

**North Dakota Agricultural Articulation Memorandum of Understanding**  
2021 - 2023

**Purpose:** This agreement is intended to facilitate student transfer of undergraduate agricultural student among the following institutions:

Bismarck State College	Mayville State University
Dakota College at Bottineau	North Dakota State College of Science
Dickinson State University	North Dakota State University
Lake Region State College	Williston State College

**Guidelines:**

1. The agricultural programs of the above listed colleges and universities, hereinafter referred to as the institutions, in the interest of fostering cooperation and to facilitate the transfer of students among the institutions, and to follow the guidelines used to develop and evaluate the common course numbering matrix, hereby enter into this agreement.
  - a. The Agricultural Articulation Committee, comprised of representatives from agricultural programs of the institutions, North Dakota Career and Technical Education (ND CTE) Agricultural Education program area, and the North Dakota University System (NDUS) will monitor the progress of the overall program, evaluate its effectiveness, and make necessary changes to this agreement every three (3) years.
  - b. Faculty from the agricultural programs of the institutions will continue to cooperate in the development of common-courses and explore opportunities to share teaching materials.
  - c. The ND CTE Supervisor for Agricultural Education shall serve as the academic discipline group chair. The academic discipline group chair is a non-voting member. The academic discipline group chair shall serve as a liaison on behalf of the group to the NDUS Director of Academic Affairs & Workforce Innovation.
2. The following articles relate to the transfer of course credits among institutions.
  - a. The minimum grade for a course to transfer for credit to any institution is the grade of "D". Program requirements may be higher at some institutions.
  - b. Courses identified as common courses by NDUS, and the institutions will be automatically transferred. Courses not designated as a common course on the matrix can be reviewed in transfer for equivalency by the respective discipline. All other courses will transfer as elective credit. The list of common courses will be updated on an annual basis.
  - c. Up to six (6) semester credits earned for internship or cooperative work experience courses can be transferred as long as the work experience included a demonstrated academic component in addition to the work component.
3. The following articles relate to processes established by the Agricultural Articulation Committee.
  - a. Procedure for Resolving Issues Arising from Common Courses
    - i. Any department offering courses in a discipline area (example: AGECE, PLSC) may raise at any time any question involving common courses within that discipline.
    - ii. Questions will be presented to the discipline group which represents the discipline.
    - iii. Questions, for example, may concern whether a course should be designated a common course, or whether the course should retain its designation as a common course.

- iv. The discipline group will receive information from all affected institutions before making its decision or recommendation.
  - v. Discussion, negotiation, and consensus are the preferred method for resolving issues.
  - vi. In case of an impasse, each institution offering a course in the agriculture subject matter areas that is the subject of the question being considered will have one vote.
  - vii. The decision and/or recommendation may be any action deemed reasonable by the discipline group. This may include designating a course as a common course, requiring changes made by a department within a specified but reasonable time in order to retain a common course designation, or terminating the common course designation.
  - viii. Any action by the discipline group will be made part of the discipline's record.
- b. Procedure for Adding, Changing or Deleting Common Courses Numbering Matrix
- i. Any department considering adding, changing, or proposing to delete a common course list will notify their campus Academic Affairs Council representative or Registrar for to submit the proposal for consideration by all members:
    - 1. Submit proposal to the NDUS Office as defined in NDUS Procedure 462. This proposal must include a course syllabus, rationale, and any supporting documentation.
    - 2. The NDUS Director of Academic Affairs & Workforce Innovation will disseminate the information to the discipline groups.
    - 3. The NDUS Director of Academic Affairs & Workforce Innovation will collect all feedback.
    - 4. The department submitting the proposal will present their plan to the group at the next scheduled meeting.
    - 5. Courses will be considered common if 70% of content is common/equivalent.
    - 6. Discussion, negotiation, and consensus will be the preferred method of resolution.
    - 7. In case of impasse see number 3.a.vi above.
    - 8. The NDUS Director of Academic Affairs & Workforce Innovation shall forward the recommendations to Academic Affairs Council as defined in NDUS Procedure 462.
    - 9. Students will not be penalized if an articulation status should change while they are continuously enrolled as a student.

**Signatures:**

*Mark Hagerott* 5/11/2021

---

**Signature Authority** **Date**  
Mark Hagerott, Chancellor  
North Dakota University System

*Daniel Leingang* 5/11/2021

---

**Signature Authority** **Date**  
Daniel Leingang, Vice President of Academic Affairs,  
Bismarck State College

*Larry Brooks* 5/11/2021

---

**Signature Authority** **Date**  
Larry Brooks, Associate Dean of Academic & Student Affairs,  
Dakota College at Bottineau

*Debora Dragseth* 5/11/2021

---

**Signature Authority** **Date**  
Debora Dragseth, Vice President of Academic Affairs/Provost,  
Dickinson State University

*Lloyd Halvorson* 5/12/2021

---

**Signature Authority** **Date**  
Lloyd Halvorson, Vice President of Academic & Student Affairs,  
Lake Region State College

*Tami Such* 5/18/2021

---

**Signature Authority** **Date**  
Tami Such, Interim Vice President of Academic Affairs,  
Mayville State University

*Harvey Link* 5/20/2021

---

**Signature Authority** **Date**  
Harvey Link, Vice President of Academic Affairs,  
North Dakota State College of Science

*Margaret Fitzgerald* 5/24/2021

---

**Signature Authority** **Date**  
Margaret Fitzgerald, Provost,  
North Dakota State University

*Kimberlie Wray* 6/15/2021

---

**Signature Authority** **Date**  
Kimberli Wray, Vice President of Academic Affairs,  
Williston State College