

# **MEMORANDUM OF UNDERSTANDING FOR BASE EDUCATION SERVICES**

**BETWEEN**

**MINOT STATE UNIVERSITY AND**

**DAKOTA COLLEGE AT**

**BOTTINEAU AND**

**THE UNITED STATES AIR FORCE (USAF)**

**MINOT AIR FORCE BASE, NORTH**

**DAKOTA**

**1. PURPOSE:** This Memorandum of Understand (MOU) addendum for Education Services is between Minot State University (MSU) and Dakota College at Bottineau (DCB), hereafter referred to as the "Institutions," and the USAF, Minot AFB North Dakota. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service Members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership MOU between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institutions that would be contrary to Federal Law.

Providing access to quality postsecondary education opportunities is a strategic investment that enhances the service member's ability to support mission accomplishment and successfully return to civilian life. Today's fast-paced and highly mobile environment, where frequent deployments and mobilizations are required to support the nation's policies and objectives, requires the Air Force to sponsor postsecondary education programs using a variety of learning modalities that include instructor-led courses, as well as distance learning (DL) options. All are designed to support the professional and personal development and progress of USAF members and the DoD civilian workforce. The institutions have become a partner in this objective by making its programs available for use in connection with the USAF Voluntary Education program.

The requirement and authority of this MOU rest in Department of the Air Force Instruction 36-2670, and within DoD Instruction (DoDI) 1322.25 and DoDI 1322.0SE. All parties desire to satisfy the educational interests and needs of the individual Airmen, as well as the needs of the USAF.

This MOU is always subject to federal law and the rules, guidelines, and regulation of the DoD. Any conflicts between the MOU and federal law, rules, guidelines, and regulations will be resolved in favor of the federal law, rules, guidelines, or regulations.

**2. RESPONSIBILITIES**

A. USAF Education and Training Section (ETS) Chief will:

- (1) Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU and the Air Force Addendum for Educational Services between the Institutions and the USAF.
- (2) Help to promote the Institution's on-base programs through available base media outlets and provide an area for brochures/handouts for interested personnel. Institutions representatives may make available to interested personnel, in their administrative offices or designated display areas, any and all information on programs offered through distance learning (DL) or on the home campus.
- (3) Assist in obtaining temporary passes/ID cards for Institutions faculty, administrative personnel and students as required by base regulations.
- (4) Provide utilities for office space and classrooms. Institutions will not be required to reimburse for use of facilities or utilities (DoDI 322.25). No reimbursement for manpower or supplies for Institutions will be paid by the Air Force.
- (5) Authorize Institutions representatives, subject to base policy, use of government leased telephone service, on a time-available basis, for communicating with local military personnel or DoD employees emailed in the Institution's programs.
- (6) Provide appropriate counseling to all Airmen prior to course registration, regardless of the method of payment selected by students.
- (7) Provide tuition assistance for eligible Airmen enrolled in the Institution's programs in accordance with applicable regulations, DoD Voluntary Education Partnership MOU 4.f, and the availability of funds.
- (8) Within funding limitations, coordinate with the base librarian to ensure the course-appropriate reference materials are available.

B. Institution will:

- (1) Offer undergraduate degree programs and certifications on Minot AFB as listed in Attachment 1. These programs will fulfill all accepted standards and requirements established by the Institutions, the USAF, the State of North Dakota, the Higher Learning Commission and other appropriate accrediting associations and agencies of the state of North Dakota having jurisdiction over the programs offered by the Institutions. The program(s) provided must be in response to a formal request from the ETS Chief, as determined by a

formalized needs assessment in accordance with Department of the Air Force Instruction 36-2670.

(2) Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU and the Air Force Addendum for Educational service between Institutions and the USAF.

(3) Provide program administrator(s) and office staff, as required, to manage Institution's on-base programs. The ETS Chief may provide input regarding such selections. Counseling and advisement services, as required to support Institutions' programs, will also be provided. Program administrators will coordinate with the ETS Chief when establishing office hours to ensure that participants in the programs of Institutions have appropriate access to counseling and resolution of administrative problems.

(4) Institutions officials will take a proactive approach to quality assurance. Standards in the Institution's faculty handbook will be followed, as will quality standards established by the school, state, accrediting agencies, and Headquarters USAF. Appropriate regional accrediting associations may be required to evaluate on-base programs to determine comparability to established academic standards. The Institutions will sustain all costs associated with these visits and will provide ETS Chief with copies of accrediting reports and associated communications upon request.

(5) Determine the number of faculty members, academic directors, administrators, and clerical personnel based on enrollments and current educational practice. The ETS Chief will be provided an annual list of faculties no later than 1 October of each year.

