

**LETTER OF UNDERSTANDING
BETWEEN
MICHIGAN STATE UNIVERSITY
BS in Geographic Information Science Degree Program
MSU Department of Geography, Environment, and Spatial Sciences, College of Social Sciences
AND
LANSING COMMUNITY COLLEGE
Computer Information Technologies Program in GIS**

To: All Interested Parties

This is a letter of understanding between Michigan State University (MSU) and Lansing Community College (LCC). MSU and LCC, as the two major providers of higher education services in the greater Lansing area, have agreed to work together to increase student access to high-quality programs in higher education. As one phase of this agreement, the two institutions agree to collaborate in offering a degree completion program ("Program"). This Program, which leads to a Bachelor of Science (BS) degree in Geographic Information Science (GISci) from the Department of Geography, Environment, and Spatial Sciences, enables students to begin their undergraduate educations at LCC and obtain an Associate of Applied Science (AS) degree and complete the remaining BS requirements on the MSU campus.

The Program

Students complete an AAS in GIS/Geospatial Technology in The Department of Computer Information Technology at LCC. Students who desire to further their education in this field transfer to MSU to pursue BS degrees with courses available in Fall, Spring, and Summer semesters, completing their programs in two to four calendar years. Upon successful completion of this agreement the student will earn an Associate in Applied Science in GIS/Geospatial Technologies from LCC and Bachelor of Science (BS) degree in Geographic Information Science (GISci) from the Department of Geography, Environment, and Spatial Sciences from MSU. It provides a clear path for student planning.

Requirements

The LCC program provides up to 60 transferable credits in their AAS in GIS/Geospatial Technology (NOTE: If a student has matriculated at MSU prior to attending LCC, only 56 credits can be accepted in transfer). MSU offers the advanced courses for the BS in GISci in the Department of Geography, Environment, and Spatial Sciences as well as meeting any remaining requirements for the University and/or the College of Social Sciences. Specific requirements are as follows:

- Incoming LCC students must meet all standards for admission to MSU
- Incoming LCC students have the responsibility, along with their Advisor(s) and in consultation with the Advisor(s) in the Department of Geography, Environment, and Spatial Sciences at MSU

as needed, to fulfill the maximum number of University and College requirements possible in order to minimize time-to-degree

- College of Social Sciences requirements
 - Incoming LCC students must complete the required interdisciplinary minor without substitution of courses
 - Incoming LCC students may transfer credits to meet the requirement of 12 credits in approved Science, Technology, Engineering, and Mathematics (STEM) courses using MSU equivalent courses (i.e., not 'general credits' or GCU)
 - Incoming LCC students may transfer credits to meet the requirement of 6 credits in approved Arts & Humanities courses using MSU equivalent courses (i.e., not 'general credits' or GCU)
 - Students must complete 30 credits at the 300-level or higher
- Geography, Environment, and Spatial Sciences requirements
 - Incoming LCC students must take a minimum of 15 credits within their major in the Department while at MSU
 - Incoming LCC students may apply any courses in the "Transfer MSU" system to their major requirements within the limit mentioned above
 - Incoming LCC students must take GEO 221L (Intro to Geographic Information Lab, 1 credit)
 - Incoming LCC students who take **both** GRET 120 (Advanced ArcGIS) **and** GRET 275 (GIS Project Management & Implementation) in their LCC programs may have the requirement of GEO 325 (Geographic Information Systems) **waived** by the Department; the three credits can be replaced by taking any course in the Department at/above the 300 level (NOTE: this course does not have to be from courses identified for the GISci program)

Admission, Advising, and Program Planning

Collaboration of the two institutions includes:

1. Development of the GISci curriculum guide that describes MSU transfer requirements and informs students of core, major, and other prerequisite courses, as well as University and College requirements, that should be completed at LCC;
2. Commitment by both LCC and MSU advisors to provide academic advising for students who identify themselves as part of the cohort of potential transfers to the GISci major;
3. Development and circulation of Program materials that clarify the issues of concern to potential transfer students, such as but not limited to admission standards, degree requirements, contact persons and other sources of relevant information;
4. Advisement of students about the MSU transfer application process and online system

Enrollment Status and Financial Aid

Lansing Community College agrees to enter into a Financial Aid Consortium Agreement with Michigan State University. Under this agreement, Lansing Community College is considered to be the host institution and Michigan State University is considered to be the Home institution. Both institutions agree that this Consortium Agreement applies to financial aid-eligible students who are concurrently enrolled at both the Home and Host institutions and that, under this agreement, both parties agree as follows:

1. The agreement applies to students properly enrolled in an aid eligible program at the Home institution.
2. The Home institution will grant enrolled students the applicable degree at the completion of the program.
3. The Home institution is responsible for the following:
 - a. All awarding, disbursing, adjusting, and reporting of financial aid in compliance with all applicable laws, regulations, and guidelines.
 - b. Timely processing of student credit balance refunds.
 - c. Monitoring student eligibility, including enrollment, attendance, and satisfactory academic progress.
 - d. Refund and R2T4 calculations, as appropriate and necessary.
 - e. Record Retention in accordance with all applicable federal, state, and accrediting agency requirements.
 - f. Inform the Host institution of any student who is admitted to a program with a signed consortium agreement.
4. The Host institution is responsible for the following:
 - a. Providing the Home institution with annual cost of attendance figures including, but not limited to, tuition, fees, books, supplies, room, board, transportation, and personal/miscellaneous expenses.
 - b. Providing enrollment, withdrawal, grade and other information in a timely manner to the Home institution.
 - c. Billing students for host institution course enrollment charges. Students will be billed separately by the two institutions for applicable enrollment.
 - d. If there exists any community-based or other funding that requires enrollment at the Host institution, including employer or other third-party reimbursement, the Host institution will promptly notify the Home institution.
5. The parties agree that the Home institution will include course enrollment at the Host institution when reporting enrollment, disbursing aid and adjusting aid for the students enrolled at both institutions.

