

ARTICULATION AGREEMENT

BETWEEN LANSING COMMUNITY COLLEGE

AND

[NAME OF COLLEGE/UNIVERSITY]

STATEMENT OF COOPERATION

Lansing Community College (LCC) and [name of college/university] wish to facilitate the transfer of students, enhance the number and quality of learning options, and provide a seamless transfer process for students at Lansing Community College who desire further education at [name of college/university]. [Name of college/university] is accredited by the [name of accrediting body], and is located at [address, telephone, fax]. An overview of the university, plus academic information is available at [website].

AGREEMENT

Lansing Community College and [name of college/university] hereby agree as follows:

1. Lansing Community College and [name of college/university] will maintain the integrity of their separate programs and enter into this agreement as equal partners.
2. [Agreement specifics including program requirements, transfer policies and procedures, admission requirements, etc. listed]
3. **Advising of LCC Students** – Advising of LCC students regarding admission and program requirements to [name of college/university] will be the responsibility of the regular advising staff at LCC. [Name of college/university] will designate one or more points of contact to respond to advising questions from LCC advisors. Each institution will monitor the academic performance of students enrolling under this agreement, and identify problems that may interfere with the successful transfer of student to [name of college/university].
4. **Communication** – Lansing Community College and [name of college/university] agree to cooperate in communicating with each other and with their common and respective publics concerning the established relationship between the two institutions.
 - Any marketing of the articulation in print will be subject to the prior approval of both parties. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.
 - Faculty and staff at both institutions will communicate information about this agreement to students and prospective students.
 - LCC may provide at its website, a link to the [name of college/university] website.
5. **Length of Agreement** – This agreement will become effective upon the execution of signatures by the responsible authority for each institution, [or previously agreed to date] and will last for a maximum of [number] years, after which time both institutions will undertake renegotiations of the agreement. If the agreement is not renewed, students who have selected and designated this program prior to termination of the agreement, will be given [number] additional years to be admitted to [name of college/university] under the terms of this agreement. Both LCC and [name of college/university] agree to provide written notice of at least one full academic year in advance of termination.
6. **Review and Modification of the Agreement** – Each institution will notify the other of any contemplated curricular changes that would affect the future of this agreement.

7. **Indemnification** - To the extent permitted by law, [name of college/university] and Lansing Community College agree to indemnify and hold one another harmless from any and all claims initiated by student participants, their parents, survivors, or agents, arising from any negligent acts or omission on the part of either institution or any of their employees.
8. **Exchange of Information** [Optional paragraph for out-state colleges/universities; required of Michigan colleges/universities] – The [name of college/university] and Lansing Community College agree to exchange transfer student information for the purpose of monitoring and enhancing student academic success. The information may also be used to enhance curricular offerings. At no time will Family Education Rights and Privacy Act (FERPA) regulations or requirements be violated.
9. [Optional paragraph – Students may concurrently take courses at both institutions, as well as have access to advising and other services at both institutions. However, federal regulations require that students receive financial aid from only a single college from which courses are taken during a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses in a given quarter or semester at either Lansing Community College or [name of college/university]. If a student attends both institutions in a single semester, financial aid may be granted from only one unless the institutions enter a consortium agreement to allocate and distribute financial aid between the student’s “home” institution and the consortium partner.]

SIGNATURE OF RESPONSIBLE AUTHORITIES AT THE COOPERATING INSTITUTIONS

For [name of college/university]

For Lansing Community College

 [name]
 President or Chief Academic Officer

 [name]
 President or Provost

 [name, title]

 [name]
 Provost or Dean

 [name, title]

 [name]
 Dean or Department Chair

Date: _____

Date: _____