

August 1, 2012

The parties to this Memorandum of Agreement (MOA) are Valley City State University (VCSU) and Dakota College at Bottineau (DCB). The MOA sets forth standard operating procedures and policies for the delivery of the third year of the VCSU Fisheries and Wildlife major on the DCB campus.

A) Admission

Students interested in pursuing the third year of VCSU's Fisheries and Wildlife major on the Bottineau campus will meet the application requirements of VCSU and acceptance letters will be generated by VCSU. The \$35 application fee will be collected and retained by VCSU as they will process the admission's file.

Valley City State University will provide application forms to DCB for this collaborative program. They will be marked *Fisheries and Wildlife: VCSU/DCB* to recognize admissions material forwarded from DCB to VCSU. The forms will also provide DCB an instrument to determine who is in the third year of the program. DCB students will sign a release form allowing copies of all application materials (i.e., immunization records, transcripts, ACT scores, etc.) to be sent from DCB to VCSU.

B) Advising

DCB will provide an on-site advisor. The advisor will provide the same services to the fisheries and wildlife students as are provided for advisees in a DCB program. In addition, the advisor will be the on-site information source for advisees concerning any special considerations relating to this cooperative program. The third year students will be appointed a VCSU advisor who will provide expertise regarding VCSU policies and procedures, e.g., transfer, graduation requirements, pre-requisites.

C) Student Life

Rules, regulations, and policies that govern student life that are listed in the DCB student handbook will be applicable to students enrolled in courses through this arrangement. For example, housing, parking, and conduct policies will be governed by DCB.

D) Services/Activities

Students enrolled in courses through this arrangement have access to the activities and services that are offered at both VCSU and DCB. Examples include sporting events, homecoming festivities, tutoring, dances, counseling services, and library access. Students may be issued identification cards at both schools upon request.

Those students who choose to request a VCSU student identification card and attend VCSU campus functions will be subject to the VCSU student code of conduct as well.

August 1, 2012

E) Library

Valley City State University will provide access to required library materials not currently owned by DCB.

F) Laptop Computers

Upon enrollment in a VCSU Fish and Wildlife course, students will be assessed the VCSU full-time student technology fee. Students will be issued a notebook computer, carrying case, and professional software. Students also have access to VCSU server storage space (for portfolio projects, web sites, and personal file backup). The fee also entitles students to an immediate exchange of their notebook computer if technical difficulties should occur. Students will comply with all VCSU IT policies and practices with regard to the notebook computer.

The following URL provides additional information regarding the notebook computer initiative at VCSU: <http://itc.vcsu.edu/notebookinitiative/>

G) IVN Scheduling

Fisheries and wildlife courses taught over IVN will receive the highest scheduling priority. This follows IVN scheduling procedures for courses within distance Learning Degree Programs.

H) Class Schedules/Instruction

The campuses will cooperate in regard to class meeting times and dates to eliminate as many time conflicts for students as possible.

1. Course Sequence

The following is a tentative schedule for classes that will be delivered via IVN between the two schools. This schedule may be revised with consensus by both VCSU and DCB.

- a. Starting in Spring 2012 and every spring semester thereafter, DCB will be delivering the lecture component of the following class to VCSU:
 - Botany II *
- b. Starting in Fall 2012 and every fall semester thereafter, DCB will be delivering the lecture component of the following class to VCSU:
 - Range Management *
- c. Starting in Fall 2013 and every fall semester during odd years thereafter, DCB will be delivering the lecture component of the following class to VCSU:
 - Water Resource Management *

August 1, 2012

- d. Starting in Fall 2013 and every fall semester during odd years thereafter, VCSU will be delivering the lecture component of the following classes to DCB:
 - Aquatic Entomology **
 - Ichthyology **
 - Field Ecology **
- e. Starting in Spring 2012 and every spring semester during even years thereafter, VCSU will be delivering the lecture component of the following classes to DCB:
 - Fisheries Management **
 - Human Dimensions in Fisheries and Wildlife Science**
- f. Starting in Fall 2012 and every fall semester during even years thereafter, VCSU will be delivering the lecture component of the following classes to DCB:
 - Limnology **
 - Mammalogy **
 - Wildlife Management **
- g. Starting in Spring 2013 and every spring semester during odd years thereafter, VCSU will be delivering the lecture component of the following classes to DCB:
 - Environmental Law and Regulations

* VCSU will be responsible for staffing and teaching the laboratory component of the following classes:

- Botany II
- Range Management
- Water Resource Management

** DCB will be responsible for staffing and teaching the laboratory component of the following classes:

- Aquatic Entomology
- Ichthyology
- Fisheries Management
- Field Ecology
- Limnology
- Mammalogy
- Wildlife Management

2. Instructors of Record/Grading

- a. For collaborative classes, both the lecture and lab instructors should be co-listed as instructors of record.

