Hello and Welcome!

Thank you for your interest in Valley City State University. If you value quality education in a technology rich environment and desire a friendly and intimate college experience, then please read on. You’ve chosen wisely. VCSU is a university where everything we do focuses on you, the learner.

This book is your road map to success. The courses and program requirements are designed to qualify you for a great job and a satisfying life.

Your decision to attend VCSU will remain a good one. Another good decision would be to use this book on a regular basis. Know what is available to you and what your goals require. Let us help you as you progress through an exciting learning adventure!

Dr. Ellen Earle Chaffee, President
VCSU’s Mission

Valley City State University prepares people for life through visionary leadership and exemplary practices in teaching, learning and service.

VCSU’s Vision

Valley City State University is nationally acclaimed for attracting and retaining talented individuals who advance quality learning opportunities and economic growth through technology and innovation.

University Purposes

1. Award degrees in education, business, and the liberal arts and sciences, with all students documenting their competency in Aesthetic Engagement, Communication, Global Awareness, Technology, Collaboration, Effective Citizenship, Problem Solving, and Wellness.

2. Deliver a quality educational experience in an innovative culture and a technologically enhanced environment.

3. Serve the best interests of our students, region, and society.

4. Lead in effectively applying information media technologies for learning.

5. Promote the appreciation of diversity, a multicultural perspective, and global awareness.

Core Values

Mission Driven
We are committed to a learner centered philosophy. We make education meaningful with positive relationships and effective practices.

Quality and Integrity
We have high expectations for results, integrity, and positive interpersonal relations in all we do.

Innovation
We are flexible, creative, and free to try new things. We have a strong work ethic, positive attitude, and open mind. We embrace change.

Community
We trust each other, we work well together, and we are involved with our local and extended communities.

Diversity
We believe that diversity of all kinds enriches the quality of thought, discussion, and learning.
Academic Calendar

The specific Add/Drop dates for each term/session are published on our website at www.vcsu.edu/registrar/.

Fall Semester 2008

August 25 Orientation and Registration/Evening Classes Begin
August 26 Classes Begin
September 1 Labor Day Holiday
September 4 Last Day to Apply for Fall Semester Graduation
November 11 Veteran’s Day Holiday
November 26 Thanksgiving Break begins 5:00 p.m.
December 1 Classes Resume
December 3 Early Registration
December 15 Application Deadline for Spring Admission to Graduate Studies
December 15-19 Final Exams

Spring Semester 2009

January 12 Orientation and Registration/Evening Classes Begin
January 13 Classes Begin
January 19 Martin Luther King, Jr. Holiday
January 22 Last day to apply for Spring Semester Graduation
February 16 President’s Day Holiday
March 13 Spring Break Begins 5:00 p.m.
March 23 Classes Resume
April 9 Easter Holiday Begins at 5:00 p.m.
April 14 Classes Resume
April 20 Application Deadline for Summer Admission to Graduate Studies
April 29 Early Registration
May 11-15 Final Exams
May 16 Commencement

Summer Semester, 2009

May 18 Graduate Summer School Begins
July 28 Application Deadline for Fall Admission to Graduate Studies
**Academic Calendar**

The specific Add/Drop Dates for each term/session are published on our website at www.vcsu.edu/registrar/.

**Fall Semester 2009**

- **August 24**: Orientation and Registration/Evening Classes Begin
- **August 25**: Classes Begin
- **September 3**: Last Day to Apply for Fall Semester Graduation
- **September 7**: Labor Day Holiday
- **November 11**: Veteran’s Day Holiday
- **November 25**: Thanksgiving Break begins 5:00 p.m.
- **November 30**: Classes Resume
- **December 2**: Early Registration
- **December 14**: Application Deadline for Spring Admission to Graduate Studies
- **December 14-18**: Final Exams

