

# ARTICULATION AGREEMENT

BETWEEN LANSING COMMUNITY COLLEGE

AND

KELLOGG COMMUNITY COLLEGE

## STATEMENT OF COOPERATION

Lansing Community College (LCC) and Kellogg Community College (KCC) wish to facilitate the transfer of students, enhance the number and quality of learning options, and provide a seamless transfer process for students at Kellogg Community College who desire education in Surgical Technology at Lansing Community College. Kellogg Community College is accredited by the Higher Learning Commission, and is located at 450 North Avenue, Battle Creek, MI 49017, telephone (269) 965-3931. An overview of the college, plus academic information is available at <https://www.kellogg.edu/>.

## AGREEMENT

Lansing Community College and Kellogg Community College hereby agree as follows:

1. Lansing Community College and Kellogg Community College will maintain the integrity of their separate programs and enter into this agreement as equal partners.
2. The following articles will apply to this agreement:
  - LCC agrees to grant college credit consistent with its current credit policies.
  - All transfer students must meet and maintain all admission and academic standards including eligibility requirements for the Surgical Technology Program of Study and graduation requirements for LCC.
  - LCC shall not charge a fee for transfer credits, and additional courses will not be added to a student's program due to articulated credits received.
  - LCC will grant credit toward the program to the applicant/student for successful completion of equivalent courses with a minimum grade of 2.5 (See addendum).
  - Transfer students accepted by LCC with advanced standing must complete a minimum of 15 credits of satisfactory work at LCC to be eligible for graduation with an Associate Degree.
  - The LCC Surgical Technology Academic Team Leader will determine the total number of articulating students to be accepted. The program expects to accept a minimum of five (5) KCC students each year.
3. **Advising of KCC Students** – Advising of KCC students regarding admission and program requirements to LCC will be the responsibility of staff at KCC. LCC will designate one or more points of contact to respond to advising questions from KCC 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 LCC.
4. **Communication** – Lansing Community College and Kellogg Community College 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 KCC website.
5. **Length of Agreement** – This agreement will become effective upon the execution of signatures by the responsible authority for each institution, and will last for a maximum of 5 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 2 additional years to be admitted to LCC under the terms of this agreement. Both LCC and KCC 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, Kellogg Community College 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** – Kellogg Community 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. 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 Kellogg Community College. 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**

## Appendix A

### SECTION I.

The following articles will apply to this agreement.

- LCC agrees to grant college credit consistent with its current credit policies.
- All transfer students must meet and maintain all entrance and academic standards including eligibility requirements for the Surgical Technology Programs and graduation requirements for LCC.
- LCC will grant credit to the applicant/student for successful completion of the following courses with a minimum grade of 2.5 unless specified otherwise.

<b>Kellogg Community College Courses</b>	<b>Lansing Community College Courses</b>	<b>Course Type</b>
BIOL 201 – Human Anatomy	BIOL 201 – Human Anatomy	Eligibility Requirement
BIOL 202 – Human Physiology	BIOL 202 – Human Physiology <i>(see note 2)</i>	Eligibility Requirement
BIOL 205 – Microbiology	BIOL 203 – Microbiology	Eligibility Requirement
MATH 130 – Statistics	STAT 170 – Intro to Statistics <i>(see note 2, 3)</i>	Eligibility Requirement
ENGL 151 – Freshman Composition <b>OR</b> ENGL 152 – Freshman Composition	ENGL 121 – Composition I <b>OR</b> ENGL 121 – Composition II <i>(see note 2, 3)</i>	Eligibility Requirement
SOCI 201 – Introduction to Sociology <b>OR</b> HIST 152 – Western Civilization: Modern Western World	SOCL 120 – Introduction to Sociology <b>OR</b> HUMS 214 – World Civilizations from 1600 <i>(see note 2, 3)</i>	Eligibility Requirement
COMM 111 – Business & Technical Communication <b>OR</b> COMM 101 – Foundations of Interpersonal Communication <b>OR</b> COMM 207 – Public Speaking	COMM 110 – Oral Communications in the Workplace <b>OR</b> COMM 120 – Dynamics of Communication <b>OR</b> COMM 130 – Fundamentals of Public Speaking <i>(see note 2, 3)</i>	Eligibility Requirement

### NOTES:

1. **CHSE 117 – Health Law & Ethics AND CHSE 120 – Medical Terminology must be completed at LCC in order to be eligible for the program. This course offers face-to-face and online sections.**
2. Course satisfies the LCC [General Education Core Areas](#).

3. Course must be completed with a minimum grade of 2.0.
4. Recognition of credit granted would appear on the student's academic record at Lansing Community College. Transfer students accepted by LCC must complete a minimum of 15 credits of satisfactory work at LCC to be eligible for graduation with an Associates in Applied Science Degree – Surgical Technology.
5. LCC's Selective Admissions office and Surgical Technology Director will determine the total number of articulating students to be accepted into the program each year. LCC's Selective Admissions application process and guidelines can be found in the current Advising Guide located at [www.lcc.edu/hhs/advising\\_guides/](http://www.lcc.edu/hhs/advising_guides/).
6. **Clinical facilities mandate that the Hepatitis B vaccine series be completed prior to surgery observation, which occurs the first two weeks in December upon admission into the Surgical Technology program. The vaccine is a series of three (3) injections given over a 7 month period. Applicants are required to submit proof of the first injection by the May 1<sup>st</sup> application deadline. Proof must be submitted with your [Selective Admissions application](#).**

## SECTION II.

The Surgical Technology Program is a selective admission program with a limited number of openings each year. Upon satisfactory completion of all prerequisites, students will apply to LCC's Surgical Technology Program. Admission procedures are coordinated through LCC's Selective Admissions office. They are responsible for distributing, receiving and dating application forms. Therefore, any student desiring admission into this program should contact [selective\\_admissions@star.lcc.edu](mailto:selective_admissions@star.lcc.edu) or (517) 483-1182 for questions. Applications are available at <http://www.lcc.edu/futurestars/apply/selectiv/>.

This agreement does not guarantee acceptance into LCC's Surgical Technology Program. Kellogg Community College transfer students will receive equal consideration with other students seeking admission to the agreed upon program, provided they have successfully met the entrance requirements.

## SECTION III.

A student must comply with the individual program requirements for the Surgical Technology Program in effect at the time the program is selected.