



**Human Services, Criminal Justice Concentration Articulation Agreement  
between  
Dakota College Bottineau and Valley City State University**

**Introduction:** This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Dakota College Bottineau (hereinafter DCB) are educational institutions which agree to work together to provide educational opportunities for the students of their institutions.

The Human Services, Criminal Justice Concentration is an online program. Students do not need to take courses on the VCSU campus to complete this degree.

**Purpose:** The purpose of this agreement is to provide a seamless articulation of credits for students who earn an Associate in Arts or an Associate in Science Degree from DCB to transfer to VCSU in order to earn a Bachelor of Science or Bachelor of Arts with a major in Human Services, Criminal Justice Concentration from VCSU.

**Steps:**

1. Complete the DCB Associate in Arts or Associate in Science degree.
2. Apply to Valley City State University and declare the Human Services, Criminal Justice Concentration.
3. Students must complete a minimum of 30 hours of upper level (300-400 level) credit to complete graduation requirements at VCSU. Students must complete 30 hours from VCSU.
4. Graduates under this program would earn a Bachelor of Science or Bachelor of Arts degree with a major in Human Services, Criminal Justice Concentration.

5. Note: The Bachelor of Arts degree requires completion of a 16 credit Language/Cultural Studies block. There may be remaining upper division general education requirements to complete after transferring to VCSU.

**Motivating Principles and Values:**

1. Students will be well served by the partnership and the high quality program offered through this agreement.
2. This partnership will benefit the educational needs of the region by providing graduates of high quality.
3. Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure quality.

**Accreditation:** VCSU is accredited by the North Central Association of Colleges and Schools--The Higher Learning Commission (HLC); The National Council for the Accreditation of Teacher Education (NCATE); and approved by the State of North Dakota Education Standards and Practices Board (ESPB). DCB is accredited by the North Central Association of Colleges and Schools – The Higher Learning Commission (HLC).

**Longevity of Agreement:** This agreement will be in effect for five (5) years, starting January 1, 2015. At the end of the five (5) years, students who have begun the program and are in the process of completion will be allowed to finish (within a one or two year timeline). Agreement will be reviewed annually to reflect changes in curricula and campus procedures and policies.

**Termination or Revisions:** DCB and VCSU agree to provide at least 90 days advance written notification of their intent to terminate the agreement. All revisions of this agreement must be approved in writing by those who sign this agreement or their successors.

**Governance and Management:** This agreement shall be governed by the academic policies and procedures of DCB and VCSU. As required by the condition of the program and accreditation, the Bachelor of Science (or Arts) Degree in Human Services, Criminal Justice Concentration will be governed by the Social Science Department at VCSU. Conversely, the AA or AS degree will be administered by DCB as required by the guidelines.

VCSU agrees to arrange for a Program Representative to be available to advise Human Services, Criminal Justice Concentration students in the program each semester.

Both Valley City State University and Dakota College Bottineau will provide a liaison that will be available to inform and guide students through this program.

VCSU agrees to grant a Bachelor of Science or Bachelor of Arts with a major in Human Services, Criminal Justice Concentration to students who successfully complete the requirements for the degree.

It is agreed upon that DCB will provide general education courses, supplementary curriculum, and elective courses which satisfy VCSU graduation requirements for students enrolled in this program.

**Graduation Requirements:** A minimum of 120 total credits are required for a Bachelor's degree and must be taken from the appropriate categories. Students must complete a minimum of 30 hours of upper level (300-400 level) credit to complete graduation requirements from VCSU. Students must complete a minimum of 30 hours from VCSU. College-level credit hours earned at DCB that do not meet general education requirements, program requirements professional education requirements will be used as general electives and count toward total credits required for graduation. All non-education majors must complete a minor.

As part of VCSU graduation requirements, students must develop a digital portfolio that illustrates the best evidence of meeting the abilities and skills requirements for their degree. VCSU recommends students enroll in the appropriate Senior Portfolio course for 1 semester credit to assist them in developing their digital portfolio.