August 1, 2012

- b. Faculty involved in teaching collaborative classes should be cross-listed as adjuncts on each campus.
- c. The instructor teaching the lecture component of each collaborative course will be responsible for issuing midterm and final grades.
- d. The faculty co-teaching a course will be responsible for developing the following items for each collaborative course:
 - √ A list of course requirements
 - √ Assessment methods
 - √ A grading scale for each collaborative course

3. Compensation of Instructors

If the labs are taught either by adjunct instructors or faculty in overload status,

- DCB will compensate VCSU for labs provided by VCSU for DCB courses.
- VCSU will compensate DCB for labs provided by DCB for VCSU courses.

D) Financial Aid

Student financial aid will be provided by VCSU. Valley City State University's policies and procedures will apply. Valley City State University students on the Bottineau campus are not eligible for VCSU sponsored scholarships, waivers, or student work study.

Satisfactory progress will be monitored based on VCSU policy to assure that satisfactory progress requirements are met.

J) Facilities

DCB and VCSU will be responsible for the physical IVN classroom and laboratory facilities on their respective campuses. IVN classrooms shall be conducive to laptop computers, including tables with electrical power and network connectivity for each seat.

K) Promotion/Marketing

VCSU and DCB will mutually promote and advertise the program to prospective students.

L) Bookstore

Textbooks will be delivered to students in the same manner as other distance education students receive their books; students must contact the appropriate bookstore to order their textbooks.

August 1, 2012

M) Academic Procedures

1. Valley City State University academic guidelines, policies, and procedures for the students enrolled in courses through this arrangement on the Bottineau campus apply in regard to the following:
 - Academic probation/suspension
 - Graduation honors
 - Academic honors
 - Official withdrawal
 - Course load limitations
2. Dakota College at Bottineau and VCSU's respective academic guidelines, policies, and procedures for students enrolled in courses through this arrangement on the Bottineau campus apply on a course-by-course basis in regard to the following:
 - Course repetition
 - Incomplete work
 - Course challenges
 - Attendance
 - Add/Drop dates for individual classes

N) Registration Process/Enrollment

Valley City State University students will coordinate registration activities with the DCB on-site advisor. This advisor will work in conjunction with the DCB and VCSU collaborative student contacts. Both campuses will follow the collaborative student registration guidelines with VCSU as the home campus and DCB as the provider campus.

Headcount enrollment will be recorded by whichever school is teaching the lecture portion of the class.

O) Tuition and Fee Charges

NDUS procedure 805.3.1, Collaborative Distance Learning Tuition, will apply to this agreement. Students taking courses offered by VCSU will be charged and pay all VCSU tuition and fees. Students taking courses offered by DCB will be charged and pay all DCB tuition and fees. In all cases students will be charged and pay the full VCSU technology fee.

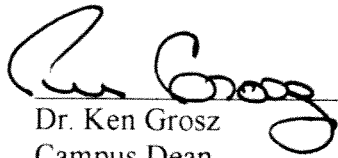
P) Billing/Collection/Allocation of Revenue

VCSU will collect all tuition and fees and remit the appropriate amount to DCB. 100% of course fees or lab fees will be remitted to the campus providing the lab component of the course.

August 1, 2012

Q) Changes in Agreement

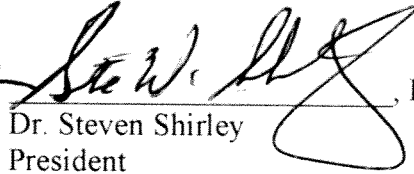
Any aspect of this document is subject to revision. The partners of this MOA must agree in writing before any changes can be implemented. An annual review of the MOA will occur at the end of the spring semester.



Dr. Ken Grosz
Campus Dean
Dakota College at Bottineau

, Date

12-27-12



Dr. Steven Shirley
President
Valley City State University

, Date

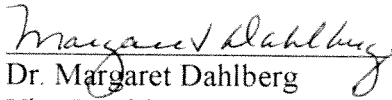
10-15-12



Mr. Larry Brooks
Associate Dean, Academic Affairs
Dakota College at Bottineau

, Date

10/26/12



Dr. Margaret Dahlberg
Vice President, Academic Affairs
Valley City State University

, Date

10-15-2012