

**INSTITUTIONAL AGREEMENT BETWEEN
Montcalm Community College
and
Grand Valley State University**

**Article I
Agreement on Principle**

This agreement is made on December 9, 2024, between Grand Valley State University (GVSU) and Montcalm Community College (MCC) (collectively, the "Parties"). The Parties wish to facilitate the transfer of students who complete an Associate Degree at MCC to a degree program at GVSU. The Parties agree to enter into an Institutional Agreement to assist students who want to transfer with a smooth curriculum transition that minimizes loss of credit and duplication of coursework. GVSU shall seek approval or review of this Agreement from the Higher Learning Commission as appropriate.

**Article II
Agreement on Program Integrity**

The Parties enter into this Agreement as cooperating, equal partners who shall maintain the integrity of their separate programs. Both Parties are accredited by the Higher Learning Commission.

Each institution will determine the satisfaction of its program and degree requirements. Specific course requirements and transfer credits will be set forth in separate academic pathways, called Program Articulation Agreements.

**Article III
Agreement on Program Articulation**

This Agreement is designed for students who follow a prescribed plan of study leading to an Associate Degree at MCC. The credits transferred from the Associate Degree Program will be applied to specific program requirements based on the majors, minors, badges or certificates chosen by the student upon matriculation to GVSU. The GVSU transfer plans outline the courses to be taken at MCC and provide assurance that those courses will be granted credit upon transfer.

Students must also meet all other standard admission, curriculum, and graduation requirements of MCC and GVSU. Program Articulation Agreements are subject to this Agreement but will be separately developed and maintained.

Students who transfer to GVSU without the Associate Degree listed on their transcript will receive notice upon completion of the appropriate number of credit hours at both GVSU and MCC that they are eligible for reverse transfer review. If the student opts in, their transcript will be sent to MCC for reverse transfer review. All correspondence regarding the results of the review will be sent directly to the student from MCC.

Article IV
Agreement on Program Specifics

Program specifics will be set forth by the Parties in separate Program Articulation Agreements, which shall incorporate the terms and conditions of this Institutional Agreement. Program Articulation Agreements must be signed and dated by authorized representatives of each institution, in accordance with their institutional requirements, in order to be effective.

MCC and GVSU agree to collaborate, via faculty, administrators, and staff at both institutions, toward the goal of maintaining and updating transfer plans and developing specific program articulation agreements as needed.

Students applying to GVSU pursuant to this Institutional Agreement must adhere to the admission policies and process of GVSU. GVSU will give MCC students who receive an Associate Degree from MCC equal consideration for admission and financial aid as other students who have received Associate Degrees from other institutions, in accordance with all applicable requirements and criteria.

Article V
Agreement on Student Support

GVSU, through the college advising offices, identified in each Program Articulation Agreement, and MCC have joint responsibility for advising MCC students regarding GVSU's admission and program requirements.

Each Party agrees to track the progress and success of articulation participants. Each Party's responsibility for this tracking rests with the College or Program identified in the applicable Program Articulation Agreement. GVSU will track students who have completed an Associate Degree prior to transferring. MCC will track students who reverse transfer and complete a degree, as well as students who indicate their intent to transfer when they apply at MCC to compare with National Student Clearinghouse data.

Article VI
Agreement on Financial Aid

There is no corresponding financial aid consortium agreement for the Agreement. Program Articulation Agreements requiring a financial aid consortium will require an addendum to be developed between the financial aid offices of the Parties and those needed to support the programs.

Article VII
Agreement on Communication

The Parties agree to cooperate in communicating with each other concerning the established relationship between the two institutions and for the purpose of monitoring and enhancing student academic success. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this agreement. Faculty and staff at both institutions will share the information in this agreement with interested and qualified students, and both institutions will provide counseling and advising to students and prospective students.

Any marketing of this Agreement or Program Articulation Agreements is subject to the prior approval of both parties and must comply with Higher Learning Commission requirements. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.

