Letter of Understanding

To: All Interested Parties

This is a letter of understanding between Michigan State University (MSU) and Muskegon Community College (MCC). MSU and MCC, 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) or Bachelor of Science degree in Child Development with a Teacher Certification Option (CD&T) in the MSU Department of Family and Child Ecology (FCE), enables students to begin their undergraduate education at MCC and complete remaining degree requirements on the MSU campus or through virtual programs offered by FCE in accordance with the MSU Graduation Requirements for a Bachelor’s Degree, http://www.reg.msu.edu/read/UCC/Updated/undgreqgradreqbachdeg.pdf

The Family Community Services (FCS) and Child Development with a Teacher Certification Option (CD&T) Programs

MSU’s Department of Family and Child Ecology (FCE) offers the upper division portion of the degree completion program. The FCE program is available to qualified transfer students from MCC. Students may pursue a Bachelor of Science (B.S.) degree. The student’s major is Family Community Services (FCS) including the Early Childhood Education concentration or Child Development with a Teacher Certification option if the student is also accepted by MSU’s College of Education.

The FCS and CD&T programs are administered by MSU’s Department of Family & Child Ecology. Courses are offered fall, spring, and summer semesters, and students can complete degree requirements in two (2) to four (4) calendar years. For those who wish to receive teacher certification and early childhood endorsement, students must apply to the College of Education, be accepted, and complete a one-year internship beyond the B.S degree.

Requirements

MCC 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 or CD&T degree, as well as any other college university bachelor’s degree graduation requirements. FCS and CD&T curricular guides provide information on all such requirements and are available through MCC 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 MCC 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 Michigan State University's 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 MCC, and periodic review of those materials, as transfer course information is updated frequently.
2. Commitment by both MCC and MSU advisers to provide academic advising for students who identify themselves as part of the cohort of potential transfers to the FCS or CD&T 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.
4. Distribution of admissions application information Students may apply for admission at http://www.admissions.msu.edu.
5. Students must meet all Michigan State University admisssibility requirements for transfer students.
6. Notification to students that admission to the CD&T major is competitive and limited Students must apply for the Teacher Certification Option in the College of Education on the Application for Admission to MSU in order to be considered for admission to the teacher certification program upon successful transfer admission to MSU

Administrative Responsibility

1. The Chair of the Department of Family and Child Ecology (FCE) designates one or more individuals to serve as the transfer advisors
2. Muskegon Community College (MCC) designates one or more individuals to serve as administrative liaison to the FCE program
3. MCC and MSU agree to participate jointly in the ongoing promotion of the FCS and CD&T programs. MSU staff assume responsibility for developing promotional materials, and MCC staff agree 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 the date May 1, 2007.
Joy Jacobs,
Academic Advisor
Department of FCE, MSU

Deborah J. Johnson,
Acting Chair
Department of FCE, MSU

Brendan Mullan, signing on behalf of
Marietta L. Baba, Dean
College of Social Science, MSU

James Cotter, Acting Director
Office of Admissions, MSU

Kim A. Wilcox,
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Brendan Mullan, Associate Dean
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Chief Academic Officer, MCC

President, MCC