grades from a specific school, see the miscellaneous notes from the Registrar’s Office, with explanations for various school’s oddities.
- Draw a line completely through grades that are **W, N, I, AU, RX**. Because you will need to count these credits as attempted, if the course credit hours are not listed on the transcript, check SHATATR. If the class is not listed on SHATATR you will have to google the school to find the course. (If the course has been repeated, it should be listed with the credit hours later on the transcript.) Write the credit hours next to the course.

- Any class that is clearly not an academic class (**departmental exam, AP test results**, etc) will occasionally be listed on the transcript, and should be crossed off and only counted as Attempted. Put a short note of explanation to the right of the class. (You may also have to google the course to make sure that it is not an academic class.)
- If a transferred class has a lab listed on a separate line (and the lab has no credits), using your red pen, connect the two classes with a ">" after each of the course titles.
- **Graduate level classes.** We only process undergraduate transcripts. If that undergraduate transcript has a graduate level class (500+ level), the class is counted just as any other 100-400 level class on that transcript. However if the student sends us a graduate transcript, do not process the transcript at all. Do not list it on SOAPCOL, and you may have to change SAAADMS from T2 to T1 (for example) if needed. Make note on SAAADMS Comment Screen that we've received the transcript and it is graduate level, to notify Financial Aid.
- You will be adding the course credit totals to get the student's **Attempted Hours**. So if a W class does not list the credits attempted, first check SHATATR to find the credits. If not listed, go to the college webpage and search out the class. Hand write the credit number next to the course.
- Check for **P grades, CR grades, S grades** (for Sault College) using the Guidelines below. If the P will count in Earned and be SHATAEQed, circle the course number and the credit/grade/QPt. If the P does not count, circle the grade/credit/Qpt and draw a line through the course number up to the circled grade. **Remember that P, CR, and S grades must be C or higher to count (not the normal C-).**
- **AP or CLEP credit on transcript.** If a school has listed Advanced Placement or CLEP on the college transcript and given credit for a class, treat the score as transfer credit from a different institution. Cross it out on the transcript and don't figure the credit in your calculations. Although these scores aren't required for admission, we need the original official score before we can give credit.
First check to see if the student's scores are in the AP folder in the Inquiry drawer. If not, on whatever letter you are sending to the student (NC or ADML), use the PS that says "To possibly receive credit for AP ..." (change the wording to "CLEP" if needed. This will notify the student we need the official scores before we can give him transfer credit.

The Excel Sheet -- "GPA Calculator for College"

Once the transcript has been prepared, you need to figure the GPA and credit hours for the school. It's helpful to remember that you are simply mirroring the information that this transcript is giving you when figuring Attempted and Earned. You will adjust the Quality Hours based on whether there is a letter grade usable for transfer credit. Please note the Individual School Oddities section (below) before filling out the Excel Sheet.

Attempted Hours include all classes that the student has listed on the transcript: all graded classes, including E, F, W, I, AU (audited), CR, P, <100 level, RX (repeated). The only classes not counted are those courses clearly listed as CLEP or Dept Exam and are listed as such on the transcript.

Subtract Credits for Courses with E, F, W, I, RX, <100, P*, CR*, AU. *P & S grades and CR are subtracted from Earned Credits, with a couple exceptions.

If you are wondering why we don't subtract any D grades, you have to remember that the Ds are considered earned credit at that school; LSSU doesn't accept Ds as transfer credit, but the student still earned that credit while attending that school.

P/S/CR Grades Guidelines

- If the school profile indicates that P or CR “**equals C or better**” grading, then do not subtract the credit—the credit is earned, and the class is SHATAEQed.
- If the school profile indicates that PR or CR is a “**pass**” only, then we cannot give credit (because a “D” can be considered passing). The class is treated as less-than-C- grade – the grade is circled and a line drawn through the class. It is not counted as Earned or SHATAEQed.
- If the student has requested the **Nursing major** (NURSPRE-BS) at LSSU, then all P or CR credits from any school are counted as Earned credits, and SHATAEQed.
- **S grades** from Sault College are always earned and SHATAEQed.
- **CR grades** from Canadian colleges are always earned and SHATAEQed.
- **Bay de Noc** (Bay College) P grades are always counted at Earned, and SHATAEQed
- Bay de Noc Advanced Standing. **AS grade** (Advanced standing credit are articulated agreements between Bay and area high schools or intermediate school districts). LSSU will not give credit for these courses. Circle the AS and line through the class, count as Attempted only.

If the P or CR does not meet the above criteria, then circle the grade and line through the rest (just as you would for a D grade). It will not be counted as Earned Credit and will not be SHATAEQed.

EARNED CREDITS. These are credits earned at the transfer school. So a “D” grade has been earned at that school and will count in the “earned” in this calculation, but will not be SHATAEQed into his LSSU record because it is less than a C-.

ADD CREDITS FOR E, F, <100. E and F grades were subtracted because the student didn’t earn credits for them. However, in figuring their GPA for admission to LSSU, we need to add those classes back in, as they were final grades for classes and should be included with the rest of the grades. Less than 100 level classes that earned grades also get added back in because, again, they were classes taken and have a corresponding letter grade. They can be SHATAEQed because of that. If the <100 classes are P or CR and did not earn credit, then they will not be added in.

QUALITY HOURS. If the student has nothing but letter grades, then you won’t have to adjust this total.

However, if the student earned credit for CR or P grades (as figured above), we have given them that credit under the Earned column, but cannot use those classes to calculate a GPA.

The Quality Hours box is used in figuring the GPA and also must match the manual total of grades. So if you have CR/P grades that you are counting as Earned Credits, they can’t be counted under Quality Hours because they have no letter grades. They will be SHATAEQed, but will not be part of the GPA.

So just below the Quality Hours box, type in the total credits, the minus sign, then the P, CR, S grades.

That is the number of credits to be added to the Quality Hours box—and the number that you will need to match when manually entering the letter grades from the transcript.

Manually add individual grades using the Excel sheet. Using a pencil, and starting with the highest grade on the transcript, total the credits for each letter grade separately, placing a dot next to each grade as you go through the transcript. Enter that figure next to the matching grade on the Excel sheet. (For example, add up the total credits for all “A” classes, then “A-” classes etc.) If the transcript uses numbers rather than letter grades, then add up all the 4.0 credits, 3.0 credits etc. (You may have to change the Value Column in the Excel sheet to match, as there may be 3.5, 2.5 grades not on the sheet.)

Occasionally you will have a school whose grading scale has too many variables in its grades, and impossible to enter on the Excel sheet. In that case, use the grading system on the school profile to figure the letter grade for each class, write in those grades next to the grades on the front, then use the Excel sheet.

Differing Grading Scales. Some schools (such as Michigan Tech, Alma College), have AB, BC, or CB, DC grades. Check the school profile for the grading scale and if it differs from our scale, then transfer their grading scale into our Excel sheet to calculate the GPA (e.g., if a BC grade equals a 2.5, add 2.5 to the Value column in the Excel sheet to count the grade correctly). Grades that equal 1.5 (CD or DC grades) are not passing grades, and should not be SHATAEQed in Banner.

Note: The “Quality Hours” total on the Excel sheet must match “Credit Hour” column total (the total of individual grade entries).

Individual School Oddities

Albion College. “1 unit = 4 semester hours.” So multiple everything by 4!

Alma College. Figure the Attempted, Earned, Quality, etc. Below those figures indicate a new set of figures (each multiplied by 0.9). The GPA figured with both sets should be the same.

Baker College. Note that they have two types of P grades showing on their profile—according to Baker’s Registrar in Aug, 2015, we should always count P grades as C- or higher.

Bay de Noc Comm College (BDN): P grades always get transfer credit. Bay does not count <100 courses in QP, but LSSU does.

Canadian Colleges and Inconsistent Repeats. Canadian college transcripts can be difficult to process.

- Remember to always check the listing in the 3 ring binder for hints for that school—the information may be dated, but is probably still accurate. Checking repeats can be very confusing as well; as schools like Georgian College will show repeats using different course numbers, but the same (or similar) course name.
- You will also find that the repeated course counted in the GPA is the one with the highest GPA, rather than last grade for the repeated course. You will have to figure the GPA using our system of counting the last repeat, and ignore that school’s practice.
- Don’t assume that a class listed as <100 is developmental. Canadian schools number their courses differently than American schools.

Community College of the Air Force (CCAF) transcripts are all S grades and the school profile indicates they transfer as C or better. So all the transcript itself will show Attempted and Earned Credits, and SOAPCOL would be filled in as usual, but with zeros for the Transfer Hours and GPA. SWAPROF will only indicate the Attempted Credits for that school, with zero Quality Hours, Quality Points and GPA because there are no letter grades given. However the classes will all be SHATAEQed.

Grand Rapids Community College transcripts show majors and MACRAOs/MTAs with dates (found near the beginning of the transcript), and you may assume the student has earned them, except that the information is listed under the heading “Active in Program.” The dates are not for earned degrees/MACRAO/MTA unless the transcript indicates the student has earned/graduated with them.

