

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

Program Area: Ultrasound Tech

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 MCC may apply for admission to the LCC Ultrasound Tech program and, if admitted, matriculate to LCC for completion of the Ultrasound Tech 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 LCC.

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 Ultrasound Tech 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 LCC Ultrasound Tech program after completion of identified pre-admission coursework and any other required admission-related coursework at MCC. This Agreement does not guarantee admission to the LCC Ultrasound Tech program. Admission remains competitive and subject to LCC 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 MCC that align with LCC Ultrasound Tech program admission requirements and satisfy all other LCC admission and program entry requirements then in effect. Coursework completed at MCC will be evaluated by LCC in accordance with LCC 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 LCC Ultrasound Tech program admission requirements are eligible to apply for admission to the LCC Ultrasound Tech program. If a student is admitted and accepts a position in the program, the student shall matriculate to LCC, and LCC shall become the student's home institution for enrollment in the Ultrasound Tech 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 LCC Ultrasound Tech program admissions requirements and timelines, which may be updated through approved institutional processes:

- The Ultrasound: Diagnostic Medical Technology program is 4 semesters long and starts in the summer semester each year [Ultrasound: Diagnostic Medical Sonography website](#). (scroll to degree pathway)
- Applications are due by April 1
[Selective Admission Application Link](#)

LCC will notify MCC 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

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

Nothing in this Agreement obligates LCC to accept coursework that does not meet LCC 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. MCC will advise students regarding completion of the applicable pre-admission coursework and readiness to apply to LCC. LCC will advise students regarding transferability, program admission, enrollment in the Ultrasound Tech 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 LCC Ultrasound Tech 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 LCC, 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 LCC 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

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:

Jamia Dunckel (LCC)

Cheryl Garayta (LCC)

17. Appendices

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

Appendix A. Ultrasound Tech pathway and course equivalency guide

Appendix A.

NAME OF PROGRAM: Ultrasound: Diagnostic Medical Sonography

BRIEF DESCRIPTION:

A Diagnostic Medical Sonographer provides patient services in a variety of medical settings using medical ultrasound under the supervision of a physician. Sonographers assist the physician in gathering sonographic data necessary to diagnose a variety of conditions and diseases. Sonographers obtain, review, and integrate patient history and supporting clinical data to facilitate optimum diagnostic results. They perform appropriate procedures and record anatomical, pathological, and/or physiological data as well as sonographic data and other pertinent observations made during the procedure for interpretation by a physician. They provide patient education related to medical ultrasound and promote principles of good health.

ADMISSION REQUIREMENTS AND TIMELINES:

- The Ultrasound: Diagnostic Medical Sonography program [Ultrasound: Diagnostic Medical Sonography Program website](#) is 4 semesters long and starts in the summer semester each year (scroll to degree pathway)
- Applications are due by April 1
 - [Selective Admission Application Link](#)

ADMISSION REQUIREMENTS:

1. Anatomy & Physiology must be completed within 8 years of the application deadline.
2. If you completed a 3-4 credit Physics course at another college and it does not transfer into LCC, contact Selective Admissions for approval – selective_admissions@star.lcc.edu.
3. The general education requirement for English, Communication, and/or Humanities/Fine Arts/Social Science will be waived by Selective Admissions ONLY IF the student has an Associate's or higher degree AND there are no classes completing the requirement(s) on the student's academic record. Official transcripts on record with LCC's Registrar's office must show proof of degree.
4. CHSE 120 is not required to be eligible for the DMS program, but points are awarded for successful completion. If not completed prior to applying, it must be completed during the first semester of the program as it is a Degree requirement.
5. *TRANSFER STUDENTS: Your transfer school's grading system will be used to convert letter grades to numerical. Grading scales vary by school; a 2.5 is typically equivalent to

a B and a 2.0 is usually equivalent to a B-. Official transcripts from ALL transferring colleges must be on file with LCC's Registrar's office by March 1st to be considered.