(6) The Institutions will be responsible for selecting, training, and evaluating all faculty, directors, administrators and clerical personnel in accordance with established home campus procedures. Institutions program administrators shall brief all instructors at the beginning of each term on local administrative requirements in reference to Air Force classrooms and procedures for entry access onto the base. Staff will attend annual training as required for base security and Force Protection.

(7) Inform the ETS Chief in writing before the class start day of any cancellations. The Institutions representative and ETS Chief (or designated representative) will work together to find classes available through other media for the students emailed in the canceled classes.

(8) Provide enrollment statistics to the ETS Chief within two weeks after the term end dates. Statistics will include the number of active-duty military,

DoD civilians, military dependents, and civilians not affiliated with the base. Maintain enrollment statistics for each on-base class, as well as the number of classes offered and canceled each term.

(9) Report all disruptive behavior that occurs on Minot AFB during any class held by Institutions or by any Institutions student or faculty member in attendance on Minot AFB to the ETS Chief within 24 hours of the event(s) or of learning of the event(s). Institutions will notify ETS Chief if an Institution's student is barred from access at another base for disruptive behavior, if known, prior to registering that student for a Minot AFB course.

(10) Fulfill its obligation under this MOU without reassigning any of its rights or obligations hereunder to an external party. The Institutions will provide learning opportunities through academic programs of the highest quality and will not subcontract any portion of the work associated with academic programs under this MOU.

(11) Agrees to serve as the National Test center providing College Level Examination Program (CLEP) computer-based testing services to include the Internet-Based (IBT) Department of Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) test program.

(12) Provide DSST and CLEP testing services to DANTES-funded military and civilian examinees and, on a space available basis, to all other examinees.

(13) For eligible DATES-funded military and civilian examinees, agree to accept a standard test administration fee of \$30 per test paid by DANTES to Prometric. Prometric will issue a check to the Institutions for the total number of administered DSST test to eligible DANTES-funded examinees. College Board sends payment for CLEP exams.

(14) For unfunded civilian testing, Institutions may elect to charge a service fee to compensate for its efforts to provide and maintain a test center. This non-refundable advance service fee should not exceed \$20 dollars per test from each prospective civilian examinee.

(15) Agree to provide the on-base Education Center with a pass/fail report of all DANTES-funded DSST or CLEP test results to all examinees upon completion of the exam.

(16) Agree to notify ETS or DANTES Test Control Officer, Prometric, and DANTES within 24 hours of any test compromise or security breach involving the DSST or CLEP program

### 3. ADDITIONAL GUIDELINES

Both the Base and the Institutions agree:

(1) No commitment will be made on the specific number of military students, availability of tuition assistance, or the continuing number of students entitled to in-service VA educational benefits. Institutions may market, advise, and enroll students in any of their programs.

(2) Base access of non-DOD and non-base personnel is at the discretion of the base commander. Access once provided may be revoked at any time due to military necessity or conduct that violates base rules or policies.

(3) Active-duty military students will be afforded registration and class placement priority. Additional class sections may be added to accommodate an overflow of military students. Paragraph 5.a.(4) of the DoD Voluntary Education Partnership MOU will apply.

(4) The maximum and minimum class size will be determined by the Minot AFB ETS Chief. Classes below the minimum number of students may be canceled at the discretion of the Institutions, in coordination with the ETC Chief.

(5) Minot AFB representatives will not be allowed access to Air Force voluntary program education records without the written consent of the individual

(6) Compliance with the DoD Joint Ethics regulation (DoDD 5500.7) is required if any Airman is considered for employment with the Institutions. Questions regarding the applicability of the Joint Ethics Regulation will be referred to the base Staff Judge Advocate for determination.

(7) The Air Force and Institutions will have policies that prohibit unlawful discrimination, harassment, and retaliation, including but not limited to against participants for reasons of race, religion, national origin, age, sex, disability, or physical handicap (where the handicapped person is otherwise qualified).

(8) Either party may terminate the National Test Center operations within 30 (thirty) days advanced written notice.

(9) ETS Chief will notify DANTES and provide a copy of the termination notice to DANTES, Code 20A.

(10) In the event of any unauthorized disclosure of DSST or CLEP secure testing material, or any other breach by institutions of Prometric test security requirements, the ETS retains the right to immediately terminate the national Test Center operation.

(11) the Institutions will agree to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of Air Force facilities, equipment, supplies, and services by the Institutions further agrees to defend, pay or settle all claims arising out of the use of base facilities based upon the negligence, or willful misconduct of its agents, representatives, officers, employees, and non-DoD affiliated students. The Institutions will hold the U.S. Government harmless from any claims arising out of acts or missions of the Institutions, its agents, representatives, officers, employees, and non-DoD affiliated students.

