



**Transfer Articulation Agreement
for a Bachelor of Business Administration (BBA) Degree
v1.0 – April 2025**

I. Agreement of Principle

Cleary University (hereinafter referred to as "Cleary") and Lansing Community College (hereinafter referred to as "LCC") agree to cooperate regarding the articulation of credit for students who have completed an associate degree at LCC. Further, both parties agree that this experience for students should be one that maximizes utilization of credits, minimizes duplication of coursework, and minimizes administrative obstacles. Therefore, Cleary and LCC enter into the articulation agreement for students who complete the courses and degrees as noted in this agreement and related Transfer Agreement Program Specifics (Appendix A). Both parties agree that additional transfer credit guides may be added under this agreement with the mutual written concurrence of both parties. Both parties enter into this agreement as cooperating, equal partners which shall maintain the integrity, academic oversight, and administrative oversight of their separate programs.

II. Agreement of Program Specifics

This agreement is designed for students who choose to earn an associate degree from LCC and a Bachelor of Business Administration (BBA) degree offered at Cleary University in one of its business programs (i.e., Business Management or Accounting and Finance) in one of several major concentrations.

A. Transfer Credit Guide

Cleary and LCC agree that any student who has completed the minimum requirements for an associate's degree or the equivalent thereof at LCC may transfer the course credits to a Cleary BBA degree following the guidance and course equivalencies contained in the Transfer Agreement Guide (Appendix A).

B. Tuition and Fees

Cleary and LCC agree that LCC students may qualify for scholarships reserved for transfer students at Cleary University. LCC students are responsible for the payment of tuition and any additional Cleary fees as described in the Cleary University Catalog.

C. Dual Enrollment

Cleary and LCC agree that LCC students who are in good academic standing shall be automatically admitted to Cleary after completing an application form and providing documentation to meet Cleary admission requirements. A minimum LCC cumulative GPA of 2.0 (4.0 scale) is required. Admissions requirements may be found in the Cleary University Catalog and the application form can be found on the Cleary website.

D. Transfer Credit Requirement

This agreement allows transfer of LCC coursework to Cleary that normally applies toward a LCC associate's degree. In addition to the transfer of specific courses with Cleary equivalencies contained in the Transfer Agreement Program Specifics (Appendix A), LCC coursework that does not align with particular Cleary coursework or defined equivalencies may be considered toward meeting Cleary's General Education and/or elective requirements. All credits included in the Transfer Credit Guides contained in Appendix A will apply toward the applicable Cleary degree program. Applicable maximum transfer credit limits and required residency credits may be found in the Cleary University Catalog.

LCC students who transfer to Cleary without the associate degree listed on their LCC transcript will receive notice upon completion of the appropriate number of semester credit hours at Cleary that their transcript is being sent to LCC for reverse transfer review unless the student explicitly decides to opt out of such notification. All correspondence regarding the results of the reverse transfer review will be sent directly to the student from LCC.

E. Admissions and Documentation

LCC students interested in transferring to Cleary should contact the Cleary Admissions Office. To facilitate the evaluation of transcripts, students should arrange to have an official transcript from LCC sent to Cleary and bring an unofficial copy of all college transcripts to any meeting with Admissions at Cleary. LCC students must meet all admission requirements at the time of application for admission to Cleary, including the submission of official transcripts from all previously attended colleges/universities.

III. Agreement on Communication

Cleary and LCC agree to cooperate in communication with each other and with common and respective publics concerning the established relationships between the two institutions. To ensure the success of this agreement, both parties agree to identify this agreement in their catalogs, websites, publications, and other communication or promotion venues. Both parties agree that the other may use logos or identification marks provided they abide by the identity standards of that party.

Communication may include any publications to inform people who might benefit personally or professionally from the opportunities provided by this agreement. Institutional and joint efforts in marketing the program and recruiting students may also be pursued. The designated faculty and staff in both institutions will share the information in this agreement with interested and qualified students. LCC academic advisors will consult with LCC students, providing them with information needed to matriculate into the Cleary program. LCC will assist Cleary staff with an appropriate process for accessing student information or promoting the Cleary program on the LCC campus or in classrooms. Cleary agrees to consult with LCC before coming onto the campus or going into classrooms, as appropriate. Cleary will supply LCC with transfer guides and other print materials to facilitate the student advising and promotion process.

Cleary and LCC further agree to communicate on a regular basis concerning any curriculum changes or policies that may affect the agreed upon relationships between programs at the respective colleges. Both Cleary and LCC agree to communicate any plans that might lead to future opportunities for program articulations between the two institutions. Both parties reserve the right to amend or revise, by mutual consent and in writing, this agreement or to change curriculum, whenever feasible.

IV. Maintenance and Review Body and Procedures

At least one staff or faculty member for each institution shall be appointed to act as agents and point of contact in the implementation of this agreement, to speak on behalf of the institutions, and to communicate changes to the respective faculty and staff at Cleary and LCC. Responsibility for oversight of this agreement rests with Cleary's Provost (or appointed representative) and with LCC's Provost (or appointed representative). Cleary and LCC representatives agree to communicate program changes annually or more frequently as needed. Cleary and LCC representatives agree that additional transfer credit guides may be covered under this agreement based on written notification and approval by both institutions.

