

Memorandum of Understanding

between

Bismarck State College  
and  
Dakota College at Bottineau

for the delivery of the

Medical Assistant  
Associate in Applied Science  
And Diploma 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 Medical Assistant Associate in Applied Science (A.A.S.) and Diploma 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 Medical Assistant 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 Medical Assistant 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 Medical Assistant 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 Medical Assistant AAS and diploma 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 Medical Assistant Program must submit the Application for Admission form to DCB along with the \$35.00 application fee.
2. Once students are admitted into the Medical Assistant Program, the program coordinator or designee will be assigned as their academic advisor.

All applicants admitted to the Medical Assistant 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

Medical Assistant 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 Medical Assistant 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 Medical Assistant 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 Medical Assistant 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 Medical Assistant Program courses.

Student ID Cards

Students admitted in the Medical Assistant 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 medical assistant 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](http://www.bismarckstate.edu)

Dakota College at Bottineau  
800-542-6866  
[www.dakotacollege.edu](http://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	Melissa Coleman	228-5642

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 2<sup>nd</sup> day of August, 2011


Dakota College at Bottineau


  
Associate Dean for Academic Affairs

  
Campus Dean

Dated this 3<sup>rd</sup> day of August 2011

Bismarck State College

  
Provost & VP for Academic Affairs

  
President

Attachment A.

The curriculum for the Medical Assistant Program A.A.S. and Diploma 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
BOTE 108	Business Math (BSC)	3
BOTE 113	Elementary Anatomy & Physiology (BSC)	2
BOTE 114	Elementary Anatomy & Physiology (BSC)	2
AH 134	Medical Disorders via IVN (DCB)	3
AH 136	Clinical Procedures via IVN (DCB)	3
AH 137	Clinical Specialties via IVN (DCB)	2
AH 138	Medical Coding I via IVN (DCB)	2
AH 139	Medical Coding ICD-9 via IVN (DCB)	2
AH 231	Health Care Law and Ethics via IVN (DCB)	1
AH 266	Laboratory Test and Diagnostic Procedures via IVN (DCB)	2
AH 297	Cooperative Education (DCB)	3
BOTE 171	Medical Terminology (BSC)	3
BOTE 209	Office Management via IVN (DCB)	3
BOTE 217	Records Management via IVN (DCB)	3
BOTE 222	Medical Transcription I (BSC)	3
COMM 110	Fundamentals of Public Speaking (BSC)	3
CSCI 101	Introduction to Computers (BSC)	3
ENGL 110	College Composition I (BSC)	3
HPER 101 or 101	Activity course or Concept of Wellness and Fitness (BSC)	1-2
HPER 210	First Aid, CPR & AED (BSC)	1
NUTR 240	Introduction to Nutrition via IVN (DCB)	3
PHRM 215	Introduction to Pharmacology via IVN (DCB)	3
PSYC 100	Human Relationship in Organizations via IVN (DCB)	3
PSYC 111	Introduction to Psychology (BSC)	3
	General Education Elective - Technology (BSC)	3
	General Education Elective - Arts/Humanities or Social Science (BSC)	3

The courses required for the Diploma program include:

Course Number	Course Name	Credits
AH 134	Medical Disorders via IVN (DCB)	3
AH 136	Clinical Procedures via IVN (DCB)	3
AH 138	Medical Coding I via IVN (DCB)	2
AH 231	Health Care Law and Ethics via IVN (DCB)	1
AH 266	Laboratory Test and Diagnostic Procedures via IVN (DCB)	2
AH 297	Cooperative Education (DCB)	2
BOTE 152	Keyboarding II (BSC)	3
BOTE 171	Medical Terminology (BSC)	3
BOTE 209	Office Management via IVN (DCB)	3
BOTE 222	Medical Transcription I (BSC)	3
ENGL 110	College Composition I (BSC)	3
HPER 210	First Aid, CPR & AED	1
PHRM 215	Introduction to Pharmacology via IVN (DCB)	3