

MiTransfer Pathways MiWorkforce Pathways

Instructions for Joining or Leaving the Agreements and Modifying
Institutional Information

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Introduction

The MiTransfer Pathways and the MiWorkforce Pathways agreements make provisions to allow new institutions to join the agreements, modify their information and/or leave an agreement. This document details the protocol institutions should follow.

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Joining the MiTransfer Pathways Agreements: Community Colleges

Joining the Agreement(s): Community Colleges	Fall Deadline	Spring Deadline
Complete and Submit Worksheet	November 1	March 1
Upload Syllabi to Doc Repository	November 1	March 1
Notify Universities of Intent to Participate	November 1	March 1
Submit Signatures	November 1	March 1
Build Matrices to Evaluate Equivalencies	November 1	March 1
Connect with Universities to Finalize Established Equivalencies	November 30	March 31
Review Matrix/Exceptions	November 30	March 31
Complete Signatures on e-Signature Platform	January 15	May 15
Review Posted Agreement(s)	February 1	June 1
Post Student-Facing Information and Add to mitransfer.org	March 1	July 1

Complete Worksheet: Download and complete the worksheet templates for each MiTransfer Pathway at <https://www.mitransfer.org/pathways-protocol>. Upload the completed worksheet through the MTN Document Repository by selecting *MiTransfer Pathways Worksheet - Joining* as document type, name the document and then select the appropriate pathway and date from the drop-down menus.

Upload Syllabi: Upload course syllabi to the MTN Doc Repository. Participating universities can download your course syllabi to determine course equivalencies and exceptions.

Notify Universities: Once syllabi are loaded, use the list of transfer liaisons to notify participating universities of your college’s intent to participate in the MiTransfer Pathways agreement(s). Participating universities are required to document course equivalencies and course exceptions for all MiTransfer Pathways courses.

Submit Signatures: Download and complete the signature template for each MiTransfer Pathway at <https://www.mitransfer.org/pathways-protocol>. Upload the completed signature template through the MTN Secure User Document Repository by selecting *MiTransfer Pathways Signatures* as the document type, and then select the appropriate pathway and date from the drop-down menus.

Build Matrices: The course equivalency matrices are helpful tools to track progress toward establishing equivalencies. Use the instructions available on the secure user dashboard to build matrices for your MiTransfer Pathways courses.

Connect with Universities: Continue to connect with participating universities, respond to questions about your MiTransfer Pathways courses, and address concerns. Community colleges can only join an agreement(s) if participating universities have established equivalencies or identified exceptions.

Review Matrix/ Exceptions: Review the matrices and note any necessary exceptions. After the deadline, Association staff will contact participating universities to confirm that equivalencies are established and exceptions are noted.

Complete Signatures: Individuals responsible for signing the agreement(s) will receive a request for signature.

Review Agreement(s): Review the agreement(s) for errors, omissions, or other issues.

Post Student-Facing Information: Participating institutions are required to post student-facing information on their website that is links from the MTN website. Add your college’s link to the MTN site when available.



Modifying MiTransfer Pathways Institutional Information: Community Colleges

Under certain circumstances, universities can modify information in an agreement(s) including degree information, MiTransfer Pathways courses, and remaining degree requirements. Community colleges that wish to modify institutional information can follow these steps.

Modifying Institutional Information: Community Colleges	Fall Deadline	Spring Deadline
Complete Worksheet on Doc Repository	November 1	March 1
Upload Syllabi to Doc Repository - if new or revised course needs evaluated	November 1	March 1
Notify Universities - if new or revised course needs evaluated	November 1	March 1
Build Matrices to Evaluate Equivalencies	November 1	March 1
Connect w/Universities to Establish Equivalencies	November 30	March 31
Review Matrix/ Exceptions	November 30	March 31
Review Posted Agreement(s)	February 1	June 1
Post Student-Facing Information and Add to mitransfer.org	March 1	July 1

Complete Worksheet: Download and complete the worksheet templates for each MiTransfer Pathway at <https://www.mitransfer.org/pathways-protocol>. Upload the completed worksheet through the MTN Document Repository by selecting *MiTransfer Pathways Worksheet - Modifying* as document type, name the document and then select the appropriate pathway and date from the drop-down menus.

Upload Syllabi: If new or revised MiTransfer Pathways courses need evaluated, upload course syllabi to the MTN Doc Repository. Participating universities can download your course syllabi to determine course equivalencies and exceptions.

Notify Universities: Once syllabi are loaded, use the list of transfer liaisons to notify participating universities of your college's intent to participate in the MiTransfer Pathways agreement(s). Participating universities are required to document course equivalencies and course exceptions for all MiTransfer Pathways courses.

Build Matrices: The course equivalency matrices are helpful tools to track progress toward establishing equivalencies. Using the instructions available on the secure user dashboard, build matrices for any new or updated MiTransfer Pathways courses.

Connect with Universities: Continue to connect with participating universities, respond to questions about your MiTransfer Pathways courses, and address concerns. Community colleges can only join an agreement(s) if participating universities have established equivalencies or identified exceptions.

