VCSU Computer Information Systems Major

Articulation Agreement
between
Lake Region State College and Valley City State University

Introduction: This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Lake Region State College (hereinafter LRSC) 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 in Applied Science Degree in Information Technology from LRSC to transfer to VCSU in order to earn a Bachelor of Science or Bachelor of Arts in Computer Information Systems (CIS) from VCSU. This agreement will be set up in the manner where students will be able to complete both their Associate Degree and Bachelor Degree.

Directed electives in VCSU’s CIS program allow students the flexibility they need to plan their academic program and to meet their career goals. The courses completed at LRSC result in an AAS degree, but also constitute the first two years of the Bachelor Degree in CIS at VCSU. The core requirements in the CIS degree program include courses described as required and recommended in the guidelines provided by the IS 2010 Curriculum Guidelines. This structure ensures students are well prepared for their planned career path upon graduation with a Bachelor of Science or Bachelor of Arts degree in CIS.
Steps:

1. Complete the LRSC Associate in Applied Science degree in Information Technology.
2. Apply to Valley City State University and declare the Computer Information Systems major. Transfer credits earned from the LRSC AAS degree will apply toward the Bachelor of Science or Bachelor of Arts degree.
3. LRSC students may choose to stay in Devils Lake as VCSU students for their 3rd year in the CIS program delivered online and collaboratively. Students must attend courses on the VCSU campus during their senior year.
4. Graduates under this program would earn a Bachelor of Science or Bachelor of Arts degree in Computer Information Systems.

Note: The Bachelor of Arts degree requires completion of 16 additional credits of Language/Cultural Studies beyond the Bachelor of Science degree requirements.

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). LRSC 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 three (3) years, starting academic year 2012-13. At the end of the three (3) 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: LRSC 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 LRSC and VCSU. As required by the condition of the program and accreditation, the Bachelor Degree in CIS Program will be governed by the Business and Information Technology Division at VCSU. Conversely, the AAS degree in Information Technology will be administered by LRSC as required by the guidelines.

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

Both Valley City State University and Lake Region State 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 or Bachelor of Arts with a major in Computer Information Systems to students who successfully complete the requirements for the degree.

It is agreed upon that LRSC 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.

VCSU and LRSC are members of the Northern Information Technology Consortium (NITC). Courses completed in participation with NITC may be included to complete both degree programs.

Admission: Students taking LRSC course(s) must apply and be accepted for admission at LRSC. 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). LRSC will be responsible for registering students in the associate program(s), and VCSU will be responsible for registering student(s) in the baccalaureate program(s). Collaborative enrollment processes identified in NDUS Procedure 404 will be used as needed.

Tuition and Fees: Assessment and collection of tuition and fees will be done by the institution that is responsible for the courses. That is, VCSU will be responsible for assessing and collecting all fees for courses offered by VCSU and the same is true of LRSC. All tuition and fees will be collected in accordance with the established policies of the institution to which these payments are due.
Marketing: VCSU will come to the LRSC campus once a year to recruit new students for this program. VCSU will be responsible for providing LRSC with marketing materials to distribute to prospective students. LRSC will display information about this agreement on their Transfer Website. LRSC 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 LRSC courses will be purchased through LRSC.

VCSU Technology Services: VCSU CIS courses require Windows platform computers. 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, computer peripheral equipment checkout, and to a laptop computer. Students can pay the VCSU technology "buy up" fee according to the established procedures that apply to students studying at international universities and part-time students. Reference the following URL for current procedures:

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://itc.vcsu.edu/notebookinitiative/

Financial Aid: Students enrolled in a LRSC two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by LRSC'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 LRSC, LRSC 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 LRSC students. A contact from the LRSC 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;
- Billing and collection for Federal Perkins loans;
- 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 LRSC 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 LRSC sponsored scholarships or waivers. Students may be employed in a LRSC student employee position funded through institutional funds if enrolled in at least six (6) LRSC credits hours during each semester of employment, and must meet all LRSC student employee requirements.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website mappingyourfuture.org.

**Student Services:** During the semesters in which VCSU degree-seeking students are enrolled in at least one LRSC course, they will have access to all LRSC and VCSU student services and vice versa. During the semesters in which VCSU degree-seeking students are enrolled in only VCSU courses, they will have access to all VCSU student services and vice versa. The NDUS collaborative student process will be followed to register these students. VCSU degree-seeking students who are enrolled in at least one LRSC course are eligible to live in the LRSC residence halls, which includes a required meal plan.

**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. LRSC will assign a faculty member as a liaison for this agreement. LRSC and VCSU will work collaboratively to come up with mutually agreed upon qualifications of the faculty who would teach a course on the LRSC campus as part of the VCSU Bachelor Degree Program. VCSU will be responsible for hiring faculty to teach their courses that will be taught on LRSC's campus.
Technology and Support: VCSU will provide students in this program adequate tech support in a timely manner for the courses taken from VCSU. LRSC will provide students in this program adequate tech support in a timely manner for the courses taken from LRSC.
Signatures:

For Lake Region State College:

Interim President

[Signature]

Date: 10/2/12

Assistant Vice President of Instructional Services

[Signature]

Date: 10/2/12

For Valley City State University:

President

[Signature]

Date: 10/15/12

Vice President of Academic Affairs

[Signature]

Date: 10/10/12

Division Chair

[Signature]

Date: 10/10/12

Program Coordinator

[Signature]

Date: 10/10/12