

COLLABORATIVE STUDENT CONTRACT & REGISTRATION FORM

A collaborative student is one who chooses to enroll at more than one North Dakota University System (NDUS) institution for a particular term. The institution from which the student is earning a degree is considered the "home institution." The institution(s) that supplies courses for a degree is considered the "provider institution(s)."

- A student must be enrolled in at least one degree credit course at NDSU before enrolling in a collaborative course. Excluded from this requirement are courses registered for during the summer semester as well as students using the faculty/staff tuition waiver.
- Credits from more than one NDUS institution will be combined for the purpose of financial aid (for courses added through the 7th business day from the start of the term).
- The student pays the provider campus tuition/fees for the collaborative course(s). This additional amount is included in the accounts receivable balance at NDSU. Collaborative courses are not subject to the NDSU tuition cap.
- The student cannot exceed a total of 20 credits between NDSU and the provider institution(s) without special permission from the Registrar at both (all) campuses.
- The student must follow NDSU's academic dates and deadlines for adding/dropping collaborative courses.
- Drop/adds must be administered through the collaborative contact at the home institution (NDSU, 110 Ceres Hall).
- Courses will be posted as transfer credit once NDSU receives an official transcript from the provider institution. Note: Grades earned in collaborative courses *may* be used in determining financial aid satisfactory progress.
- Completion of this form does not guarantee registration into the requested course(s). If the request(s) cannot be processed, the student will be notified at the email address or phone number provided.
- If students wish to take advantage of the repeated course opportunity to improve a grade, that course must be repeated at NDSU. Collaborative registration is not an option for repeating courses previously taken at NDSU.
- A student's last 30 credits of a degree program must be earned in residence at NDSU. Any student taking credits within the last 30 must Appeal for Exception to Academic Regulations with the Office of Registration and Records.

Student Information:

Date _____ Student ID# _____

Last Name _____ First Name _____ MI _____

Current home/local address _____

City _____ State _____ Zip _____

Daytime phone _____ E-mail address _____

What is your home campus? _____ Semester to Enroll: Fall / Spring / Summer Year _____

Are you a ND resident? Yes No If yes, length of residency? _____ If no, state of residence: _____

Course Information:

Campus Providing the Course _____

Subject/Catalog # (i.e. ENGL 110) _____ Class Number _____

Course Title/Description _____ Credits _____

Delivery of class: Online _____ Face-to-Face _____ Print-Based _____

As a collaborative student, I have read and understand the policies and procedures of being a collaborative student and accept all responsibilities and consequences as such.

Student Signature _____ Date _____

Collaborative Contact Signature _____ Date _____