Review Matrix/ Exceptions: Review the matrices and note any necessary exceptions. After November 30/March 31, the Association staff will contact participating universities to confirm that equivalencies are established and exceptions are noted.

Review Agreement(s): Review the agreement(s) for errors, omissions, or other issues.

Post Student-Facing Information: Participating institutions are required to post student-facing information on their website that is links from the MTN website. Add your college's link to the MTN site when available.



Joining the MiTransfer Pathways Agreements: Four-Year Institutions

Joining the Agreement: Four-Year Institutions	Fall Deadline	Spring Deadline
Complete Worksheet	November 1	March 1
Notify Community Colleges	November 1	March 1
Submit Signatures	November 1	March 1
Build Matrices to Evaluate Equivalencies	November 1	March 1
Add New Equivalencies to MTN or Submit Exceptions	November 30	March 31
Confirm Complete Matrix/Exceptions	November 30	March 31
Complete Signatures on e-Signature Platform	January 15	May 15
Review Posted Agreement(s)	February 1	June 1
Post Student-Facing Information and Add to mitransfer.org	March 1	July 1

Complete Worksheet: Download and complete the worksheet templates for each MiTransfer Pathway at <https://www.mitransfer.org/pathways-protocol>. Upload the completed worksheet through the MTN Document Repository by selecting *MiTransfer Pathways Worksheet - Joining* as document type, name the document and then select the appropriate pathway and date from the drop-down menus.

Notify Community Colleges: Use the list of transfer liaisons to notify participating community college of your institution's intent to participate in the MiTransfer Pathways agreement(s). Participating universities are required to document course equivalencies and course exceptions for all MiTransfer Pathways courses.

Signatures: Download and complete the signature template for each MiTransfer Pathway at <https://www.mitransfer.org/pathways-protocol>. Upload the completed signature template through the MTN Secure User Document Repository by selecting *MiTransfer Pathways Signatures* as the document type, and then select the appropriate pathway and from the drop-down menus.

Build Matrices: The course equivalency matrices are helpful tools to track progress toward establishing equivalencies. Using the instructions available on the secure user dashboard, build matrices for your MiTransfer Pathways courses.

Review Syllabi: Review community college syllabi in the document repository or ask community colleges to post syllabi to the document repository so your institution can establish equivalencies.

Post Equivalencies/ Submit Exceptions: Post new direct equivalences to the MTN. In the rare instance when you are unable to establish an equivalency, complete the Exception Template at <https://www.mitransfer.org/pathways-protocol> and upload the completed document through the MTN Secure User Document Repository by selecting *MiTransfer Pathways Exceptions* as document type, and then select the appropriate pathway and date from the drop-down menus.

Complete Signatures: Individuals responsible for signing the agreement(s) will receive a request for signature when the agreement(s) are ready to sign.

Review Agreement(s): Review the agreement(s) for errors, omissions, or other issues.

Post Student-Facing Information: Participating institutions are required to post student-facing information on their website that is links from the MTN website. Add your college's link to the MTN site when available.



Modifying MiTransfer Pathways Institutional Information: Four-Year Institutions

Under certain circumstances, universities can modify information in an agreement(s) including degree information, MiTransfer Pathways courses, and remaining degree requirements. Four-year institutions that wish to modify institutional information can follow these steps.

Modifying Institutional Information: Four-Year Institutions	Fall Deadline	Spring Deadline
Complete Worksheet	November 1	March 1
Notify Community Colleges	November 1	March 1
Build Matrices to Evaluate Equivalencies	November 1	March 1
Review community college syllabi	November 1	March 1
Add New Equivalencies to MTN or Complete Exceptions Request	November 30	March 31
Confirm Complete Matrix	November 30	March 31
Review Draft Agreement(s)	February 1	June 1
Post Student-Facing Information and Add to mitransfer.org	March 1	July 1

Complete Worksheet: Download and complete the worksheet templates for each MiTransfer Pathway at <https://www.mitransfer.org/pathways-protocol>. Upload the completed worksheet through the MTN Document Repository by selecting *MiTransfer Pathways Worksheet - Modifying* as document type, name the document and then select the appropriate pathway and date from the drop-down menus.

Notify Community Colleges: Use the list of transfer liaisons to notify participating community college of your institution’s intent to participate in the MiTransfer Pathways agreement(s). Participating universities are required to document course equivalencies and course exceptions for all MiTransfer Pathways courses.

Build Matrices (optional): The course equivalency matrices are helpful tools to track progress toward establishing equivalencies. Using the instructions available on the secure user dashboard, build matrices for your MiTransfer Pathways courses.

Review Syllabi: If necessary, review community college syllabi in the document repository or ask community colleges to post syllabi to the document repository so your institution can establish equivalencies.

Post Equivalencies/ Submit Exceptions: Post new direct equivalences to the MTN. In the rare instance when you are unable to establish an equivalency, complete the Exception Template at <https://www.mitransfer.org/pathways-protocol> and upload the completed document through the MTN Secure User Document Repository by selecting MiTransfer Pathways Exceptions as document type, and then select the appropriate pathway and date from the drop-down menus.

