

This Memorandum of Agreement (MOA) between Valley City State University (VCSU) and Dakota College at Bottineau (DCB) is set forth to establish mutually agreed upon commitments, operating procedures and policies enabling the completion of DCB's Certificate in Practical Nursing (PL) and associate degree of Nursing (ADN) at Valley City.

Students enrolled in the DCB Nursing program, taking courses also at VCSU, will proceed in accordance with established collaborative enrollment guidelines. The financial component for the agreement will be according to NDUS policies and procedures.

In addition, the following agreements will be in place for this collaborative program:

A) Admission

Students have to be admitted to DCB to complete their degree. They can take all of their non-nursing courses through VCSU, and will take the Nursing components on the VCSU campus through IVN delivery. Students applying to the DCB Nursing Program will be "conditionally admitted" until they have completed their criminal background check. They will be able to register after the criminal background check is completed. Students will be responsible for paying the cost incurred for the criminal background check

B) Advising

Dakota College Bottineau will provide an advisor for nursing students in Valley City. The advisor will provide the same services to nursing students as are provided for advisees in a DCB program. In addition, the advisor will be the information source for advisees concerning any special considerations relating to this cooperative program. Students will be assigned a VCSU advisor for their pre-nursing classes who will provide expertise regarding VCSU policies and procedures, e.g., transfer, graduation requirements, pre-requisites.

C) Student Life

Rules, regulations, and policies that govern student life that are listed in the VCSU student handbook will be applicable to students enrolled in courses through this arrangement. For example, housing, parking, and conduct policies will be governed by VCSU.

D) Services/Activities

Students enrolled in courses through this arrangement have access to the activities and services that are offered at both VCSU and DCB. Examples include sporting events, homecoming festivities, tutoring, dances, counseling services, and library access. Students may be issued identification cards at both schools upon request.

Those students who choose to request a VCSU student identification card and attend VCSU campus functions will be subject to the VCSU student code of conduct as well.

E) Library

Valley City State University will provide library access to DCB nursing students enrolled in the collaborative program.

F) Computers and Computer Access

Students on the VCSU campus who are enrolled in the collaborative nursing track will be given access (login) to the VCSU Blackboard portal and provided with a VCSU email account. In addition:

1. **Laptop Computers:** Students enrolled in the DCB Nursing program will pay 1/2 of the technology fee normally assessed to a full-time VCSU student and they will be issued a VCSU computer from the previous laptop contract.

Students in the Nursing program will have full access to VCSU technology services, including VCSU wired and wireless computer network, Blackboard account, VCSU email/messaging account, printer access, computer peripheral equipment checkout, and to a laptop computer. The DCB Nursing students will follow the same laptop checkout and return procedures as VCSU students.

Laptop checkout will include summer term, so student can take their nursing exams online in July.

2. **On Campus Nursing Advisor/Instructor:** A rental laptop will be provided to the Dakota College Bottineau Nursing Advisor/Instructor in Valley City. The cost of the rental will be covered by VCSU.

G) IVN

1. **Scheduling** Nursing courses taught over IVN will receive the highest scheduling priority. This follows IVN scheduling procedures for courses within Distance Learning Degree Programs.
2. **Technician** VCSU will have its technician available for technical issues.
3. **Clerical Support** Clerical support (test proctoring, copies, distribution, attendance) in the form of a student worker will be provided by DCB.
4. **Proctoring exams** The student worker will proctor any exams except ATI exams.

H) Class Schedules/Instruction

The campuses will cooperate in regard to class meeting times and dates to eliminate as many time conflicts for students as possible. Timely communication between the Nursing Coordinator, Learning Resource Facilitator, and Pre-Nursing advisor is necessary to correct scheduling conflicts due to changes in the program course schedule. VCSU's year-long schedule is due February 1st for the following academic year, so planning must occur early to accommodate this deadline.

I) Financial Aid

Student financial aid will be provided by DCB for students enrolled in the DCB courses. DCB's policies and procedures will apply. DCB students on the VCSU campus are not eligible for VCSU sponsored scholarships, waivers, or student work study.

Satisfactory progress will be monitored based on DCB policy to assure that satisfactory progress requirements are met.

J) Facilities

VCSU will be responsible for the physical IVN classroom and laboratory facilities on its campus.

K) Promotion/Marketing

VCSU and DCB will mutually promote and advertise the program to prospective students.

L) Bookstore

DCB will deliver books to the students in the nursing classes. Books for pre-nursing classes will be provided through the VCSU bookstore.

M) Academic Procedures

1. DCB academic guidelines, policies, and procedures for the-students enrolled in DCB courses delivered through this arrangement:

- Academic probation/suspension
- Graduation honors
- Academic honors
- Official withdrawal
- Course load limitations

2. DCB and VCSU's respective academic guidelines, policies, and procedures for students enrolled in courses through this arrangement on the Bottineau campus apply on a course-by-course basis in regard to the following:

- Course repetition
- Incomplete work
- Course challenges
- Attendance
- Add/Drop dates for individual classes

N) Registration Process/Enrollment

Valley City State University students will coordinate registration activities with the DCB on-site advisor. This advisor will work in conjunction with the DCB and VCSU collaborative student contacts. Both campuses will follow the collaborative student registration guidelines with VCSU as the home campus and DCB as the provider campus. Headcount enrollment will be recorded by whichever school is teaching the lecture portion of the class.

O) Tuition and Fee Charges

NDUS procedure 805.3.1, Collaborative Distance Learning Tuition, will apply to this agreement. Students taking courses offered by VCSU will be charged and pay all VCSU tuition and fees. Students taking courses offered by DCB will be charged and pay all DCB tuition and fees. In addition, DCB Nursing students will be charged and pay ½ the VCSU technology fee normally assessed to a full-time VCSU student.

P) Billing/Collection/Allocation of Revenue

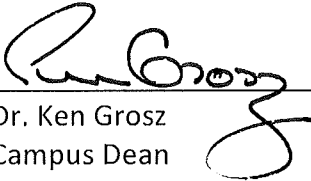
The home campus will collect all tuition and fees and remit the appropriate amount to the instructional provider.

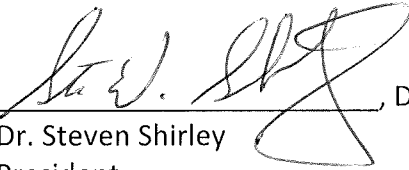
Q) Graduation


Graduating DCB students may participate in the VCSU graduation ceremonies in May. They will be acknowledged in the program. DCB students will wear DCB gear which they can order through the DCB bookstore. Nursing coordinator may participate in the faculty line-up.

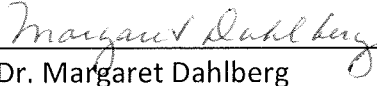
R) Changes in Agreement

Any aspect of this document is subject to revision. The partners of this MOA must agree in writing before any changes can be implemented. An annual review of the MOA will occur at the end of the spring semester.


_____, Date 12-3-12
Dr. Ken Grosz
Campus Dean
Dakota College Bottineau


_____, Date 10-15-12
Dr. Steven Shirley
President
Valley City State University


_____, Date 10/26/12
Mr. Larry Brooks
Associate Dean, Academic Affairs
Dakota College Bottineau


_____, Date 10-15-2012
Dr. Margaret Dahlberg
Vice President, Academic Affairs
Valley City State University