Kirtland Community College has grades like S, SB, SC – they are all counted as C or higher and earned, but not figured into the GPA. Most of them are below 100 level, but some are above. Example:

<u>Class</u>	<u>Grade</u>	<u>Credits</u>	<u>Class</u>	<u>Grade</u>	<u>Credits</u>
MTH-07300	S	3	ENG-10000	S	4
MTH-07400	S	1	BIO-10100	B	5

For these four classes, you would process them thus:

All credits =	13	
Subtract credits for F, CR, <100 level =	4	You are subtracting the <100 only. CR (or S grades) are only subtracted here if they are not C or higher. So the two Math classes are subtracted as they are < 100
Earned =	9	
Add credits for <100	4	You now add in the two Math classes again—they are <100 but count as C or higher and will be SHATAEQed.
Quality hours	5**	
	(13-8)	

**Your QH need to equal the credit hours at the bottom, so this is where you will subtract ALL S grades to come up with the total that will match the bottom of the Excel sheet. So on a line below the QH, you will take the 13 credits and subtract the S grades that can't be figured in the GPA (13-8). You will place the result (5) on the line above in the QH box. The only credit hours you will be able to count toward the GPA is the BIO class. So although all the classes will be SHATAEQed, only the 5-credit B will be counted in the GPA.

Laurentian University transcripts may not be actually from Laurentian. Check the end of the course numbers for the classes listed. If the course number ends in:

- EA – the transcript should be listed under Algoma University (e.g., ADMN 1016EA)
- EL – the transcript should be listed under Laurentian (e.g., ADMN 1016EL)
- EG – the transcript should be listed under Georgian College (e.g., ADMN 1016EG)

Michigan Tech has S grades that count as C or higher.

Mid-Michigan MACRO-Training Credential is MACRO

NCMC has classes that meet the requirements of two of the “rules” on the Excel sheet, which can be confusing. They have classes like MTH096 with a P grade. NCMC uses “pass” for P grades so they are not counted as Earned or SHATAEQed, **but** the Excel sheet tells us to subtract <100 level classes for Earned and then add them back in for the Quality Hours. However, because the P grades don't count as C or higher, the grade rule trumps the rule for <100-level classes. Subtract them because they don't count as C or higher.

Oakland University. The profile indicates OU grades numerically by tenths (3.9, 3.7, etc), so check the grading scale on their website (the conversion listed is 3.6-4.0=**A**; 3.0-3.5=**B**; 2.0-2.9=**C**; 1.0-1.9=**D**; 0.0=**F**). Use those letter grades to figure the GPA calc. Also, although the transcript profile doesn't list S grades as credit or not credit, their website indicates the S grade is equal to C or higher.

Prometric is a US testing organization. Any test scores received directly from them should be considered official. If the scores received are for CLEP, forward them to Testing Services first. Once they are recorded there, they will be returned to Admissions for processing.

Sault College Oddities. Watch for Continuing Education courses with S grades. Sometimes they have no credit given (and may not be considered academic college credits). However, sometimes credit is given for these types of classes. Check SHATATR to see if they are listed, and if you have questions whether to count them, check with the Registrar's Office.

If the “S” grade has a status of “N” there will be no credits earned. Draw a line through the course. Any grade listed as an R (Course to be Repeated) can be calculated as an F grade.

Schoolcraft College. Their grading scale is based on tenths of a point, and neither the profile nor website shows the equivalencies to letter grades. So, when processing the GPA_Calc, change each of the values on the Excel sheet to match the grades listed on the transcript—our “standard” 4.0, 3.7, 3.3 etc—may become 3.9, 3.2, 2.8 (using the grades listed on the transcript).

Sir Sandford Fleming College. This Canadian school has its transfer credit set up on SHATATR with 4-digit course numbers, as that is how courses display on their website. However, transcripts will list the classes with less than 4-digit numbers (such as LAWS 16 or SOCI 123). In those cases, enter the courses with 4 digits (LAWS 0016 or SOCI 0123), and SHATATR will evaluate them correctly.

Questionable Institution. If there is an issue with a school (perhaps it looks like a technical school and the transfer credits are not clearly marked on the transcript, etc.), you can first have the transfer advisor contact the student and ask that more complete information be mailed to LSSU directly from the school. If that is not possible, then take notes re: the situation and pull anything off the internet regarding the questions you cannot answer, make the student a pend, and allow the decision to be made by the supervisors. Fill out the Pend Excel form, with the issues listed in the “Additional Information” box.

If the Student DOES NOT Have All Required Documents for Admissions

Calculate the GPA and credit hour information of the incoming transcript. Enter that information on SOAPCOL and SWAPROF transfer tab:

SOAPCOL. Update SOAPCOL with the date the transcript was received and reviewed, then add any degrees (if applicable), dates of attendance, Qhrs and GPA. (If there is no degree, enter NODEG in Degree field.) **Note: College graduation dates are the only ones that we enter exactly as indicated on the transcript. Do not use the “01” for day.**

SWAPROF. Update info under Transfer/University tab. If the student’s transcript shows registration in an upcoming semester (WIP), **OR**, if the student has indicated on the app that he is currently attending, add a new “Anticipated final date of attendance” (using MMDDYYYY). Click on Calculate GPA and Save button. Verify that GPA matches GPA on transcript. **Always check the app to see if the student is currently enrolled in a school (some transcripts do not show In Progress courses).**

SAAADMS. If this transcript changes the Admission Type (say, from a TA to a T1), you will want to change SAAADMS and update what will be required for admission on the Checklist screen. Check the checklist on SAAADMS to verify that the student cannot be processed at this time (and if the student is HSDE, then add the college information as ADM on the Comments screen). Fill out the top line of the pink sheet, and list the school and school code (in CLT1, CLT2 order). Do not initial and date the pink sheet at this time. Paperclip the transcript behind the pink sheet and file in the back of the folder. **STOP HERE!** You will not list any transfer credit information on pink sheet or enter SHATRNS and SHATAEQ information until we’ve received all needed documents for final processing.

If the Student DOESN’T HAVE 19 Earned LSSU Credits

If the college transcript totals are close or just over the 19 credit minimum for a T1 after doing the GPA_Calc Excel Form, you may have to actually fill in SHATRNS and SHATAEQ before knowing if the credits equal 19 LSSU earned credits.

- For example, if you have calculated that the student has 22 Earned Hours at NMU (using the GPA_Calc_College Excel sheet), but you have circled a 4 credit “D” grade that won’t be counted, you already know that he will only earn 18 LSSU credits once he is SHATAEQed. He is a TA, not a T1.
- A second example: the student might earn 22 credits at NMC, but when you SHATAEQ the courses, a 4 credit MATH 100 class at NMC only comes in as our MATH 087. Therefore the student has only earned 18 LSSU credits, not enough to admit as a T1.
- In those cases, change SAAADMS to TA, add HST1 to SOAHSCH for the high school, and update SAAADMS Checklist so the high school transcript is now listed and required for admission. If he has been out of school less than two years, his ACT will also be required. Send him an NC letter.
- If you have entered transfer information into SHATRNS and SHATAEQ, you will need to remove that information because the student has not been accepted.

If the Student DOESN’T HAVE a Minimum 2.0 GPA to Admit

If a transcript comes in for a student with a less than 2.0 GPA, but there are other outstanding transcripts yet to arrive, just put a post it on the Pink Sheet “Pend – GPA?” as a reminder. Do not fill out the Pend sheet for a Transfer student until he has all documentation for final processing.

SOAPCOL. Update SOAPCOL with the date the transcript was received and reviewed, then add any degrees (if applicable), dates of attendance, Qhrs and GPA.

SWAPROF. Update info under Transfer/University tab. If the student’s transcript shows registration in an upcoming semester (WIP), **OR**, if the student has indicated on the app that he is currently attending, add a new “Anticipated final date of attendance” (using MMDDYYYY). Click on Calculate GPA and Save button. Verify that GPA matches GPA on transcript. **Always check the app to see if the student is currently enrolled in a school (some transcripts do not show In Progress courses).**

SAAADMS. If this transcript changes the Admission Type (say, from a TA to a T1), you will want to change SAAADMS and update what will be required for admission on the Checklist screen.

Once all the documents are present, calculate the GPA and credit hour information of the incoming transcript. Once you’ve entered the following information on SOAPCOL and SWAPROF transfer tab, you will want to run the ADM QuickFlow and Pend the student. If the student has multiple schools, the total GPA total for all schools is on SWAPROF Transfer tab, listed as Total under the GPA column. That total is listed on the Pend sheet.

Fill out the top line of the pink sheet, and list the school and school code (in CLT1, CLT2 order). Do not initial and date the pink sheet at this time. Paperclip any transcripts behind the pink sheet and file in the back of the folder. **STOP HERE!** Fill out a Pend Sheet and clip it, along with the transcripts and app to the front of the folder. You will not list any transfer credit information on pink sheet or enter SHATRNS and SHATAEQ information until a decision from the Pend Committee.

Quarter/Term Colleges – Figuring Semester Hours

There are fewer and fewer schools who operate on quarters rather than semester, however some (like Baker College) are the exception. When you fill out the standard info on the transcript (dates of attendance, A, E, Qhr, Qpt, GPA), write Qtr to the far right or left of where you will enter your

calculations on the transcript. Below “Qtr” write “Semester.” (This will remind you to translate the Quarter credits to Semester credits before entering the figures in Banner.)