Review Agreement: Review the agreement for errors, omissions, or other issues.

Post Student-Facing Information: Participating institutions are required to post student-facing information on their website that is links from the MTN website. Add your college’s link to the MTN site when available.



Joining the MiWorkforce Pathways Agreement(s): Community Colleges & Four-Year Institutions

The MiWorkforce Pathways were introduced in summer 2022. The Michigan Community College Association (MCCA) again convened cross-sector stakeholders in 2021-2022 to develop and execute new multi-institutional bachelor's completion transfer agreements for students who have earned *applied* associate degrees from Michigan community colleges. This process resulted in four additional multi-institutional transfer agreements in General Applied Science, Applied Business, Healthcare, and Information Technology.

Joining the Agreement:	Fall Deadline	Spring Deadline
Complete Worksheet	November 1	March 1
Notify Four-Year Institutions of Associate Degrees To-Be-Added	November 1	March 1
Submit Signatures	November 1	March 1
Complete Signatures on e-Signature Platform	January 15	May 15
Review Draft Agreement(s)	February 1	June 1
Post Student-Facing Information and Add to mitransfer.org	March 1	July 1

Complete Worksheet: Download and complete the worksheet templates for each MiWorkforce Pathway at <https://www.mitransfer.org/pathways-protocol>. Upload the completed worksheet through the MTN Document Repository by selecting *MiWorkforce Pathways Worksheet - Joining* as document type, name the document and then select the appropriate pathway and date from the drop-down menus.

Notify Four-Year Institutions: Use the list of transfer liaisons to notify participating four-year universities of your institution's list of associate degrees to be added to the MiWorkforce Pathways agreement(s).

Complete Signatures: Download and complete the signature template at <https://www.mitransfer.org/pathways-protocol>. Upload the completed signature template through the MTN Secure User Document Repository by selecting MiTransfer Pathways Signatures as the document type, and then select the appropriate pathway and date from the drop-down menus.

Complete Signatures: Individuals responsible for signing the agreement(s) will receive a request for signature when the agreement(s) are ready to sign.

Review Agreement(s): Review the agreement(s) for errors, omissions, or other issues.

Post Student-Facing Information: Participating institutions are required to post student-facing information on their website that is links from the MTN website. Add your college's link to the MTN site when available.



Leaving the MiTransfer Pathways and MiWorkforce Pathways Agreement(s): Community Colleges & Four-Year Institutions

The historic multi-institutional transfer agreements, the MiTransfer Pathways, have been signed by all 28 community colleges, all 15 public universities, and 18 independent institutions in at least one of the ten pathways. The agreements stipulate that the Michigan Community College Association (MCCA), the Michigan Association of State Universities (MASU), and the Michigan Independent Colleges and Universities (MICU) facilitate a process to renew the agreements. The MiWorkforce Pathways were introduced in summer 2022. The Michigan Community College Association (MCCA) again convened cross-sector stakeholders in 2021-2022 to develop and execute new multi-institutional bachelor’s completion transfer agreements for students who have earned *applied* associate degrees from Michigan community colleges. This process resulted in four additional multi-institutional transfer agreements in General Applied Science, Applied Business, Healthcare, and Information Technology.

Agreements for the MiTransfer and MiWorkforce Pathways are valid for three years and will renew on July 1 (2025, 2028, 2031, etc.). Institutions have the option to leave an agreement at the conclusion of each renewal cycle under certain circumstances (e.g., changes in curriculum, discontinuation of the program/degree, etc.). Institutions will need to agree to notify stakeholders they have left and develop a plan to teach out students currently following the pathway.

Institutions that wish to remain part of the MiTransfer Pathways and/or MiWorkforce agreements do not need to do anything. Institutions that wish to join or modify an agreement should follow the protocol for joining the agreement or modifying institutional information described above in this Protocol.

Intent to Leave Information	Deadline
Complete Worksheet(s) and Signature(s)	May 15
Complete Signatures on e-Signature Platform	June 15
Notify Stakeholders and Post Changes to Websites	July 1, 2025, 2028, 2031, etc.

Complete Worksheet: Download and complete a Leaving Agreement Information worksheet for each MiTransfer Pathway and/or MiWorkforce Pathway you plan to leave at <https://www.mitransfer.org/pathways-protocol>. Upload the completed worksheet through the MTN Document Repository by selecting *MiTransfer Pathways Worksheet - Leaving* as the document type, name the document and then select the appropriate pathway and date from the drop-down menus.

Complete Signatures: Download and complete the signature template at <https://www.mitransfer.org/pathways-protocol>. Upload the completed signature template through the MTN Secure User Document Repository by selecting *MiTransfer Pathways Signatures* as the document type, and then select the appropriate pathway and date from the drop-down menus.

Notify Stakeholders and Post Changes to Websites: Notify participating institutions and other stakeholders of your decision to leave. Participating institutions are required to post student-facing information on their website that links from the mitransfer.org website. Add your college’s link to the mitransfer.org when available.