LANSING COMMUNITY COLLEGE COURSE	MOTT COMMUNITY COLLEGE EQUIVALENT COURSE
BIOL 201 and BIOL 202 or BIOL 145	BIOL 151 and BIOL 152 or No equivalent
CHSE 120 (optional)	AHLT 102
COMM 110 or COMM 130 or COMM 240 or SIGN 160	COMM 131 or COMM 132 or COMM 140 or No equivalent
ENGL 121 or 122 or 131 or 132	ENGL 101 or 102
MATH 120 or STAT 170 or 215	MATH 115 or higher (2.0 or greater)
PHYS 120 or PHYS 200	PHYS 281 and PHYS 281 L or No equivalent
SOCL 120	SOCY 191

POINT SYSTEM:

Applicants must complete ALL of the following to be eligible to apply. Coursework must be successfully completed by December 31st to be considered. Only courses listed on your LCC record, which includes transfer credit, can be used to satisfy an admission requirement. Completion of the requirements does not guarantee admission into a Selective Admission program.

Admission into this program is competitive. Applicants who complete all of the admission requirements will be ranked using the following point system. Those with the highest total points will be selected for the available seats. Admission decisions are made in early May.

POINT CRITERIA	YOUR POINTS
Applicants who have direct-patient care experience in a health field will earn points for ONE of the following: • 20 points: 10+ years of paid work experience • 15 points: 5-9 years of paid work experience • 10 points: 1-4 years of paid work experience • 5 points: 1-11.99 months of paid work experience • 2 points: Less than 1 month of paid work experience OR a minimum of 8 hours/month for at least 90 days of volunteer experience	1&4

Applicants who have graduated from an accredited Radiologic Technology program will earn 15 points.	2&4
Applicants who complete a job shadow in a general sonography department (not vascular or ECHO) will earn 2 points.	3&4
Applicants who have an Associate's Degree or higher will earn 10 points.	2&4
A Physics grade of 3.5 or higher will earn 7 points.	4
Points will be awarded for ONE of the following: • 12 points: Grade of 3.0 or higher in BIOL 201 and BIOL 202 • 10 points: Grade of 3.5 or higher in BIOL 145	4
Points will be awarded for completion of each of the following courses with a minimum grade of 2.5: • 4 points: CHSE 100 • 5 points: CHSE 114 • 4 points: CHSE 117 • 5 points: CHSE 120 • 2 points: CHSE 136 • 5 points: PFHW 163 • 5 points: PFHW 181 • 6 points: BIOL 121 or BIOL 127	2&4
The following points are awarded based on GPA of all courses required for admission and any additional point classes: • 30 points: 3.75-4.00 • 25 points: 3.50-3.74 • 20 points: 3.25-3.49 • 15 points: 3.00-3.24 • 10 points: 2.75-2.99 • 5 points: 2.60-2.74	
Applicants who did not use transfer credits (including AP & CLEP exams) to satisfy any of the admission requirements will earn 2 points.	4
The following points will be awarded for candidates who had completed all of the admission requirements and were not admitted due to the point system: 3 points: Received 3 denial letters 2 points: Received 2 denial letter	4

POINT SYSTEM NOTES:

1. Proof of work or volunteer experience must be documented by the HR department or a supervisor on business letterhead and include dates of employment/volunteering, position title, and a brief description of duties. To earn points, documentation must be attached to your application (preferred) or emailed to selective_admissions@star.lcc.edu by the application deadline. Paystubs and W2 tax statements are not accepted.
*Direct-patient care is defined as giving one-on-one medical attention to patients in a healthcare setting. Examples of direct-patient care job duties include taking vitals, administering medication, assisting with mobility, helping the patient with hygiene/bathing, carrying out medical treatment plans, giving general medical care, etc. Direct-patient care must be a primary job responsibility to earn points.
2. Only degrees completed by December 31st are considered. Transfer students must show proof of degree via an official transcript sent to LCC's Registrars office (www.lcc.edu/academics/transfer/equivalencies/). Applicants who earn(ed) their degree at LCC will automatically be awarded points for this criteria. To determine if you are eligible for a degree at LCC, meet with an academic advisor early on in the Fall semester for a degree audit. Students must submit a degree application by November 15th to earn a Fall semester degree. More information is available at www.lcc.edu/registrar/forms.html#degree.
3. Proof of job shadow must be documented by an official representative of the facility on business letterhead and include facility name, date shadowed, contact information and signature of the sonographer you shadowed. To earn points, documentation must be attached to your application (preferred) or emailed to selective_admissions@star.lcc.edu by the application deadline. These 2-points will only be awarded once regardless if multiple job shadows have been completed.
4. This point criteria is optional. Only applicants who meet the criteria will earn points in this category. In the case of a tie in total points, preference is given to the candidate who submitted their application first.