Do the GPA calculations on the Excel sheet, using the figures and grades given on the transcript. Write them on the transcript next to “Term.” Now divide the numbers (Attempted, Earned, Q Hours and Q Points—but not GPA) by 1.5 to calculate semester hours for each category. Using the new “semester” figures, divide the Q Points by Q Hours. The resulting GPA should be very close to the GPA figured using the Term numbers.

If the transcript has both quarter and semester credits convert each quarter class credits into semester credits (a 5 credit quarter=3.4 semester). Write the semester equivalent next to each quarter class. Then figure your credit hours, points and GPA using those semester figures on the Excel sheet. Note: Divide the quarter hour by 1.5 to get the semester hour. Round to the hundredth decimal point (e.g., 3.67). When SHATAEQ calculates to SHATERM, the numbers will be off a little because of the credits being entered into SHATATR as 2.7/credit hour vs. 2.67.

Banner Screens Used in Processing Transfer Credits

The screens you use in Banner for transfer credit are SOAPCOL & SWAPROF, then SHATRNS & SHATAEQ. To summarize the screens:

- **SOAPCOL** is the screen that holds the **complete summary** of the student’s attendance at another school. It will show complete dates of attendance and GPA, based upon the most recent transcript, and will list the latest degree earned and date.
- **SWAPROF**’s Transfer Tab has a line for each transfer school, and once you process the physical transcript, you will enter the GPA information and save it. **If there are multiple schools, the CLT#s must be in consecutive order (CLT1, 2, 3, etc).** (E.g., if you have three schools, and need to delete CLT2, SWAPROF will not work because the order isn’t consecutive. You will have to change CLT3 to CLT2).
- **SHATRNS** is a screen that breaks down a student’s transfer credit by school (and secondly—if he is bringing additional transfer credit from the same school—by Term of Entry). A new Transfer student will only have one attendance period for each school on his record. But if the student reapplies with additional transfer credit from that same school, there will be more than one attendance period for that school. Understand that each SHATRNS record does not contain the complete record of a student’s transfer attendance—it is only a snapshot of credits transferred during one admission period. Normally the SHATRNS Institution Number will match the CLT# from SOAPCOL, but it doesn’t have to. If a student transferred in AP credit or Military Credit, those are not listed on SOAPCOL/SWAPROF, but are on SHATRNS. For those students, SHATRNS Instit # will not match the SOAPCOL#
- **SHATAEQ** is the screen that the transfer credit is entered, course by course.

Removing Old Transfer Credits for Non-Attending Transfer Students (Skip this section if this is the student’s first application to LSSU—and there is only one SAAADMS record.)

The transfer student (T or RT) may have been accepted for an earlier semester, did not attend, and then applied again. Or you will get a Banner Change Form moving the start date for a student to a different semester. If records have been SHATAEQed under the wrong starting semester, they will need to be removed and reentered under the new semester. The student cannot earn transfer credit for a term that he did not attend LSSU.

- For new transfers (T1, T2 etc), it’s simple. Note on SHATAEQ that the classes are listed in the old “Term” column. Record remove (Shft/F6) through the SHATAEQ record until empty, then delete the

lower portion of the SHATRNs record and reenter all of it using the new semester. SHATAEQ must be deleted before you can reenter SHATRNS under the new semester.

- More complex for Readmit Transfers. On SHATAEQ, note the Attendance Period and the Term next to the listing of classes. If they have multiple attendance periods from the same school, **you will only delete the records for the most recent entry term (the one that the student did not attend)**.
- If you accidentally delete transfer credits from a previous admit, you will want to enter the past transfer credit as it was originally entered. Find the yellow Transfer Credit Evaluation packet with the most recent date, and enter the classes as listed for the previous semesters. Verify the totals match the Pink Sheet totals and SHATERM.
- If you have deleted both SHATAEQ and SHATRNS in error, use the old transcript that was used for the original SHATAEQ and enter the dates, etc on SHATRNS from that, then enter the classes in SHATAEQ.

If ALL DOCUMENTS ARE PRESENT for Final Admissions Processing

Run the ADM QuickFlow. Additional processing screens used with transfer students are:

- **SOAPCOL** – enter the dates the transcript was received and reviewed, degree and date (if applicable), dates of attendance, Quality hours & GPA information you’ve calculated on the transcript
- **SWAPROF**. Update info under Transfer/University tab. If the student’s transcript shows registration in an upcoming semester, **OR**, if the student has indicated on the app that he is currently attending, add a new “Anticipated final date of attendance” (using MMDDYYYY). Click on Calculate GPA and Save button. Verify that GPA matches GPA on transcript. **Always check the app to see if the student is currently enrolled in a school (some transcripts do not show In Progress courses)**.
 - Note that the total GPA is at least a 2.0. (If the total GPA is **less than 2.0**, do not enter any transfer information on SHATRNS or SOAPCOL. Finish the ADM Quickflow, and make the student a Pend.
 - Fill in the top line of the pink sheet, paper clip the transcript in front, and clip the Pend sheet, transcripts and app to the front of the folder for the Pend Committee to review.
- **SAAADMS** – F5 to open a new Banner access field. You will go to various transfer screens from this field to enter transfer information here before coming back to SAAADMS and continuing on with the ADM QuickFlow.
 - **SHATRNS** – Enter the information required from the transcript. If there are multiple transcripts enter all of them. The school’s CLT# on SOAPCOL should be the same as the Transfer Institution Number. (If previous records didn’t match them up, it’s okay.) Ctrl/Q to go back to the F5 Access field.
 - **SHATAEQ** – Enter the classes directly from the transcript.
 - First enter the Attendance Period Number (which matches the SHATRNS record—and for new student would be a 1). Tab (or <Enter>) to Entry Term and enter the student’s entry semester (to match SAAADMS). Level is UG.
 - Tab (or <Enter>) to Subject then Course, enter info, tab to Grade [TR], tab to Articulate [A], tab so the Articulate column shows Successful
 - Make a point to glance at the title of the transferred course as you tab through each entry. It should match very closely with what’s on the transcript. See SHATAEQ Processing Hints below for how to handle discrepancies in Course Titles.
 - Down-Arrow, Down-Arrow (which will take you to Subject on next line). You are ready to enter the next course. (FYI, you can use <Enter> rather than the <Tab> to move across entries.)

- Remember to add MACR (MTA), GCERT, or DEGR if applicable. When you add the info, put a red checkmark next to the MACRAO/MTA or degree information.
- **If a course does not populate as you are entering it**, put a check mark by the course on the transcript and keep entering transfer credit. See “Building Course Records on SHATATR” (below)
- If a course has an extra letter attached (e.g., BIO 101C), always enter the course as listed. If there is no record, remove the extra letter and enter the course again (BIO 101). It may populate correctly. However, if you have to create a record on SHATATR, always use the course as listed on the transcript.
- A few schools have letters after **all** the course numbers (like the BIO 101C above). In that case, check the transcript profile first, to see if the letter may indicate a particular branch of the school, or info about the student major. If that’s the case, you can leave the letter off when adding the course to SHATATR. And, as an FYI, some schools actually use letters for both the course and the course number!
- **Hint:** The first time you save SHATAEQ while entering, if you get a pop-up box that says “Institution Record for C09999 has been created” or “Attendance Period 2 has been created,” then you have forgotten to create the SHATRNS record for this transcript, and Banner has created one. Use F5 to open a new access field and go to SHATRNS and update the record before entering any more transfer credit. (Otherwise, the SHATRNS record will be incorrect.)
- When entries are completed, F10 to save. (If you get an error message a new line has been started at the bottom of SHATAEQ—SHFT/F6 to remove that entry, then Save record.)
- Once you leave SHATAEQ to view your totals, Banner will automatically alphabetize all the transferred-in courses. **Try not to Ctrl/Pgdn to the Totals screen until you’ve checked the credit listing on the transcript against the credit listing that populated on Banner.** Otherwise, it’s time-consuming to find a course that may have populated with a different credit amount. So quickly review your entries before leaving the page:
 - Check that the credits in the left column on Banner match the course credits on the transcript. Starting at the bottom of the Banner column, run your finger up the credits and match them with the numbers on the transcript itself.
 - If you need to change a credit amount on Banner so it matches the transcript, see “SHATAEQ Processing Hints” below.
 - Then, check Banner—does the left column credit match the right for each course? They should match, unless (1) the course comes into LSSU as N AC [not accepted—below 100 level course], or (2) if the school uses Terms rather than Semesters, your right column will not match the left. See “SHATAEQ Processing Hints” to solve mismatched credit hours.
- Once all courses have been entered and double-checked against the transcript, Save; CTRL/PGDN. Under the Equivalent Course GPA, verify the credits are correct:
 - The Transfer (left) column is equal to the Qtr Hrs on the physical transcript, minus D, E, F and adding P, CR (if P & CR = C- or higher)
 - The Equivalent (right) column is equal to the Transfer column, minus all the circled <100 classes, both those which are clearly listed as <100 and those who have transferred into LSSU as <100 level.
 - **These numbers have to BE CORRECT before you can continue.**
- Create the Pink Sheet (or add the credit totals if the pink sheet is already in the file). See below for instructions on the Pink Sheet.
- **SHRTAEQ** – Print two copies of the Transfer Credit Evaluation. See instructions below.
- **SHATAEQ** – Roll the record for each school (for multiple schools, it may be helpful to enter the school codes from the Pink Sheet)
- **SHATERM** – Check totals against the pink sheet to make sure all records rolled correctly
- Close the F5 Access field and continue on with the ADM QuickFlow on SAAADMS

- **SAAADMS** – If this transcript changes the Admission Type (say, from a TA to a T1), you will want to change SAAADMS and update what will be required for admission on the Checklist screen. Continue processing through the tabs on SAAADMS, then finish the ADM QuickFlow. Additions to the ADM Quickflow for Transfer students follows.
- **SAADCRV** – If you have all the documentation, the student will be Admitted. The minimum requirements for admissions include an App and App Fee (or Fee Waiver), and:

TA: 2.4 HS GPA (for HSTF);
ACT of at least 19, College
transcript with 2.0 GPA
minimum. (ACT not required if
grad date is > 26 months ago.)

