

**Michigan State University**  
**College of Agriculture and Natural Resources Institute of Agricultural Technology**  
**and**  
**Bay College**

CONSORTIUM AGREEMENT  
**Updated 4/9/24**

Michigan State University's College of Agriculture and Natural Resources ("MSU CANR") and Bay College, pursuant to this Consortium Agreement (the "Agreement"), agree to provide inter-institutional instructional programs in Forest Technology Certificate and Associate of Applied Science in Forest Technology (each a "Program" and collectively, the "Programs"). The specific courses and requirements for the Programs are outlined in Appendices A and B. The inter-institutional understanding includes the following major points:

**A. Both Parties Desire to Enhance Agriculture, Food and Natural Resources Post-Secondary Education in Michigan and Increase Student Access to Such Educational Opportunities; therefore, MSU CANR and Bay College shall use reasonable efforts to:**

1. Engage in an inclusive planning process to enhance post-secondary educational opportunities and student recruitment in the agriculture, food, and natural resources disciplines.
2. Identify and recruit potential partners and sponsors of agriculture, food, and natural resources programs.
3. Identify resource needs related to future programming.
4. Foster connections and partnerships with stakeholders that enhance post-secondary agriculture, food, and natural resources education.

**B. Certificate Program**

MSU CANR, with instructional coordination provided by its Institute of Agricultural Technology ("IAT"), will offer coursework that, combined with credits from Bay College, will allow students to complete a certificate program in Forest Technology.

1. MSU will provide students with a schedule of MSU courses needed to complete a certificate in the respective Programs (see Appendix A for MSU courses).
2. Bay College will provide the coursework that students must complete in addition to the MSU courses required to earn a certificate in the respective Programs, including developmental and prerequisite coursework, and student tutoring as necessary (see Appendix B for Bay College courses). Students must earn a minimum grade of 2.0 in all Bay College courses that are to be transferred to MSU for completion of a certificate program.

**C. Associate Degree**

1. Bay College will offer an Associate of Applied Science in Forest Technology for those students who wish to add an associate degree to an MSU certificate. Bay College agrees to accept all MSU Certificate coursework in transfer toward the associate degree where the grade is a 2.0 or better. To be awarded an associate degree at Bay College, students must complete all required coursework, with at least 15 credits of coursework at Bay College, and any other program requirements for the associate degree.
2. MSU CANR will keep its course equivalencies up to date in Transfer MSU (<http://transfer.msu.edu/>) and will provide Bay College with curriculum guidelines, as needed, beyond those found in the MSU Academic Programs catalog (<https://reg.msu.edu/AcademicPrograms/Default.aspx>).
3. MSU CANR will also keep its transfer course equivalencies with Bay College up to date on the Michigan Transfer Network (MTN) website (<https://www.mitransfer.org/>).

**D. Michigan State University College of Agriculture and Natural Resources Program Coordinator**

1. MSU CANR agrees to designate a coordinator for the Institute of Agricultural Technology (the “MSU Coordinator”) for the purpose of student recruitment, curriculum coordination, workplace internship placements, certificate coursework review, academic advising assistance, support to students participating in the Program and work with the Bay College-MSU Forest Technology stakeholder groups.
2. Bay College shall reimburse MSU CANR 50% of the MSU Coordinator’s annual salary and fringe benefits costs. Bay College shall make the reimbursement payment to MSU CANR within 30 days of receiving an invoice detailing such payments. Bay College agrees that its reimbursement of the MSU Coordinator’s annual salary and fringe benefits shall remain in effect for all periods covered by this Agreement.
3. MSU CANR shall be responsible for supervising and evaluating the MSU Coordinator. A representative of Bay College shall participate in the selection and annual evaluations of the MSU Coordinator; however, MSU CANR shall have final decision-making responsibility.
4. The MSU Coordinator will serve as the academic advisor, for both Bay College and IAT, to work directly with students in the program and industry partners to establish workplace internships.