The Parties will abide by confidentiality requirements set forth in the Family Education Rights and Privacy Act (FERPA) and other applicable laws.

Article VIII
Maintenance and Review Procedures

Both Parties agree to communicate annually any changes in their respective programs that may affect this Agreement or individual Program Articulation Agreements. These changes should be communicated by January of each calendar year to the respective Deans, MCC 's Registrar's Office, GVSU Registrar's Office, and GVSU's Admissions Office. This will allow MCC to meet annual catalog deadlines and GVSU to update websites accordingly. Each institution retains control over its curriculum, course requirements, program requirements, and degree requirements. Each institution will notify the other of any curricular changes that would affect the courses in an associated Program Articulation Agreement or that could affect the future of this agreement.

Article IX
Agreement Regarding Independent Relationship

In the performance of their respective duties and obligations under this Agreement, each party is an independent contractor, and neither is the agent, employee, or servant of the other, and each is responsible only for its own conduct. Each institution is solely responsible for the development and design of its own curriculum. Changes on the part of either party will/may necessitate a review of this document.

Article X
Notice Provisions

The designated representatives of each Party are listed below. All business documents, notices, questions, problems, administrative matters, and communications regarding this Agreement shall be directed to:

GVSU: Jennifer Drake, Ph.D.
 Acting Provost and Executive Vice President for Academic Affairs
 Grand Valley State University
 Allendale, Michigan 49401

Copy to:
Vice President of Enrollment Development and Educational Outreach
Grand Valley State University
Allendale, Michigan 49401

Chief Executive of GVSU OMNI
Grand Valley State University
Allendale, Michigan 49401

Assistant Vice President, Academic Affairs
Grand Valley State University
Allendale, Michigan 49401

MCC: Brandy Bunting
Counselor
Montcalm Community College
Sidney, MI 48885

Copy to:
Dr. Bradley Barrick
President
Montcalm Community College
Sidney, MI 48885

Kevin Wagenmaker
Interim Vice President of Academic Affairs
Montcalm Community College
Sidney, MI 48885

Article XI
Agreement not to Discriminate

Each Party agrees that it will not discriminate based on race, creed, color, age, sex, or national origin; that it will comply with the Americans with Disabilities Act of 1990 and any related amendments; and that it does not discriminate on the basis of "physical or mental handicap," unless accommodating the student would fundamentally alter the course or program. Each Party shall be separately responsible for compliance with all federal and state laws, including nondiscrimination laws and all applicable sections of the Michigan Persons with Disabilities Civil Rights Act. Illegal discrimination by either party will be considered a material breach of this Agreement.

Article XII
Entire Agreement

This Agreement constitutes the entire agreement between the parties. All prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

Article XIII
Amendment, Modification, or Termination

No amendment or modification to this Agreement, including any modification or amendment of this paragraph, shall be effective unless the same is in writing and signed by all parties or their successors. This Agreement will be in effect immediately upon authorized signature by each Party and shall remain in effect for ten years.

Each Program will review its Program Articulation Agreements annually and will provide any changes to the respective Dean and copy the Office of Admissions so that Program Articulation Agreements, catalogs, and websites can be updated.

Either Party may terminate this Agreement at any time with no less than sixty days' written notice. In the event that this Agreement is terminated, the Parties shall cooperate to assist currently enrolled students with completing their Program.

Signatures


Grand Valley State University

By:




Philomena V. Mantella, Ph.D.
President

Date: 12/16/2024


Jennifer Drake, Ph.D.
Acting Provost and Executive Vice President
for Academic Affairs

Date: December 16, 2024


B. Donta Truss, Ed.D.
Vice President for Enrollment Development
and Educational Outreach

Date: December 16, 2024


Montcalm Community College

By:



Bradley Barrick, Dr
President

Date: 12/9/24


Kevin Wagenmaker, M.Ed.
Interim Vice President for Academic Affairs

Date: 12/09/24