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**MTA COURSE RECOMMENDATION FORM**

# **PREAMBLE:**

If you are recommending a course to be included in or removed from LCC’s Michigan Transfer Agreement (MTA), please fill out Part I, Part II, and Part III below and upload the completed form to the [5-star ticket](https://5starservicecenter.lcc.edu/TDClient/41/Portal/Requests/ServiceDet?ID=159).

## PART I

**Course Code and Title:** Click or tap here to enter text.

**Credit/Billing Hours:** (e.g. 3/3) Click or tap here to enter text.

**Reading Level:** Click or tap here to enter text.

**MTA category for which the course is to be considered/removed**:

Choose an item.

**Name of Faculty member or Administrator submitting/removing course**:

Click or tap here to enter text.

**Please state your rationale for including this course within the MTA category**.

Click or tap here to enter text.

## PART II

**If submitting a course**, please check that the course meets the following criteria:

| COLLEGE/UNIV. | Transfers as specific course or as general cr designated for Gen Ed\*(list alpha-numeric for the course below) | Number of credits for transfer course awarded by university | Comments |
| --- | --- | --- | --- |
| CMU |  |  |  |
| EMU |  |  |  |
| FSU |  |  |  |
| GVSU |  |  |  |
| MSU |  |  |  |
| UM-Ann Arbor |  |  |  |
| UM-Flint |  |  |  |
| WMU |  |  |  |

*\*to at least four of these eight state public universities.*

[ ]  Course has a college reading level *(Reading Level 5 – including, if appropriate, corequisite remediation)*

[ ]  Course is NOT a seminar, field study, independent study, special topic, studio, or internship; discipline-specific mathematics course; or business, performance, physical education, or vocational/occupational course.

[ ]  Course is NOT high school level, developmental, or ACS Code 1.5 (Developmental Education & Basic Skills).

[ ]  A current course syllabus is attached to this request.

[ ]  The course was reviewed by faculty in the program and deemed appropriate for an MTA course.

**If removing a course**, please check that the course meets the following criteria:

[ ]  The course was reviewed by faculty in the program and a decision was made to remove the course from the MTA.

*Rational (check all that apply):*

[ ]  Does NOT transfer as a specific course or as general credit designated for Gen Ed to at least 4 of the following 8 state public universities: CMU, EMU, FSU, GVSU, MSU, UM-Ann Arbor, UM-Flint, WMU.

[ ]  Is a discipline-specific mathematics course, business course (ACCG, BUSN, MGMT, MKTG, REAL, etc.), performance course, physical education course, or vocational/occupational course.

**NOTE**: Any course removed from the MTA list must formally reapply for re-inclusion if desired.

## PART III

Please sign below indicating that you approve this request and all criteria have been met.

***Faculty Member or Administrator:***

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PART IV *(for office use only)*

The Academic Affairs Office will request the signatures below. Courses from programs outside of the department responsible for the MTA category shall be forwarded for review and approval to the Associate Dean and Dean responsible for the MTA Category.

|  | **Approve/Deny** | **DATE** | **Reason** |
| --- | --- | --- | --- |
| Assoc. Dean/Program Director: |  |  |  |
| Divisional Dean/Designee: |  |  |  |
| Assoc. Dean, MTA Category: |  |  |  |
| Dean, MTA Category: |  |  |  |
| Curriculum Committee |  |  |  |
| Academic Senate |  |  |  |
| Provost |  |  |  |

## MTA Category Signatures:

* **English Composition:**
	+ Program Director/Associate Dean of English, Humanities, and the Social Sciences
* **English Composition (second course) or Communications:**
	+ Program Director/Associate Dean of English, Humanities, and the Social Sciences or
	+ Associate Dean of Business, Communication, and the Arts
* **Social Science:**
	+ Program Director/Associate Dean of English, Humanities, and the Social Sciences
* **Humanities and Fine Arts:**
	+ Program Director/Associate Dean of English, Humanities, and the Social Sciences
* **Natural Sciences:**
	+ Program Director/Associate Dean of Science and Mathematics
* **Mathematics – Quantitative Reasoning, College Algebra or Statistics:**
	+ Program Director/Associate Dean of Science and Mathematics

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