



VALLEY CITY
STATE UNIVERSITY



**Business Education
Articulation Agreement
between
Casper College and Valley City State University**

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

Purpose: The purpose of this agreement is to provide a seamless articulation of credits for students to earn an Associate Degree from Casper College to transfer to VCSU in order to earn a Bachelor of Science in Business Education from VCSU.

Steps:

1. Complete the Casper College Associate degree.
2. Apply to Valley City State University and declare the Business Education major. Transfer credits earned from the Casper College Associate degree will apply toward the Bachelor of Science.
3. Students must complete a minimum of 30 hours of upper level (300-400 level) credit from VCSU to complete graduation requirements from VCSU.
4. Graduates under this program would earn a Bachelor of Science degree in Business Education.

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). Casper College 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, 2016. 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: Casper College 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 Casper College and VCSU. As required by the condition of the program and accreditation, the Bachelor of Science Degree in Business Education program will be governed by the Business Department at VCSU.

VCSU agrees to arrange for a Program Representative to be available to advise Business Education students in the program each semester.

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

VCSU agrees to grant a Bachelor of Science with a major in Business Education to students who successfully complete the requirements for the degree.

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

Students must complete a minimum of 30 hours of upper level (300-400 level) credit from VCSU to complete graduation requirements from VCSU.

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 from VCSU to complete graduation requirements from VCSU. Credit hours earned at Casper College that do not meet general education requirements, technical specialty requirements or teaching option requirements will be used for electives courses.

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 Casper College course(s) must apply and be accepted for admission at Casper College. 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). Casper College will be responsible for registering students in the associate program, and VCSU will be responsible for registering student(s) in the baccalaureate program. Should a student drop credits during the 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 Casper College two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by Casper College'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 Casper College, Casper College 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 Casper College students. A contact from the Casper College Financial Aid Office will be

identified to work with the Valley City State University Financial Aid Office assigned contact.

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

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. Casper College will provide students in this program adequate technical support in a timely manner for the courses taken from Casper College.

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 Casper College campus once a year to recruit new students for this program. VCSU will be responsible for providing Casper College with marketing materials to distribute to prospective students. Both institutions will display information about this agreement on their Transfer Website. Casper College 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 Casper College courses will be purchased through Casper College.

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. Casper College 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 Business Education Program Coordinator is Dr. Brenda Finger, Assistant Professor, Business Department (701-845-7513).

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.

Signatures:

For Casper College:

Shawn Powell 12/15/15

Dr. Shawn Powell, Interim Vice President of Academic Affairs Date

Lesley Travers 12/15/15

Dr. Lesley Travers, Dean of Business and Industry Date

Scott Nolan 10/15/15

Scott Nolan, Chair, Department of Business Date

For Valley City State University:

Tisa Mason 1/21/16

Dr. Tisa Mason, President Date

Margaret Dahlberg 12/21/2015

Dr. Margaret Dahlberg, Vice President of Academic Affairs Date

Brenda Finger 1/11/2016

Dr. Brenda Finger, Chair, Department of Business Date