Elementary Education
Articulation Agreement
Between
Northern Wyoming Community College District and Valley City State University

Introduction: This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Northern Wyoming Community College District: Gillette College and Sheridan College (hereinafter NWCCD) 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 transfer for students to earn an Associates Degree in Education from NWCCD and a Bachelor of Science Degree in Education from VCSU. This agreement will be set up in the manner where students will be able to complete both their Associates Degree and Bachelor Degree from the same location.

Motivating Principles and Values:
1. Students will be well served by the partnership and the high quality teacher education program offered through this agreement.
2. This partnership will benefit the educational needs of the region by providing teacher education graduates of high quality.
3. Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure teacher quality.
4. This partnership will provide the ability to deliver a high quality dual degree/dual major program of study to students in a convenient, timely, and cost-effective manner.

Accreditation: VCSU 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 Standards and Practices Board (ESPB). NWCCD is accredited by the Higher Learning Commission and National Association.

Longevity of Agreement: This agreement will be in effect for three pilot years, starting fall semester 2012. At the end of the three 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). Renewal of this agreement will be pending on the results of the pilot years.
**Termination or Revisions:** NWCCD 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 NWCCD and VCSU. As required by the condition of the program and accreditation, the Elementary Education Program will be governed by the School of Education and Graduate Studies at VCSU. The Joint Elementary Education Program Committee will be designated to resolve any instructional and logistical issues.

The Joint Elementary Education Program Committee will consist of the following:

**Gillette Representatives:** Director of Higher Education Services

**VCSU Representatives:** Dean of Education and Graduate Studies, and a Faculty/Staff Representative.

VCSU agrees to arrange for a Program Representative to be available to advise students in the program at least once per year.

NWCCD will provide a liaison that will be available to inform and guide students through this program.

VCSU will work with NWCCD to find a location near Gillette that has compressed video available for summer workshops and other courses taught during the year via Interactive Television. If a site is not available, students from NWCCD will be required to travel to another site such as Casper College for the classes.

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

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

*Based on NWCCD minimum enrollment standards

The delivery of the courses required to obtain a Bachelor of Science in Education will be delivered using methods that do not require the students to be present on the VCSU campus.

**The VCSU Vice President for Academic Affairs agreed to waive the requirement that students must complete their last 60 credits from VSCU in order to receive a Bachelor’s Degree from VSCU.**

**Admission:** Students taking NWCCD course(s) must apply and be accepted for admission at NWCCD. 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 course(s). NWCCD will be responsible for registering students in their course(s), and VCSU will be responsible for registering student(s) in their course(s). Registering for NWCCD and VCSU course(s) will
be separate functions. Registration for course(s) will follow the respective institution’s timeline, and procedures, including add/drop and withdraw.

**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 NWCCD. 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 NWCCD campus once a year to recruit new students for this program. VCSU will be responsible for providing NWCCD with marketing materials to distribute to prospective students. NWCCD will display information about this agreement on their Transfer Website. NWCCD will work collaboratively with VCSU to identify prospective students for this program.

**Textbooks:** The corresponding textbooks for the VCSU courses will be purchased through VCSU. Likewise, the corresponding textbooks for the NWCCD courses will be purchased through NWCCD.

**Financial Aid:** Students enrolled in a NWCCD two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by NWCCD’s Office of Financial Aid & Scholarships. 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 NWCCD, NWCCD 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 NWCCD students. A contact from the NWCCD 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 entered the Valley City State University degree seeking program. 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. A contact from the NWCCD Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.
Students on the NWCCD 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 NWCCD sponsored scholarships or waivers. Students may be employed in a NWCCD student employee position funded through institutional funds if enrolled in at least six (6) College credits hours during each semester of employment, and must meet all NWCCD student employee requirements.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website mappingyourfuture.org, for Federal Perkins Loan and www.studentloans.gov for Direct lending.

**Student Services**: During the semesters in which students are enrolled in at least one NWCCD or VCSU course, they will have access to all student services. Students do not have to be enrolled in any NWCCD courses in order to have access to the library. Dining plans are available for anyone to purchase. Students will be held to the guidelines and policies assigned to all the student services. NWCCD students will get priority over students who are enrolled only in VCSU courses.

**Student Support Services**: NWCCD will provide the following services for students who are enrolled in at least one of their courses: Tutoring, Counseling, and Disability Support Services. Tutoring services through NWCCD will only be available for NWCCD courses. While students are taking only VCSU courses, VCSU will be responsible for providing the following services: Tutoring, Counseling, and Disability Support Services. VCSU will be responsible for providing tutoring assistance for all their courses.

**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. NWCCD and VCSU will work collaboratively to come up with mutually agreed upon qualifications of the faculty who would teach a course on the NWCCD 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 NWCCD'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. NWCCD will provide students in this program adequate tech support in a timely manner for the courses taken from NWCCD.

**Signatures**:

**For NWCCD:**

President

[Signature]

Date: 8/21/17

Vice President of Academic Affairs

[Signature]

Date: 8/20/12
For Valley City State University:

President

Vice President of Academic Affairs

Dean of Education

Date

6-27-12

Date

6/22/2012

Date

6/15/2012