**E. Community College Program Representative**

1. Bay College agrees to designate a representative (the “Bay College Representative”) to serve as a single point of contact for the MSU Coordinator and for prospective students in the Programs. The Bay College Representative, working together with the MSU Coordinator, will coordinate inter-institutional communication and information regarding admissions, enrollment status, course scheduling, and advising.

**F. Bay College and MSU College of Agriculture and Natural Resources’ Institute of Agricultural Technology Admissions, Dual Enrollment, Student Reporting and Financial Aid**

1. Institute of Agricultural Technology students shall apply simultaneously for admission to both Bay College and the IAT Program offered by MSU, permitting them to enroll in the required coursework offered by both institutions. Fundamental to the effective and efficient administration of the Programs is the need to regularly share information, including student records, between Bay College and MSU. To that end, MSU and Bay College agree to share academic and other information concerning dually enrolled students for the purpose of administering the Programs. Each institution agrees to comply with applicable law and regulations promulgated under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g et seq. regarding the use and redisclosure of any such records. All dually enrolled students will be notified that Bay College and MSU will disclose their student records to the other institution.
2. Bay College will assume the responsibility of processing, awarding, and disbursing financial aid for those students who qualify for aid. Accordingly, Bay College will be responsible for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, record retention and reporting including the National Student Loan Data System (NSLDS). Both schools shall be responsible for reporting data on the Fiscal Operations Report and Application to Participate (FISAP).

The guiding operational principle is that Bay College will act as the home institution and MSU as the host institution for the purposes of delivering financial aid. Aid eligibility will be determined based on the combined enrollment at both institutions.

Under this Agreement, the responsibility for administering outside scholarships awarded to the student will be a shared arrangement. Generally, outside scholarship funds will be sent to and processed by Bay College. In most cases, the administration of local promise zones will be processed by Bay College. Bay College will be notified of any scholarship that is not processed by Bay College.

The MSU Coordinator at Bay College will provide a list of enrolled students for both MSU and Bay College to both financial aid offices to ensure that there is no duplication of aid. Any institutional aid awarded by MSU will be reported to Bay College as well.

3. The student will be charged tuition and fees by Bay College for only the Bay College courses and the student will separately owe tuition and fees charges to MSU at MSU rates for courses taken through MSU. It is the student's responsibility to pay each school respectively. Financial aid refunds received by students through Bay College must be used to help cover the costs of tuition, fees, room and board, and other educational related expenses for coursework at MSU.

**G. Use of Classroom Facilities on the Bay College Campus (es) for Michigan State University Coursework in the Programs**

1. MSU and Bay College agree to cooperate in the use of classroom space and facilities. When MSU courses are offered on the campus(es) of Bay College, classroom usage fees and equipment (such as those used for Interactive Television or other distance learning technology) may be waived. If there is a need for a classroom facilitator to operate equipment, MSU will be responsible for those charges. MSU courses will be offered during normal operating hours of Bay College.
2. In the event of campus delays or closure, MSU courses will follow Bay College operational decisions.
3. The Bay College Disability Support Services office is available for collaboration on student accommodations, but if there is a need for student accommodations within an MSU course, MSU will be responsible for any charges associated with the accommodations. Bay College will be responsible for any accommodations and charges associated with accommodations as a part of any Bay College course.
4. Bay College will provide access to current technology systems that they use at their college. Systems provided by MSU are MS 365, ZOOM, and D2L. If another system is required for compatibility, an agreement must be developed between MSU and Bay College prior to implementation.
5. Bay College will proctor MSU online course exams as needed in the Testing Center at no charge for students that are dually enrolled. Proctoring online courses must occur during Testing Center operational hours.
6. The MSU Coordinator at Bay College will be provided a computer by MSU. However, the MSU Coordinator will be provided access to the Bay College authenticated network.

**H. Additional Certificate Programs**

1. This Agreement serves as the operating agreement for any additional IAT certificate programs as agreed to by both parties. Additional programs will be jointly agreed upon and an additional agreement, or written amendment to this Agreement, will need to be signed before additional programs can be implemented.