T1, T2, etc.:
College transcript with minimum
of 19 earned LSSU credits & 2.0
GPA (for multiple schools, see
total on SWAPROF Transfer tab)

RT:
The additional college credit
must have 2.0 GPA
minimum (no app fee is
required)

- **SOAHOLD** – You may need to enter a Web Advisor Hold, an RE (Registration Hold), or email Business Operations or the Registrar about existing holds.
- A **Web Advisor Hold** gets automatically applied to all accepted students so the processors do not enter the hold. However just before scheduling for the upcoming semester, the WB hold is placed on all accepted student records by IT. The processors will get an email from the Registrar when that process has been done, and after that point we have to manually add the hold for every student we accept for that upcoming semester only.
 - For a student accepted for Summer or Fall Semester, the Registrar will email us in early March of that year. For a student accepted for Spring, the email will come early October of the previous year (Oct 2016 for a Spring Semester 2017 start date).
 - To place the hold, enter WB under Hold Type. Web Advisor Hold will populate, then enter “Web Advisor Hold” under Reason, and “WEB” in Origination Code. Save.
- If a transcript has **work in progress (WIP) courses** at the time of admission, we will want to put a hold out so the student is required to send us the transcript with final grades once the semester is complete. The hold is placed during the student’s first semester at LSSU, just before registration for the next semester’s classes.
 - The hold will be RE [registration] and the Reason should list the name of the school and the semester needed. There is a limited amount of space so you’ll have to condense the message.
 - The From Date will be in October for students beginning Summer and Fall Semester, or in March for Spring Semester admits. (The actual date of the hold will be given to us by the Registrar.) The Origination Code will be ADM. Save. So, for example, a student who was:
 - *Accepted March 2016 while attending NCMC classes, and starting LSSU August 2016
 - *RE hold will begin Oct 26, 2016, with Reason [NCMC transcr thru May 2016]
 - *Don’t forget to indicate ADM for Origination Code
 - Also send a PS on the admissions letter, reminding the student they need to send transcripts for WIP classes. On the SAAADMS Comments screen, use ADML code and add the PS from the “ADML Comment for WIP.”
- If there are **financial holds** because the student owes money to the university, email the student accountant that the student has been readmitted and has a hold. BusOps will then contact the student. The email should list the student name, ID and term of entry. Make note on the app when the email has been sent.
- The Registrar’s Office may also have **academic holds** on SOAHOLD. Send a similar email to notify them, and indicate on the app the email was sent.

SHATERM – Academic Dismissal (AD) Check the app or SHATERM for after readmitting a student to make sure that they do not have an AD hold (which prevents registration). If so, email the Registrar that

the student has been readmitted so she can change the hold to allow registration. The email should list the student name, ID and term of entry. Make note on the app that the Registrar was notified.

The Pink Sheet and Blue and Yellow Transfer Cover Sheets

The **Pink Sheet** is used as soon as you process a college transcript for a student file. Always fill in the top line for a new student, and write in the School Names below, in CLT order. Do not fill in any other information until all the documents have arrived and you are doing final processing to admit. Until all documents arrive, the transcripts are paper-clipped behind the Pink Sheet.

If a student has an existing Pink Sheet, add new information to a new line at the bottom. When you are admitting a student, the following should be filled out on the Pink Sheet:

- Student Name, ID and Entry Semester at the top.
- School Name (if multiple schools, listed in CLT order from SOAPCOL)
- The 4-5 digit School Code, last date of enrollment in that school (e.g., 122014), and check Sem or Qtr (depending on the school calendar)
- If the student has the designation of GCERT (Sault College) or MACRAO/MTA (Michigan community colleges) on the transcript, indicate a G or M in the check box.
- If the student has earned a Bachelor's degree from the US or an Honor's Degree from Canada, indicate a D in the checkbox.
- **GCERT, MACRAO, MTA or Degree should have also been SHATAEQed on the student record—never forget to check the transcript carefully for that information.**
- “Transfer Credit” comes from the left column on the SHATAEQ totals
- “Remedial/Repeats/N AC” are the “less-than-100” credit classes that are circled on the transcript
- “Final LSSU Credits” are from the right column on the SHATAEQ total
- If there are multiple schools, add up the Final Credit column and list the total in the right margin, slightly below the last entry. Draw a box around the total. This is the total that will also appear on SHATERM. If SHATERM does not match this total, then you have forgotten to Roll one of the school SHATAEQ records.
- If the transcript is for an HSDE, write HSDE in the right margin as well.
- Initial and date the form under “Evaluation Completed by.”
- Staple the transcripts to the back of the Pink Sheet in order and place in the back of the folder. Fill in the yellow and blue Transfer Credit Evaluation forms and clip them sideways to the front of the student folder as a reminder to add the evaluations themselves before the end of the day.
- The Pink Sheet and transcripts are placed at the back of the student file.

The **Blue and Yellow Sheets** are used anytime there is a Transfer Credit Evaluation printed because credits have been added to SHATAEQ. When a Transfer student is admitted (or a Readmit Transfer is readmitted), you will print two sets of the TCE, and the blue and yellow sheets serve as cover sheets for them – the blue set will be mailed to the student with his admission letter, and the yellow remains in his file, directly in front of the Pink Sheet.

If we get additional transfer credit for an accepted student, we do not mail the TCE out. Once the credit has been entered, print one copy and fill out a Yellow sheet only, for the student file.

Filling out the forms. Fill in the same information on both: print the date at the top. Check the first box if the student is newly admitted; the second box if the student was already admitted but has sent additional transcripts for evaluation, or has changed his start date. AP score processing is covered elsewhere—there is a box to check for that.

If the student's transcript shows WIP courses, you will always want to check the 5th box, as well as the

second box within, indicating “Please send updated, official transcripts ...” At the end of that line, write in the school name and the semester we are requesting. So if an NMU transcript had work in progress classes for Spring Semester 2016, you would write “NMU thru [or use an arrow] May 2016.”

Transfer Miscellany

Duplicate Transcript? Maybe not! Check for MACRAO/MTA/Additional Degree! When you receive an additional transcript that looks like it could be a duplicate, check several areas carefully.

- ❖ Additional semesters at bottom of transcript? If not, check
 - ❖ Cumulative (total) credits earned at bottom of transcript, and
 - ❖ Cumulative GPA at bottom of transcript. Then,
 - ❖ Check top and bottom of transcript for any additional degrees (AA, AS, BS, etc), and
 - ❖ Check all over transcript for any MACRAO/MTA stamp (if the school is a Michigan community college)
- For an additional semester of transfer credit, see the Additional Transfer Credit section.
 - If the GPA and/or total credit hours are different, you will have to compare both transcripts course by course to see what was changed. You may need to adjust SHATAEQ. You will have to adjust SOAPCOL and the SWAPROF Transfer tab, and SWAPROF student record.
Make any necessary changes to the Pink Sheet. Print an updated copy of the transfer credit evaluation, and check the second box on the yellow sheet (“Your evaluation has been updated...”). File the yellow packet in the student file.
 - If an associate degree or BS degree or has been added, update SOAPCOL, and the latest SHATRNS record for that school. No need to update SWAPROF.
Make any necessary changes to the Pink Sheet. Print an updated copy of the transfer credit evaluation, and check the second box on the yellow sheet (“Your evaluation has been updated...”). File the yellow packet in the student file.
 - If MACRAO/MTA has been added, update SHATAEQ with MACR. No need to update SWAPROF.
Make any necessary changes to the Pink Sheet. Print an updated copy of the transfer credit evaluation, and check the second box on the yellow sheet (“Your evaluation has been updated...”). File the yellow packet in the student file.

If Student Forwards Transcript Not Listed on Application. Add the transcript information to SOAPCOL and update the SAAADMS Admissions Type to add in the new school. Make sure the CLT shows up on the SAAADMS Checklist.

If Transcript Has No Transferable Credit. If the transcript shows only Attempted hours, with no earned (e.g., all W grades, all F grades), you will still fill out SOAPCOL, using zeros for Transfer Hours and GPA. On SWAPROF Transfer tab, enter the “zero” hours as 0.00 so they will save.

If Transcript Does Not Contain Academic Credit. If the transcript is for continuing education credits or a trade school certificate, and there is no academic credit to be awarded, remove the school from SOAPCOL (which will remove it from SWAPROF) and change the Admissions Type on SAAADMS (if applicable). Put a note re: the school in the SAAADMS Comments field. Note that if there are multiple schools on SOAPCOL, you may lose information if the deleted school is listed **before** the rest (e.g., if you delete a CLT1 school, then portions of SOAPCOL and SWAPROF will disappear for a CLT2 school). After deleting the school, you will have to change the SOAPCOL numbering for the remaining schools).

