

Memorandum of Understanding

This agreement is made and entered into by and between **Dakota College at Bottineau (DCB)** and **Candeska Cikana Community College (CCCC)**.

Whereas, DCB and CCCC acknowledge a public obligation to contribute to education.

Whereas, DCB and CCCC have established approved educational programs to the mutual benefit of their constituencies.

The following agreement is effected by the proper authorizing bodies of both parties, each in independent status from the other.

This agreement is governed by the following general concepts of cooperative action, as follows:

- CCCC assumes full responsibility for transcribing the classes for which DCB faculty provide instruction.
- DCB faculty assume full responsibility for issuing grades in CCCC classes for which they provide instruction.
- DCB will retain no enrollment records (registration forms, semester headcount, class rosters, etc.) for the CCCC classes taught by DCB instructors.
- DCB instructors teaching CCCC classes will provide the same information and comply with the same registrar requirements and timelines regarding grading as do CCCC instructors, e.g., add/drop deadlines, etc.
 - January 22, 2014 = Last day to add/drop without charges
 - April 11, 2014 = Last day to drop a class or withdraw
 - May 19, 2014 = Final grades due
- The CCCC Business Office will be responsible for all course billings.
- CCCC assumes responsibility for teaching materials, supplies, and software required for students in CCCC classes taught by DCB instructors.
- DCB will provide instruction for the following online courses during Spring Semester 2014 at the fee of \$193.00 per credit per student:
 - AH 134 – Medical Disorders (3 credits)
 - AH 137 – Clinical Specialties (3 credits)
 - AH 138 – Medical Coding (CPT) (2 credits)
 - AH 139 – Medical Coding (ICD-9) (2 credits)
 - AH 171 – Medical Terminology (3 credits)
 - AH 222 – Medical Transcription I (3 credits)
 - AH 231 – Health Care Law and Ethics (1 credit)
 - AH 266 – Laboratory and Diagnostic Procedures (2 credits)
 - AH 287 – Computer Applications in Health Care (2 credits)
 - BIOL 115 – Human Structure and Function (4 credits)
 - PHRM 215 – Introduction to Pharmacology (3 credits)

- The DCB Business Office will bill CCCC twice during summer semester according to the following schedule:

The first billing will be sent after mid-term (around March 1, 2014).

The second billing will be at sent the end of the term (around May 16, 2014).

- The terms of this agreement are applicable to Spring Semester 2014.
- CCCC will provide all student services for their students enrolled in classes taught by DCB faculty.


DCB Campus Dean 8-1-13
Date


CCCC President 8-15-13
Date


DCB Academic Dean 8/1/2013
Date


CCCC CTE Director 8/14/13
Date