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

**Registration:** Each institution will follow its own policies and procedures for registering students for their programs(s). DCB will be responsible for registering students in the associate program(s), and VCSU will be responsible for registering student(s) in the baccalaureate program(s). Collaborative enrollment processes identified in NDUS Collaborative Student Procedure 404.0 will be used as needed.

Should a student drop credits during the collaborative semester at the "host" campus, the "host" campus is responsible for immediately notifying the "home" campus Financial Aid Office.

**Student Services:** 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 office of Student Academic Services as soon as possible.

**Financial Aid:** Students enrolled in a DCB two-year degree seeking 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 Family Educational Loan Programs

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 from the DCB Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

Students may be employed in a DCB student employee position funded through institutional funds if enrolled in at least six (6) DCB credits hours during each semester of employment, and must meet all DCB student employee requirements.

Valley City State University will be responsible for awarding aid to students who have been admitted to Valley City State University. Students will have all aspects of their Federal Title IV Financial Assistance administered by Valley City State University 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;
- Notifying changes in enrollment status to lenders under the Federal Family Educational Loan Programs.

During this enrollment the Valley City State University policies and procedures will apply. Student budgets (costs) used in establishing aid amounts will be the same as those used for awarding federal aid to other Valley City State University students.

Students on the DCB campus are not eligible for Valley City State University sponsored scholarships, waivers, or federal student work-study while pursuing a degree from Valley City State University. Students enrolled in the Valley City State University program are not eligible for DCB sponsored scholarships or waivers.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website <http://www.mappingyourfuture.org/OSLC> (for Perkins Loans) and <https://studentloans.gov/myDirectLoan/index.action> for all Federal Direct Loans.

**Tuition and Fees:** NDUS procedure 805.3.1, Collaborative Distance Learning Tuition, will apply to this agreement.

**Technology and Support Services:** VCSU will provide students in this program adequate technical support in a timely manner for the courses taken from VCSU. DCB will provide students in this program adequate technical support in a timely manner for the courses taken from DCB.

Students enrolled in at least one VCSU course will have full access to VCSU technology services, including VCSU wired and wireless computer network, Blackboard account, VCSU email/messaging account, printer access, and computer peripheral equipment checkout. Students may elect to pay the VCSU technology “buy up” fee if they would like full-time access to a VCSU laptop according to the established procedures at the following URL: <http://technologyservices.vcsu.edu/vp.htm?p=2921>

All online students in VCSU courses are expected to abide by the technical requirements, as outlined at <http://distancelearning.vcsu.edu/vp.htm?p=1288>

The following URL provides additional information regarding the notebook computer initiative at VCSU: <http://technologyservices.vcsu.edu/vp.htm?p=2958>

**Marketing:** A VCSU representative will come to the DCB campus once a year to recruit new students for this program. VCSU will be responsible for providing DCB with marketing materials to distribute to prospective students. Both institutions will display information about this agreement on their Transfer Website. DCB will work collaboratively with VCSU to identify prospective students for this program.

**Textbooks:** The textbooks for the VCSU courses will be purchased through VCSU. Likewise, the textbooks for the DCB courses will be purchased through DCB.

**Faculty and Staff:** VCSU will select and assign qualified faculty members to teach the required courses. VCSU will name a Program Coordinator for this agreement. DCB will assign a faculty member as a liaison for this agreement.

Per NDUS guidelines, VCSU’s Agreement Manager for this articulation is the Director of Distance Learning and Faculty Development and can be reached through the Academic Affairs office (701-845-7202).

VCSU’s Human Services, Criminal Justice Concentration program coordinator is Dr. Emily Fenster, Assistant Professor, Social Science Department (701-845-7313).

**Amendments to the Agreement:** Mutually agreed upon amendments to this agreement may be approved by those who sign this agreement or their successors.

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The agreement may be terminated at any time through joint action of the two presidents with adequate provision for currently enrolled students.