**I. Program Review & Termination**

1. The Programs will be reviewed annually by representatives from both institutions using assessment criteria to be developed by both institutions during the one-year period after the date this Agreement is signed.
2. Either Michigan State University or Bay College may terminate the Agreement at any time by notifying the other party in writing 90 days in advance. Should either party terminate the Agreement, any Bay College student who has become dually enrolled in one of the Programs prior to termination will be allowed to complete such Program within two (2) years from the date of enrollment, subject to the payment of applicable course fees and compliance with applicable academic regulations.
3. This Agreement is valid for three (3) years from the last dated signature below. Prior to the expiration of this Agreement, the parties may modify, extend, or amend the Agreement in writing signed by authorized signatories of both parties.

Therefore, in support of the Programs, Michigan State University and Bay College are signatories to this Agreement, which will take effect upon the last dated signature below:

BAY COLLEGE

Dr. Nerita Hughes, President

Dr. Amy Reddinger, Vice President for  
Arts and Sciences and Diversity, Equity  
and Belonging

MICHIGAN STATE UNIVERSITY

Dr. Thomas D. Jeitschko, Interim Provost and  
Executive Vice President for Academic Affairs

Dr. Kelly Millenbah, Dean  
College of Agriculture and Natural Resources

Dr. Jenó Rivera, Director  
Institute of Agricultural Technology

Anthony Krolak, Associate Director  
Office of Financial Aid

Lynn Kriser, Associate General Counsel

## Appendix A

### Michigan State University IAT Forest Technology Certificate Requirements

Requirements for Forest Technology

Students must complete 33 credits from the following:

AT	293	Professional Internship in Agricultural Technology	3
CSS	143	Introduction to Soil Science	2
ENT	110	Applied Entomology of Economic Plants	3
FOR	115	Field Exploration of Topics in Forest Technology	1
FOR	116	Career Development in Forestry Technology	1
FOR	117	Natural Resources Equipment and Worker Safety	1
FOR	130	Fundamentals of Forest Management Planning	1
FOR	135	Forest Issues and Policy	1
FOR	204	Forest Vegetation	3
FOR	222	Forestry Field Methods	2
FOR	250	Introduction to Forest Ecology & Silviculture	3
FOR	260	Applied Forest Management	3
FOR	265	Crew Leadership & Management in Forest Technology	2
FOR	270	Forest Business Operations	2
FOR	275	Timber Harvest Planning & Systems	3
PLP	105	Fundamentals of Applied Plant Pathology	2

Complete 30 credits of additional course work through Bay College. All course work must be approved by the program coordinator in the Institute of Agricultural Technology.

## Appendix B

### Bay College Associate of Applied Science in Forest Technology

#### Requirements

Credits/Contacts Required: 63

1. Complete 33 credits from the College of Agriculture and Natural Resources at MSU as part of the Forest Technology Program in the Institute of Agricultural Technology.
2. Complete 30 of the following General Education required credits from Bay College.

#### General Education Requirements

- BIOL 107 - Environmental Science **Credit(s): 3**
- BIOL 108 - Environmental Science Lab **Credit(s): 1**
- CIS 130 - Spreadsheet Applications **Credit(s): 3** OR CIS 140 - Database Applications **Credit(s): 3**
- ECON 131 - Macroeconomics **Credit(s): 3** OR ECON 132 - Microeconomics **Credit(s): 3**
- ENGL 101 - Rhetoric & Composition **Credit(s): 3**
- FRST 100 - Wildland & Rural Fire Control **Credit(s): 3**
- GEOG 150 - Map, Compass, & GPS **Credit(s): 2**
- GIS 201 - Introduction to Geographic Information Systems **Credit(s): 3**
- HLTH 147 - First Aid/Heartsaver for Non-Healthcare Providers **Credit(s): 1**
- MATH 105 - Intermediate Algebra **Credit(s): 4**
- MATH 210 - Introduction to Statistics **Credit(s): 4**