This agreement shall be reviewed on a three-year cycle and shall be in force during that time. Cleary and LCC agree to review this agreement, for possible revision and renewal, before the end of the three-year effective period. If this agreement is not renewed, students who have selected and designated an approved program prior to termination of the agreement, will be given three additional years, beyond the initial three, to be admitted to Cleary under the terms of this agreement.

V. Indemnification

To the extent permitted by law, Cleary and LCC 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.

VI. Effective Date

This transfer articulation agreement is effective from May 1, 2025 until June 30, 2027. This agreement is consistent with Cleary's 2024-2025 University Catalog. Students have until October 31, 2029, to graduate from Cleary following this agreement. In the event that a student does not complete the program within seven years. The student may be required to have their credits reevaluated using the requirements of the current transfer articulation agreement between Cleary and LCC.

This is the sole agreement between the parties concerning its subject matter and it supersedes all prior or contemporaneous verbal or written statements. It can be amended only by a writing signed by authorized representatives of both parties.

VII. Signatures as Acknowledgement of Agreement

The undersigned representatives of Cleary University and Lansing Community College agree to the terms of this agreement.
Electronic signatures shall have the same force as physical signatures for the purpose of this agreement.

4/22/25
Date

4.28.25
Date

cc:



Appendix A
Transfer Agreement Program Specifics
for a Bachelor of Business Administration (BBA) Degree
v1.0 – May 2025

I. Agreement of Articulation and Program Specifics

Under this agreement, LCC students who successfully complete an associate's degree at LCC can transfer as a junior to Cleary. Students will take courses outlined in their selected degree program at LCC, with a minimum either 60 semester credit hours from LCC and will transfer to Cleary to complete the program requirements and the required number of semester credit hours (which can be 120 semester credit hours for the BBA degree program in Business Management or 121 semester credit hours for the BBA degree program in Accounting and Finance) required for the BBA degree program at Cleary.

The bachelor's degree graduation requirements for students who follow this transfer program agreement are as follows:

1. Complete a minimum of either 60 semester credit hours (approximately two years) at LCC while following any approved LCC associate degree program.
2. Completion of end of course assessment requirement(s) and other required forms/surveys.
3. Business electives at LCC are to be used in completing any additional semester credit hour requirement.
4. Earn the minimum grade point average (GPA) required for the LCC associate's degree and a grade of "C" or better (2.0 on a 4.0 scale) for all courses completed in the third (or junior) year to transfer to Cleary. This includes courses used to fulfill the appropriate state requirements.
5. LCC students who have completed the coursework specified in this transfer credit guide and whose transcripts are appropriately endorsed (such as Michigan Transfer Agreement) by the LCC Records Office and are clear as to their source and composition to the Cleary Registrar Office, will complete appropriate courses for the General Education Requirements at Cleary.

II. Transfer Articulation Maps for Cleary University's Bachelor of Business Administration (BBA) Degree Program in Business Management

For maximum transferability, the courses in the LCC associate's program should be taken at LCC. These courses may have prerequisites at LCC. All courses must be a minimum of 3 semester hour credits each. Courses not taken at LCC may need to be completed at Cleary University.

The following tables outline the articulation of courses (credit hours in parentheses) taken at LCC to Cleary for its BBA degree program in Business Management or in Accounting and Finance.

The following table details the LCC and Cleary program mapping and related Transfer Articulation Guides. The Transfer Articulation Guides appear as separate pages.

Lansing Community College Associate's Program	Cleary University Bachelor's Program	Transfer Articulation Guide (TAG)
Associate of Arts in Business Transfer Studies	Bachelor of Business Administration in Business Management with a major concentration in any area	LCC Associate of Arts in Transfer Studies Cleary University BBA in Business Management
Associate of Business in Accounting	Bachelor of Business Administration in Accounting and Finance with a major concentration in Corporate Accounting	LCC Associate of Business in Accounting Cleary University BBA in Accounting and Finance with a Major Concentration in Corporate Accounting
Associate of Business in Accounting	Bachelor of Business Administration in Accounting and Finance with a major concentration in Corporate Finance	LCC Associate of Business in Accounting Cleary University BBA in Accounting and Finance with a Major Concentration in Corporate Finance
Associate of Business in Accounting	Bachelor of Business Administration in Accounting and Finance with a major concentration in Public Accounting	LCC Associate of Business in Accounting Cleary University BBA in Accounting and Finance with a Major Concentration in Public Accounting

Professional Development Core Flex		
Cleary University Courses Upper-Level Courses	Credits	✓
BUS 3500 Strategic Thinking from the Inside Out	3	
DMA 4200 Data Analysis in Business	3	
LED 3010 Leadership Applications	3	
MKT 3000 Transactional Marketing	3	
PHL 4900 The Social Contract or equivalent	3	
Professional Development Core Flex Required		15

Cleary University Major Concentration	Credits	✓
Concentration Course #1	3	
Concentration Course #2	3	
Concentration Course #3	3	
Concentration Course #4	3	
Concentration Course #5	3	
Major Concentration Required		15