DEGREE PATHWAY ONCE ACCEPTED INTO PROGRAM:

ULTRASOUND: DIAGNOSTIC MEDICAL SONOGRAPHY Program Curriculum Overview

1st Year Summer Semester	CHSE 120
	IDMS 170
	IDMS 200
	IDMS 270
1st Year Fall Semester	IDMS 201 – Milestone course
	IDMS 202
	IDMS 234 – Milestone course
	IDMS 271
	IDMS 280
1st Year Spring Semester	IDMS 245
	IDMS 265
	IDMS 266
	IDMS 281
2nd Year Summer Semester	IDMS 282

Graduates of the program are prepared for either the examination by the American Registry of Diagnostic Medical Sonographers (ARDMS) or the American Registry of Radiologic Technologists (ARRT).

APPLICATION PROCESS:

Follow the steps below to apply to Lansing Community College's (LCC) Ultrasound: Diagnostic Medical Sonography program. Admission into the college does not guarantee entrance into a Selective Admissions program. For questions about the application process, email selective_admissions@star.lcc.edu.

1. APPLY TO LCC: If you are not currently and have never been an LCC student, apply to the college (www.lcc.edu/get-started/). It's FREE! 2.

2. *TRANSFER STUDENTS: Have ALL of your previous colleges send official transcripts directly to LCC's Registrar's Office by March 1st. Courses must transfer into LCC as the exact class listed in this transfer guide to satisfy an admission requirement.

a. Find out where to send your transcripts and how your classes will transfer to LCC using our equivalency site [Incoming Transfer Equivalencies: Mott Community College](#).

b. ***Your transfer school's grading system will be used to convert letter grades to numerical. Grading scales vary by school. For most colleges (not all), a 2.5 grade is equivalent to a B.***

3. MEET WITH AN ACADEMIC ADVISOR FOR COURSE PLANNING: Schedule an appointment with an academic advisor ([Academic Advising Appointment](#)) The lead health careers advisors are Eric Bennett, Matt Boeve, and Angela Kuhlman. *To get the most out of your appointment transfer transcripts should be on record with LCC prior to meeting with an advisor.

4.. COMPLETE ADMISSION REQUIREMENTS: See the next page for a list of admission requirements needed to be eligible to apply.

5. SUBMIT SELECTIVE ADMISSION APPLICATION & PAYMENT: *The application and payment are April 1st. a. Once you have completed the steps above and the admission requirements are either complete or you are on track to finish them during the Spring semester, submit the online Selective Admission Application located on the Advising Guide site (www.lcc.edu/hhs/advising-guides.html). Applications open in September. b. Then pay the \$20 non-refundable application fee at the Selective Admissions Store (https://secure.touchnet.com/C20118_ustores/web/store_main.jsp?STOREID=43&SINGLESTORE=true).

Program cost

The approximate cost in 2024-2025 for a DMS student who receives in-district tuition rates is \$21,900; this includes the cost of the admission requirements and in-program courses along with DMS supplies and textbooks.

For a detailed cost sheet, including tuition rates for all residencies, visit the Ultrasound: Diagnostic Medical Sonography section on HHS' Advising Guides site

(<https://www.lcc.edu/hhs/documents/advising-guides/neurodiagnostic/ndxt-program-costs.pdf>)

Be advised some in-program classes have a portion of the course fee that is non-refundable. Any student who registers for the class and then drops, withdraws, or is otherwise ineligible for the program will not be refunded the non-refundable portion. The non-refundable amount and the items included in course fees vary by class. More information will be provided at the program orientation that occurs after admission decisions are made.

