

Articulation and Cooperation Agreement Between Mott Community College and Lansing Community College

Program Area: Occupational Therapy Assistant (OTA)

Effective Date: ____July 31, 2026____

Termination Date: ____July 31, 2029____

1. Preamble and Statement of Purpose

This Articulation and Cooperation Agreement is entered into by and between Mott Community College (MCC) and Lansing Community College (LCC). The purpose of this Agreement is to establish a structured pathway by which eligible students who complete designated pre-admission coursework at LCC may apply for admission to the MCC Occupational Therapy Assistant (OTA) program and, if admitted, matriculate to MCC for completion of the Occupational Therapy Assistant (OTA) degree.

This Agreement is intended to support student access, coordinated advising, efficient transfer of eligible coursework, and compliance with institutional, accreditation, and financial aid requirements. The parties further intend that this Agreement function as both a transfer articulation and an operational framework for shared advising, recruitment, enrollment coordination, and, where necessary, limited shared enrollment after matriculation to MCC.

2. Participating Institutions

Mott Community College is a public community college located in Flint, Michigan, and is regionally accredited to award associate degrees and certificates. Lansing Community College is a public community college located in Lansing, Michigan, and is regionally accredited to award associate degrees and certificates. Through this Agreement, the parties affirm their shared commitment to expanding student access to Occupational Therapy Assistant (OTA) education in Michigan and to supporting student progress toward completion.

3. Program Covered by this Agreement

This Agreement applies to students seeking admission to the MCC Occupational Therapy Assistant (OTA) program after completion of identified pre-admission coursework and any other required admission-related coursework at LCC. This Agreement does not guarantee admission to the MCC Occupational Therapy Assistant (OTA) program. Admission remains competitive and subject to MCC program requirements, space availability, and institutional policies in effect at the time of application.

4. Admissions Criteria and Transfer Eligibility

To be considered for admission under this Agreement, a student must complete the required pre-admission courses at LCC that align with MCC Occupational Therapy Assistant (OTA) admission requirements and satisfy all other MCC admission and program entry requirements then in effect. Coursework completed at LCC will be evaluated by MCC in accordance with MCC transfer credit policies and the program pathway attached to this Agreement.

Students who complete the applicable pre-admission coursework at their home institution and otherwise meet MCC Occupational Therapy Assistant (OTA) admission requirements are eligible to apply for admission to the MCC Occupational Therapy Assistant (OTA) program. If a student is admitted and accepts a position in the program, the student shall matriculate to MCC, and MCC shall become the student's home institution for enrollment in the Occupational Therapy Assistant (OTA) program and for financial aid administration, subject to applicable federal and institutional requirements.

5. Program Admissions Requirements and Timelines

The parties acknowledge the following current MCC Occupational Therapy Assistant (OTA) program admissions requirements and timelines, which may be updated through approved institutional processes:

- Application Deadline: August 31 for the next calendar year cohort.
- Application Process: <https://www.mcc.edu/degree-pathway/OTA.shtml>
- Demonstrate College level reading comprehension on the ACCUPLACER placement test within the last 5 years, OR a minimum score of 20 on the reading portion of the ACT within the last 5 years. A satisfactory grade in RDNG-030 or ACRD-090 or ACRD-091 within the last 5 years will also meet this requirement.
- Must have been completed *or be enrolled in BIOL 151, PSYC 281 and ENGL 101 or ENGL 103 with a grade of "2.0" or better.
- Complete 8 hours of occupational therapy observation. Submit signed verification with Supplemental Application.
- Must have an acceptable criminal background check for the purpose of identifying any student who could not continue in the program due to a felony conviction (within the last 15 years) or misdemeanor conviction (within the last 1, 3, 5 or 10 years) in accordance with State statutes and laws.
- Submit a Supplemental Application for OTA Program via email to Program Coordinator after all the Eligibility Requirements listed above have been completed. All forms are available on the OTA Program website. <https://www.mcc.edu/degree-pathway/OTA.shtml>
- 24 students are admitted per cohort after successful completion of OTPT 113 (no
- equivalent)

MCC will notify LCC in writing of approved changes to admissions requirements, prerequisite coursework, deadlines, or program expectations that materially affect students using this pathway.

