English Education Articulation between VCSU and Western Wyoming Community College

Articulation Agreement between
Western Wyoming Community College and Valley City State University

Introduction: This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Western Wyoming Community College (hereinafter WWCC) 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 of Arts Degree with Emphasis in English from WWCC to transfer to VCSU in order to earn a Bachelor of Science in Education in English Education 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 from the same location.

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 regions by providing graduates of high quality.
3. Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure quality.
4. This partnership will provide high quality collaborative programs to students in a convenient, timely, flexible and cost-effective manner.

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). WWCC 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 June 2013. 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 as needed to reflect changes in curricula and campus procedures and policies.

Termination or Revisions: WWCC 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 WWCC and VCSU. As required by the condition of the program and accreditation, the Bachelor of Science in Education – English program will be governed by the English Department at VCSU. Conversely, the Associate of Arts program in English will be administered by WWCC as required by the guidelines.

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

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

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

It is agreed upon that WWCC will provide general education courses, supplementary curriculum, and elective courses which satisfy VCSU graduation requirements for students enrolled in this program based on WWCC minimum enrollment standards. Students that enter the program with an Association of Arts (AA) degree or an Associate of Science (AS) degree will have their general education requirements completed unless a general education course is specific for the BS degree.

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

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 WWCC 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 WWCC course(s) must apply and be accepted for admission at WWCC. 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). WWCC 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). Registering for WWCC and VCSU courses will be separate functions. Registration for courses will follow the respective institution’s timeline and procedures, including add/drop and withdraw.

**Student Services:** During the semesters in which students are enrolled in at least one WWCC or VCSU course, they will have access to all student services at WWCC. Students do not have to be enrolled in any WWCC 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. WWCC students get priority over students who are enrolled in only VCSU courses.

**Student Support Services:** WWCC will provide the following services for students who are enrolled in at least one of their courses: Tutoring, Counseling, Disability Support Services. Tutoring services through WWCC will only be available for WWCC 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 of their courses.

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 WWCC two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by WWCC’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 WWCC, WWCC 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 WWCC students. A contact from the WWCC Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

For students currently enrolled at both institutions all federal financial aid will be processed by the degree granting institution at both the Associate and Bachelor levels. A consortium agreement must be completed by the student and signed by the institution and returned to the home degree granting institution.

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. A contact from the WWCC Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

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

**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 WWCC. All tuition and fees will be collected in accordance with the established policies of the institution to which these payments are due.

**Student Life:** Rules, regulations, and policies that govern student life that are listed in the WWCC Student Handbook will be applicable to students enrolled in courses while at WWCC. For example, housing, parking, and conduct policies will be governed by WWCC.

During the summer session at VCSU, students may be housed on VCSU. Students will be governed by VCSU’s rules, regulations, and policies during the summer session they are enrolled and housed at VCSU.

**Technology and Support Services:**

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

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:


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/](http://itc.vcsu.edu/notebookinitiative/)

**Marketing:** A VCSU representative will come to the WWCC campus once a year to recruit new students for this program. VCSU will be responsible for providing WWCC with marketing materials to distribute to prospective students. WWCC will display information about this agreement on their Transfer Website. WWCC 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 WWCC courses will be purchased through WWCC. Students will also have the choice to purchase their textbooks on their own.
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. WWCC will assign a faculty member as a liaison for this agreement. WWCC and VCSU will work collaboratively to come up with mutually agreed upon qualifications of the faculty who would teach a course on the WWCC 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 WWCC’s campus.

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 English Education Program Coordinator is Lee Kruger, Assistant Professor of English, Communication Arts and Social Sciences, 701-845-7540, lee.kruger@vcsu.edu.

Aaron Jensen, Assistant

WWCC’s program coordinator is Ellen Ventura, Associate Professor of Education, 307-382-1764, EVENTURA@wwcc.wy.edu.

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.
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<th>Course Code</th>
<th>Course Title</th>
<th>Category</th>
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<tr>
<td>ENGL 431</td>
<td>Advanced English Composition</td>
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<td>ENGL 451</td>
<td>British Literature</td>
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<td>Creative Writing</td>
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<td>Advanced Comparative Literature</td>
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<td>World Literature</td>
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<td>Special Topics in English</td>
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Minimum Total Credits Required: 30
Signatures:

For Western Wyoming Community College:

[Signature]  6-24-13
Dr. Karla Leach, President  Date

[Signature]  June 17, 2013
Lou Flaim, Vice President for Student Learning  Date

For Valley City State University:

[Signature]  5-8-13
Dr. Steven Shirley, President  Date

[Signature]  5-8-2013
Dr. Margaret Dahlberg, Vice President of Academic Affairs  Date