

Memorandum of Understanding  
Between  
Central Michigan University  
And  
Lansing Community College

Central Bound Program

Central Michigan University ("CMU") of 1200 S. Franklin St., Mount Pleasant, Michigan 48859 and Lansing Community College ("LCC") of 600 N. Grand Avenue, Lansing, Michigan 48933 enter this Memorandum of Understanding (MOU), effective as of the date it is last signed by all parties below. This MOU outlines the collaboration between CMU and LCC with the overarching objective to cooperatively promote successful undergraduate educational experiences for students who attend both institutions. CMU and LCC may hereinafter be referred to individually as the "Party" or the "Institution" or collectively as the "Parties" or the "Institutions". The Parties are entering into this Central Bound Program to better serve students and to mutually benefit our institutions. The following terms and conditions will guide this collaboration.

**WHEREAS**, the Parties to this Memorandum of Understanding ("MOU") desire to establish a Central Bound Program ("CBP") to promote successful undergraduate experiences for students who wish to attend both institutions concurrently. CBP will be available to qualifying students within CMU and LCC.

**NOW THEREFORE**, the Parties to this MOU mutually agree as follows:

1. **PURPOSE AND GOALS:** The goals of this collaboration are as follows:
  - a. Enable students to be jointly admitted and enroll concurrently at both institutions.
  - b. Improve student access, success, in selected 4-year degree completion programs.
  - c. Expand student options for college-level services and curriculum.
  - d. Improve academic program articulations.
  - e. Use resources at both institutions more efficiently and effectively.
2. **GOVERNANCE:** The CBP established under this MOU will be jointly administered by CMU and LCC and subject to accreditation requirements, and to district, state, and federal policies and requirements. CMU's Vice President of Innovation and Online or designee will serve as the primary liaison on behalf of CMU unless and until a successor primary liaison may be determined by CMU. LCC's Provost or designee will serve as the primary liaison on behalf of LCC unless and until a successor primary liaison may be determined by LCC. Representatives from CMU and LCC will meet at least semi-annually to evaluate the CBP, identify successes, surface problems, issues, and challenges that have arisen, and make recommendations regarding more effective collaboration.

3. **QUALITY:** Each Party has sole responsibility for approving its own faculty teaching in the discipline, and for assuring compliance with its own standards and the standards established at the State and Federal levels, and by any applicable Accrediting Body(ies).

#### 4. **RECRUITMENT AND ADMISSIONS:**

- a. Recruitment of qualified students will be the joint responsibility of both institutions.
- b. Students will be admitted through a joint admission process using the same CMU First Year (Freshman) and Second Year (Sophomore) Transfer Admission requirements as would apply to students seeking admission directly to CMU.
- c. A participating student must meet all current admission criteria for CMU admission at the time of application. Special considerations will be reviewed on a case-by-case basis by the Director of Undergraduate Admissions to determine admission into CMU.
- d. Students will apply for admission through each Party's online application process and pay the requisite application fee.
- e. The admission application deadline will follow institutional requirements for adequate preparation before the start of classes each term based on each institution's academic calendar.
- f. Students enrolled in the CBP will be required as a condition of admission to authorize joint access to their student records for both institutions.

#### 5. **REGISTRATION AND STUDENT RECORDS:**

- a. Students will register for courses through the regular registration processes at each institution.
- b. The Registrar's Office at CMU and the Registrar's Office at LCC will be responsible for maintaining student records for CBP students for coursework taken at their respective Institutions.
- c. CBP students will be coded and tracked in the student information systems at both institutions. Information will be shared on a read-only basis between the Institutions for CBP students.
- d. Each Institution will share student records for those enrolled in the CBP.
- e. CMU and LCC reaffirm their commitment to maintaining the confidentiality of student records, including grades, and compliance with the Federal Education Rights and Privacy Act (FERPA) and other student records requirements and policies. Information concerning ordering a transcript may be found at <https://www.cmich.edu/offices-departments/registrar-office/records-policies/transcript-request>.

**6. TUITION AND FEES:**

- a. Tuition and fees will be based on the courses for which students register. CMU tuition and fees will be assessed for CMU courses. LCC tuition and fees will be assessed for LCC courses. Withdrawals and refunds will be handled by the Institution that received the tuition and fees in accordance with its policies.
- b. For students enrolled in in the CBP and taking classes only at LCC, LCC tuition and fees will be assessed through the normal fee structure.
- c. For students enrolled in the CBP and taking classes only at CMU, CMU tuition and fees will be assessed through the normal fee structure.
- d. For students enrolled in the CBP and taking classes at both CMU and LCC, students will pay tuition and fees for each institution according to each Institution's policies.
- e. Tuition will be assessed at resident, non-resident, or other rates depending upon the residency classification of the student. Residency classification for LCC course will be based on criteria established by LCC. Residency classification for CMU courses will be based on criteria established by CMU.

