

MEMORANDUM OF AGREEMENT
between
Minot State University
and
North Dakota State University

Purpose:

Minot State University (MiSU) will offer its Bachelor of Social Work Degree (B.S.W.) on the campus of, and in cooperation with, North Dakota State University (NDSU).

Motivating Principles and Values:

MiSU and NDSU agree to the following principles:

- Students are well served by the high quality partnership between Social Work and Human Development and Family Science.
- The partnership serves the educational needs of the region by providing high quality graduates of Social Work and Human Development Family Science.
- Both campuses seek a mutually beneficial financial arrangement to position the Social Work program to operate effectively and responsibly.
- Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure quality.
- The partnership exemplifies the entrepreneurial spirit of the initial 2000 Legislative Roundtable and the interests of the state Board of Higher Education in utilizing multi-campus resources to serve the public of North Dakota. The partnership furthers the 4th principle of the current strategic plan for NDUS, which is greater efficiency within the NDUS system.
- The partnership requires that both campuses participate in and use the Collaborative Student Registration process as required by the North Dakota University System.
- The partnership provides the ability to deliver a high-quality dual degree/dual major program of study to students in a convenient, timely and cost-effective manner.

The MiSU Social Work Program is accredited by the Council on Social Work Education (CSWE) and approved by the State of North Dakota Board of Social Work Examiners (NDBSWE). Both NDSU and MiSU are accredited by the North Central Association of Colleges and Schools: The Higher Learning Commission (HLC).

Dual Degree Program:

The MiSU Social Work Program located on the NDSU campus will coordinate with NDSU Human Development and Family Science (HDFS) in using the Collaborative Student Registration process. Utilizing the collaborative process will help in continuing to provide a high level of student service. New and current students who intend to study Social Work on the NDSU campus will be placed into the dual degree/dual major program of study. Students may declare additional majors and/or minors, but will be expected to take additional coursework and meet any additional requirements. All students are advised to work closely with their primary major advisors for both the Human Development and Family Science program and the Social Work program in the course selection process each semester.

New NDSU students, transfer students, and students who change majors and declare Social Work will be placed into Human Development and Family Science as their primary major (program) at NDSU, and Pre-Social Work, second major (program) at MiSU. NDSU will be considered the students' "home" campus for administrative purposes (registration, billing, financial aid, student services, etc.) and MiSU will be considered the "provider" campus for NDSU students.

Prior to enrolling in their first MiSU Social Work course, students will be expected to make application to and be admitted to MiSU as a Social Work (non-degree) student. MiSU will designate enrolled students as *non-degree second majors* in Social Work until the time that all program requirements have been completed. Upon student completion of Social Work degree requirements, graduation application approval, and once MiSU has received the HDFS posted degree on the official transcript, the student status will be changed to: "degree-seeking, Social Work major" that will allow the degree to be posted to the MiSU academic record.

NDSU graduates with a degree in HDFS who wish to pursue a Social Work degree program will need to enroll directly with MiSU.

Agreement:

1. Minot State University will:

- a. Enroll students in MiSU courses through the Collaborative Registration model with MiSU as the provider campus, until the time that degrees may be earned/ posted to the MiSU academic record.

- b. Offer instruction and advisement in the professional sequence of courses in Social Work on the campus of North Dakota State University at times and places agreed upon by the academic departments of NDSU and MiSU.
- c. Make decisions regarding program size that are mutually agreeable to both NDSU and MiSU.
- d. Submit transcripts to NDSU after grades have been posted at the end of the semester for students who earned MiSU credits in that term.
- e. Select and assign qualified faculty members to teach the courses offered under the cooperative program.
- f. Communicate curriculum changes immediately via email to assigned contacts in the Department of Human Development and Family Science, and to the Dean's Office in the College of Human Development and Education.
- g. Employ a Site Coordinator for the cooperative program.
- h. Meet appropriate NDSU deadlines (i.e., book orders, etc.)
- i. Maintain student transcripts of all MiSU credits earned in this program, and accept in transfer all NDSU credits applicable to the program.
- j. Track degree progress for the MiSU portion of the dual program degree, and provide students with a graduation audit upon request.
- k. Grant the Bachelor of Social Work to students who complete the requirements for the degree.
- l. Recommend to the North Dakota Board of Social Work Examiners the graduates in the program who meet the requirements for the degree.
- m. Provide necessary equipment for the operation of the MiSU Social Work Program site at NDSU, such as computers, ink cartridges for printers, and other basic office supplies.