6. The Host institution requires students to secure their enrollment by paying in full or establishing a payment plan. Students may use the refund from the Home institution to help cover the costs of tuition and fees at the Host institution.

Administrative Responsibility

1. Not later than **December 1, 2018**, the Chair of the Department of Geography, Environment, and Spatial Sciences at MSU shall designate one or more individuals to serve as the transfer advisors, and shall inform LCC of the identity of such individual(s).
2. Not later than **December 1, 2018**, the Program Director of the Computer Information Technology program which includes GIS and Geospatial Technology at LCC shall designate one or more individuals to serve as the administrative liaison to the Program, and shall inform MSU of the identity of such individual(s).
3. LCC and MSU agree to participate jointly in the ongoing promotion of the Program. Department of Geography, Environment, and Spatial Sciences staff assume responsibility for developing promotional materials, and LCC staff agree to assist in distribution efforts.
4. Regular interaction between administrators and advisors (as identified in points 1 and 2 above) from the two institutions is essential in order to insure ongoing assessment of the need for specific activities/events (e.g., incoming student orientation sessions, support groups).
5. Both LCC and MSU shall keep the other institution informed about significant changes in the courses included in the Program, or other relevant issues.

Indemnification

To the fullest extent permitted under Michigan laws, LCC and MSU shall indemnify and hold the other party and any related entities or departments, harmless from any and all claims, damages, losses, liabilities, costs and expenses, including but not limited to attorney fees asserted against LCC or MSU or any related entity, by any third parties, whether or not represented by a final judgment, for such claims, damages, losses, liabilities, costs and expenses which arise from, in any way, a student's participation in or a party's operation of the Program on its campus or in its facilities, except to the extent of the indemnified party's gross negligence or willful misconduct. This indemnification provision shall survive the termination or expiration of this letter of understanding.

General

The Program will be reviewed by members from each institution every three years. Either institution may dissolve this agreement upon giving notice of one full term in advance and upon appropriate notification to enrolled students. Students impacted by a dissolution of the Program will have the

opportunity to complete, in the intended time frame, the Program in place at the time of such students' admission.

This letter of understanding is not considered to be an agreement creating a partnership, joint venture or other financial relationships between the institutions; rather, it is designed to facilitate and develop the Program. It is expressly understood that the institutions are independent contractors and neither is the agent or partner of the other.

There are no third-party beneficiaries to this letter of understanding. For avoidance of doubt, students are not third-party beneficiaries to this letter of understanding.

Both institutions subscribe to a policy of equal opportunity, non-discrimination and affirmative action. Each institution's programs, activities, and facilities are available to all without regard to race, color, gender, gender identity, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age, or familial status.

The individuals responsible for implementing this letter of understanding, as well as those receiving official notices and correspondence regarding this letter of understanding and any resulting supplemental agreements, on behalf of each institution are:

For Michigan State University:

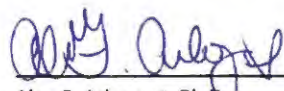
Alan F. Arbogast, Ph.D.
Chair, Department of Geography, Environment,
and Spatial Sciences
673 Auditorium Rd., 116 Geography
East Lansing, MI 48824
517-355-5262
Fax: 517-432-1671

For Lansing Community College:

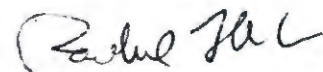
Eduardo Suniga
Director, Computer Information Technology
and Program Innovation
West Campus, Room M103.4
Lansing, MI 40010
517-483-1187
Fax: 517-483-1320

We, the undersigned, pledge our support, commitment, and best efforts to implement this agreement, effective as of the date 1 January 2019.

Signing for Michigan State University

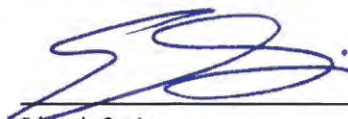


Alan F. Arbogast, Ph.D. Date
Chair, Department of Geography, Environment,
and Spatial Sciences 8/3/18

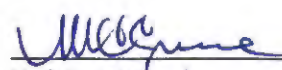


Rachel T.A. Croson, Ph.D. Date
Dean, College of Social Sciences 8/3/18

Signing for Lansing Community College



Eduardo Suniga Date
Director, Computer Information Technologies 8/30/18



Mark Cosgrove Date
Dean, Technical Careers Division 8/30/18

June P. Youatt, Ph.D. 8-6-18
Date
Provost and Executive Vice President for Academic Affairs

Richard L. Shipman 8/3/18
Date
Executive Director, Office of Financial Aid

Walter Hawthorne III, Ph.D. 9/3/18
Date
Associate Dean for Academic and Student Affairs,
College of Social Sciences

Michael J. Connelly 8/16/18
Date
Assistant Dean for Student Affairs
College of Social Sciences

Tracy Labadie 8-13-18
Date
Assistant Dean of Academic Affairs

Elaine Pogoncheff 9/10/18
Date
Provost and Senior Vice President of Academic Affairs

Stephanie Bogard Trapp 9/11/18
Date
Senior Director of Financial Aid & Title IV Compliance

Don Wilske 9/11/18
Date
Chief Financial Officer

Reynold A. Korman 8/6/18
DATE
OFFICE OF THE GENERAL COUNSEL
APPROVED AS TO FORM