

MEMORANDUM OF UNDERSTANDING BETWEEN VALLEY CITY STATE UNIVERSITY AND DAKOTA COLLEGE AT BOTTINEAU

In recognition of the mutual benefits derived from collaborative efforts, Valley City State University (VCSU) and Dakota College at Bottineau (DCB) agree to work together to provide an opportunity for DCB students to study on the VCSU campus and participate fully in the student life, housing and dining services, organizations, facility usage, and activities (excluding varsity athletics) available to every degree-seeking VCSU student, as outlined in this MOU. This collaborative program will be known as the Bridges Program.

GUIDING PRINCIPLES

SBHE Policy 404.1 Delivery Format Approval for Credit Activities, SBHE Policy 805.3.1 Distance Learning Courses, and NDUS Procedure 805.3.1 Distance Learning Courses-Revenue Distribution will apply to DCB credits taken by program students.

NDUS Procedure 404.0 Collaborative Student Procedure will apply to VCSU credits taken by program students.

Goal 1, 3, and 4 of 2009-2013 NDUS Strategic Plan.

GENERAL COMPONENTS OF COLLABORATION

Personnel

- DCB will hire both instructional staff and a resident program coordinator to administer the Bridges Program at the VCSU campus.
- VCSU will designate a contact person(s) to assist the Bridges Program coordinator.
- DCB is responsible for the Bridges Program coordinator's salary, benefits, and office supplies.
- VCSU will provide office space, technology services, including a laptop computer, access to VCSU wired and wireless computer network, printer access, VCSU email messaging account, classroom technology, and phone for the Bridges Program coordinator.
- VCSU will waive the standard IVN facility fee.
- DCB will pay for IVN technicians for classes which are offered for DCB students.
- The Bridges Program Coordinator will attend campus meetings and events as requested by each campus.

Administrative and Student Services

- VCSU Student Academic Services Office will provide academic advising, support and training for the DCB Bridges Program Coordinator.
- DCB will develop courses taught at VCSU using a model with enrollment limited to program students and VCSU students receiving special permission.

- Bridges students will be required to follow the policies and procedures outlined in the VCSU Student Handbook.
- DCB will work closely with VCSU for classroom and office requests, course capacity, and preferred class times.
- 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 DCB Learning Center as soon as possible. DCB will then inform VCSU of the disability and accommodations required. VCSU and DCB will work to determine which campus is responsible for the provided services. Excessive costs will be determined by the two campuses.

Admission Process

- When a student completes an application for admission to VCSU and is denied admission, VCSU Enrollment Services Office will mail the student a letter indicating that the student is not eligible for admission to VCSU, but may enroll in Dakota College's Bridges Program. A brochure with information about the Bridges program will accompany this letter.
- Students who enroll in the Bridges Program do not need to complete and submit application materials to DCB if they have already submitted these materials to VCSU. However, students will need to sign the VCSU/DCB release form and submit a \$35.00 application fee to DCB.
- Once the student has returned a signed release form, VCSU will provide the Bridges Program Coordinator and DCB with a copy of the VCSU application for admission and other admissions records (i.e., high school/college transcripts, ACT/SAT scores, and immunization records).
- Students who have not submitted an application for admission and other admissions records to VCSU will need to submit these materials to DCB.
- DCB applications will not be processed until the application fee has been paid.
- The Bridges Program coordinator will personally contact prospective students to explain the benefits of enrolling in the Bridges Program and answer any questions the students may have about this program.

Enrollment, Coursework, Registration, Academic Progress and Transitioning to VCSU

Enrollment

- The Bridges Program students' home institution will be DCB.
- Course placement in math and English will be based on DCB standards according to ACT/SAT (or equivalent COMPASS or Accuplacer) cut scores.
- DCB admissions policies will be followed.
- All students are required to attend a Bridges orientation session which includes presentations by VCSU and DCB prior to the start of classes.

Registration

- Registration will be monitored by both institutions and manually entered so that courses required for Bridges students will remain available to students in this collaborative program and VCSU students receiving special permission. DCB students requesting registration for VCSU courses and VCSU students requesting registration for DCB courses will follow the established NDUS collaborative registration process.
- Students will enroll in a minimum of 12 credits from DCB per semester (fall and spring).
- Students will enroll in 3-5 VCSU credits per semester (fall and spring).
- Students will enroll in no more than 18 credits in total during the spring or fall semesters and no more than 6 credits total during summer session.

Coursework

- Required VCSU coursework:
 - First semester: ASC 150 (1 credit), DCB's ASC 110 (1 credit), and CIS 170 (2 credits)
 - Second semester: Electives (3 - 5 credits)
- For course-specific issues (i.e., grade appeals, incompletes, etc.), students will follow the academic policies of the campus offering the course.
- General education courses taken through either campus will count toward a degree plan at VCSU.

