Professional Communication
Articulation Agreement Between
Williston State College and Valley City State University

Introduction: This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Williston State College (hereinafter WSC) 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 a Bachelor of Science or Bachelor of Arts degree in Professional Communication from VCSU. This agreement will be set up in the manner where students will be able to complete both an associate degree and a bachelor degree from the same location.

Motivating Principles and Values:

1. Students will be well served by the partnership and high quality professional communication program offered through this agreement.

2. This partnership will benefit the needs of the community. Williston and the region surrounding it have experienced a robust increase in jobs, population, and growth. This program will provide regional opportunities for continuing education and attaining bachelor degrees.

3. Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure quality of the program.

4. This partnership will provide the ability to deliver a high quality dual degree/dual major program of student 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. WSC is accredited by the North Central Association of Colleges and Schools the Higher Learning commission.

Longevity of Agreement: This agreement will be in effect for three pilot years, starting Summer 2011 and existing through Summer 2014. 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: VCSU and WSC 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 VCSU and WSC. As required by the condition and the program and accreditation, the Professional Communication program will be governed by the Division of Communication Arts and Social Sciences at VCSU and the Department of Arts and Human Sciences at WSC. The Joint Professional Communication Program Committee will be designated to resolve any instructional and logistical issues.

The Joint Professional Communication Program Committee will consist of the following:
**VCSU Representatives:** Chair of the Division of Communication Arts and Social Sciences, Chair of the Department of Communication Arts, and a Professional Communication faculty member.

**WSC Representatives:** Chair of the Department of Arts and Human Sciences and a Communications faculty member.

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

WSC will provide a liaison that will be available to inform and guide students through this process.

WSC will provide mutually agreed upon classrooms and workspace for VCSU for onsite courses and visits. The classrooms that are provided are subject to availability.

VCSU agrees to grant a Bachelor of Science or a Bachelor of Arts with a major in Professional Communication to students who successfully complete the requirements for the degree.

WSC will provide general education courses, supplementary curriculum, and elective courses which satisfy VCSU graduation requirements for students enrolled in this program.

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

**Admission:** Students taking WSC course(s) must apply and be accepted for admission at WSC. Students taking VCSU course(s) must apply and be accepted for admission at VCSU. All Admission Policies at the respective institutions will apply.

**Registration:** Each institution will follow its own policies and procedures for registering students for their course(s). WSC 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 WSC 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. Students may use the collaborative enrollment process to enroll in courses at the partner institution not currently the student’s “home” campus.

**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 WSC. All tuition and fees will be collected in accordance with the established policies of the institution to which these payments are due. During the semesters when students are enrolled only in VCSU courses, they will be subjected to paying a fee to have access to WSC computer labs. VCSU will collect this fee from the students and transfer the funds to WSC.

**Marketing:** VCSU will come to the WSC campus at a minimum once a year to recruit new students for this program. VCSU will be responsible for providing WSC with marketing materials to distribute to prospective students. WSC will display information about this agreement on their website. WSC 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 WSC courses will be purchased through WSC.

**Financial Aid:** Students enrolled in a WSC two-year degree program will have all aspects of their Federal Title IV Financial Assistance administered by WSC’s Financial Aid Office. This includes, but is not limited to:
• Processing of FAFSA and other applications, determination of eligibility, awarding, and distribution of funds;
• Assessment and enforcement of satisfactory academic progress standards;
• Calculation and distribution of refunds;
• Administration of all of the Federal Family Education Loan Programs

VCSU will be responsible for awarding aid to students who have entered the VCSU degree-seeking program. Students will have all aspects of their Federal Title IV Financial Assistance administered by VCSU Student Financial Aid Office. This includes, but is not limited to:
• Processing of applications, determination of eligibility, awarding, and distribution 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 Education Loan Programs

Students on the WSC campus are not eligible for VCSU sponsored scholarships, waivers, or student work-study while pursuing a degree from VCSU. Students enrolled in the VCSU program are not eligible for WSC sponsored scholarships or waivers. Students may be employed in a WSC student employee position, funded through institutional funds, if enrolled in at least six (6) WSC credit hours during each semester of employment, and must meet all WSC student employee requirements.

Student Services: During the semester in which students are enrolled in at least one WSC course, they will have access to all student services. A fee of $76.32 will be charged for students not enrolled in any WSC courses for students to have access to the computer labs and library on the WSC campus. VCSU will collect this fee from the students and transfer the funds to WSC. Dining plans are available for anyone to purchase. Students will be held to the guidelines and policies assigned to all the student services.

Student Support Services: WSC 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 WSC will be available for only WSC 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 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. WSC and VCSU will work collaboratively to come up with mutually agreed upon qualifications of the faculty who would teach a course on the WSC 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 WSC’s campus.

Technology and Support: All online VCSU students are expected to abide by the technical requirements, as outline at http://distancelearning.vcsu.edu/vp.htm?p=1288 .

VCSU will provide students in this program adequate tech support in a timely manner for the courses taken from VCSU. WSC will provide students in this program adequate tech support in a timely manner for the courses taken from WSC.

Graduation: Associate in Arts Degrees are awarded to students who complete courses consisting primarily of diverse, introductory level material in preparation for transfer for baccalaureate programs. The bases of study is in communication, humanities, social science, mathematics, science, computer science, and wellness; with humanities and social science areas being primary areas of emphasis.
Associate in Sciences Degrees are awarded to students who complete courses consisting primarily of diverse, introductory level material in preparation for transfer for baccalaureate programs. The bases of study is in communication, humanities, social science, mathematics, science, computer science, and wellness; with mathematics, science, and computer science areas being primary areas of emphasis.

Students will graduate from VCSU with a Bachelor of Science or a Bachelor of Arts degree. A minimum of 120 credits is needed for a Bachelor’s degree, including a major and minor. A minimum of six hours of Valley City State University credit are required for a major and three hours for a minor. All candidates for a degree must complete 24 semester hours from VCSU, for the bachelor’s degree, a minimum of 30 upper division semester hours must be completed at the 300 and 400 course levels. In addition, graduates must submit a digital, senior portfolio documenting their work. Students pursuing a Bachelor of Arts degree must complete a 16-credit cultural block of related courses from the following areas: Spanish, art, music, English, theatre, photography, and history. Courses used for this requirement may not be double-counted and may not include credits for portfolio preparation or internships.
Signatures:

**Williston State College:**

President

Vice President for Instruction

Dean for Instruction & Distance Education

Department Chair, Arts and Human Sciences

**Date**

2-28-11

Date

2-28-11

Date

2/23/11

Date

2/28/2011

**Valley City State University:**

President

Vice President

Chair, Division of Communication Arts and Social Sciences

Chair, Department of Communication Arts

**Date**

5-24-11

Date

5-24-11

Date

5-23-11

Date

5-24-11