**Spring Semester 2010**

- **January 11**: Orientation and Registration/Evening Classes Begin
- **January 12**: Classes Begin
- **January 18**: Martin Luther King, Jr. Holiday
- **January 21**: Last day to apply for Spring Semester Graduation
- **February 15**: President’s Day Holiday
- **March 12**: Spring Break Begins 5:00 p.m.
- **March 22**: Classes Resume
- **April 1**: Easter Holiday Begins 5:00 p.m.
- **April 6**: Classes Resume
- **April 19**: Application Deadline for Summer Admission to Graduate Studies
- **April 28**: Early Registration
- **May 10-14**: Final Exams
- **May 15**: Commencement

**Summer Semester, 2010**

- **May 17**: Summer Graduate Semester Begins
- **July 26**: Application Deadline for Fall Admission to Graduate Studies
GENERAL INFORMATION

The Degree Program

Valley City State University offers the Master of Education degree (M.Ed.) with three specific areas of concentration through the School of Education and Graduate Studies.

Accreditation

Valley City State University is fully accredited by the Higher Learning Commission of the North Central Association. This accreditation was extended in 2005 to include the Master of Education with concentrations in Technology Education and Teaching and Technology. In 2007 accreditation was extended to include a concentration in Library and Information Technologies.

Master of Education Degree

The Master of Education degree (M.Ed.) is designed for individuals who have an experience in the field of education. Concentrations currently available include: Library and Information Technologies, Technology Education, and Teaching and Technology. The concentrations require a core of five education courses.

Student Responsibility

It is the responsibility of each graduate student to understand the graduate policies and procedures and to maintain the standards for graduate study at Valley City State University.

Graduate Faculty

Membership to graduate faculty status recognizes the faculty member's teaching and research qualifications which enable them to conduct graduate level instruction and supervise graduate student research and scholarship. The graduate faculty is expected to contribute to the advancement of knowledge, the practice of teaching, and service to the institution and discipline. Graduate faculty have: an appropriate terminal degree (or equivalent), successful teaching experience, and continuing evidence of scholarly achievement and professional activity in their discipline.

Graduate Council

The Graduate Council derives its powers from the Constitution of the Valley City State University Faculty Association. All matters impacting graduate education will be conducted in accordance with the policies of the Faculty Association Constitution and Graduate Council, which is the graduate unit policy making body. The administrator of the Office of Graduate Studies and Research is the Chairman of the Graduate Council.

ADMISSION

Admission to Graduate Studies

Admission to Graduate Studies at Valley City State University requires a baccalaureate degree from a regionally accredited institution with a minimum 3.0 grade point average on a 4.0 scale. Official transcripts must be sent directly from the college or university that issued the credit or the baccalaureate degree to the Office of Graduate Studies and Research.

Program Admission Procedures

Applicants must submit to the VCSU Office of Graduate Studies and Research an Application for Admission Form and official transcripts. Application forms are available from the VCSU Office of Graduate Studies and Research. Forms may be downloaded from the VCSU Graduate web site at http://www.vcsu.edu/graduate and submitted by email, sent by mail or faxed. Letters of recommendation and official transcripts should be sent directly from the references or institutions attended to the VCSU Office of Graduate Studies and Research.

It is the applicant's responsibility to ensure that all admission documents are received in the Office of Graduate Studies by specified deadlines. All credentials submitted by or on behalf of an applicant become the property of VCSU. Once an application has been submitted, applicants should notify the Office of Graduate Studies of any change in plans regarding enrollment at VCSU. All application materials must be received at least 30 days before classes begin for the fall, spring and summer terms.

A complete application includes:

• the application form
• official transcripts from each college or university attended
• three letters of recommendation
• a written statement of professional goals in light of your philosophy including a description of your preparation in the field of education
• application fee check, money order, credit card or online payments for exact amount of application fee

See the Resources and Forms section of the website for forms and more information at www.vcsu.edu/graduate/.

