

**MEMORANDUM OF AGREEMENT**  
**between**  
**Valley City State University and**  
**North Dakota State University**

**Purpose:**

The purpose of this agreement is to establish the conditions under which Valley City State University (VCSU) will offer its Bachelor of Science Degree in Education (B.S. Ed.) with a major curriculum in Elementary Education as a dual degree program with Human Development and Family Science, College of Human Development and Education, North Dakota State University, on the campus of, and in cooperation with, North Dakota State University (NDSU).

**Motivating Principles and Values:**

VCSU and NDSU agree to the following principles:

- The history of the elementary education program (fall of 1990 to the present) has been beneficial to both campuses and each campus seeks to continue and improve this relationship.
- Students are well served by the partnership and will continue to be well served by a high quality teacher education program offered through this agreement.
- The partnership serves the educational needs of the region by providing teacher education graduates of high quality.
- Both campuses seek a mutually beneficial financial arrangement to position the elementary education program to operate effectively and responsibly.
- Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure teacher quality.
- 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.

The program is accredited by the North Central Association of Colleges and Schools: The Higher Learning Commission (NCA), the National Council for the Accreditation of Teacher Education (NCATE) and approved by the State of North Dakota Education, Practices and Standards Board (EPSB).

**Dual Degree Program:**

In order to most effectively and efficiently offer the Elementary Education program to NDSU students, the Collaborative Student Registration process is utilized. The VCSU Elementary Education program at NDSU has been coordinated with the Human Development and Family Science degree program at NDSU. Students who intend to study Elementary Education on the NDSU campus will be required to declare a major in Human Development and Family Science (HDFS) with a subplan (track) in Child Development/Elementary Education. Students who have previously obtained a bachelor's degree in HDFS are not eligible for this program; they should instead enroll in the elementary education program offered on the VCSU campus. All students are advised to work closely with their academic advisor in the Department of Human Development and Family Science during the course selection process each semester.

New students, including transfer students, who apply for admission, as well as current and returning NDSU students who declare Elementary Education will be placed into Human Development and Family Science as their primary major (program) at NDSU, and will be placed in the HDFS subplan (track) of Child Development/Elementary Education. Per the North Dakota University System Collaborative Student procedure (404.0), NDSU will be considered their 'home' campus for administrative purposes (registration, billing, financial aid, student services, etc.), and VCSU will be considered the 'provider' campus.

Prior to enrolling in their first VCSU Elementary Education course, students will be expected to make application to VCSU as a collaborative student. VCSU will track enrolled students as Non-Degree (Elementary Education-NDSU) until the time that all program requirements have been completed and the degree is posted to the VCSU academic record.

**Agreement:**

1. Valley City State University will:
  - a. Collect all VCSU application material and determine if the student will be accepted to VCSU.
  - b. Enroll students in VCSU courses through the Collaborative Registration model with VCSU as the provider campus, until the time that degrees may be earned/posted to the VCSU academic record.
  - c. Assign each dual degree student an elementary education advisor.
  - d. Offer instruction in the professional sequence of courses in Elementary Education on the campus of North Dakota State University at times and places agreed upon by the academic departments of NDSU and VCSU.
  - e. Work with the Human Development and Family Science department to determine appropriate levels of enrollment in the program, and then either limit enrollment in the program or offer additional course sections as needed.
  - f. Submit transcripts to NDSU after grades have been posted at the end of the semester for students who earned VCSU credits at NDSU in that term.
  - g. Select and assign qualified faculty members to teach the courses offered under the cooperative program.
  - h. Annually review and coordinate curriculum changes with assigned contacts in the NDSU Human Development and Education Advising Center, the Department of Human Development and Family Science, and to the Dean's Office in the College of Human Development and Education.
  - i. Meet appropriate NDSU deadlines (i.e., book orders).
  - j. Maintain student transcripts of all VCSU credits earned in this program, and accept in transfer all NDSU credits applicable to the program.
  - k. Accept completion of the NDSU General Education requirement as completion of the VCSU lower division general education requirement.

- l. Grant the Bachelor of Science in Education degree with a major in Elementary Education to students who successfully complete the requirements for the degree.
  - m. Recommend to the Education Standards and Practices Board for teacher license the graduates in the program who meet the requirements for initial certification.
2. North Dakota State University will:
- a. Place new students and students changing majors into the Human Development and Family Science academic plan and the Child Development/Elementary Education subplan.
  - b. Assign each dual degree student an HDFS advisor.
  - c. Provide qualified advisor(s) for new student orientation and at the beginning of each semester for students enrolled in the program. 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 VCSU courses each semester via the Collaborative Registration model (NDSU Collaborative Student contact).
  - e. Include a list of Elementary Education 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, testing services, and student financial aid. Note: Students must be enrolled or term-activated at NDSU as home campus in order to receive financial aid from NDSU.
  - g. Allow students who are enrolled exclusively in their student teaching or practicum credits (through VCSU) in a given term to continue to utilize NDSU student services that rely on NDSU student fees, such as the Wellness Center, Disability Services, Student Health Services, ACE tutoring, and the Career Center. In addition, during the student teaching and practicum terms, students will be automatically enrolled in NDSU HDFS 496 which allows students to participate in and affiliate with NDSU student organizations and activities, student support services, the wellness center, and intercollegiate athletics. In all other semesters, students are expected to self-enroll in at least one NDSU credit to retain access to these services and activities.
  - 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 with interactive whiteboards, internet connectivity and other facilities that support the use of notebook computers as instructional tools for all students and enable students to comply with VCSU's graduation requirement to produce a digital portfolio. An advisory group will be formed comprised of Chief Information Officers, appropriate dean and if necessary, Provost to ensure mutually agreeable room selection, network infrastructure to support the use of notebook computers and the production of the required portfolios.

