



Memorandum of Understanding
between
Dakota College at Bottineau and Minot State University

Introduction: This memorandum of understanding formally recognizes that Minot State University (hereinafter MiSU) and Dakota College at Bottineau (hereinafter DCB) are educational institutions which agree to work together to provide educational opportunities for the students of their institutions.

Purpose: The purpose of this memorandum is to provide a seamless transfer from DCB to MiSU. Students will earn an Associate of Arts (A.A.) or Associate of Science (A.S.) degree from DCB and a Bachelor of Science degree (B.S.Ed. or B.S.) from MiSU. Available programs with articulations are listed in the Appendices. This memorandum will be set up so that students will be able to complete both an A.A. or A.S. degree from DCB and a B.S.Ed. or B.S. degree from MiSU. Students will be able to complete the MiSU portion of the program in at most six semesters.

Motivating Principles and Values:

1. Students will be well served by the partnership and the high quality programs set forth in this memorandum.
2. This partnership will benefit the needs of the region by providing high quality graduates.
3. Both campuses will maintain compliance with state and national accreditation guidelines that ensure quality.
4. This partnership will provide high quality collaborative program to students in a convenient, timely, flexible and cost-effective manner.

Accreditation: MiSU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools; the Council for the Accreditation of Educator Preparation (CAEP); and approved by the State of North Dakota Education Standards and Practices Board (ESPB). DCB is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Longevity of Memorandum: This memorandum will be in effect from 2024 through 2029 and reviewed annually. Appendices can be updated as needed. If the program is terminated, students who have begun the program and are in the process of completion will be allowed to finish as stipulated by this memorandum.

Termination or Revisions: DCB and MiSU agree to provide at least 90 days advance written notification of their intent to terminate this memorandum. All revisions of this memorandum require written approval by those who sign this memorandum or their successors. Mutually agreed upon amendments to this memorandum may be approved by those who sign this memorandum or their successors. The memorandum may be terminated through action initiated by the President of MiSU or the Campus Dean of DCB with adequate provision for currently enrolled students.

Governance and Management: This memorandum shall be governed by the academic policies and procedures of DCB and MiSU according to the requirements and conditions of the program and accreditation guidelines. The programs at MiSU will be governed by the Vice President for Academic Affairs or an assigned designee. Representatives from each campus will resolve any instructional and logistical issues.

DCB Representatives:

- Program Advisor
- Associate Dean for Academic Affairs

MiSU Representatives:

- Program Coordinators
- Vice President for Academic Affairs or an assigned designee

Delivery Modes: Qualified faculty will deliver the coursework in the MiSU B.S.Ed. and B.S. programs using one or more of the following delivery modes: online asynchronous, online synchronous, face-to-face on the MiSU campus.

Advising: DCB will provide an on-site advisor. The advisor will be the source of information for advisees concerning any special considerations relating to this cooperative program. The third-year students will be appointed an MiSU advisor who will provide expertise regarding MiSU policies and procedures (e.g., transfer, graduation requirements, pre-requisites).

Admission: Students taking DCB course(s) must apply and be accepted for admission at DCB. Students taking MiSU course(s) must apply and be accepted for admission at MiSU. All admission policies at the respective institutions will apply.

Registration: Each institution will follow its own policies and procedures for registering students for their programs(s). Collaborative enrollment processes identified in NDUS Procedure 404.1 Collaborative Student Procedure will be used as needed.

Graduation Requirements: Candidates in each program will meet the requirements of each program. Students must complete a minimum of 60 hours of credits from a four-year institution and at least 30 credits from MiSU to complete graduation requirements from MiSU. Credit hours earned at DCB that do not meet general education requirements, technical specialty requirements, or teaching option requirements will be used for electives courses.

Tuition and Fees: Students taking courses offered by MiSU will be charged and pay all MiSU tuition and fees, including technology fees. Students taking courses offered by DCB will be charged and pay all DCB tuition and fees, including technology fees.

Marketing: MiSU faculty or staff members will come to the DCB campus and/or participate in virtual meetings at least once a year to recruit new students for programs. MiSU will be responsible for providing DCB with marketing materials to distribute to prospective students. DCB will display information about this memorandum on their transfer website. DCB will work collaboratively with MiSU to identify prospective students for programs.

Textbooks: Textbooks for the MiSU courses will be purchased through the MiSU bookstore. Textbooks for the DCB courses will be purchased through the DCB bookstore.