(12) This MOU, in conjunction with DoD Voluntary Education Partnership MOU, and the Air Force Addendum for Education Services between Institutions and the USAF, defines the entire relationship between the USAF and the Institutions and supersedes any previous verbal or written agreements of understanding. Failure on the part of any party to comply with the provisions of these MOUs may result in the termination of the Institution's programs on Minot AFB. No change or modifications to this MOU shall be valid unless or until it is in writing and signed by both parties.

(13) Tuition charges by Institutions for academic programs are specified in Attachment 2. Minot AFB will provide a minimum of 90 days' notice to ETS Chief prior to any intended changes to these rates. The Institution will waive all computer laboratory fees if the Air Force provides a laboratory facility and equipment to support institutions on-base instructional programs.

(14) This MOU expires five (5) years from the dates of signature, unless terminated, extended, or updated prior to that date in writing by Minot AFB and Institutions. An annual review will be conducted by both parties to verify current accreditation status, update program offerings, and review program delivery data. Attachments referred to this MOU are listed below and are considered integral sections of this MOU.

MINOT STATE UNIVERSITY

THE UNITED STATE AIR FORCE  
5<sup>th</sup> Bomb Wing

  
Dr. Steven Shirley Date  
President, MSU

JESSE LAMARAND, COLONEL, USAF  
Commander, 5<sup>th</sup> Bomb Wing

DAKOTA COLLEGE AT BOTTINEAU

THE UNITED STATE AIR FORCE  
MINOT AFB, 5 FSS/FSDE

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E5'2AJ6F02201 AO 19E25E2B4E+9085A0

Dr. Carmen M. Simone Date  
DCB, Campus Dean

MALLETY.MEL  11110  
VIN.1111067933 911710  
270

Mr. Melvin Mallety Date  
ESO, Education & Training Section

3 Attachments:

1. Degrees offered
  - a. MSU
  - b. DCB
2. Current Tuition Rate
  - a. MSU
  - b. DCB
3. Tuition Refund Policy
  - a. MSU
  - b. DCB

## ATTACHMENT 1

### DEGREES OFFERED

The Institutions degree programs that are a good fit for Minot AFB are:

#### MINOT STATE UNIVERSITY

- AAS in Human Services in Intellectual & Development Disabilities (MSU, Online & MAFB)
- General Studies AU-ABC (MSU, Online & MAFB)
- Bachelor of Art (MSU & MAFB)
- BA in Biology (MSU & MAFB)
- BA in Chemistry (MSU & MAFB)
- BA in English (MSU & MAFB)
- BA in Geology (MSU & MAFB)
- BA in History (MSU & MAFB)
- BA in Mathematics (MSU & MAFB)
- BA in Music (MSU & MAFB)
- BA in Professional Communication (MSU & MAFB)
- BA in Psychology (MSU & MAFB)
- BA in Social & Data Science (MSU & MAFB)
- BA in Sociology (MSU & MAFB)
- BS in Accounting (MSU & MAFB)
- BS in Addition Studies (MSU & MAFB)
- BS in Bioinformatics & Computational Biology (MSU & MAFB)
- BS in Communication Sciences & Disorders (MSU & MAFB)
- BS in Computer Science (MSU, Online & MAFB)
- BS in Corporate Fitness & Wellness Management (MSU & MAFB)
- BS in Criminal Justice AU ABC (MSU, Online & MAFB)
- BS in Cybersecurity & Operations (MSU Online & MAFB)
- BS in Data Science (MSU, Online & MAFB)
- BS in Early Childhood Education (non-teaching) (MSU Online & MAFB)
- BS in Education with a major in:
  - Art (MSU & MAFB)
  - Business Education (MSU & MAFB)
  - Composite Science (MSU & MAFB)
  - Early Childhood Education (MSU & MAFB)
  - Elementary Education (MSU & MAFB)
  - English (MSU & MAFB)
  - History (MSU & MAFB)
  - Mathematics (MSU & MAFB)
  - Music (MSU & MAFB)
  - Physical Education (MSU & MAFB)