CRIMINAL BACKGROUND CHECK:

In order for this program to be in compliance with Michigan Public Act 26 of 2006, a Criminal Background investigation is required for all students. Directions for completing a Background Check, which may include fingerprinting and drug testing, will be given at the program

orientation that occurs after admission decisions are made. Please note digital fingerprinting may be required by the State of Michigan at the time of application for career licensure. To comply with State and Federal statutes, admission to this program will be denied for any of the following:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
 - o Abuse, neglect, assault, battery
 - o Criminal sexual conduct o Fraud or theft against a vulnerable adult (as defined by the Michigan penal code) It is the student's responsibility – prior to pursuing the program – to know whether they are prohibited from providing clinical services.

The Michigan Workforce Background Check Program

(www.miltcpartnership.org/documents/legalguide.pdf) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies. Any student who has been charged with a felony or a misdemeanor crime after admission to the program must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.

IMMUNIZATION & CLINICAL REQUIREMENTS:

Applicants admitted to this program are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations. Exemptions are not accepted.

- Hepatitis B • Influenza (flu)
- Tdap • MMR (Measles, Mumps, and Rubella)
- Varicella Admitted applicants must also provide the following documentation:
- TB test results showing they are free from infection
- Basic Life Support (BLS) certification from American Heart Association
- A physical from a licensed healthcare provider
- Negative results of a 10-Panel Drug screen
- Results of a Background Check (see the Criminal Background Check section of this guide)

Applicants should be aware some vaccinations require a series of injections. In these instances, the entire series must be complete to participate in clinical activities. Titer results showing immunity are accepted for some of the vaccinations in lieu of proof of immunization. For most students the easiest way to verify your current vaccination status is to visit the Michigan Immunization Portal (<https://mcir.org/public/>) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). Students are encouraged to consult with their healthcare provider before starting the program to ensure they can meet these immunization and physical requirements. More information about these requirements and how to submit them will be provided at the program orientation that occurs

after admission decisions are made; do not submit these Page 10 documents prior to being instructed to do so by program administration. Contact the Program Director for questions regarding clinical requirements.

POST PROGRAM COMPLETION OCCUPATIONAL REQUIREMENTS:

Upon program completion, students earn an Ultrasound: Diagnostic Medical Sonography (DMS) Associate of Applied Science degree. Graduates are eligible to take the American Registry of Diagnostic Medical Sonographers (ARDMS) or the American Registry of Radiologic Technologists (ARRT) examination for certification. Passing this allows them to practice as a registered diagnostic medical sonography (RDMS).

ACCREDITATION:

LCC's Ultrasound: Diagnostic Medical Sonography (DMS) program is accredited by: The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
<http://www.caahep.org> 9355 – 113th St. N, #7709 | Seminole, FL 33775 Phone: (727) 210-2350, Fax: (727) 210-2354

KEY PROGRAM CONTACT INFORMATION:

Jamia Dunckel, MBA, RDMS, RT(R)
Medical Imaging Program Director
517-483-1412
Wilkinj4@star.lcc.edu

Mindy Hwang
Selective Admissions Coordinator
517-483-1413
jim1@star.lcc.edu

PROCESS for MCC to LCC Affiliated AAS degrees

[Radiologic, Sonography, and Surgical Technology degree]

Welcome to Mott! Mott Community College (MCC) has a new partnership with Lansing Community College for Radiologic, Sonography, and Surgical Technology programs. Students take their first year of prerequisites with MCC and then transfer to LCC to complete their program.

STEP 1: Apply to MCC To Apply To MCC: [CLICK HERE](#)

STEP 2: If applicable, transfer all credits to MCC

STEP 3: Take placement tests required (advising will guide)

STEP 4: Apply for financial aid by going to this link: www.StudentAid.gov

STEP 5: If you are 25 or older and have not earned a degree yet, there is a scholarship that can pay for your tuition called Michigan Reconnect. You can apply for it at:
www.Michigan.gov/Reconnect

STEP 6: Enroll for selected course load prerequisite classes applicable to your chosen degree/pathway. Go to this document:

 MCC to LCC checklist for students (AAS TECH degrees)

Look under column labeled : “MCC Prerequisite & General Ed Courses”

STEP 7: Take all prerequisite courses outlined in program chosen

STEP 8: Apply to chosen program of study by Application Deadline shown in:

 MCC to LCC checklist for students (AAS TECH degrees)