INPUTTING YOUR ACADEMIC RECORD

Each year, more than 6,000 transfer students apply for admission to Michigan State University. Many students attend multiple institutions prior to applying to MSU, so it is essential that students provide their most current academic information to MSU for review. Delays often occur when applicants fail to accurately report their academic record, courses currently in progress, anticipated future coursework, and test scores.

NOTE: The ability to input your courses and grades through your online student portal is ONLY available to an applicant who’s past, current, and future courses have all been completed, or will be completed, at U.S.-based institutions. Official transcripts are required from all international institutions of higher education, including syllabi and/or transcripts with English translations when requested.

SELF-REPORTED ACADEMIC RECORD

MSU allows students to provide completed courses and grades, along with their current and/or anticipated coursework on the “Be a Spartan” online student portal, without having to provide transcripts prior to admission. Once you are admitted to MSU, you will be required to send current, official transcripts for each institution attended; your self-reported academic record will be verified using official transcript(s) for accuracy. If circumstances develop that make previously provided information inaccurate, misleading or incomplete, the consequence of the discrepancy may lead to the revocation of an offer of admission and/or dismissal from the university.

PREPARATION

Gather all necessary documents before you get started. This will include:

- Transcripts from all colleges attended.
- Test scores for any exam where credit may have been earned must be sent to MSU from the testing service. Examples of these are; A-Level Examinations, Advance Placement (AP), College-Level Examination Program (CLEP), Dantes Subject Standardized Tests, and International Baccalaureate (IB). Please have the testing service send official test results to the Office of Admissions, 426 Auditorium Road, Room 250, East Lansing, MI 48824.
- If you will be transferring in less than 28 credits to MSU, you must also submit a copy of your final high school transcript along with your SAT and/or ACT with writing scores. Please have the testing service and your high school(s) send official copies of your information to the Office of Admissions, 426 Auditorium Road, Room 250, East Lansing, MI 48824.

ANTICIPATED COURSEWORK

These are current or future courses you anticipate to take prior to enrolling at MSU that are not yet completed with a grade. This includes courses you may be repeating in an effort to improve a previous grade. All transfer students are required to complete a writing course equivalent to MSU WRA 110 and a recognized MTH course (i.e. college algebra or higher preferred).

REVIEW

You will be asked to input all courses and grades as they appear on your transcript. If you are unsure of a grade, DO NOT guess; double-check your transcript and confirm before moving on to the next step. Once your grades are locked, you will not have the opportunity to alter the grade.
TRUTHFUL
This process relies heavily on academic integrity. Once admitted, you will be asked to provide all official transcripts to the Office of Admissions and your self-reported grades will undergo a verification review. Misreporting your academic record will jeopardize your admission and your ability to pursue a degree at MSU.

ADVOCATE
In cases where no transferrable equivalency is found, your course(s) will be submitted to the academic department most closely related to the subject area taught at MSU to determine a transfer equivalency, if appropriate. In an effort to provide additional detail for department review, you may be asked to provide a syllabus of the course(s). If needed, MSU Office of the Registrar will contact you via email with the address provided on your application.

NOTIFICATION
Check your email and “Be a Spartan” online student portal regularly. You will receive updates on the status of your application, notification of changes, and important information from the Office of Admissions.

SUBMIT
Once you have input all of your courses and grades, you will need to submit them for review. Courses in progress and future courses will not be locked until you have earned a grade in those courses and submitted them for review.

*Please Note: If you add or drop a course, fail to earn a C or better in a course, or enroll in a new college after submitting your application, you must update your information online.*