



MICHIGAN TRANSFER AGREEMENT (MTA) GUIDELINES

PREAMBLE:

Originally signed in 1972, the **Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Transfer Agreement** has been used successfully by many students to transfer their general education courses from community colleges to participating four-year institutions. In 2012, the Michigan Legislature included language in the community college appropriations bill calling for improvement in the transferability of college courses between Michigan colleges and universities by revising the MACRAO Transfer Agreement. The **Michigan Transfer Agreement (MTA)** has been created in an effort to increase the transferability of lower level general education courses across all of Michigan's public institutions.

GENERAL MTA GUIDELINES:

1. Students may complete the MTA as part of a degree or as a stand-alone package at a Michigan college or university.
2. Students must successfully complete at least 30 semester credits of coursework in six defined areas with a grade of at least 2.0 in each course.
3. MTA distribution of credits:
 - a. One course in English Composition,
 - b. A second course in English Composition or one course in Communication,
 - c. Two courses in Social Sciences (from two disciplines)
 - d. Two courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes, and with no more than one foreign language, regardless of discipline),
 - e. Two courses in Natural Sciences including one with laboratory experience (from two disciplines),
 - f. One course in Mathematics satisfied by a college-level course. Students who pass a college-level math placement exam are still responsible for taking an MTA math course. This does NOT apply for students who are granted appropriate college credit from a passing score on an Advanced Placement (AP) exam.
4. The MTA took effect for students who began their studies at Lansing Community College (LCC) in the Fall 2014 semester or later. Students who started at LCC prior to Fall 2014 will be able to complete the existing MACRAO Transfer Agreement at any time in the future, so long as all courses to be used were transcribed at LCC by the end of the Summer 2019 semester.
5. Individual sending institutions (LCC) will determine specific courses to be included in the MTA categories.
6. Sending institutions (LCC) may use credits earned at other institutions toward completion of the MTA requirements, including credit reverse transferred from the receiving institution.

7. Courses that are not transferable, such as those that are below college level or vocational in nature, shall not be included.
8. Students will be required to complete at least one credit-bearing course in order for an institution to grant an “MTA Satisfied” endorsement. The credit-bearing course is not required to be from the areas represented in the MTA, but must be a college-level class.
9. The sending institution (LCC) will include the phrase “MTA Satisfied” on the student’s official transcript.
10. The intent of this agreement is that all Michigan public community colleges and universities should participate. Private colleges and universities, including tribal institutions are encouraged to participate.
11. Other considerations:
 - a. Is the MTA-designated course transferable to partner institutions?
 - b. Is the MTA-designated course approved for a general education category at the sending institution (LCC)?
 - c. Make the MTA-approved course list public and easy to access for students and other institutions.
 - d. Do not require students to be enrolled at a sending institution (LCC) during the semester they request an MTA evaluation.
 - e. Provide MTA information on the sending institution (LCC) website, including an explanation of the policies and processes for completing the MTA and steps for requesting the MTA evaluation.
 - f. Provide links to receiving institutions’ transfer guides and program listings on the LCC website so students can investigate the MTA and the bachelor degree requirements.
 - g. Provide MTA workshops for students, and annual training sessions for advisors and faculty.
 - h. When appropriate, encourage consideration of new course offerings for the MTA during the course approval process.
 - i. Work with partner institutions to include the MTA in their transfer guides and articulation agreements.
 - j. Notify partner institutions of problems students incur with transferring the MTA to their institutions.
 - k. Maintain list of approved courses for the MTA on the MiTransfer.org website.
 - l. Keep the agreement student-focused.
 - m. Make the agreement simple and easy to understand.
12. The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) has been charged with maintaining the MTA. Any revisions to the MTA will be forwarded to college and university presidents in order for them to re-authorize their institution’s participation.

LCC MTA Guidelines:

1. Proposed MTA courses must be reviewed by program/department faculty for their appropriateness prior to submission as an MTA course.
2. Courses from programs outside of the department responsible for the particular MTA area (for example, a child development course submitted for Social Sciences) shall be forwarded to the associate dean/director responsible for that MTA area for review to confirm the appropriateness of its inclusion.
3. All proposed MTA courses will be reviewed by the dean of the respective division, with recommended courses being submitted through the [5-star ticket system](#).
4. The Academic Affairs Office will confirm the transferability of the submitted course(s). In addition to meeting other stated guidelines, course(s) must transfer either as an equivalent course (rather than ordinary general credit) or as general credit specifically designated by the receiving university for use in an appropriate general education category to at least four of the top eight state public-university transfer destinations of LCC students:
 - Central Michigan University (CMU)
 - Eastern Michigan University (EMU)
 - Ferris State University (FSU)
 - Grand Valley State University (GVSU)
 - Michigan State University (MSU)
 - University of Michigan-Ann Arbor (UM-Ann Arbor)
 - University of Michigan-Flint (UM-Flint)
 - Western Michigan University (WMU)
5. The Curriculum Committee will review courses for inclusion in the MTA. Its recommendation will be forwarded to the Academic Senate, which will forward its recommendation to the Provost.
6. Courses that are high school level, as well as developmental courses identified by ACS code 1.5 (Developmental Education & Basic Skills), will not be included.
7. Courses that are designated “seminar,” “field studies,” “independent study,” “special topics,” or “internships” and those that are vocational, technical, or studio courses will not be included.
8. A course can be used to satisfy only one general education area.
9. All courses on the LCC MTA list must require college-level reading, including with corequisite support if applicable.
10. The Academic Affairs Office will remove from the LCC MTA list any course that has been on the list more than three academic years but has not had at least one section run and completed during the past three academic years.
11. The Academic Affairs Office upon biennial review will remove from the LCC MTA list any course that does not transfer either as an equivalent course (rather than ordinary general credit) or as general credit specifically designated by the receiving university for use in an appropriate general education category to at least four of the top eight state public-university transfer destinations of LCC students: CMU, EMU, FSU, GVSU, MSU, UM-Ann Arbor, UM-Flint, and WMU.
12. Any course removed from the MTA list must formally reapply if re-inclusion is desired.
13. A course that has been removed from MTA still may be used to satisfy an area in the MTA if the course was included in that area on the LCC MTA list when the student was enrolled, as verified by the LCC transcript, until the expiry of Program Pathways from the last academic year allowing the course. (For example, a course removed from

MTA for the 2023-24 academic year onward is usable for 2022-23 Program Pathways and thus is applicable toward the MTA until the Pathways' expiry after Summer 2027.)

14. Only courses with grades of 2.0 and higher can apply toward the MTA.
15. Credits obtained by course transfer, credit by examination, or Advanced Placement (AP) testing may be used to satisfy the MTA if they have been granted equivalence to an LCC course on the MTA list.
16. Per statewide rules, the following other areas of prior learning are not applicable to the MTA at this time: College-Level Examination Program (CLEP), International Baccalaureate (IB), and DANTES Subject Standardized Test (DSST).
17. A course that is transferred to LCC from another college or university and is not equivalent to a specific LCC course may still be used to satisfy the MTA if it meets the above MTA Guidelines. The Academic Affairs Office will make the final decision.

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.

Approved by Academic Senate & Provost 07/15/2022