

**LETTER OF UNDERSTANDING  
BETWEEN  
MICHIGAN STATE UNIVERSITY  
Degree Completion Program in Construction Management  
MSU School of Planning, Design and Construction  
AND  
LANSING COMMUNITY COLLEGE**

**To:** All Interested Parties

This is a letter of understanding between Michigan State University (MSU) and Lansing Community College (LCC). MSU and LCC, as the two major providers of higher education services in the greater Lansing area, have agreed to work together to increase access to higher education for students. As one phase of this agreement, the two institutions agree to collaborate in the offering of a degree completion program (the Program). This Program, which leads to a baccalaureate degree in Construction Management (CM) from the MSU School of Planning, Design and Construction, enables students to begin their undergraduate education at LCC and complete remaining degree requirements on the MSU campus.

**The Program**

MSU's School of Planning, Design and Construction offers the upper division portion of the Program, which is available to qualified LCC transfer students. Students may pursue a Bachelor of Science (B.S.) degree in Construction Management at MSU with courses offered fall, spring, and summer semesters, and may complete degree requirements in two to four calendar years.

**Requirements**

LCC offers the first half of the undergraduate experience (i.e., up to 60 transferable semester credits). The remaining credits to complete the CM degree are available through MSU. Students will complete the requirements for the Construction Management degree plus any other college and university graduation requirements at MSU. The Construction Management curriculum guide provides information on all such requirements.

**Admission, Advising, and Program Planning**

Collaboration of the two institutions includes –

1. development of the CM curriculum guide that describes MSU transfer requirements and informs students of core, major, and other prerequisite courses that should be completed at LCC;
2. commitment by both LCC and MSU advisers to provide academic advising for students who identify themselves as part of the cohort of potential transfers to the CM major;
3. development and circulation of Program materials that clarify the issues of concern to potential transfer students, such as admissions standards, degree requirements, contact persons and other sources of relevant information;
4. advisement of students about the MSU transfer application process and on-line system;
5. notification to students that admission to the CM major is competitive and limited. Students must apply to the Construction Management Program in the College of Agriculture and Natural Resources on the application for Admission to MSU in order to determine if they are admissible to the MSU's Construction Management Program upon transfer.

### Enrollment Status

Students who begin their education at LCC will register, pay fees, and receive financial aid from LCC as long as they are taking courses only at LCC. MSU will administer financial aid after a student has completed all LCC courses and has begun taking courses at MSU. The student must register, pay fees, and will then receive financial aid from MSU. If a student is taking courses at both institutions, the student will be required to register and pay fees at each institution.

### Administrative Responsibility

1. Not later than **January 1, 2014**, the Director of the School of Planning, Design and Construction at MSU shall designate one or more individuals to serve as the transfer advisors, and shall inform LCC of the identity of such individual(s).
2. Not later **January 1, 2014**, LCC shall designate one or more individuals to serve as administrative liaison to the Program, and shall inform MSU of the identity of such individuals.
3. LCC and MSU agree to participate jointly in the ongoing promotion of the Program. School of Planning, Design and Construction staff assume responsibility for developing promotional materials, and LCC staff agree to assist in distribution efforts.
4. Regular interaction between administrators and advisers from the two institutions is essential in order to insure ongoing assessment of the need for specific activities/events (e.g., new-student orientation sessions, support groups).
5. Both LCC and MSU shall keep the other institution informed about significant changes in courses included in the Program.

### Indemnification

LCC and MSU shall indemnify and hold the other party and any related entities or departments, harmless from any and all claims, damages, losses, liabilities, costs and expenses, including but not limited to attorney fees asserted against LCC or MSU or any related entity, by any third parties, whether or not represented by a final judgment, for such claims, damages, losses, liabilities, costs and expenses which arise out of or result from, in any way, a student's participation in or a party's operation of the Program on its campus or in its facilities, except to the extent of the indemnified party's gross negligence or willful misconduct. This indemnification provision shall survive the termination or expiration of this letter of understanding.

### General

The Program will be reviewed by members from each institution every three years. Either institution may dissolve this agreement upon giving notice of one full term in advance and upon appropriate notification to enrolled students. Students impacted by a dissolution of the Program will have the opportunity to complete, in the intended time frame, the Program in place at the time of such students' admission.

This letter of understanding is not considered to be an agreement creating a partnership, joint venture or other financial relationships between the institutions; rather, it is designed to facilitate and develop the Program. It is expressly understood that the institutions are independent contractor and neither is the agent or partner of the other.

Both institutions subscribe to a policy of equal opportunity, non-discrimination and affirmative action. Each Institution's programs, activities and facilities are available to all without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age or familial status.

The individuals responsible for implementing this letter of understanding, as well as those receiving official notices and correspondence regarding this letter of understanding and any resulting supplemental agreements, on behalf of each institution are:

**For Michigan State University:**

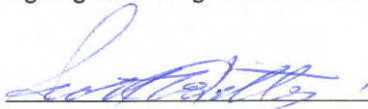
Scott Witter, Director  
School of Planning, Design and Construction  
Human Ecology  
522 W. Circle Dr., Room 101B  
East Lansing, MI 48824  
Email: [witter@msu.edu](mailto:witter@msu.edu)  
Fax: 517-432-8108  
Phone: 517-432-6379

**For Lansing Community College:**

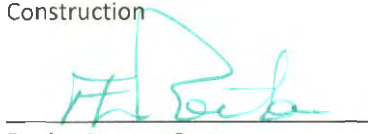
James Lynch MC4100W  
Director, Design and Construction Technologies  
P.O. Box 40010  
Lansing, MI 48901  
Email: [lynchj@lcc.edu](mailto:lynchj@lcc.edu)  
Fax: 517-483-1320  
Phone: 517-483-1335

We, the undersigned, pledge our support, commitment, and best efforts to implement this agreement, effective as of the date **January 1, 2014**.

**Signing for Michigan State University**

  
\_\_\_\_\_  
Date 11-26-13

Scott G. Witter, Director  
School of Planning, Design and  
Construction

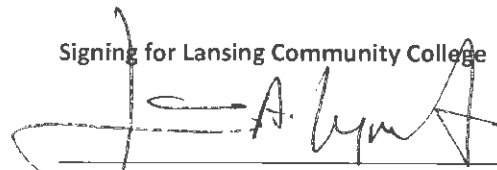
  
\_\_\_\_\_  
Date 12-2-13

Fred L. Poston, Dean  
College of Agriculture and Natural  
Resources

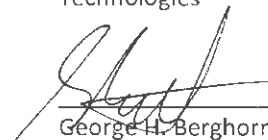
  
\_\_\_\_\_  
Date 12-4-13

June Youatt, Acting Provost

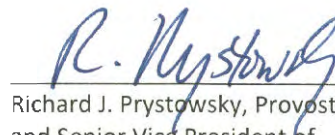
**Signing for Lansing Community College**

  
\_\_\_\_\_  
Date 12/12/13

James A. Lynch, Director  
Design and Construction  
Technologies

  
\_\_\_\_\_  
Date 12 DEC 13

George H. Berghorn, Dean  
Technical Careers Division

  
\_\_\_\_\_  
Date 3/17/2014

Richard J. Prystowsky, Provost  
and Senior Vice President of  
Academic Affairs

  
\_\_\_\_\_  
Date 3-18-2014

Brent Knight, President