MACRAO, MTA, G Cert and BS Degrees. When first processing a transcript, if you notice a MACRAO/MTA stamp, GE Cert (Sault College), a Bachelor's Degree (from US school) or Honors Bachelor's Degree (Canada) showing "graduated" or "conferred" with a grad date, put a post-it on a transcript that says "MACR," "MTA" or "DEGR." This will be a reminder to enter that information into SHATAEQ when you are processing the student's admission. **Note about Canadian degrees: only Honors Bachelor's Degrees from Canadian schools get the Degree classification;** if it is only listed as a Bachelor's degree or Honor's Diploma, it does not count as DEGR in SHATAEQ. **Associate Degrees/Certificates** do not get SHATAEQed.

SOAPCOL Issues. SWAPROF must have the colleges in numerical order for their reports to print. So if the student has four schools and you delete the CLT2 school, you will have to reorder the CLT numbers so they will be in order. You can easily save each record under different CLT numbers (without having to change the information you entered on the record) as long as you haven't entered the information into SHATRNS.

But if you need to change the school name to a different college code, you will have to delete that entire record and create a new one—Banner will not let you change the code if there is information saved on that SOAPCOL record.

Questions about Canadian College Transcripts. There is a listing in the binder of how to calculate the credit hours of various Canadian universities. This list is over 20 years old and may or may not be true. To double check how a school's credit transfers into Lake, check how SHATATR is set up for that school (making sure to arrow down past any "groups" that will be listed first on the list). If you have further questions, contact the Registrar's transfer specialist.

WES evaluated transcripts must be obtained for any Quebec colleges, as the initial entries may be in French. However, on occasion you may get an Ontario transcript with some classes listed in French (Laurentian University is one). For those classes, first check SHATATR to see if they've been entered. If not, do a Google translation from French to English to get the translation, and add the class in English. Print off the Google translation and attach behind the transcript.

Chinese International Students There is a section under Cheat Notes & Processing which discusses Chinese student who apply from our Partner University. This is just a reminder re: the differing requirements for these transfer students.

- **Official transcripts** are required and must be translated into English. However, because these Chinese students only attend LSSU for one year, the WES requirement is waived. (However, the SAAADMS checklist will still indicate the WES-evaluated transcript – just know that for our Chinese student abroad students, only an official in English is required.
- For transfer students, SOAPCOL will be filled out, but not SHATRNS, SHATAEQ, or SWAPROF.

SHATAEQ Totals Are Wonky. Every so often you will not get the Banner totals to come out correctly. Even if you total SHATAEQ by hand and it's correct, it will not match the Banner total given on SHATAEQ. Try getting out of SHATAEQ and going back in to see if the totals changed. You may have to wait until the next day and see if the totals have corrected themselves.

SHATAEQ Credit Printing Issues. Sometimes if you manually change a credit total in the left column to match the transcript, and save it on Banner, it will still print incorrectly on the Transfer Credit Evaluation. The solution is to record remove the class and reenter it again, changing the credits to match the transcript. The TCE should then print correctly.

Admitting a Transfer Student in Error. If a student is admitted and shouldn't have been:

- SAADCRV – Shft/F6 to remove the CC. This will populate SAAADMS with the last decision shown on this screen. If you need to make another decision (NC, PE, etc) for the student, add that decision to SAADCRV. Save.
- The correct letter should print the following day, based on the last decision made.
- Check SAAADMS to make sure the screen has updated correctly.
- Delete SHATAEQ, then SHATRNS screens (If you are dealing with a Readmit Transfer, make sure that you only delete the transfer credit applied with the current app, transfer credit applied during his earlier enrollment at LSSU. Only remove the transfer credit applied to his most recent semester.)
- Fix the SAAADMS Checklist, if needed.
- Make the SGASTDN screen inactive, if necessary, but do not record remove it.
- Check SUAMAIL to make sure any Admit letter dated today has not been added. If it has, Shft/F6 to delete it.
- Change your hand-written info on app (and anything penciled on the file label) to reflect student status.
- If you SWAPROFed the student, you will need to notify Financial Aid by email that you accepted a student in error so they can shred the profile that they will receive the next day.

Transfer Deferred (TD). A past practice used when a student moved his admission out two years or more. You may see one or two as NC students, but don't use the TD as an Admission Type on SAAADMS.

~SHATAEQ Processing Hints~

Checking Course Titles. While entering transfer credit into Banner, glance at the title of the transferred course and as you tab through the entry line, make sure the course name that populates matches the name on the transcript. A school might have multiple courses in Banner and if you enter it wrong, the student will get transfer credit for the wrong course (NMC has MTH 120 and MATH 120 in SHATATR—if you enter the letters wrong, the student's transfer credit is incorrect.)

The course names could be similar, because the course title was changed (e.g., ESC 122 is “The Earth through Time” on the transcript, but “Historical Geology” in Banner). Only be concerned if the course numbers match and the names are very different. Enter the course as is, but ask the Admissions Transfer Specialist to email the corresponding Academic Department with the catalog course description to verify that the course hasn't changed.

If the course only comes in to LSSU as electives, but the title of the transfer course is wrong, you can quickly change the title in SHATAEQ to match the transcript and save the record (e.g., a Downhill Skiing course is listed in Banner as a Swimming course). The Admissions Transfer Specialist or Registrar's Office should be notified to check the course on SHATATR, but until then, the course will read correctly on the student's Transfer Credit Evaluation.

Entering the Same Course Multiple Times. If a student takes a course and receives credit for it more than once (like a physical education course), when you try to articulate the second course, Banner will take you to the first entry of the course. If the student has received credit for both classes, then use the Duplicate column in SHATAEQ and enter a 1 for the first listing, a 2 for the second, etc. Do not use this for repeated courses.

Double-Checking SHATAEQ before Leaving Page. When you are done entering classes on SHATAEQ, F10 to save but don't CTRL/PGDN to leave the page just yet (if you leave and come back,

the transferred classes will all be in alphabetical order). Quickly run down the credit hours on the transcript and check them against the credit hours that populated in the left column on Banner. Then, just on Banner, I check the left column class credits against the right column course credits to make sure that they match. If there are no discrepancies, then CTRL/PGDN to view totals.

Once you've completed SHATAEQ, if there are courses that were 100+ on the transcript but transferred in to LSSU as <100, you will want to circle the course and the credit hour info on the transcript (the same as if the course was listed as <100 to begin with).

Courses with Credits Listed Incorrectly. On SHATAEQ, the transfer courses may populate with the wrong credit hours from SHATATR. Schools often change credit hours (e.g., MTH200 may have been 3 credits from 2000-2010, then was changed to 4 credits in 2011). So our SHATATR may populate the wrong credit hours, depending on the year that the student is transferring the course to LSSU. You can manually adjust SHATAEQ so that it matches the transcript.

Keep in mind that you can change anything on the Transfer (left) side and save the record and it will print correctly for that student. So if the course title is wrong, you can change the name to match the transcript (however if it is very similar, you can leave it alone; the school may have changed the name slightly over the years). If the credit hours on SHATAEQ don't match the transcript, change the credit hours to match the transcript.

If you've made any changes to credit hours in the left column, check the Equivalent (right) column, as they must match. You usually have to use an override feature to change numbers on the right side. Here are the steps to updating the Equivalent (right) column so the credits match:

- If the LSSU course is only **General Transfer Credit** (TRAN100), you can add and delete the credit hours so Transfer and Equivalent columns match. Change the credit hours in the left column, then choose "Override" in the Articulate column and Banner will allow you to change the credit hours on the right.
- If the LSSU course is only **electives** (SOCY177, ENGL277—anything with a "77" ending), you can add and delete the credit hours so Transfer and Equivalent columns match. Change the credit hours in the left column, then choose "Override" in the Articulate column and Banner will allow you to change the credit hours on the right.
- If the transfer course comes in as an **actual LSSU course**, you can change the credit hours if you are **subtracting credits** from the LSSU course. For example, if a course populates as a 4 credit course and comes in as PSYC101 at 4 credits, but the transcript shows the class as 3 credits, change the Transfer credit (left) to 3, select Override from the Articulate column, and change PSYC101 to 3 credits. Save.
- Another variation of this would be a course that populates with the incorrect credit hours, and comes in as an **LSSU course plus Electives**. For example, EN100 populates as 4 credits, and comes in as ENGL110 for 3 credits plus ENGL177 for 1 credit on the line immediately below. But, the transcript shows EN100 is actually 3 credits. First, change the credits in the left column to 3. Now the Transfer course matches ENGL110, but the line below still has the extra ENGL177 1 credit. Arrow down until that line is highlighted, then SHFT/F6 to remove that line. Save.
- **If the transfer course comes in as an LSSU course, but the transcript shows a higher credit, you cannot simply add credits to the LSSU course on the right – each LSSU class is a certain credit hours – you cannot simply add more credits to an existing class.**
 - Go to SHATATR, look up the transfer course and check the Catalog Low field. It should indicate the number of credits in that class.
 - Or, check SCACRSE. List the LSSU course and term in the Keyblock, then Ctrl/Pgdn. The Credit Hour field will indicate the number of credit hours for that LSSU class.
 - Do not go over that maximum credit hour amount when adding transfer credit to the LSSU course in the right column on SHATAEQ. If the LSSU course is not listed when you enter the

current term, you may need to go back a few terms (the LSSU course may have been discontinued, but we would always grant credit for it if it transfers in as a class once offered here).