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**VALLEY CITY STATE  
UNIVERSITY**

Composite Major:

**Human Services**

Area of Concentration:

**Criminal Justice**

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**B.A. / B.S.**

General Education Requirements			Required Courses			For B.A. degree, Language/Cultural Studies			
39 Crs			45-54 Crs						
Subject-Catalog Nbr-Course Title - Credits	Cr	Gr	Subject-Catalog Nbr-Course Title - Credits	University	Rotation	Delivery	Subject-Catalog Nbr-Course Title - Credits	Cr	Gr
<b>Communication &amp; Collaboration - 9 crs</b>			COMM 311 Communication & Interviewing - 3	VCSU	Fa	online	In consultation with your advisor, select a		
ENGL 110 College Composition I			MGMT 330 Principles of Management - 3	VCSU	Fa, Sp	F2F	<b>16 credit</b> block of related courses from the		
ENGL 120 College Composition II			MGMT 430 Organizational Behavior - 3	VCSU	Fa, Sp	F2F	following: Spanish, Art, Music, English,		
<b>or</b> ENGL 125 Intro to Professional Wrtg			PSYC 250 Developmental Psychology - 3	Both		F2F & online	Theatre, Photography, and History.		
COMM 110 Fund of Public Speaking			PSYC 360 Group Dynamics - 3	VCSU	Fa	F2F	Courses may not be double-counted and		
<b>or</b> COMM 212 Interpersonal Comm			PSYC 410 Mental Health - 3	VCSU	Fa	online	may not include credits for portfolio		
<b>or</b> COMM 216 Intercultural Comm			PSYC 450 Personality Theories - 3	VCSU	Sp	F2F (Sp O) & online (Sp E)	preparation or internships.		
			PSYC 470 Counseling Theory & Practice - 3	VCSU	Sp	F2F (Sp E) & online (Sp O)			
<b>Problems Solving - 11 crs</b>			SOC 110 Introduction to Sociology ** - 3	Both		F2F & online	<b>Students must complete 16 hrs in Spanish</b>		
<b>Mathematics - 3 crs (Select one course)</b>			SOC 130 Introduction to Human Services - 3	Both		F2F & online			
MATH 103 College Algebra			SOC 220 The Family - 3	VCSU	Sp	F2F	<i>These credits are recorded as Electives</i>		
MATH 104 Finite Mathematics			SOC 300 Race, Ethnic, & Gender Rel - 3	VCSU	Sp	F2F	<i>on a graduation audit until approval of the</i>		
MATH 107 Precalculus			SOC 340 Research Methods - 3 *Note: Current Pre-req is Soc 330 Understanding Statistics	VCSU	Fa, Sp	F2F (Sp) & online (Fa)	<i>Language &amp; Cultural Studies Block form</i>		
MATH 165 Calculus I			SOC 422 Social Science Theory - 3	VCSU	Fa	F2F			
<b>Lab Science - 8 crs (Select two courses)</b>			SOC 497 Behavior Science Internship - 3-12	VCSU					
BIOL 111, 150, 151, 170,									

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220, 221									
CHEM 115, 116, 121, 122; GEOL 100, 106									
PHYS 100, 110, 161, 162, 251, 252; TECH 161									
<b>Technology - 3 crs (Select one course)</b>			<b>Criminal Justice Concentration</b>	<b>21 crs</b>				<b>For B.S. degree, Related Field</b>	
CIS 170 Intro to Computer Info Systems			COMM 216 Intercultural Comm ^ - 3	VCSU	Fa, Su	F2F (Fa) & online (Su O)	In consultation with your advisor, select		
CSCI 127 Intro Java; CSCI 160 Intro Struc			<b>or</b> COMM 314 Public Relations - 3	VCSU	Sp	F2F & online	courses within your area of interest or		
			POLS 115 American Natl Government ^ - 3	Both			within your area of career choice.		
<b>Wellness - 2 crs</b>			<b>or</b> POLS 116 State & Local Government ^ - 3	VCSU	Fa	F2F (Fa O)			
HPER 100 Concepts Fitness & Wellness			POLS 376 U.S. Constitution: Civil Lib - 3	VCSU	Fa	F2F (Fa O)	<i>These credits are recorded</i>		
			PSYC 370 Abnormal Psychology - 3	Both		F2F & online	<i>as Electives on a graduation audit.</i>		
<b>Aesthetic Engagement - 6 crs</b>			SOC 390 Criminology & Delinquency - 3	VCSU	Sp	F2F (Sp O)			
<b>Literacies - 3 crs (Select one course)</b>			SOC/POLS 252 Intro to Criminal Justice - 3	Both		F2F			
ENGL 220, 225, 241, 242, 261, 262			SOC/PSYC 416 Corrections: Inst & Comm - 3	VCSU	Sp	F2F (Sp E)			
HUM 201 Civil, Thought, & Lit Heritage			<b>CJ 230 Criminal Law - 3</b>	DCB	Sp	F2F			
SPAN 201 2nd Yr 1; SPAN 202 2nd Yr II			<b>CJ 275 Gangs - 3</b>	DCB	Fa	F2F			
THEA 110 Intro Theatre: THEA 161 Acting I									
<b>Art &amp; Music - 3 crs (Select one course)</b>									
ART 110 Intro to Visual Arts									
HUM 202 Fine Arts & Aesthetics									
MUS 100, 101, 207									
<b>Global Awareness &amp; Effective Citizen - 6 crs (Select two courses)</b>			<b>A 2.50 GPA in the major is required</b>						
COMM 112 Under Media; COMM 114 Human			<b>for graduation.</b>						
ECON 201 Prin Micro; ECON 202 Prin Macro									
GEOG 151 Human Geog									
HIST 103, 104, 211, 212, 260, 267, 270									