Program Provisional Admission

Students may be admitted with provisional status when not all requirements for admission are met, or their GPA is below 3.0 but other materials show potential. Applicants with a GPA below 3.0 must submit scores from at least one examination such as the Graduate Record Examination (GRE), the Millers Analogies Test (MAT), the Praxis II - Principles of Learning and Teaching, or
National Teaching Board for Professional Standards. Scores will be used to assess students' previous educational achievement levels and to evaluate their potential for meeting the demands of coursework at the graduate level.

- The concentration faculty may make a recommendation to the administrator of the Office of Graduate Studies and Research for Provisional Admission. Accompanying the recommendation will be specific standards of performance that must be satisfied for a change to full graduate status. Students admitted under Provisional status may not earn more than nine (9) semester hours of graduate credit in this status.

- Students admitted with full admission will be given academic probation and assigned provisional status if their cumulative grade point average drops below 3.0 after completing nine (9) semester hours in the program.

Canadians complete the above listed Program Admission Procedure.

**International Students**

In addition to all other required admission materials, the following must also be completed:

- Official academic transcript certifying a four-year baccalaureate degree from an accredited college or university.
- All foreign credentials must be officially translated into English.
- All academic credentials must be either original records or certified copies of original records. Non-certified photocopies are not acceptable.
- TOEFL Score (minimum paper score of 525 required/computer 193)

**TYPES OF ADMISSION**

**Full Admission**

Regular admission is granted when the:

- applicant holds a bachelor's or an advanced degree from an accredited institution.
- applicant has no deficiencies in the chosen area of study.
- applicant meets all program admission requirements.

**Provisional Admission**

Provisional admission may be granted:

- by recommendation of the administrator of the Office of Graduate Studies and Research and the concentration representative.
- if the student has program deficiencies. Graduate courses may be taken to fulfill deficiencies but will not apply to the degree.
- when an official undergraduate or graduate transcript has not been received but completion of a bachelor's degree has been confirmed.
- when undergraduate GPA below 3.0 and required test has not yet been taken.

**Non-Degree Admission**

Individuals who desire to pursue study beyond the baccalaureate degree for professional growth and improvement of skills but not to work toward an advanced degree objective may be admitted as non-degree graduate students under the following conditions:

- the applicant must complete an application form.
- the applicant must hold a bachelor’s degree from a regionally accredited institution.
- the applicant must pay an application fee by check, credit card, money order or online payment for exact amount of application fee.
- applicants must have the prerequisite courses or background/experience necessary for the course or courses in which they desire to enroll. This may require consultation and approval from course instructors.
- applicants must be approved by the Office of Graduate Studies and Research.
Students enrolled with Non-Degree status may subsequently desire to be considered for admission to Graduate Studies and Research to pursue an advanced degree. Such a change in status may be accomplished for a subsequent term submitting a new application to The Office of Graduate Studies and Research as a degree-seeking student and completion of all other requirements. No more than nine (9) credits earned in the non-degree status may be used to fulfill graduate degree requirements if approved by graduate faculty from a program concentration, the concentration representative, and the administrator of the Office of Graduate Studies and Research.

**Appeal of Admission Denial**

Applicants to a graduate academic program may appeal decisions on their admission status by petition. The petition is available from the Office of Graduate Studies and Research website (www.vcsu.edu/graduate) under Resources and Forms. The petitions must be submitted to the administrator of the Office of Graduate Studies and Research. The administrator of the Office of Graduate Studies and Research will process the petition with the Graduate Council and notify the applicant of the result in a timely manner.

**PROGRAM ADVISING**

The concentration representative, with approval of the administrator of the Office of Graduate Studies and Research, will make an initial advisor assignment.

The advisor will:

- guide the student in formulation of the Degree Plan.
- approve course selection and course changes.
- provide guidance related to the credit transfer, IRB requirements, portfolio progress, and timely completion of the Degree Plan.
- communicate with the candidate concerning his/her fulfillment of requirements for the degree.

