

Memorandum of Understanding

between

Bismarck State College
and
Dakota College at Bottineau

for the delivery of the

Paraeducation
Associate in Applied Science
And Certificate Programs

to

Bismarck, North Dakota

Origination

Dakota College at Bottineau (DCB) - was granted approval by the North Dakota State Board of Higher Education to offer the Paraeducation Associate in Applied Science (A.A.S.) and Certificate programs in Bismarck.

Purpose of the Memorandum

The purpose of the Memorandum of Understanding is to clarify the relationship between Bismarck State College (BSC) and DCB for the delivery of DCB's Paraeducation Program to Bismarck. Specifically, the memorandum articulates academic, student services, physical facilities and fiscal arrangements whereby both parties agree to operate in meeting the needs of the students.

Assumptions

1. The agreement is based on the primary assumption that the academic program made possible through this agreement would involve sharing services and resources from both institutions. In the agreement, DCB will serve as the home campus for all students who apply to the Paraeducation program. BSC will forward all applications received to DCB. DCB will serve as degree granting institution for those students admitted to the program.
2. BSC and DCB agree that once a cohort of students is admitted to the Paraeducation Program those students are guaranteed the opportunity to complete the program cycle. If this agreement is terminated, such termination will not affect the ability of the currently admitted students to complete this program.
3. Both colleges assume that all SBHE policies and NDUS procedures will be followed, but in particular NDUS procedures 404.0, 404.2 and 805.3.1 serve as the basis for this MOU.

Curriculum

See Attachment A for a list of required courses for the Paraeducation AAS and certificate programs.

Admission to the Program

Students must submit a completed application form to DCB for program consideration. Admission to the program will be limited to 25 students.

Tuition & Fees

1. Terms of the NDUS Procedure 404.0 - Collaborative Student Procedure - will apply to collection of tuition and fees by the home campus for the courses taken from the provider campus. If, at any point, the procedures are updated then policy revisions will apply.
2. NDUS Procedure 805.3.1 will be followed for distribution of revenue collected from the home campus classes offered on-site at the provider campus to cover the expenses incurred at the provider (receiving) campus.

Financial Aid

1. The administration of financial aid will follow NDUS Procedure 404.0 and will be managed by DCB. If, at any point, the procedures are updated then policy revisions will apply.

Registration and Enrollment

Application Procedures

1. Students seeking admission to the Paraeducation Program must submit the Application for Admission form to DCB along with the \$35.00 application fee.
2. Once students are admitted into the Paraeducation Program, the program coordinator or designee will be assigned as their academic advisor.

All applicants admitted to the Paraeducation Program must provide the following items to DCB:

1. Official high school transcripts and transcripts from all colleges attended.
2. ACT scores if under age 25 and fewer than 24 transfer credits.
3. Immunization Records - MMR.
4. COMPASS or Accuplacer - scores if students are of age 25 or older.

Course Registration Procedures

1. Terms of the NDUS Procedure 404.0 will apply to enrollment. If, at any point, the procedures are updated then policy revisions will apply.

Academic Credits and Student Headcount

Dakota College at Bottineau and BSC will report credit hour and student headcount data respectively by institution.

Student Services

Dakota College at Bottineau

Paraeducation Program students in Bismarck will be considered DCB students when they have been admitted into the program. As the degree granting campus, DCB is responsible for providing the following student services:

- Academic advising
- Application and registration support
- Financial Aid
- Bookstore - DCB bookstore will supply textbooks and course materials for DCB courses.
- Library Services will provide information resources for Paraeducation program courses offered by DCB.
- Technical processing of:
 - Academic progress
 - Satisfactory progress for financial aid
 - Transcripts
 - Tuition & fees
- Tutoring services for DCB courses.
- Disability support services for DCB courses.

Bismarck State College

BSC will provide the following services for students admitted to the Paraeducation Program:

- Library Services will provide information resources for general education courses offered by BSC.
- Bookstore - BSC bookstore will supply textbooks and course materials for BSC courses.
- Tutoring services for BSC courses
- Disability support services for BSC courses
- On-campus computer access for DCB and BSC students
- Interactive video classroom

Bookstore

BSC will provide textbooks and required materials for all BSC courses. DCB will provide textbooks and required course materials for all DCB courses. DCB Business Office will submit a list of eligible students who may charge required books to the BSC Student Finance Office prior to the beginning of the term. All book charges will be submitted to DCB Business Office by the BSC Student Finance Office along with the other collaborative charges per the NDUS Collaborative Procedures Policy. The DCB Business Office will request an itemized book billing from the BSC Student Finance Office for those students covered by a third party.

Library

DCB Library is responsible for providing information resources and access to information resources for the courses offered by DCB for students in the Paraeducation Program in Bismarck. Students may use information resources that are available at the BSC Library for general education courses, but the DCB Library is their home library for library services, including interlibrary loan.

On-Site Advising

DCB will provide advising services to DCB students. A DCB faculty advisor will serve as the student advocate, academic advisor, and liaison for sharing information with the students and DCB and BSC faculty. The faculty advisor will also coordinate and assist with registration of DCB students.

Computer Access

BSC will provide on-campus computer access to students taking Paraeducation Program courses.

Student ID Cards

Students admitted in the Paraeducation Program will receive ID cards from both BSC and DCB. The cards entitle students to the privileges at either campus afforded by the activity card.

Graduation

DCB graduates of the paraeducation program at BSC will be allowed to participate in the BSC commencement ceremony.