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POLS 115 Amer Gov; POLS 116 State Gov						<b>B.A./B.S. Degree Requirements</b> - see details in 14-16 catalog		
PSYC 111 Intro Psyc						Completion of Gen Ed Requirements		
SOC 111 Intro Anthro			** Prerequisite for any 200, 300, or 400 level SOC course.			Completion of a major and a minor, a double major, or a composite major		
<b>Additional General Education - 2 crs</b>						<b>Graduation Requirements</b> - see details in 14-16 catalog		
Select from <b>Aesthetic Engagement</b> or <b>Global Awareness</b> areas						Completion of a 30 upper division		
or ART 112 <sub>(3)</sub> , 231 <sub>(3)</sub> , 281 <sub>(3)</sub> ; GEOG 111 <sub>(2)</sub> ;			^ If used in the General Education Requirements,			semester hours at 300-400 level		
MUS 104 <sub>(1)</sub> , 105 <sub>(1)</sub> , 130 <sub>(1)</sub> , 131 <sub>(1)</sub> , 140 <sub>(1)</sub> , 141 <sub>(1)</sub> ;			these courses can not be used in the Concentration			Completion of a 120 semester hours		
PHYS 275 <sub>(1)</sub> ; THEA 201 <sub>(1-3)</sub>						Minimum cumulative GPA of at least 2.0		
						Completion of a digital portfolio		
<b>Total Gen Ed Credits Required - 39</b>			<b>Total Major Credits Required - 66-75</b>			<b>Minimum Credits Required to Graduate - 120</b>		

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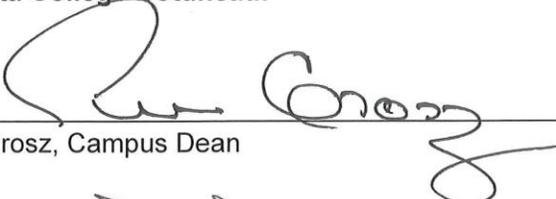
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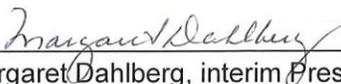
**Signatures:**

**For Dakota College Bottineau:**

  
\_\_\_\_\_  
Dr. Ken Grosz, Campus Dean  
Date 10-16-14

  
\_\_\_\_\_  
Larry Brooks, Associate Dean of Academic Affairs  
Date 10/14/2014

**For Valley City State University:**

  
\_\_\_\_\_  
Dr. Margaret Dahlberg, interim President  
Date 11-3-2014

  
\_\_\_\_\_  
Dr. Julee Russell, Dean of Faculty and Student Academic Affairs  
Date 11-4-14

  
\_\_\_\_\_  
Dr. Anthony Dutton, Social Science Department Chair  
Date 11/3/14