



## Standard Operating Procedure

**Procedure Title:** Non-Academic Partnerships

**Procedure #:** AA.013

**Revision #:** 000

**Unit Responsible:** Academic Affairs

**Individual Responsible:** Provost

**Effective Date:** 02/04/2022

**Initial Approval Date:** 02/04/2022

**Last Review/Update Date:** 02/04/2022

**Next Review Date:** 02/01/2025

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

**If yes, identify:** [3.150-Partnerships](#)

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

**\*Does this procedure support HLC criteria?** No

**If yes, identify:** n/a

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.



## **Non-Academic Partnerships, BP 3.150**

### **1. Purpose**

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To implement the Board policy on *Partnerships*, with regard to non-academic partnerships.

### **2. Scope**

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This SOP applies to all non-academic partnerships entered into by Lansing Community College (LCC).

### **3. Prerequisites**

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This procedure provides guidance for partnerships that the College enters into in support of our students, but which are not directly related to courses for credit. Articulation agreements for transfer of courses for credit would not fall under this SOP.

The College will engage in partnerships only with organizations which maintain the standards of quality and service to which we hold ourselves.

### **4. Responsibilities**

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The Provost (or designee) is responsible for ensuring that all non-academic partnerships meet the requirements of the LCC Board of Trustees, as identified in Board Policy 3.014 – *Partnerships*.

### **5. Procedure**

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1. The Provost (or designee) will establish guidelines for Deans, Associate Deans, and/or Directors to follow when considering or arranging non-academic partnerships. These guidelines will include Board concerns as identified in #2 below.
2. The Provost (or designee) will ensure that every partnership meets the Board's expectations as follows:
  - The partnership will increase educational opportunities for LCC students and the community.
  - The parties share mutually agreed-upon goals.

- The partnership must be mutually beneficial to all partners.
  - There must be demonstrable evidence that the partnership can succeed.
  - The partnership can be adequately supported by College fiscal and human resources.
3. Non-academic partnerships will be reviewed biannually to ensure that the Board's expectations in #2 above are met.

## **6. Reference**

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[SOP AA.012: Academic and Training Partnerships](#)

## **7. Definitions**

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**Non-Academic Partnerships** – Partnerships between the College and other entities which support our students and student success, but are not directly related to courses for credit.