2. North Dakota State University will:

- a. Place new students and student changing majors into two programs/plans, 1) UGDCF/BS-HDFS and 2) UGDASPSW/Pre-SWK.
- b. Provide qualified advisor(s) for new student orientation and at the beginning of each semester for students enrolled in the program.
- c. Provide general education courses, HDFS courses, supplementary curriculum, and elective courses, which satisfy graduation requirements for students enrolled in the dual program.
- d. Facilitate the enrollment of students in MiSU courses each semester via the Collaborative Registration model (NDSU collaborative student contact).

- e. Include a list of Social Work courses offered on the NDSU campus in its online term registration schedule.
- f. Provide general institutional administrative support to students enrolled in the dual program, including student recruitment, admission, registration, record-keeping, general counseling service, tutoring, disability services, testing services, and student financial aid. Students must be enrolled or term-activated at NDSU as home campus in order to receive financial aid from NDSU. Students cannot receive financial aid from both MiSU and NDSU simultaneously.

A student with a disability who is in need of accommodations should open a file at the home institution's Office of Disability Services (at the university who is receiving the tuition for the particular course(s)). The home institution will determine eligibility for accommodations and house the disability documentation. A letter of verification will be provided to the collaborating institution's Office of Disability Services. Accommodations refer to services or aide to make a program, service, course or activity accessible to an individual with a disability. Examples include, but are not limited to:

- Readers
- Scribes
- Note Takers
- Exam Accommodations
- Alternate format of required materials
- Interpreter/captioning*
- Braille*

*NOTE: MiSU and NDSU will cost share high cost accommodation course materials in alternate format such as braille. Interpreter costs will be submitted to the School for the Deaf. MiSU and NDSU will cost share the remaining balance owed after disbursement (per formula) from the School for the Deaf.

According to the Human Development and Family Science and Social Work Dual Degree curriculum (see attachment), the Disability Services department at MiSU will provide accommodations for the MiSU courses. NDSU Disability Services will provide accommodations for the NDSU courses. Both Disability Service offices will collaborate in the implementation of the accommodation(s). When an institution has difficulty locating readers, scribes, proctors or other accommodations, staff in the Office Disability Services will interact and decide the best solution to serve the student.

- g. Allow students who are enrolled exclusively in their field education credits (through MiSU) in a given term to continue to utilize NDSU student services that rely on NDSU student fees, such as the Wellness Center and the Career Center. In addition, during this field education term, students will be permitted to participate in and affiliate with NDSU student organizations and activities, including intercollegiate athletics. Students will be enrolled in SWK 490 and 491 during the semester(s) they are taking the field education. To ensure this continuity, students enrolled in the field education who are not enrolled in any NDSU courses will be enrolled in one credit of HDFS 496, Field Experience; there will be no NDSU charges for this credit.
- h. Coordinate the delivery of operational support for program-related activities on the NDSU campus including library resources, audio-visual needs, telecommunications, and information technology infrastructure. NDSU will ensure that students have access to classrooms, internet connectivity and other facilities as instructional tools.
- i. Provide office space and secretarial support for MiSU faculty teaching classes on the NDSU campus. A portion of the secretarial salary will be negotiated annually with MiSU's Center for Extended Learning.
- j. Submit in progress transcripts to MiSU after grades have been posted at the end of the semester for Social Work students who earned NDSU credits in that term, or at least at a minimum, the term prior to graduation.
- k. NDSU will track degree progress for the NDSU portion of the dual program degree, and provide students with a graduation audit upon request.
- l. Grant automatic exception of the residence graduation requirement (last 30 credits) to students enrolled in this dual degree/program.
- m. Discontinue the students' second program of Social Work/Pre-Social Work graduating with the B.S. HDFS from NDSU.
- n. Provide IT support for computers and computer auxiliary equipment supplied by MiSU once temporary ownership of equipment is transferred from MiSU to NDSU. Upon resignation or termination of MiSU faculty members or discontinuation of the dual degree program, ownership of all equipment will be transferred back to MiSU. If computer and auxiliary equipment needs to be replaced, ownership will be returned to MiSU. All intellectual property on MiSU computer equipment transferred temporarily to NDSU remains the property of the MiSU faculty and/or MiSU.

o. Communicate curriculum changes immediately via email to assigned contacts in the Department of Addiction Studies, Psychology, and Social Work, and to the Dean's Office in the College of Education and Health Sciences.