All degree-seeking students should work closely with their program advisors to prepare a plan of study (Degree Plan).
REGISTRATION

Registrar
1.800.532.8641 extension 7297
701.845.7297
http://www.vcsu.edu/registrar/

Registration

Registration is conducted by mail, email, phone, through the NDUS Connect ND system, or in person in the Office of the Registrar located on the second floor of McFarland Hall Room 218. Registration is not complete until all fees are paid. Information concerning admission, tuition, class schedules, and registration is published each semester and can be found on the Graduate website at www.vcsu.edu/graduate.

Family Education Rights and Privacy Act (FERPA)

As custodian of student records in compliance with the Family Educational Rights and Privacy Act of 1974, the university assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records. The administrative procedures outlined in this section are to be complied with by university personnel who have or accumulate educational records which are in a personally identifiable form. The term “student” in this section means an eligible student under FERPA (a student at VCSU). Students may review a copy of FERPA and the regulations at the Office of the Registrar.

Student records maintained by the university fall into two general categories—directory information and educational records.

Directory Information

a. Directory information is information concerning a student which may be released publicly. It includes the following: the student’s name, address, e-mail address, telephone number, date and place of birth, major and minor field of study, class level, enrollment status, participation in officially recognized activities and sports, weight, height and photos of members of athletic teams, photographs, video and electronic images, dates of enrollment, degrees and honors/awards received, date degree earned and name(s) of previous educational institution(s) attended by the student.

b. Students may request that any or all of their directory information not be made public by completing a form in the Office of the Registrar between the first and tenth day of class in a term (or between the first and tenth day of class in a summer session). This request will remain in effect for one year. The specified directory information will then be treated the same as educational records information. In responses to public inquiries, the university will verify only whether or not an individual is currently enrolled at the university.

Educational Records

Educational records are those records, files, documents, and other materials which contain information directly related to a student’s academic progress, financial status, medical condition, etc. and are maintained by Valley City State University or a party acting on behalf of the university. Educational records include more than academic records. Educational records, with the exception of those designated as directory information, may not be released without the written consent of the student to any individual, agency, or organization other than specifically authorized personnel. A complete copy of the VCSU Student Record Policy can be found in the Student Handbook.

FERPA privileges cease upon the death of a student. A written and signed request from the decedent’s parent, guardian or spouse is required for release of this information. FERPA privileges end when an individual is no longer a student.

Adding or Dropping a Course

Any student desiring a change of schedule after completing the Course schedule changes may be processed in Campus Connection (online student self-service) through the tenth calendar day of the regular term or semester. After the tenth calendar day, course schedule changes must be processed by submitting a Drop/Add card with appropriate signatures to the Office of the Registrar.

Add: A student may add a semester-length course through the tenth calendar day of the semester. Courses within a shorter session will have a proportional last day to add. Specific add dates for the term and each session can be found at www.vcsu.edu/registrar/.

Drop with No Record: A student may drop a semester-length course and no record of the course will appear on the student’s transcript if the drop is processed on or before the tenth calendar day of the semester. Courses within a shorter session will have a proportional last day to drop with no record. Specific drop with no record dates for the term and each session can be found at www.vcsu.edu/registrar/.

Drop with Record: A student may drop a semester-length course at any time during the first twelve weeks of the semester. A grade of “W” will be recorded on the student’s transcript for all courses dropped after the Drop with No Record deadline. Courses within a shorter session will have a proportional last day to drop with a record. Specific drop with a record dates for the term and each session can be found under at www.vcsu.edu/registrar/.

No course schedule changes are permitted after the Drop/Add deadlines except in highly unusual circumstances. Such changes require the student to submit a petition to the Academic and Scholastic Standing Committee for a decision on whether or not the change will be permitted.

Drop/Add cards and Petitions are available in the Office of the Director of Student Academic Services.

See page 17 of this Catalog for Tuition Refund Policy.
Withdrawal from the University

If for any reason a graduate student finds it necessary to withdraw from Valley City State University during the semester, an official withdrawal form must be signed by his/her advisor and filed with the Office of the Registrar and the Office of Graduate Studies and Research. The withdrawal form is available on the graduate website (www.vcsu.edu/graduate) under Resources and Forms. Failure to follow the regular procedure may result in the student receiving failing grades in all courses for that semester. The final day to withdraw from a semester is the final day of the course. If the student is receiving financial aid he or she must visit with a Financial Aid counselor to develop a repayment plan. In case of an emergency withdrawal it is the responsibility of the student to notify a university official.

