

MEMORANDUM OF UNDERSTANDING

between

Michigan State University

and

Lansing Community College

Purpose and Parties

This Memorandum of Understanding (MOU) is established between Michigan State University (MSU) and Lansing Community College (LCC) to formally affirm and extend their commitment to a partnership that provides affordable, high-quality education pathways for students in the region, ultimately contributing to economic vitality. This partnership, Envision Green, assists students in navigating between institutions and maximizing educational and career opportunities.

Scope of Agreement

MSU and LCC have engaged in discussions to create a collaborative approach to facilitate the advising and transfer process for LCC students aiming to transition to MSU. This partnership aims to enhance student success by streamlining academic processes and providing comprehensive support.

OBLIGATIONS OF MSU. As part of the relationship contemplated by this MOU, MSU agrees to:

- i. Work with key academic units and/or integrative study centers to facilitate course credit transfer and develop academic mapping, transfer guides, and articulation agreements as appropriate
- ii. Communicate MSU transfer credit changes and MSU transfer credit process changes to MSU advisors and LCC staff.
- iii. Communicate MSU transfer credit changes to the Michigan Transfer Network website
- iv. Work individually with LCC students to facilitate a smooth transition for them from LCC to MSU and provide academic, social, and professional connections to MSU while they are an LCC student
- v. Promote policies that will encourage students who start at LCC to finish their associate degrees before transferring to MSU; and encourage reverse transfer for those who do not earn an associate degree before transfer
- vi. Provide reverse transfer opportunities each semester for LCC students who transferred to MSU and are eligible to complete their associate degree at LCC through this process.
- vii. Provide Envision Green engagement reports on a semester basis
- viii. Help LCC enroll students who have been denied admission, waitlisted, dismissed, or recessed from MSU

OBLIGATIONS OF LCC. As part of the relationship contemplated by this MOU, LCC agrees to:

- i. Provide office space for the Envision Green Program Director and MSU advisors to conduct student advising and related activities beginning in Fall 2023
- ii. Provide LCC academic advising training for MSU advisors

- iii. Allow one MSU academic advisor to procure an LCC login and gain access to LCC systems available to them so that they may document advising notes and reference LCC advisors' notes
- iv. Coordinate with MSU advisors on the best curriculum pathway and set of courses to take at LCC

OBLIGATIONS OF BOTH PARTIES. As part of the relationship contemplated by this MOU, both parties agree to:

- i. Work closely to promote enrollment numbers and student success for students at both institutions
- ii. Meet regularly to discuss and implement any changes as needed that will facilitate processes and experiences for students, advisors, and staff
- iii. Co-develop marketing materials and other communications or promotional efforts
- iv. Share future dates of activities in which a university presence (from an academic advisor, admissions staff, college-specific staff, or administrator, etc.) should occur in order to facilitate the sharing of information or practice that would facilitate the process and experience for students, advisors, and staff
- v. Continuously explore additional opportunities for facilitating the student transfer process

Term and Termination

This MOU is effective from the date of the last signature and shall remain in effect for an initial term of one (1) year. At the end of this term, the MOU may automatically renew for up to three (3) additional one (1) year terms unless either party provides written notice of intent to terminate at least ninety (90) days before the term's expiration. Amendments may be made upon joint written agreement by both parties. Either party may terminate the MOU with sixty (60) days' notice.

By signing below, LCC and MSU are agreeing to the MOU as currently written.