3. Financial Arrangements:

- a. Through the Collaborative Registration Model, students will be charged institutional tuition and fees for all credits taken through the respective campuses. Hence, students will be assessed tuition and fees (including technology fees) by MiSU for all MiSU delivered courses, and will be assessed tuition and fees by NDSU for all NDSU delivered courses.
- b. Based on the Collaborative Student Report, MiSU will bill NDSU via the third party billing process. NDUS will remit the appropriate tuition and fees to MiSU at the end of each term.
- c. Institutional tuition waivers and scholarships may only be applied to those courses taken through the institution granting the waiver or scholarship, unless arrangements are made by the sponsoring organization (donor) to cover academic expenses both institutions (i.e.: athletic scholarships).

4. Governance and Management:

As required by the condition of program and accreditation, the Social Work Program will be governed by the Department of Addiction Studies, Psychology, and Social Work at MiSU. To resolve instructional and logistical issues, the dual degree program will be advised by the Joint Social Work Program Committee (JSWPC), hereinafter referred to as the Committee. The Committee will consist of the following:

NDSU Representatives: Dean or Dean's appointee, College of Human Development and Education, the Chair of Human Development and Family Science and a faculty representative.

MiSU Representatives: Dean or Dean's appointee, College of Education & Health Sciences, the Chair of Addiction Studies, Psychology, and Social Work, the Director of the Social Work Program, and the Site Coordinator for the Fargo location.

The Committee will be co-chaired by the two Deans or their appointees.

5. Financial Aid:

Students enrolled in the Dual-program will have all aspects of their Federal Title IV Financial Assistance administered by the NDSU Office of Student Financial Services. This includes, but is not limited to:

- a) Processing of applications, evaluation of eligibility, awarding, and disbursement of funds;
- b) Assessment and enforcement of satisfactory academic progress standards;
- c) Calculation and distribution of refunds;
- d) Billing and collection for Federal Perkins loans; and,
- e) Notifying changes in enrollment status to lenders under the Federal Family Educational Loan Programs.

Student budgets (costs) used in establishing aid amounts will be the same as those used for awarding federal aid to other NDSU students.

Students who elect to take summer courses at MiSU, must also register for a one-credit course at NDSU, but should continue to use the Collaborative Registration process to retain financial aid through NDSU, the home campus.

6. Student Athletes:

The joint HDFS/SWK program will best ensure that student athletes maintain satisfactory academic progress toward degree completion. During the term in which the student is enrolled in their practicum credits (exclusively through MiSU), students will be permitted to continue participation in intercollegiate athletics. Students who are enrolled exclusively in their field education credits (through MiSU) in a given term will be permitted to continue to utilize NDSU student services that rely on NDSU student fees, such as the Wellness Center and the Career Center. In addition, during this field education term, students will be permitted to participate in and affiliate with NDSU student organizations and activities, including intercollegiate athletics. Students will be enrolled in SWK 490 and 491 during the semester(s) they are taking the field education. To ensure this continuity, students enrolled in the field education who are not enrolled in any NDSU courses will be enrolled in one credit of HDFS 496, Field Experience; there will be no NDSU charges for this credit.

7. Amendments to the Agreement:

Mutually agreed upon amendments to this agreement may be approved by those who sign this agreement or their successors. The agreement may be terminated at


any time through joint action of the two presidents with adequate provision for currently enrolled students.

8. Annual Review:

This Agreement shall be reviewed annually by the Committee as required by NDUS Procedure 404.2(3).

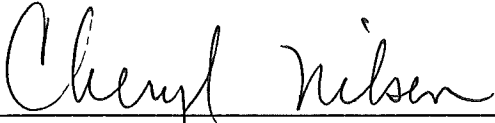
Signatures:

For Minot State University:




Dr. Lenore M. Koczon,
Vice President for Academic Affairs

9/14/2015
Date




Dr. Cheryl Nilsen, Dean
College of Education and Health Sciences

9-3-15
Date



Dr. Kristen Warmoth,
Center for Extended Learning

9-10-15
Date



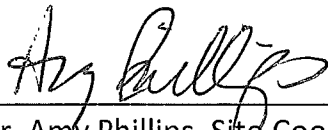
Dr. Vicki Michels, Chair, Addiction Studies,
Psychology & Social Work

9/2/15
Date



Susan Peterson, Program Director,
Social Work Program

9/2/15
Date



Dr. Amy Phillips, Site Coordinator,
Social Work Program

10-21-15
Date

For North Dakota State University:

Beth Ingram

Provost/Vice President for Academic Affairs

10-28-15
Date

Wayne Fitzgerald, Dean

College of Human Development and Education

10/23/15
Date

Joel Hektner

Joel Hektner, Interim Department Head
Human Development and Family Science

10/19/15
Date

Robin Woods

Human Development and Family Science
Faculty Representative

10-23-2015
Date