



Standard Operating Procedure

Procedure Title: Michigan Transfer Agreement Course Review

Procedure #: AA.028

Revision #: 000

Unit Responsible: Academic Affairs

Individual Responsible: Academic Affairs Project Manager

Effective Date: 02/02/2024

Initial Approval Date: 02/02/2024

Last Review/Update Date: 02/02/2024

Next Review Date: 02/01/2027

***Does this procedure support a Board Policy?** Yes

If yes, identify: [3.050 Approval of New Courses and Programs](#), [3.060-Assessment of Student Learning Outcomes](#), [3.160 – Program Review](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** Yes

If yes, identify: [3A](#), [3B](#), [4A](#), [4B](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** No

If yes, identify: n/a

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Michigan Transfer Agreement Course Review, BP 3.050, 3.060, 3.160

1. Purpose

To ensure that all courses on the Michigan Transfer Agreement (MTA) list of Lansing Community College (LCC) continue to meet LCC's MTA requirements.

2. Scope

This procedure applies to all courses on the LCC MTA list.

3. Prerequisites

For inclusion on the MTA, in addition to meeting other stated guidelines, course(s) must transfer either as an equivalent course (rather than ordinary general credit) or as general credit specifically designated by the receiving university for use in an appropriate general education category to at least 4 of the top 8 state public-university transfer destinations of LCC students:

- Central Michigan University (CMU)
- Eastern Michigan University (EMU)
- Ferris State University (FSU)
- Grand Valley State University (GVSU)
- Michigan State University (MSU)
- University of Michigan-Ann Arbor (UM-Ann Arbor)
- University of Michigan-Flint (UM-Flint)
- Western Michigan University (WMU)

4. Responsibilities

- Academic Affairs Project Manager (AAPM) – Responsible for overseeing this Standard Operating Procedure (SOP).
- Associate Deans/Directors of programs, or designees – Responsible for working with transfer partner universities if desiring reevaluation of their courses for transfer.
- Director of Academic Quality (DAQ) – Responsible for assisting program areas in working with transfer partner universities as requested.
- Course Information Management Team (CIMT) representatives – Responsible for ensuring that any Program Pathways affected by changes to the LCC MTA list are updated accordingly and then sent to the Director of Academic Operations (DAO) for review.

- Director of Academic Operations (DAO) – Responsible for reviewing Program Pathways for correctness regarding MTA issues and, with the Academic Affairs Project Coordinator (AAPC), for maintaining and updating the LCC General Education webpage.
- Academic Affairs Project Coordinator (AAPC) – Responsible, with the DAO, for maintaining and updating the LCC General Education webpage.
- Business Analyst – Degree Works – Responsible for maintaining and updating MTA list(s) in Degree Works.

5. Procedure

1. Biennially, in preparation for even-numbered curricular years, the AAPM uses internet resources such as the Michigan Transfer Network to research whether courses on the LCC MTA list transfer to at least 4 of the top 8 state public-university transfer destinations of LCC students, either as an equivalent course (rather than ordinary general credit) or as general credit specifically designated by the receiving university for use in an appropriate general education category.
2. The AAPM produces a spreadsheet listing any LCC MTA courses that do not meet the above transfer criteria, specifying for each such course its type(s) of transfer, if any, to all of the top 8 state public-university transfer destinations of LCC students.
3. For any LCC MTA courses that do not meet LCC's transfer criteria for MTA, the AAPM emails the course transfer details to the appropriate Associate Deans/Directors, the DAO, and CIMT, also cc'ing the Director of Academic Quality (DAQ) as a resource for assisting program areas in working with transfer partner universities if desired.
4. Associate Deans/Directors of programs, or designees, desiring reevaluation of their courses for transfer will work with transfer partner universities to determine if an updated evaluation, whether of the existing course or whether after any appropriate updates to the course via the [Revised Course Approval-CC.002 SOP](#), will increase transferability.
5. The DAQ will assist Associate Deans/Directors of programs, or designees, in working with transfer partner universities as requested.
6. When notified by LCC program areas and/or transfer partner universities of increased transferability of any course(s) in question, the AAPM will confirm via internet resources such as the Michigan Transfer Network and update the spreadsheet of LCC MTA course transfer as needed.
7. The AAPM produces a final spreadsheet listing any LCC MTA course(s) that, due to not meeting LCC's transfer criteria for MTA, will be removed from the LCC MTA list, along with any courses that will be reinstated to the LCC MTA list.
8. The AAPM via email notifies appropriate Associate Deans/Directors of programs, DAO, CIMT, AAPC, Registrar, Associate Registrar, Degree and Academic Record Coordinator, Business Analyst – Degree Works, and general and program advisors of any current LCC MTA courses that will be removed from the LCC MTA list for the upcoming curricular year, along with any courses that will be reinstated to the LCC MTA list for the upcoming curricular year.

- a. Courses removed from the LCC MTA list for a given curricular year still remain usable for MTA by Program Pathways of previous curricular years until Pathway expiry, and will be shown as such on the [LCC General Education](#) webpage.
 - b. Reasons of transferability alone do not require courses removed from the LCC MTA list to be removed from the list of General Education – Applied Degrees.
 - c. Any courses reinstated to the LCC MTA list for a given curricular year will be usable for MTA and for General Education – Applied Degrees by Program Pathways of any curricular year.
9. CIMT representatives ensure that any Program Pathways for the upcoming curricular year that are affected by changes to the LCC MTA list are updated accordingly.
 10. CIMT representatives send any updated Program Pathways for the upcoming curricular year to the DAO for review.
 11. The DAO reviews updated Program Pathways for the upcoming curricular year, correcting them in the event of any errors.
 12. The DAO and AAPC update the [LCC General Education](#) webpage with any changes to the LCC MTA list for the coming curricular year.
 13. The Business Analyst – Degree Works – updates all applicable curricular years in Degree Works with any changes to the LCC MTA list.

6. Reference

- [Michigan Association of Collegiate Registrars & Admissions Officers \(MACRAO\) MTA webpage](#)
- [MACRAO Michigan Transfer Agreement Participation Guidelines](#)
- [Michigan Transfer Network webpage](#)
- [LCC Michigan Transfer Agreement \(MTA\) Guidelines](#)
- [LCC General Education](#)
- [Revised Course Approval, CO.002-BP 3.050](#)

7. Definitions

- Michigan Transfer Agreement (MTA) – an agreement designed to help students transfer among Michigan community colleges and universities.
- Degree Works – a software product to audit student completion toward an academic program.
 - In the event of deletions of LCC courses from the LCC MTA list, Degree Works will be programmed with different MTA lists for Program Pathways of different curricular years.