6. Transfer Credit and Course Applicability

MCC will evaluate coursework completed at LCC in accordance with MCC transfer policies, the approved Occupational Therapy Assistant (OTA) pathway, and any course equivalency documentation maintained by the parties. Only courses accepted by MCC as meeting program prerequisites, general education requirements, or related graduation requirements shall apply under this Agreement.

Nothing in this Agreement obligates MCC to accept coursework that does not meet MCC transfer standards, minimum grade requirements, or program-specific requirements. The parties may attach or periodically update an advising guide, course equivalency list, or pathway document as an appendix to support implementation.

7. Advising, Student Support, and Shared Responsibilities

The parties will collaborate to provide accurate and timely advising to prospective and admitted students using this pathway. LCC will advise students regarding completion of the applicable pre-admission coursework and readiness to apply to MCC. MCC will advise students regarding transferability, program admission, enrollment in the Occupational Therapy Assistant (OTA) program, progression requirements, and degree completion.

Both institutions agree to assist students with admissions, advising, records coordination, and problem resolution related to this Agreement. Both institutions also agree to assist one another with recruitment and advising efforts connected to this pathway, including the development and use of shared advising materials, transfer guidance, and recruitment communications, as approved by each institution.

8. Clinical Placement Support

The parties recognize that clinical education is an essential component of the MCC Occupational Therapy Assistant (OTA) program and that travel obligations may affect student access and persistence. To the degree reasonably possible and subject to clinical site availability, contractual relationships, accreditation standards, site requirements, and program needs, MCC and LCC agree to support students collaboratively in securing clinical placements closer to the student's school of origin or home region.

Nothing in this Agreement guarantees a specific clinical placement site, geographic location, or schedule. Final authority for clinical placement decisions remains with MCC, consistent with program requirements, affiliate agreements, accreditation expectations, and site capacity.

9. Communication, Promotion, and Recruitment

MCC and LCC agree to promote this pathway through their websites and through other mutually acceptable recruitment, advising, and transfer communication channels. Each institution may

describe the existence and purpose of the Agreement in institutional publications, presentations, transfer materials, and advising resources.

Use of the other institution's logos, trademarks, or branded marketing assets beyond ordinary descriptive reference shall require prior written approval in accordance with the other institution's policies. The parties further agree to assist one another with student outreach and recruitment related to this Agreement.

10. Review, Assessment, and Data Coordination

The parties agree to review this Agreement at least annually for operational effectiveness and at least every three years for renewal, continuation, or revision. Review may include, as available and appropriate, the number of student applicants under this pathway, admission and enrollment patterns, transfer credit applicability, student progression, clinical placement considerations, and program completion outcomes.

Consistent with applicable law, the parties may exchange directory information and other student information necessary to implement this Agreement, provided that any exchange of protected student education records shall comply with FERPA and institutional policy. If a separate data-sharing agreement or student release is required for a particular use, the parties shall complete that process before exchanging protected information

11. Changes in Curriculum or Program Requirements

Changes made to relevant curriculum, admissions criteria, program requirements, or graduation requirements at either institution may require review and amendment of this Agreement. If either institution makes a change that materially affects the pathway established herein, the institution making the change shall notify the other institution in writing as soon as practicable and, where possible, no later than June 30 preceding the academic year in which the change is to take effect.

Each institution assumes responsibility for informing its students of curricular revisions or policy changes that may affect educational planning, admission, transferability, or degree completion. When necessary, the parties will collaborate on transition guidance for affected students.

12. Term, Renewal, and Termination

This Agreement shall become effective on the date of the last signature and shall remain in effect for three years unless earlier terminated in accordance with this section. The Agreement may be renewed by mutual written agreement of the parties for additional terms.

Either party may terminate or suspend this Agreement upon not less than one hundred twenty (120) days' written notice to the other party. Before termination or suspension becomes effective, the parties shall confer in good faith regarding the reasons for the action and the impact on students.