**7. FINANCIAL AID AND SCHOLARSHIPS:**

- a. Financial aid may be available for qualified CBP students.
- b. CMU and LCC will need to enter into an institutional financial aid consortium agreement so that financial aid may be available.
- c. Student data for financial aid will be shared between Institutions. Compliance information and end-of-term information will be shared between financial aid offices at each institution.
- d. Students who receive financial aid will only receive financial aid through their "home institution", as determined by the degree seeking status of the student.
- e. CBP students are eligible to receive CMU and LCC scholarships, subject to application, qualifications, and selection criteria. Some scholarships may have credit hours or other restrictions.

**8. ADVISING:**

- a. Academic Advising will be the joint responsibility of the two institutions.
- b. Issues related to curricular matters will be resolved by the Chief Academic Officers or their designees at each institution.

- 9. INSTRUCTIONAL CALENDAR:** For CMU courses, the instructional calendar to be used is the CMU academic calendar. For LCC courses, the instructional calendar to be used is the LCC academic calendar.

**10. STUDENT GRIEVANCES AND CONDUCT:**

- a. LCC agrees that no complaint or grievance by a student solely against or solely involving CMU and/or its administration, faculty, staff, services, or facilities will be addressed through LCC grievance procedures and that all such complaints or

grievances shall be referred to the appropriate CMU institutional process or grievance procedure. CMU agrees that students will not be allowed to use CMU grievance procedures to pursue complaints solely involving LCC.

- b. Students participating in the CBP shall comply with the conduct standards at both institutions. CMU and LCC may each intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of conduct codes may receive sanctions from each institution. CMU and LCC reserve the option to decide that only one institution will process a case of misconduct. CMU and LCC will create a process for reporting to the other when the Institution has undertaken student conduct actions.

11. **MARKETING:** Promotional plans and materials about this CBP and that mention the other Party will be subject to prior approval by the other Party.

12. **NON-DISCRIMINATION AND CONDUCT:** That neither party to this MOU shall discriminate against participants. CMU, an AA/EO institution, strongly and actively strives to increase diversity" and provides equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight.

Both Parties promise to act in an ethical and responsible manner for their respective activities and actions taken on its behalf under the CBP, and agree to comply with all applicable federal, state, and local laws, regulations, statutes, and ordinances.

13. **STATUS OF THE PARTIES:** For the purposes of this MOU and all services to be provided hereunder, the Parties shall be, and shall be deemed to be, independent contractors and not agents or employees of the other Party. Neither Party shall have the right to bind the other to any contractual or any other obligation, authority to make any statement, representations, or commitments of any kind, or to take any action which shall be binding on the other Party, except as may be explicitly provided for herein or authorized in writing by both Parties.

14. **NO CREATION OF RIGHTS:** This MOU shall not create any rights in any third parties, including any students participating in the CBP. The only parties to this agreement are CMU and LCC.

15. **PROGRAM AWARENESS:** Each Party is permitted to use their logos and branding elements for outreach and advertising the CBP following their respective brand guidelines. In support, each party grants to the other a royalty-free, nonexclusive, non-

transferable revocable license to use its name, logos, and other identifying symbols for the limited purpose of effecting this MOU in accordance with standard use expectations as published by each party, respectively.

**16. RENEWAL AND TERMINATION OF AGREEMENT:** This MOU may be amended by mutual written agreement of both parties. This MOU will be in force for five (5) years following the date that this MOU is fully executed or until May 30, 2030, whichever is later, and is renewable based on the mutual consent of the signatory parties. This MOU may be terminated by either Party upon written notice to the other Party; such termination shall become effective 90 days after proper written notice is received. The termination should not take immediate effect and should bear in mind the need to provide gradual phasing out of any on-going courses so as not to disrupt the then existing students in the CBP.

**17. ENTIRE AGREEMENT:** This MOU constitutes the entire agreement of the parties; all previous communication between the parties with reference to the subject matter of this MOU is hereby superseded.

**IN WITNESS WHEREOF,** the Parties have entered this MOU effective as of the date it is fully executed, and the persons executing this MOU for and on behalf of the Parties hereto represent that they are fully authorized to do so for and on behalf of their respective Parties and that they have read, understood, and agreed to the terms and conditions of this MOU.

**CENTRAL MICHIGAN UNIVERSITY**

**LANSING COMMUNITY COLLEGE**

By: \_\_\_\_\_

Dr. Neil J. MacKinnon, President

Date: \_\_\_\_\_

By: \_\_\_\_\_

Dr. Paula E. Lancaster, Provost/  
Executive Vice President

Date: \_\_\_\_\_

By: \_\_\_\_\_

Dr. Steve Robinson, President

Date: \_\_\_\_\_

By: \_\_\_\_\_

Sally Welch, Ph.D, Provost and Senior Vice  
President for Academic Affairs

Date: \_\_\_\_\_