Contacts at BSC and DCB

Toll-free numbers and websites:

Bismarck State College
1-800-445-5073
www.bismarckstate.edu

Dakota College at Bottineau
800-542-6866
www.dakotacollege.edu

	BSC		DCB	
Admissions	Greg Sturm	224-5426	Luann Soland	228-5487
Bookstore	Tanya Fuher	224-5524	Janeen Pollman	228-5458
Student Finance Office	Mary Eisenbraun	224-5481	Judy Higgins	228-5427
Collaborative Student Contact	Kevin Kyes	224-5711	Luann Soland	228-5487
Distance Ed	Lane Huber	224-5714	Jan Nahinurk	228-5479
Financial Aid	Jeff Jacobs	224-5441	Valerie Heilman	228-5437
Library	Marlene Anderson	224-5578	Deb Syvertson	228-5454
Registrar	Tom Leno	224-5497	Paula Berg	228-5451
Program Advisor	NA	NA	Tanya Mooney	228-5604

Promotion

DCB will send out promotional materials to local papers and BSC staff announcing the program. Promotional materials will include information on collaboration between BSC and DCB.

Effective Date

This memorandum is effective beginning with the fall term 2011 and will continue until such time as one or both of the partner institutions deem it necessary to terminate the agreement.

Annual Review and Termination

This memorandum will be reviewed periodically and may be modified by the agreement of the parties, BSC and DCB. Either party may terminate this memorandum by notifying the other, in writing, no less than 90 days prior to the expiration of this agreement. Such termination agreement shall not affect current students already admitted to the Medical Assistant Program.

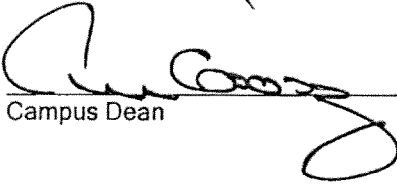
Signatures

Dated this 2nd day of August, 2011

Dakota College at Bottineau



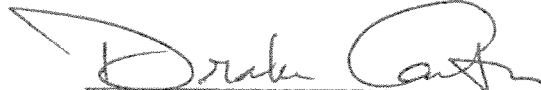
Associate Dean for Academic Affairs



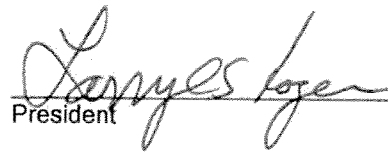
Campus Dean

Dated this 3rd day of August, 2011

Bismarck State College



Provost & VP for Academic Affairs



President

Attachment A.

The curriculum for the Paraeducation Program A.A.S. and Certificate programs includes general education and program specific courses. The courses required for the A.A.S. program and the offering institution include:

Course Number	Course Name	Credits
ART/Hum	Gen Ed Elective (BSC)	3
COMM 110	Fundamentals of Public Speaking (BSC)	3
CSCI 101	Introduction to Computers (BSC)	3
EC 236	Social Emotional Development & Guidance via IVN or online (DCB)	3
EDUC 101	Introduction to Paraeducation via IVN or online (DCB)	1
EDUC 102	Interpersonal Skills Development via IVN or online (DCB)	3
EDUC 220	Classroom Management via online (DCB)	3
EDUC 250	Introduction to Education (BSC)	2
EDUC 260	Educational Psychology via online (DCB)	3
EDUC297	Cooperative Education: Paraeducation (DCB)	1-2
EDUC 298	Pre-Professional Experiences (BSC)	1
ENGL 238	Children's Literature (BSC)	3
ENGL 110	College Composition I (BSC)	3
HPER 100	Concepts of Wellness & Fitness (BSC)	2
HPER 210	First Aid/CPR (BSC)	2
Lab Science	Gen Ed Elective (BSC)	4
MATH 102 or 103	Intermediate Algebra or College Algebra (BSC)	4
MATH 277	Mathematics for Elementary Teachers (BSC)	4
PSYC 111	Introduction to Psychology (BSC)	3
PSYC 250	Developmental Psychology (BSC)	3
SPED 101	Introduction to Developmental Disabilities via IVN or online (DCB)	3
SPED110	Introduction to the Exceptional Child via IVN or online (DCB)	3

The courses required for the Certificate program include:

Course Number	Course Name	Credits
ENGL110 or COM 110	College Composition I or Fundamentals of Public Speaking (BSC)	3
ENGL238	Children's Literature (BSC)	3
CSCI 101	Introduction to Computers (BSC)	3
Lab Science	Gen Ed Elective (BSC)	4
MATH 102 or 103	Intermediate Algebra or College Algebra (BSC)	4
HPER 100	Concepts of Wellness/Fitness (BSC)	2
SOC 110	Introduction to Sociology (BSC)	3
EDUC 101	Introduction to Paraeducation via IVN or online (DCB)	1
EDUC 102	Interpersonal Skills Development via IVN or online (DCB)	3
EDUC 250	Introduction to Education (BSC)	2
EDUC 298	Pre-Professional Experiences (BSC)	1
MATH 277	Mathematics for Elementary Teachers (BSC)	4
PSYC 250	Developmental Psychology (BSC)	3
EDUC 260	Educational Psychology via online (DCB)	3
EDUC 220	Classroom Management via online (DCB)	3
SPED 101 or 110	Intro to Dev Disabilities or Intro to Exceptional Child via IVN or online (DCB)	3
EDUC 297	Cooperative Education: Paraeducation (DCB)	3