In the event of termination or suspension, students who applied to MCC under this Agreement before the effective date of termination, or who are enrolled under the Agreement at the time notice is given, shall be afforded a reasonable opportunity to complete the pathway under the terms then in effect, to the extent practicable and consistent with accreditation, clinical placement availability, and institutional policy.

13. Legal and Policy Compliance

This Agreement is governed by applicable federal and state laws and by the policies of the respective institutions. The parties agree to maintain compliance with accreditation requirements, FERPA, Title IV financial aid requirements, and all other applicable legal and regulatory obligations.

In carrying out the responsibilities and obligations of this Agreement, neither party shall be deemed the agent, partner, or legal representative of the other. This Agreement does not create a joint venture, separate legal entity, or partnership between the parties.

14. Indemnification and Liability

To the extent permitted by law, each party shall be responsible for its own acts and omissions and those of its trustees, officers, employees, and agents. To the extent permitted by law, MCC and LCC agree to indemnify and hold one another harmless from claims, losses, or liabilities arising from the negligent acts or omissions of the indemnifying party or its employees or agents in connection with this Agreement. Nothing in this section shall be construed as a waiver of any governmental immunity, limitation of liability, or other defense available to either party under applicable law.

15. General Provisions

This Agreement constitutes the entire agreement between the parties concerning the subject matter addressed herein and supersedes prior oral or written understandings concerning that subject matter.

Any amendment, modification, or waiver of this Agreement must be in writing and signed by authorized representatives of both institutions.

If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Official notices required under this Agreement shall be delivered to the contract administrators identified below, or to such other persons as either party may designate in writing.

16. Contract Administration and Primary Contacts

For Mott Community College:

Dionne Klemish

Executive Director of Educational Partnerships and Academic Outreach

Mott Community College

810-762-0291

810-955-2211

Dionne.Klemish@mcc.edu

Primary MCC Contacts Responsible for Operational Updates:

Anar Asman

Kimberly Simpson

For Lansing Community College:

Patricia Spagnuolo

Director, Transfer Center

Lansing Community College

Work: 517-483-1436

Email: spagnp@lcc.edu

Primary LCC Contacts Responsible for Operational Updates:

Cheryl Garayta (LCC)

17. Appendices

The following appendices may be attached to and incorporated into this Agreement, as applicable:

Appendix A. Occupational Therapy Assistant (OTA) pathway and course equivalency guide

Appendix A.

BRIEF DESCRIPTION:

An Occupational Therapy Assistant (OTA) is someone who provides direct care through the therapeutic use of daily activities, under the supervision of an occupational therapist, to people of all ages. This work includes:

- Assisting with patient evaluations
- Developing and implementing patient interventions
- Participating in discharge planning and follow-up care
- Documenting patient care and progress
- Education and communication with patient, families, caregivers, and other health professionals

The OTA program at Mott is 2.5 years, 5 semesters (plus completion of pre-requisite courses).

- Includes 68-75 credit hours (in person classroom, lab and clinical hours)
- 16 weeks of full-time clinicals

PRE-REQUISITE COURSES:

MOTT COMMUNITY COLLEGE COURSE	LANSING COMMUNITY COLLEGE EQUIVALENT COURSE
ENGL 101	ENGL 121
BIOL151	ANAT145 or BIOL201
PSYC 281	PSYC 200
OTPT 113	No equivalent

ADDITIONAL GRADUATION REQUIREMENTS:

MOTT COMMUNITY COLLEGE COURSE	LANSING COMMUNITY COLLEGE EQUIVALENT COURSE
COMM 131 or ENGL 102 or PHIL 103 or PHIL 285	COMM 110 or ENGL 122 or PHIL 152
PSYC 291	PSYC 205
BIOL 152	BIOL 202
MATH 115 or higher (2.0 or greater) or placement into MATH 130 on MCC	MATH 105 or above

placement test	
AHLT 113	No equivalent
COMG 153	CISB 100 or CPSC 120