Academic Progress

- DCB academic standards requirements (i.e., Dean's list, honor roll, probation, financial aid satisfactory academic progress, academic standing, suspension, etc.) will apply to students for each semester they are enrolled in the Bridges program.

Transitioning to VCSU

- Students who successfully complete the Bridges Program and have earned 24 college level credits with a cumulative GPA of 2.0 or higher will be permitted to proceed with the transfer admission process at VCSU. The DCB registrar will receive notification of the Bridges students who transfer to VCSU.
- Students should note that ASC courses below the 100 level do not qualify as college level credit.
- Students should note that the 2.0 cumulative GPA is calculated from all college level credits attempted.

Tuition, Fees, Bookstore, and other Financial Services

- Tuition for DCB classes will be assessed to the student at the appropriate DCB tuition rate (based on residency). Fees for DCB classes will be assessed at the VCSU per credit rate with the exception that NDSA and CND fees will be assessed by DCB. VCSU fees include the technology fee.

- Tuition and fees for VCSU classes will be assessed at the appropriate per credit hour rate based on residency status plus any applicable course specific fees. See note about students paying the VCSU technology "buy up" fee in the Technology Services section of this agreement.
- Regardless of the instructional provider, and if technologically feasible, all fees will be capped at 12 credit hours.
- DCB will handle financial aid processing and distribution.
- DCB will invoice the student for all tuition and fees and bookstore charges.
- VCSU will invoice the student for applicable parking, housing and board charges.
- Financial Aid will apply to charges in the following order:
 - DCB tuition and fees
 - VCSU tuition and fees
 - VCSU room and board
 - Bookstore charges (related to excess aid)
- DCB will provide VCSU with a list of students who are eligible, based on excess financial aid, to charge books.
- DCB will ship the textbooks and materials needed for DCB coursework to the VCSU bookstore.
- Bridges students will purchase textbooks from the VCSU Bookstore.
- VCSU will make arrangements to acquire the appropriate textbooks from DCB.
- DCB will send excess financial aid checks to the VCSU Business Office for distribution to the students. DCB students will not be permitted to use direct deposit for receipt of excess financial aid. Excess aid must be applied to any outstanding charges at VCSU before it is released to the student.

Housing, Food Services, and Campus Life

- All students enrolled in the Bridges Program will be required to live in the VCSU residence halls unless their request for an exemption is approved by the VCSU Housing Director.
- Students must submit their housing application and \$50.00 application fee to the VCSU Housing Director.
- Students will be required to follow the resident life policies and procedures outlined in the VCSU Student Handbook.
- All Bridges Program students are required to comply with the VCSU housing policy.
- Bridges Program students will participate in residence hall programming and Learning to Live activities in the same manner as do students for whom VCSU is the home campus.
- Student will be allowed to fully participate in VCSU student organizations and campus wide services.
- Bridges Program students on the VCSU campus are not expected to attend class when the VCSU/DCB campus is closed due to weather conditions. If the DCB campus is closed, but the VCSU campus is open, students are expected to attend all face-to-face classes held on the VCSU campus.

- Students will be responsible for checking email/updating Notifind (for both campuses) to learn of closures
- The Bridges Program Coordinator will contact students if DCB is closed.

Marketing

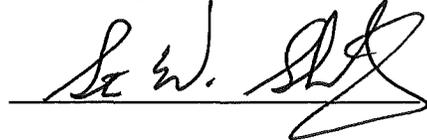
- VCSU and DCB are mutually responsible for developing a brochure and other marketing and promotional materials.
- VCSU and DCB will publish information about the program in their catalog, viewbook, and websites.
- Campuses will share costs for promotional events.
- VCSU and DCB will jointly promote the program.

Technology Services

- Students in the Bridges 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.
- DCB will provide Bridges Program students with DCB email and a Moodle account.
- Students will pay the VCSU technology "buy up" fee according to the established procedures that apply to students studying at international universities and part-time students. Reference the following URL for current procedures:
<http://www.vcsu.edu/documents/policymanual/vp.htm?p=450>
- Students who withdraw from the Bridges Program are expected to return their computer within 24 hours. If students do not comply with this requirement, VCSU will charge the student a daily fee in addition to the \$50.00 processing fee.

TERMINATION AND LIABILITY

This MOU will commence on the day both parties have signed the MOU and will remain in force for five years or until modified by mutual consent. Both campuses will conduct an annual review of this collaborative program. The MOU may be terminated by either party, provided six months written notice is given to the other party.



Date: 2-24-14



Date: 2-18-14

Dr. Steven Shirley, President

Dr. Ken Grosz, Campus Dean

Valley City State University

Dakota College at Bottineau



Date: 2/24/2014



Date: 2/14/2014

Dr. Margaret Dahlberg
Vice President for Academic Affairs

Larry Brooks
Associate Dean for Academic Affairs

Valley City State University

Dakota College at Bottineau