Readmit Transfers & Misc Transfer Info:

Building New Courses (SHATATR)
Grouped Courses (SHATAEQ)
Adding Transfer Credit after Admission

Changing Semesters – T vs RT
Adding Elective Credit Using SHATRNS
WES Evaluated Transcript Entries
(for Foreign Students)

Readmit Transfers

... are defined as an LSSU readmit with additional transfer credit since they last attended LSSU. Follow this process to verify that you have a Readmit Transfer (a student with additional transfer credit following a break in attendance at LSSU):

- Check his file--specifically the **transcripts from his previous enrollment**. **Are they complete (no WIP courses) and stamped “Official”?** If there is work in progress courses, or if an unofficial transcript was used for transfer credit, he is a Not Complete (years ago, unofficial transcripts were allowed for the first semester).
- Check the **dates of attendance on the app and compare them to the actual transcripts** in his file. If the app indicates that he has attended beyond what the existing transcript shows, he will be a Not Complete and will need to send a new transcript.

Process a RT using the ADM QuickFlow, using the additional information listed below, once you have received the student file.

SOAPCOL

- If the student is readmitting to LSSU and **has additional transfer credit from the same school**, do a printscreen of the old SOAPCOL record for the student file, indicating on the copy what new information is needed (e.g., “need credits through Dec 2015”). This sheet will go in the student folder. Then delete the dates on the SOAPCOL record. The student will be an NC until the new transcript arrives.
- **SWAPROF Transfer tab needs to show the total credits from all schools attended, so you may have to update transcripts attached to the Pink Sheet.** SWAPROF needs to show total credits earned and GPA from all other schools. The Registrar’s Office does not use SWAPROF when adding transfer credit for current students (only SHATRNS and SHATAEQ). So always check SWAPROF to make sure the total attempted, quality hours and points equal what’s on the Pink Sheet for each school. For example,
If a student has multiple transcripts from the same school and Registrar’s Office has added some of the credit, you will need to take the most recent transcript and refigure the GPA using the GPA_Calc_College Excel sheet. Enter that information on SOAPCOL and SWAPROF.
If a school is not listed on SOAPCOL, take the most recent transcript, run the GPA_Calc to figure the credit hours and GPA, and enter it onto SOAPCOL and SWAPROF.
- For RTs with **transfer credit from mid-2000 and before** – SOAPCOL should be completely filled out for each school, or it will not transfer to SWAPROF. Check the latest transcript from each school and make sure the last date attended matches the last date attended on SOAPCOL. If SOAPCOL is incomplete, process the most recent transcript (using GPA_Calc) to get credit and GPA information for SOAPCOL, then enter it onto SOAPCOL and SWAPROF.
- **After adding information to SOAPCOL, check SAAADMS checklist.** Does it have all the information?

- If you have removed the SOAPCOL information for a school because we need an updated transcript, the “Received Date” should be blank.
- If you’ve added a new school to SOAPCOL records, make sure that all the schools (CLT1, 2 etc) are listed on the checklist.

NOTE THAT READMITS WHO HAVE HAD NO ADDITIONAL TRANSFER CREDIT SINCE THEIR LAST ADMIT DO NOT REQUIRE ANY CHANGES TO SOAPCOL OR SWAPROF.

Processing RTs after Receiving Transcript(s)

- If you have all the transcripts needed to admit, follow the instructions below.
- If you have received a transcript but still waiting for another, you will fill in SOAPCOL and SWAPROF but clip the transcript to the back of the Pink Sheet until all needed transcripts have arrived for admission.
- Calculate the Credit Hours and GPA for the entire transcript using the GPA_Calc Excel sheet. Fill in SOAPCOL and SWAPROF. Then draw a bracket to the right for all the new transfer credit on the transcript. Label it “Add’l Cr.” If this transfer credit will be entered under a new Attendance Period, indicate “Att Period 2” (or 3, etc) with the bracketed info on the transcript.
- This new information will be entered on a new SHATRNS screen, and credits added to SHATAEQ and the Pink Sheet.

SHATRNS

- If you are unsure whether a new SHATRNS Attendance Period record is needed, check the Effective Term in the Transfer Attendance Period for that school. It should match the entry term that the student has applied for. If the Entry Term is for a previous term, then this SHATRNS record is for a previous admission term, and a new SHATRNS Attendance Period record is needed.
- If the student has additional transfer credit from the same school, use a new Attendance Period on SHATRNS. (For example, if John Jones transferred in credits from NCMC in 2003, on SHATRNS it would be listed as Institution 1 and Period 1. If he left and was readmitted in 2015 with more transfer credit from NCMC, the Institution would remain as 1 but the Period would now be 2.)
- If the student is returning to LSSU with transfer credit from a new school, then the Institution and Attendance Period on SHATRNS will both be 1.
- For a student who has been a Readmit Transfer several times, with several schools, you can find a listing of all the schools, as well as their Attendance Period numbers, by checking the following:
 - In the Transfer Institution Number field, F9 for a listing of colleges on the student’s account. Arrow to highlight the school in question, Shft/F3 to choose that school and return to the SHATRNS keyblock
 - Then arrow to the Attendance Period Number and F9 to get a list of previous attendance periods for this school. (If, for example, John Jones’s record shows an Attendance Period Number of 1, and he is readmitting with more credit from that school, then this current transcript will be listed under Attendance Period 2.)
 - Ctrl/Q to get back to the SHATRNS keyblock.
- Enter the Attendance Period Number (for John Jones, enter a 2), then CTRL/PGDN to fill in the information for the additional transfer credit. Remember this information is only for the **new** credits within the “Additional Credit” bracket you drew on the transcript. Also include any degrees that occurred during this time period.
- The Attendance Begin and End Dates are for the new information being entered only.

- Remember, each “Attendance Period” and “Attendance Dates” that you fill out on a SHATRNS record is only for the additional semesters of transfer credit you are adding. **The attendance dates you enter at the bottom of SHATRNS should always match the Attendance Period you listed just above it, and the Effective Term should match the entry term on his application.**
- If a Readmit Transfer includes a new school with his other schools, the Attendance Period for the new school will always start at 1—his first attendance period for this new school’s transfer credit to LSSU.

SHATAEQ

- If the student has previous transfer credits on Banner, in order to add new credits, go to Roll and Delete from History to activate SHATAEQ. Start entering transfer credit at the bottom of SHATAEQ, using the new Attendance Period Number (matching the SHATRNS record).

If the pink sheet already lists transfer credit for a school, you will want to add a new line using only new credits added in SHATAEQ. The total of the Final Credits column should equal SHATERM. If there are multiple lines of credits, write the total to the far right of the last entry. Circle it. If MACRAO/MTA (or a degree) were indicated in an earlier entry do not indicate it again.

The “blue” transfer evaluations are only sent to an RT at the time he is readmitted and his readmission letter is sent. If a student is an RA (no new transfer credit), do not print/send any transfer credit evaluations.

Building Records on SHATATR (Adding New Transfer Courses)

SHATATR is a listing of all transfer credit, listed by school, for every transfer student who has applied to LSSU since 1992. Entered courses initially entered as General Transfer Credit, and are then evaluated by the academic department – and updated to LSSU courses. When you enter transfer credit in SHATAEQ, it feeds from SHATATR. Never update an existing record on SHATATR; however you will need to add (build) courses if they are on a student’s transcript but not in SHATATR. Those classes are always built as TRAN 100 (General Transfer Credit)—think of them as placeholders so that the student’s incoming transcript will match the transfer credit given to them by LSSU.

If a class does not populate when entering in SHATAEQ, place a check next to the missing course number on the transcript and continue entering the rest of the transfer credits. (You will add the missing courses when you have finished entering the courses into SHATAEQ.)

When last class has been entered, F10 to save, then F5 to open a new access field. Type in SHATATR, then make sure the Institution number matches the school you are currently entering.

Enter the missing course as TRAN 100 equivalency:

- | | |
|--|---|
| <ul style="list-style-type: none"> • CTRL/PGDN to Transferring Courses • F6 to open a new record, Tab to Subject • Enter the Subject, Course, and Title as listed on the transcript • Term: 200710 • Equivalent Exists: Yes • Level: UG • Status: AC • Min Grade: TR • Transf Low/Credits High: Course transfer credits | <ul style="list-style-type: none"> • Save the record; CTRL/PGDN to Equivalent Course • If a “ORACLE error: unable to INSERT record” message appears when saving, then the class is already in SHATATR • Subject: TRAN • Course: 100; tab twice to Credits Used. • Enter the course credits*** • Save the record |
|--|---|

Once you've added the new courses on SHATATR, CTRL/Q to leave SHATATR, F5 to close the extra field and you should be back at SHATAEQ.

If there are two connected courses—one the course and the second a lab listed separately (with zero credits), they should be connected with a ">" using your red pen. When you are building such a course in SHATATR, include the lab in the course title, but do not build the lab (because it has no credits). For example:

CHM 100 General Chemistry (5 credits) &
CHM 100L General Chem Lab (0 credits) would be built as:
CHM 100 "General Chemistry w/Lab"

(And of course if the lab does have credits then you would build it as a separate class.)