- Special Education (MSU Online & MAFB)
  - Social Science (MSU & MAFB)
- BS in Entrepreneurship (MSU Online & MAFB)
- BS in Exercise Science & Rehabilitation (MSU & MAFB)
- BS in Finance (MSU & MAFB)
- BS in Geology (MSU & MAFB)
- BS in Human Services: Intellectual & Developmental Disabilities AU-ABC (MSU Online & MAFB)
- BS in International Business (MSU Online & MAFB)
- BS in Medical Laboratory Science (MSU & MAFB)
- BS in Management AU-ABC (MSU Online & MAFB)
- BS in Management Information Systems (MSU Online & MAFB)
- BS in Marketing (MSU Online & MAFB)
- BS in Multimedia Communications (MSU & MAFB)
- BS in Museum Studies (MSU & MAFB)
- BS in Nursing Completion (MSU Online & MAFB)
- BS in Professional Chemistry (MSU & MAFB)
- BS in Radiologic Technology (MSU & MAFB)
- Pre-Programs (MSU & MAFB)
  - Chiropractic
  - Dental Hygiene
  - Dentistry
  - Law
  - Medicine
  - Physical Therapy
  - Mortuary
  - Occupational Therapy
  - Optometry
  - Pharmacy
  - Physician Assistant
  - Seminary
  - Veterinary medicine
  - Wildlife Studies
- Bachelor of Individualized Studies (MSU, Online & MAFB)
- Bachelor of Social work (MSU & MAFB)

**MSU UNDERGRADUATE CERTIFICATES**

- American Sign Language (MSU, Online & MAFB)
- Cyber Defense (MSU, Online & MAFB)
- Data Analytics (MSU, Online & MAFB)
- Data Science (MSU, Online & MAFB)
- Entrepreneurship (MSU, Online & MAFB)

- Project Management (MSU, Online & MAFB)
- Sign Language Interpreter Training (MSU, Online & MAFB)
- Substitute Teaching (MSU, Online & MAFB)
- Technology Management (MSU, Online & MAFB)
- Intellectual & Development Disabilities (MSU, Online & MAFB)

#### **MSU GRADUATE DEGREES & CERTIFICATES**

- Master of Education (MED) (MSU & MAFB)
- Education Specialist in School Psychology (MSU & MAFB)
- MS in Disability Human Services (MSU, Online & MAFB)
- MS in Information Systems (MSU, Online & MAFB)
- MS in Management (MSU, Online & MAFB)
- MS in Special Education (MSU, Online & MAFB)
- MS in Speech Language-Pathology (MSU, Online & MAFB)
- MS in Sports Management (MSU, Online & MAFB)
- Certificate Program in Cybersecurity (MSU, Online & MAFB)
- Certificate Program in Cybersecurity Management (MSU, Online & MAFB)
- Certificate Program in Deaf/Hard of Hearing Education (MSU, Online & MAFB)
- Certificate Program in Early Childhood Special Education (ECSE) (MSU, Online & MAFB)
- Certificate Program in Knowledge Management (MSU, Online & MAFB)
- Certificate Program in Leadership Studies (MSU, Online & MAFB)
- Certificate Program in Learning Disabilities (MSU, Online & MAFB)
- Certificate Program in Management Concepts (MSU, Online & MAFB)
- Certificate Program in Mathematics Education (MSU, Online & MAFB)
- Certificate Program in Special Education Strategist (MSU, Online & MAFB)
- Certificate Program in Sports Administration (MSU, Online & MAFB)
- Certificate Program in Trauma Informed Teaching (MSU, Online & MAFB)

## **DAKOTA COLLEGE AT BOTTINEAU**

- AAS -Accounting Technology- Online
- AAS -Administrative Assistant - Online
- AAS - Computerized Office Management - Minot
- AAS - Dental Hygiene - Minot (Fall 2025)
- AAS - Diagnostic Medical Sonography- Minot
- AAs - Information Technology- Minot
- **AAS** - Medical Administrative Assistant - Online
- AAS-Webmaster-Minot
- AAS/Certificate -Advertising & Marketing- Minot/Online
- AAS/Certificate - Dental Assisting - Minot
- AAS/Certificate - Human Resource Management- Online
- AAS/Certificate - Nursing- Minot/DCB Campus
- AAS/Certificate - Paramedic Technology- Minot
- AAS/Certificate - Photography- Online
- AAS/Certificate - Recreation Management- Online
- AAS/Certificate - Small Business Management- Minot/Online
- AAS/Certificate - Technical Studies - Minot/Online
- AAS/Certificate - Urban Forest Management - Online
- Associate of Arts - Liberal Arts - Online
- Associate of Science - Liberal Arts - Online
- Certificate - Bookkeeping- Online
- Certificate - College Studies - Online
- Certificate - Child Development Associate - Online
- Certificate - Medical Coding- Online
- Certificate - Reception Services - Online
- Certificate - Small Unmanned Aircraft Systems - Online
- Certificate -Web Design - Online