- i. Provide mutually agreed upon classrooms and work space for a VCSU computer technician to include secure notebook storage, and an office space for VCSU faculty teaching classes on the NDSU campus.
- j. Submit transcripts to VCSU after grades have been posted at the end of the semester for Elementary Education students who earned NDSU credits in that term.
- k. Track degree progress for students in the dual program, and provide them with a degree audit upon request.
- l. Grant automatic exception of the residence graduation requirement (last 30 credits) to students enrolled in this dual degree/program.

### 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 VCSU for all VCSU delivered courses, and will be assessed tuition and fees by NDSU for all NDSU delivered courses. Upon enrollment in a VCSU elementary education course, students will be assessed the VCSU full time student technology fee. Students will be issued a notebook computer and will comply with all VCSU IT policies and practices with regard to the notebook computer.
- b. Based on the Collaborative Student Report, VCSU will bill NDSU via the third party billing process. NDSU will remit the appropriate tuition and fees to VCSU at the end of each term.
- c. Students in this program do not qualify for VCSU tuition waivers or scholarships.

### 4. Governance and Management:

As required by the condition of program and accreditation, the Elementary Education program will be governed by the School of Education and Graduate Studies at VCSU. To resolve instructional and logistical issues, the dual degree program will be advised by the Joint Elementary Education Program Committee (JEEPC), 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 the Human Development and Family Science Academic Advisor for the program.

**VCSU Representatives:** Dean or Dean's appointee, School of Education and Graduate Studies, and two Faculty/Staff Representatives.

The Committee will be co-chaired by the Dean or Dean's appointee, School of Education and Graduate Studies of VCSU and Dean or Dean's appointee, College of Human Development and Education from NDSU.

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 VCSU should continue to use the Collaborative Registration process to retain financial aid through NDSU, the home campus.

6. Notebook Computer Initiative:

Students enrolled in the dual degree HDFS/Elementary Education program at NDSU are included in the VCSU Notebook Computer Initiative. The initiative involves a complete mobile computing environment including the following: Notebook computer hardware and software; multimedia classrooms with individual user connections for network and electrical power; network resources; and technical support.

NDSU students in this program are required to pay the full VCSU technology fee. Students are issued a notebook computer, carrying case, and professional software. Students also have access to VCSU server storage space (for portfolio projects, web site, and personal file backups). The fee also entitles students to an immediate exchange of their notebook computer if technical difficulties should occur.

The following URL provides additional information regarding the notebook computer initiative at VCSU: <http://itc.vcsu.edu/notebookinitiative/>

7. Student Athletes:

The dual HDFS/EI Ed program best ensures that student athletes maintain satisfactory academic progress toward degree completion. During the term in which the student is enrolled in their teaching credits (exclusively through VCSU), students will be permitted to continue participation in intercollegiate athletics.


8. 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.

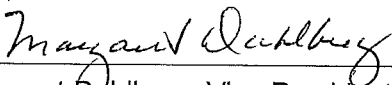
First draft – 1/20/95; Second draft – 10/19/95; Third draft – 11/6/95; Fourth draft – 2/15/96;  
Fifth draft – 3/29/96; Sixth draft – 9/7/01; Seventh draft – 1/25/02; Eighth draft – 2/19/02;  
Ninth draft  
– 2/25/02; Final Draft – October 2005; Revised – August 2010 – Revised October 2013

**Signatures:**

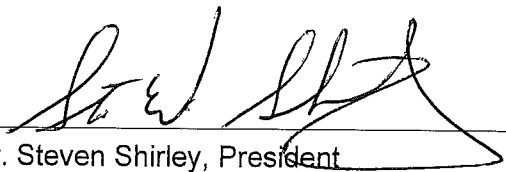
**For Valley City State University:**

  
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Dr. Gary Thompson, Dean of Education and Graduate Studies

10-24-13  
Date

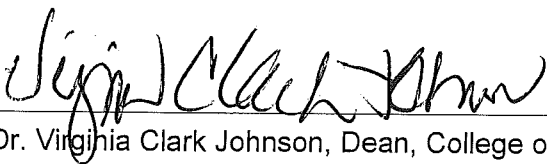
  
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Dr. Margaret Dahlberg, Vice President for Academic Affairs

10-24-2013  
Date

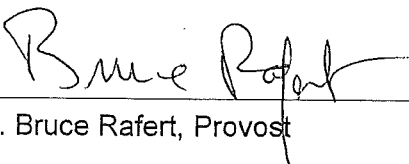
  
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Dr. Steven Shirley, President

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Date

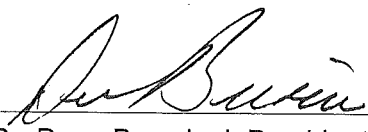
**For North Dakota State University:**

  
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Dr. Virginia Clark Johnson, Dean, College of Human Development  
and Education

10/17/13  
Date

  
\_\_\_\_\_  
Dr. Bruce Rafert, Provost

10/24/13  
Date

  
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Dr. Dean Bresciani, President

10-22-13  
Date