Arrow/page down to bottom of SHATAEQ and then enter the missing classes. Now go back to the previous bulleted list under "If All Documents Are Present for Final Admissions Processing" to finish processing.

*****If the school is a quarter school**, you will enter the Transferring Course (left column) as it is listed on the transcript (in quarter credit). However, on the Equivalent Course (right column), you will enter the credit amount **in semester credits**. Semester credits are found by dividing the quarter credits by 1.5. So:

<u>Qtr Credit</u>	<u>Sem Credit</u>	<u>Qtr Credit</u>	<u>Sem Credit</u>
6	4.0	3	2.0
5	3.4	2	1.4
4	2.7	1	0.7

*****If the course you are entering is listed as <100 on the transcript (MTH 095)**, enter the Transferring Course as it is listed on the transcript and include the credits earned. However, on the Equivalent Course below, you will enter the TRAN 100 credit as 0 (zero). The student earned that <100 level class at his transferring school so we will count that credit amount, but LSSU will not grant any transfer credit for a <100 course.

To enter the DEGR 100 for a school, the Transferring Course will be DEGR 100, with Bachelor Degree as the Title. The rest of the line is the same, and use 00 for credits. Under Equivalent Course, Subject/Course is DEGR 100, and "All General Ed Req Satisfied" should populate. Credits Used are zero.

How to Enter Groups on SHATAEQ

If you enter a course in SHATAEQ that is part of a group, you will get a pop-up box when you attempt to articulate the class. The box will indicate how the class comes in by itself, as well as if it is part of a "group" of classes. A class may only come in as electives, but if "grouped" with other classes can equal an LSSU class. After noting the name of the group (usually two capital letters or letter/number), assume that the course will not be part of a group, and select that option. This will close the pop up box and take you back to SHATAEQ. You are now going to find out if the class is part of a group. On the next open line, tab to Group, then F9 to bring up a listing of all the groups for that college. Either: (1) type in the two Group letters/number, which will bring up the group in the Find area, or (2) just scroll down until you find the group. All courses listed under the Group must be on the student's transcript as transferrable to LSSU (with a C- or better) in order to process as a group.

Check the student's transcript. Does he have the classes needed for the group? If no, then click Cancel and the pop up box will close. You have already entered the class as a single entity so you can continue entering credits.

If all the classes needed are present, write in the two-letter/number group name next to those classes on the transcript. **You will now want to delete the class you just entered**, as you will be reentering it as part of a group.

On a new line, tab to group, enter the two letters of the group, then enter the course information up to and including entering TR under the Grade column. Down arrow to the next line and enter the group and info as above. Repeat until all the classes in the group have been entered. F10 to save. Then press and hold the ALT key, then O, then P (Banner shortcuts) to articulate the classes as a group. If you prefer to use a mouse, click on the Options drop down menu, then Perform Articulation. The courses should now be entered as a group.

As you continue entering classes on the transcript, skip those classes you previously marked off as part of the group.

Additional Transfer Credit for Admitted Student— Using ADM_TRCR QuickFlow

If a student has been admitted for an upcoming semester, and we receive additional transfer credit before his entry term begins, we will apply the additional transfer credit. However, if you receive the transcript around the beginning of the enrollment period for the new semester, and the files have been sent to the Registrar's Office, you may not be able to process the transcript. Check SFAREGF to make sure the student is registered, and check SUAMAIL to see if a label was created for the student. If so, the file is at the Registrar's Office and the transcript must be hand-carried over in a intercampus envelope to them for processing.

Keep in mind when following this QuickFlow that you are not going to be adding any new Attendance Periods on SHATAEQ. The student has been admitted and has had initial transfer credit processed—you are simply adding additional credit to the **EXISTING** SHATRNS & SHATAEQ records until the student is enrolled.

Write in the college code on the transcript. Then draw a bracket to the right and include all the new transfer credit. Label it "Add'l Cr." Then calculate the credits and GPA for SOAPCOL using the entire transcript. (See bottom of this section for a "Shortcut" to calculate the new GPA/credit hours totals, without hand calculating the entire transcript again.)

Using ADM_TRCR:

SOAPCOL. Do not print SOAPCOL showing the previous totals (you only print SOAPCOL if there's a break in attendance and the student is a readmit.) Just update SOAPCOL with the date the latest transcript was received and reviewed, then add new dates and Qhrs and GPA (and a new degree, if applicable). The dates of attendance should include the entire transcript.

SWAPROF. Update info under Transfer/University tab. If the student's transcript shows registration in an upcoming semester, add a new "Anticipated final date of attendance" (using MMDDYYYY). Click on Calculate GPA and Save button. Verify that GPA matches GPA on transcript.

SAAADMS. If this transcript changes the Admission Type (say, from a TA to a T1), you will want to change SAAADMS and update what will be required for admission on the Checklist screen. A TI student is eligible for scholarships so it is important that the update be made to SAAADMS.

SHATRNS. The Effective Term on SHATRNS should match the entry term on the student's app. No additional Attendance Period is needed because all the transfer credit listed is going towards the same semester.

Before updating the SHATRNS record, check that the school is correct, then check Effective Term. **The Effective Term should match the student's starting semester on SAAADMS.** This tells you that you are adding transfer credit to the right attendance period.

- Update SHATRNS with the Transcript Receipt Date of the latest transcript. When you CTRL/PGDN to Transfer Attendance Period, simply extend the Attendance Period dates and Attendance End Date so that they include the latest dates on the transcript. Add any degrees that have occurred during the latest attendance transcript.
- When adding the information in SHATRNS, if another processor entered earlier credits from this school on Term Type, simply add your initials afterwards.

SHATAEQ. Go to Roll and Delete from History to activate SHATAEQ so you can enter classes. Start entering transfer credit at the bottom of SHATAEQ. When entries are completed, F10 to save.

Checking Your Totals. Make a new line on the pink sheet with the name of the school, etc. The Transcript Credit you list should only be the additional credit earned (and should match the number of credits in the bracketed area on the transcript). Only the additional credits earned are listed on this line. When you total the credits in the right column, they should match SHATERM. Write that total in the right margin just below the last entry on the Pink Sheet, and draw a box around it.

GLAEXTR (F5 to open new access field, enter SHRTAEQ): Print one Transfer Credit Evaluation for the school being updated (if there are multiple schools, only print the updated school). Attach a yellow sheet with today's date and check the boxes indicating "Your evaluation has been updated" and "Additional transfer credit" To the right of the section, add "School's name through Sem, Year; your initials/SW." File in the student folder.

SHRTAEQ Printing Instructions:

- CTRL/PGDN to Printer Control. F9 to bring up list and choose printer (ADMISS_4250). F10 to save.
- CTRL/PGDN to Parameter Values. Arrow down to 02 Select Student ID Number and enter the student ID# here. CTRL/PGDN, then SPCBAR to tick the "Save Parameter Set as" box, F10 to save.
- Saving Current Parameters pop-up box appears (which means the ID you just typed in has been saved to the record). <Enter>, and the cursor will go back to the keyblock.
- CTRL/PGDN three times to get to Submission area and F10 to print a second copy of the Transfer Credit Evaluation, if needed. (If you do not tick the Save Parameter box, the student ID you typed in will not be saved. You will have to type it in again before printing the second copy.)

SHATAEQ CTRL/PGUP to go to last part of SHATAEQ. Pull out Pink Sheet and add the new credits to a new line. Total all credits and add to far right of last record. Draw a box around it. Initial and Date the form near the top. Back to Banner, now Roll record. Save.

SHATERM Total number of credits on Banner should match the total number of credits that are "boxed" on the Pink Sheet.

SOAHOLD Remove or edit Registration hold as needed. (When creating a hold for "in progress" transfer credit, figure out when the courses will end at that school, then put the hold out for the following semester at LSSU (skip Summer Semester if it's the next semester—RE holds are only put on Fall and Spring Semesters). Under Reason, list the school transcript for [Sem Year]. Abbreviate to fit, e.g., Bay Coll transc thru Spr 2015. The Origination Code is ADM (Admissions).

SWAPROF the record for Transfer Credit + Change.

Because there is no action requiring a letter to the student, Admissions does not mail anything to the student regarding this update in credits.

Shortcut – Figuring Total Additional Transfer Credit on a Transcript

In order to figure the credit totals and GPA, you use the GPA_Calc_College Excel sheet and manually add each class to get the totals you need. When a transcript comes in for the same entry semester with an additional semester of transfer credit, you are supposed to follow the same procedure. However, there's a shortcut to use in special circumstances, especially if the transcript is lengthy.