## ATTACHMENT 2

### MSU 2024- 2029 TUITION RATES

MAFB Undergraduate - \$250/credit hour Online

Undergraduate - \$250/credit hour Online Graduate

Tuition - \$389.65/credit hour

#### TUITION AND FEES

The academic year is divided into 16-week semesters (Fall and Spring) and a Summer session. Within semesters, shorter sessions may be offered. Tuition and fees must be paid at the beginning of each semester. Special fees may be incurred by students. Examples of special fees include:

- Application fee is waived for all active-duty military.
- Auditing Course Fee (on-campus courses) 50% of the regular, per credit tuition charge for the same course.
- Special Course Fee - fees charged to a student in a special course to cover the added and unique costs of the course.
- Technology Fee - nominal cost to cover continued investment in technology resources.

## **DCB 2024- 2029 TUITION RATES**

DCB Tuition -\$226.51/credit hour, subject to approval by SBHE

### **TUITION AND FEES**

The academic year is divided into 16-week semesters (Fall and Spring) and a Summer session. Within semesters, shorter sessions may be offered. Tuition and fees must be paid at the beginning of each semester. Special fees may be incurred by students. Examples of special fees include:

- Application fee is waived for all active-duty military.
- Auditing Course Fee (on-campus courses) 50% of the regular, per credit tuition charge for the same course.
- Special Course Fee - fees charged to a student in a special course to cover the added and unique costs of the course.
- Technology Fee - nominal cost to cover continued investment in technology resources.

## **ATTACHMENT 3**

### **TUITION REFUND POLICY**

#### **MILITARY TUITION ASSISTANCE REFUND POLICY**

- Minot State University returns unearned military tuition assistance funds on a proportional basis through at least the 60% portion of the term for which they were provided regardless of the reason for withdrawal (service-related or otherwise). Any unearned TA funds will be returned directly to the military service, not the service member.
- MSU will work with service members that stop attending due to a military service obligation in identifying solutions that will not result in a student debt for the returned portion. Military tuition assistance is awarded based on students completing the entire term it was awarded. When a student withdraws, they may no longer be eligible for the full amount.
- The Department of Defense requires that the university return any unearned TA applied to institutional charges. The student will then owe the university the amount that was returned.
  - EXAMPLE: If a student withdraws after completing 9.00-34.99% of the enrollment period, MSU would adjust the amount billed to the Military Tuition Assistance Program to 25% of the tuition.
- Tuition Assistance eligibility will be recalculated for students who officially withdraw from the course prior to completing 60% of the enrollment period. The official last date of attendance is used to determine the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits using the following charts:

### **REFUNDS ON CLASS CHANGES- MSU**

Any student who drops a class during the first seven instructional class days of the term will receive 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. After the first seven instructional days of a term, there will be no refund for a class that is dropped. Likewise, any student who has not paid for a class and drops the class after the seventh day will be charge for the full cost of the class. (This section applies only to the hours dropped below 12 semester hours.)

### **REFUNDS FOR OFFICIALLY WITHDRAWING STUDENTS- MSU**

Any student who officially withdraws from MSU shall receive a refund of tuition and fees according to the schedule below. Tuition and fees shall be refunded based on a percentage which coincides with the number of instructional class days remaining in the term.

- 0 - 7<sup>th</sup> class day - 100%
- 3<sup>rd</sup> -10<sup>th</sup> class day- 90%
- 3<sup>rd</sup> week - 30%
- 4<sup>th</sup> week - 75%
- 5<sup>th</sup> week - 70%
- 6<sup>th</sup> week - 65%
- 7<sup>th</sup> week - 60%
- 3<sup>rd</sup> week - 50%
- 9<sup>th</sup> week - 45%
- 10<sup>th</sup> week - 40 %
- After 10<sup>th</sup> week - No Refund

### **REFUNDS ON CLASS CHANGES- DCB**

Any student who drops a class during 8.99% of the enrollment period of the term shall receive a 100% refund of tuition and fees for the credit hours dropped below 12 credits. There is no refund if the student has 12 or more credits after dropping. After 8.99% of the terms has been completed, no refund shall be made for a class which is dropped.

However, classes of the same or fewer credits may be substituted for the dropped class at no additional tuition and fee charge. If adding classes results in an increase in credit hours or if an added class requires a special course fee the institution shall charge the student for the additional credits and any special course fees.

### **REFUNDS FOR OFFICIALLY WITHDRAWING STUDENTS- DCB**

- 0 - 8.99% of enrollment period - 100%
- 9.00 - 34.99% of enrollment period - 75%
- 35-60% of the enrollment period - 50%
- 61-100% of the enrollment - No Refund