This Memorandum of Agreement (MOA)
Between
Valley City State University (VCSU) and Dakota College at Bottineau (DCB)
is set forth to establish mutually agreed upon commitments, operating procedures and policies
enabling students to complete
DCB's **Caregiver Services Associate in Applied Science and Diploma program** at VCSU.

Students enrolled in the DCB caregiver services program, taking courses also at VCSU, will proceed in accordance with established collaborative enrollment guidelines. The financial component for the agreement will follow NDUS policies and procedures.

In addition, the following agreements will be in place for this collaborative program:

A) **Admission**

Students have to be admitted to DCB to complete the caregiver services program. They can take all of their non-caregiver services courses through VCSU, and will take the caregiver services components on the VCSU campus through IVN and/or online delivery.

B) **Advising**

Dakota College Bottineau will provide an advisor for caregiver services students in Valley City. The program advisor will provide the same services to caregiver services students in Valley City as are provided for advisees in a DCB program elsewhere. In addition, the program advisor will be the information source for advisees concerning any special considerations relating to this cooperative program.

C) **Student Life**

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

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, disabilities 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.

E) **Library**

Valley City State University will provide library access to DCB caregiver services students enrolled in the collaborative program.

F) Computers and Computer Access: Students on the VCSU campus who are enrolled in the collaborative caregiver services program will be given access (login) to the VCSU Blackboard portal and provided with a VCSU email account. In addition:

1. **Laptop Computers:** Students enrolled in the DCB caregiver services program will pay 1/2 of the technology fee normally assessed to a full-time VCSU student and they will be issued a VCSU computer from the previous laptop contract. Students may choose to "buy up" to receive a laptop from the current contract, following the "buy up" schedule used to assess part-time VCSU students.

   Students in the caregiver services program will have full access to VCSU technology services, including VCSU wired and wireless computer network, Blackboard account, VCSU email/messaging account, printer access, computer peripheral equipment checkout, and to a laptop computer. The DCB caregiver services students will follow the same laptop checkout and return procedures as VCSU students.

   Laptop checkout will include summer term, so students can take online caregiver services courses.

G) IVN

1. **Scheduling:** Caregiver services courses taught over IVN will receive the highest scheduling priority. This follows IVN scheduling procedures for courses within Distance Learning Degree Programs.
2. **Technician:** VCSU will have its technician on call to troubleshoot technical issues.
3. **Clerical Support:** Clerical support (test proctoring, copies, distribution, attendance) in the form of a student worker and/or staff member will be provided by DCB and coordinated by the DCB site coordinator.
4. **Proctoring exams:** The student worker and/or staff member will proctor all exams.

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. Timely communication between DCB's site coordinator and VCSU IVN coordinator is necessary to correct scheduling conflicts due to changes in the program course schedule. VCSU's year-long schedule is due February 1st for the following academic year, so planning must occur early to accommodate this deadline.

I) Financial Aid

Student financial aid will be provided by DCB to students for whom DCB is the "home" campus. DCB's policies and procedures will apply. DCB students on the VCSU campus are not eligible for VCSU sponsored scholarships, waivers, or student work study. Students may

take 300/400 level coursework collaboratively from VCSU while enrolled at DCB, but these courses are not eligible for financial aid.

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

J) Facilities

VCSU will be responsible for the physical IVN classroom and laboratory facilities on its campus.

K) Promotion/Marketing

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

L) Bookstore

DCB will deliver books to the students in the caregiver services classes. Books for VCSU classes will be provided through the VCSU bookstore.

M) Academic Procedures

1. DCB academic guidelines, policies, and procedures for the students enrolled in DCB courses delivered through this arrangement:

   - Academic probation/suspension
   - Graduation honors
   - Academic honors
   - Official withdrawal
   - Course load limitations

2. DCB 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

DCB students at VCSU will coordinate registration activities with the DCB caregiver services advisor. This advisor will work in conjunction with the DCB and VSCU collaborative student

contacts. Both campuses will follow the collaborative student registration guidelines with DCB as the home campus and VCSU as the provider campus for certain courses.

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 addition, DCB caregiver services students will be charged and pay ½ the VCSU technology fee normally assessed to a full-time VCSU student.

P) Billing/Collection/Allocation of Revenue

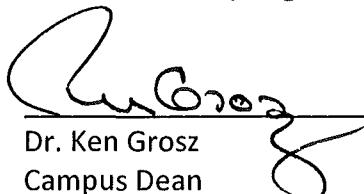DCB will collect all tuition and fees and remit the appropriate amount to VCSU.
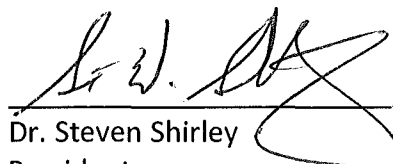
Q) Graduation

Students must complete 15 credits from DCB in order to be eligible for a degree, diploma or certificate from DCB. To be eligible for a certificate of completion, students must earn half of the program credits from DCB.

Graduating DCB students may participate in the VCSU graduation ceremonies in May. They will be acknowledged in the program. DCB students will wear DCB gear which they can order through the DCB bookstore. The caregiver services coordinator may participate in the faculty line-up.

R) 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.

_____, Date 12-21-12   _____, Date 12-7-12
Dr. Ken Grosz   Dr. Steven Shirley
Campus Dean   President
Dakota College Bottineau   Valley City State University

_____, Date 12/17/12   _____, Date 12-7-2012
Mr. Larry Brooks   Dr. Margaret Dahlberg
Associate Dean, Academic Affairs   Vice President, Academic Affairs
Dakota College Bottineau   Valley City State University