Letter of Understanding

To: All Interested Parties

This is a letter of understanding between Michigan State University (MSU) and Bay Mills Community College (BMCC). MSU and BMCC, as major providers of higher education services in the state of Michigan, 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. This program, which leads to a Bachelor of Science degree in Family Community Services (FCS) with a concentration in Early Childhood Education in the Department of Family and Child Ecology (FCE), enables students to begin their undergraduate education at BMCC and complete remaining degree requirements on the MSU campus or through virtual courses offered by FCE and through internship and laboratory courses offered locally.

The FCS program with an Early Childhood Emphasis

MSU's Department of FCE offers the upper division portion of the degree completion program. The FCE program is available to qualified transfer students from BMCC. The first phase of this articulation agreement only applies to Tribal Head Start teachers in Michigan. The articulation agreement may be amended in the future to include other BMCC students. The degree is a Bachelor of Science (B.S.) degree with a major in Family Community Services (FCS) with a concentration in Early Childhood Education.

The FCS degree with a concentration in Early Childhood Education is administered by MSU's Department of Family and Child Ecology. Courses are offered fall, spring and summer semesters, and students can complete degree requirements in two (2) to four (4) calendar years.

Requirements

BMCC offers the first half of the undergraduate experience (i.e., up to 60 semester credits, including credits in approved Child Development course work). The remaining credits to complete the program will be available through MSU. Students need to complete the requirements of the FCS degree as well as any other college and university graduation requirements. FCS curricular guides provide information on all such requirements and are available through BMCC advisors. Students planning to transfer to Michigan State University should work carefully with an advisor to make sure courses being taken during the first 60 hours at BMCC are those which can be transferred to a four-year institution. Note: A minimum 2.0 must be earned in each course in order for the credit to be transferred to Michigan State University. Students may also find information about course transferability by accessing the information online (http://transfer.msu.edu).

Admission, Advising, and Program Planning

Collaboration of the two institutions includes:

1. Development of curricular guides that describe MSU transfer requirements to inform students of core, major, and other prerequisite courses that should be completed at BMCC, and periodic review of those materials, as transfer course information is updated frequently.
2. Commitment by both BMCC and MSU advisers to provide academic advising for students who identify themselves as part of the cohort of potential transfers to the FCS major.

3. Development and circulation of program materials that clarify the issues of concern to potential transfer students, such as admissions standards, degree requirements, appropriate courses, contact persons, and other sources of relevant information.


5. Students must meet all Michigan State University admissibility requirements for transfer students.

Administrative Responsibility

1. The Chair of FCE designates one or more individuals to serve as the transfer advisors.
2. BMCC designates one or more individuals to serve as administrative liaison to the FCE program.
3. BMCC and MSU agree to participate jointly in the ongoing promotion of the FCS program. MSU staff assumes responsibility for developing promotional materials, and BMCC staff agrees to assist in distribution efforts.
4. Regular interaction between administrators and advisors 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).

We, the undersigned, pledge our support, commitment, and best efforts to implement this agreement, effective as of May, 2008.

Karen Mills, Academic Advisor Education Department of FCE, MSU
Karen Wample, Chairperson Department of FCE, MSU
Tom Summerhill, Acting Associate Dean College of Social Sciences, MSU
Kim A. Wilcox, Provost MSU

Vicki Thomas, Chair, Early Childhood Education Department, BMCC
Brody Waybret, Director, Virtual College BMCC
Samantha Jackson Cameron, Vice President of Academic Affairs, BMCC
Michael Parish, President BMCC

Karen Mills 10/2/08 Vichi Thomas 11/19/08
Karen Wample 10/12/08 Brody Waybret 10/27/08
Tom Summerhill 10/7/08 Samantha Jackson Cameron 11/3/08
Kim A. Wilcox 10/2/08 Michael Parish 10-27-08