- First **bracket** the new semester's transfer credits with your red pen on the latest transcript.
- Then check the cumulative totals from the last enrolled semester on the previous transcript with the cumulative totals from the same semester on the new transcript. There **should be no difference in hours or GPA between the two transcripts**. If there are differences, then there's been some change to a previous semester, and you will have to calculate the new transcript in its entirety.
- Also check if the new credits you need to apply are **repeats** from a former semester. If that's the case, you will want to calculate the entire transcript to get the new GPA/credit totals.
- Copy all the red pen markings done on the previous transcript's courses to the new transcript.
- Make any red pen notations to the new semester's courses, if needed.
- Now, using the GPA/Calc_College Excel sheet, list the total Attempted hours from the previous transcript in the tally total column, then add the attempted hours from the new semester. This will be your new Attempted hours listing on the latest transcript.
- Using the original E & Qhr listing on the previous transcript, add the new courses' credit hours into the Earned and Quality Hours and add those totals into those columns of the Excel sheet.
- To figure the Qpts and new GPA, first add the grades/credit hours from the new semester's courses.
- Then, in an unused row of the grading chart, add the totals from the previous transcript as follows:
 - Add the total Qhrs (calculated on the previous transcript) under the Credit Hours column.
 - Add the total Qpts (calculated on the previous transcript) under QP column.
- Write these totals on the new transcript.

Now return to the section above to use the ADM_TRCR QuickFlow to finishing processing the additional credits in Banner.

Change of Semester for Transfers vs Readmit Transfers

A transfer (T1, T2) student changing his semester of entry only has new credits coming into LSSU. His SHATAEQ records and his SHATRNS records will all be deleted and reentered under the correct semester. After you run ADM_CANCEL for the student, you will need to delete the transfer records.

For a Readmit Transfer, make sure that you only delete the SHATAEQ records that were entered for his most recent semester of admission—the one that he didn't attend.

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For example, here's a sample student record:

- Joe was admitted in 2013 (201410) and transfers 20 credits from NMC.
- He attends LSSU 2013-2014, then stops attending.
- He reapplies and is accepted in Fall 2015 (201610) with 10 additional NMC credits.
- He then calls changes his start date to Fall 2016 (201710).
- He will have two SHATRNS records under NMC, Attendance Period #1 (201410) and #2 (201610). **Find the Effective Term on SHATRNS that needs to be deleted, and note which Attendance Period it is under** (in this case, #2 records need to be deleted and reentered under 201710).
- Then go to SHATAEQ and remove the credits listed under Attendance Period #2 and 201610 Term. Leave Attendance Period 1 credits (201410) alone.
- Once they are removed from SHATAEQ, then SHATRNS can be updated. Under the Transfer Attendance Period, verify that record is for Effective Term – 201610 before the record removing (Shft/F6) that portion of SHATRNS. Then reenter the information, updating the Effective Term to the 201710 start date.
- You can then reenter the courses under Attendance Period 2 (201710) on SHATAEQ.

When removing Joe's transfer credits from SHATAEQ, remember that you only want to remove those credits that were applied to his 2015 admit, and then reenter them under his 2016 start date. His transfer credits from 2013 must remain on SHATAEQ, as he earned credit at LSSU after transferring them in, so they are part of his permanent academic record.

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Once you've deleted that attendance period's transfer credit on SHATAEQ, you can then update SHATRNS by deleting the bottom section, and then filling in the same information, using the new term of entry.

Then go back to SHATAEQ and enter the transfer credits under the new semester (you can use the Transfer Equivalency Worksheet to reenter the data).

When you've readmitted the student under the new semester, always send the transfer credit evaluations again, even if nothing has changed.

Using SHATRNS to Add Elective Credits to LSSU Courses

When processing transfer credit into SHATAEQ, **if the transfer course's credit hours are more than the LSSU course**, you will have to add an extra credit of electives on the LSSU side so the two courses are equal. You will add elective credits using SHATRNS.

When you change a course on SHATRNS, it only affects that student's record. It does not permanently change how that course will be viewed in SHATATR.

An example: You enter a MTH222 Calculus class into SHATAEQ and it shows in Banner as:

MTH 222 Calculus III (4 cr) = MATH251 Calculus III (4 cr)

... except the MTH222 on your transcript is listed as 5 credits. You cannot add an extra credit to MATH251—it is a 4 credit class.

You will add a 1 credit MATH277* elective credit to the LSSU MATH251 class so that both sides + 5 credits.

- Roll the school on SHATAEQ (you cannot change class information on SHATRNS unless SHATAEQ has been rolled for that school).
- On SHATRNS, Ctrl/Pgdn 3X. You will be at Transfer Course Detail.
- Ctrl/Pgdn once to Sequence Number
- Arrow down until you find the class that needs the additional credit.
- Ctrl/Pgdn to Equivalent Course Detail; Arrow down to a new line
- Fill in the new line:
 - Check the “Count in GPA” box
 - Add Subject, Course Number, Credit Hours, Grade (TR), Grading Mode (S)
 - “Electives” should have already populated
- F10 to save
- Delete School History on SHATAEQ to take you back to the SHATAEQ transfer listings.
- The record should now show the change, and the course credits should match between the left and right columns

*Elective credits are always figured with the class-level, followed by 77. So MATH 251 would have a MATH 277 elective attached, CJUS 345 would have CJUS 377 attached, etc. (We do not use 77 as a class number at LSSU, so it always indicates elective credits.)

WES-Evaluated Transcripts: How to Enter on Banner

ECE (Educational Credential Evaluators) – Same as WES

If a student has attended a foreign university (all countries outside the US—except the Province of Ontario), a WES-evaluated or ECE-evaluated transcript is required for admission. Foreign universities are processed differently in Banner than US universities are. Each US university has SHATATR records specific to that school. We do not build individual foreign universities in SHATATR. Instead each student has his classes built in SHATRNS under the Foreign University code. It will print the same on a transfer credit evaluation, but each foreign student will have his own foreign school “built” only for him in SHATRNS.

If all the documentation has not arrived for admission, only fill in SOAPCOL and the Pink Sheet.

- If WES has included both their evaluation and the original transcript, always use the WES transcript for all information (degrees, grades, dates, etc.—the original transcript may differ from the WES evaluation).
- Check the transcript and cross off any courses with less than a C- grade. Those courses will not be entered into Banner as transfer credit.
- SOAPCOL should have the Foreign University listed (C92000). Matching the SOAPCOL Admissions Request, fill out SHATRNS, using the **actual dates** (if available, rather than using 01 for the “day”). Add any degrees indicated on the WES-evaluated transcript.
- Use the GPA and credit totals that are given in the WES transcript for SOAPCOL.
- The “Foreign University” C92000 code does not populate in SWAPROF, so you will not enter any transfer information on SWAPROF Transfer tab for a foreign university.

Once all the documentation has arrived, process the transcript into Banner.

All classes entered on SHATAEQ are populated from SHATATR, but we do not have codes for foreign universities. Each student with transfer credit from a foreign university will have his transfer credit entered on his Banner record only. You will use SHATRNS to enter the courses. You will find samples how to do this in the Processing binder.

SHATRNS will ask for Subject and Course Number, but most WES-evaluated courses are only listed by Course Title, so you will have to go through the transcript and assign simple “Subject & Course No” to each course, that you will later add to Banner. Write each Subject/Course No next to each title, keep track that none of your names are duplicated. For example here is a listing of course titles and the Subject – Course Numbers I assigned to each.

Course Title (taken from transcript)	My “made-up” Subject/Course No.
Intro - English Conversation	ENGL 1
Studying at Shiga Univ	UNIV 1
Intro to Univ English	ENGL 2
Humans & Psychology	PSYC 1
Japanese Constitution	POLI 1
Consumer Psychology	PSYC2
Cognitive Psychology	PSYC3

Once all the courses are assigned a Subject/Course No, the transcript is ready to be entered into Banner.

- Fill out SHATRNS as normal. Ctrl/Pgdn until you get to Transfer Course Detail, and enter the transfer courses here. Tab to the following fields and enter as indicated:
 - Subject – Enter the “made up” Subject Code for the first class
 - Course Number – the “made up” number
 - Hours – Number of credits for the class
 - Grade – TR
 - Title – The title of the actual transferring class listed on the transcript
 - F10 to Save, Ctrl/Pgdn
 - Check the Count in GPA box
 - Subject/Course – TRAN 100
 - Hours – Credit hours (should match credit hours above)*
 - Grade – TR, Grading Mode – S
 - Title – General Transfer Credit should populate.
 - F10 to save, Ctrl/PgUp and the cursor will move back to Sequence Number.
 - F6 to open a new screen and enter the next course.
- *If the title of the course is developmental in nature (“Developmental Math,” “Basic Reading”) and you believe the course may not transfer in as college level, use “0” for the credit hours. All General Transfer Credits will be evaluated by academic departments before the student attends orientation, so if the class does meet college level requirements, the credit hours can be changed at that time.
- If the student has earned the equivalent of a US bachelor’s degree, also enter the Degree code into SHATRNS. Use DEGR 100 as Subject/Course Number in both the top section and the Equivalent Course Detail of SHATRNS. The credit hours will be zero; check the “Count in GPA.” The title “Bachelor Degree” will populate in the top section, and “All General Ed Req Satisfied” will populate in the second section.
- When all the courses have been entered, you can view the courses and print the evaluation. Go to SHATAEQ. Ctrl/PgUp to Equivalent Roll and choose Delete History. SHATAEQ may show blank spaces in the Transfer Column if there are multiple courses under the same subject name, but the Equivalent Column should be completely filled in.
- Check the totals to make sure the Equivalent credit total (right column) equals the total credits on the transcript. If so, fill out the Pink Sheet (use “Foreign University” as name of school), print the Transfer Credit Evaluation and Roll the data. Double check SHATERM to verify all credits show correctly.