Financial Aid: Students enrolled in DCB two-year degree program will have all aspects of their Federal Title IV Financial Assistance administered by DCB's Financial Aid Office. This includes, but is not limited to:

- Processing of FAFSA and other applications, determination of eligibility, awarding, and disbursement of funds;
- Assessment and enforcement of satisfactory academic progress standards;
- Calculation and distribution of refunds;
- Administration of all aspects of the Federal Direct Loan Program

During the student's enrollment at DCB, DCB policies and procedures will apply. Student budgets (Cost of Attendance) used in establishing aid amounts will be the same as those used for awarding federal aid to other DCB students. A contact person from the DCB Financial Aid Office will be identified to work with a contact person from the MiSU Financial Aid Office.

Minot State University will be responsible for awarding aid to students who have been accepted to the MiSU programs. Students will have all aspects of their Federal Title IV Financial Assistance administered by MiSU Student Financial Aid Office. This includes, but is not limited to:

- Processing of applications, evaluation of eligibility, awarding, and disbursement of funds;
- Assessment and enforcement of satisfactory academic progress standards;
- Calculation and distribution of refunds;
- Billing and collection for Federal Perkins loans;
- Notifying changes in enrollment status to lenders under the Federal Direct Loan Program.

During enrollment in the MiSU programs, MiSU policies and procedures will apply. Student budgets (cost of attendance) used in establishing aid amounts will be the same as those used for awarding federal aid to other MiSU students. A contact person from the DCB Financial Aid Office will be identified to work with the contact person from the MiSU Financial Aid Office.

Students enrolled in the DCB programs are not eligible for MiSU sponsored scholarships, waivers, or student work-study while pursuing a degree from MiSU. Students enrolled in the MiSU programs are not eligible for DCB sponsored scholarships or waivers.

After students are admitted to MiSU, satisfactory progress will be monitored based on MiSU policy to assure that satisfactory progress requirements are met.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website <https://StudentLoans.gov>.

Academic Support Services: DCB will provide tutoring and disability support services for DCB courses. MiSU will provide tutoring and access services for MiSU courses. If students have documented disabilities that may affect their academic experience and are seeking accommodations, it is their responsibility to supply documentation and make a request for services through the appropriate office as soon as possible.

Technology and Support Services: MiSU will provide students in this program adequate technical support in a timely manner for the courses taken from MiSU. DCB will provide students in this program adequate technical support in a timely manner for the courses taken from DCB. Students enrolled in MiSU courses will have full access to MiSU technology services, including MiSU wired and wireless computer network, Blackboard account, MiSU email/messaging account, printer access, and computer peripheral equipment checkout.

Academic Procedures: DCB's and MiSU's respective academic guidelines, policies, and procedures for students enrolled in courses through this arrangement on the DCB or MiSU campuses apply, which include:

- Academic probation/suspension
- Graduation honors
- Academic honors
- Official withdrawal
- Course load limitation
- Course repetition
- Incomplete work
- Course challenges
- Attendance
- Add/Drop dates for individual classes

MiSU's manager for this memorandum of understanding is the Vice President for Academic Affairs or an assigned designee. DCB's manager for this memorandum of understanding is the Associate Dean for Academic Affairs or an assigned designee.

Signatures:

For Dakota College at Bottineau:

Dr. Carmen Simone **12/19/2024**
9A20C543515ADBA77372726E568668313 readysign

Dr. Carmen Simone, Campus Dean Date

Kayla O'Toole **12/19/2024**
88D9E9DD73A3B88D779D5BA32FEEDE25 readysign

Kayla O'Toole, Associate Dean for Academic Affairs Date

For Minot State University:

Dr. Steven Shirley **12/19/2024**
8EB9F02CE011355D36DD2E9C41330938 readysign

Dr. Steven W. Shirley, President Date

Laurie Geller **12/19/2024**
D28EDDECB700D80940A53E6A78D92423 readysign

Dr. Laurie Geller, Vice President for Academic Affairs Date

Appendix

See the spreadsheet of semester-by-semester articulation plans for the following programs. These plans can be updated each year as curriculum changes are made.

- BSEd Business Education
- BSEd Elementary Education K-8
- BSEd Elementary Education 1-8
- BSEd Health and Physical Education
- BSEd Early Childhood Education
- BS Early Childhood Education