TUITION AND OTHER EXPENSES

Business Office
800.532.8641 extension 7232
701.845.7232
www.vcsu.edu/businessoffice/

TUITION AND OTHER FEES

Valley City State University charges graduate tuition per credit hour. Mandatory fees, also, are charged per credit hour capping at 12 credits. To get an estimate of what your charges would be go to the cost calculator at www.vcsu.edu/businessoffice/ and click on cost calculator.

All financial obligations with the university must be paid on or before the due date at the beginning of each semester unless alternative arrangements have been approved by the Business Office. A student is not officially enrolled for an academic semester until all tuition and fees have been paid or arrangements made. VCSU enrolled students may view their account balance and activity by accessing the VCSU website and clicking on the Campus Connection button, enter their user ID and password. Since Valley City State University is a state-supported institution governed by the State of North Dakota, tuition and fees are subject to change by the Board of Higher Education or by the State Legislature at any time.

The University employs financial aid crediting as a means of delivering student financial aid. Under this process, financial aid awards to a student are applied as credits to the student’s account with the University, rather than being processed as payments to the student. After aid is credited any balance owed by the student must be paid according to the general guidelines presented above. If financial aid credited exceeds the amount owed by the student, a refund will be issued to the student.

Miscellaneous Fees and Charges
(fees are subject to change without notice)

- Graduate Application Fee (one time, non-refundable) $35.00
- Course Fees/Class Fees Variable
- Late Payment Fee $50.00
- Reinstatement Fee $50.00

Refund Policy

Tuition refunds will be made according to the refund schedule to students who officially withdraw from the University. Requests for official withdrawal are made through the Office of Student Academic Services. Students receiving financial aid must also contact the Director of Financial Aid to develop a repayment plan. The refund is defined as the difference between the amount paid towards institutional charges (including financial aid and/or cash paid) and the amount the school can retain under the appropriate refund policy.

Refunds will be calculated on a percentage basis up to the 60% point in the semester. Please view our refund schedule and policy online at www.vcsu.edu/businessoffice/vp.htm?p=1036. This Refund Schedule is subject to change at any time.
FINANCIAL AID

Student Financial Aid
1.800.532.8641 extension 7412
701.845-7412
http://www.vcsu.edu/financialaid/

Education is the foundation upon which this country continues to build. Valley City State University serves as a vital link in this process by complying with federal regulations to enable graduate students to receive consideration for aid in achieving their goal. Applicants are eligible for consideration in regard to the Federal Stafford loan (both subsidized and unsubsidized).

Application Period and Deadline

The application period begins January 1 of each year for the following academic year. In order to have all paperwork completed on time, it is recommended that applicants start the application process at least three months before a semester starts. In order to apply for aid, applicants should first have a PIN # (which serves as an electronic signature) and can be applied for at: www.pin.ed.gov. Once the PIN is obtained, one can apply for aid online at: http://www.fafsa.ed.gov.

Eligibility

In order to receive aid, students must meet Satisfactory Progress requirements published on the VCSU Financial Aid website.

Types of Financial Aid

Federal Stafford Loan

Valley City State University students may be eligible to borrow funds through this federal program by demonstrating financial need. The loan program provides long term, low-interest benefits up to $8,500 per year.

Federal Unsubsidized Stafford Loan

Valley City State University students may be eligible to borrow funds through this federal program to help cover the expected family contribution or help meet unmet need. Interest does accrue while enrolled. This program makes available loans up to $10,000 per year (no loan can exceed the estimated budget for enrollment).

LIBRARY

701.845.7275 or 1.800.532.8641, extension 37275
FAX: 701.845.7437
Email: library@vcsu.edu
URL: http://library.vcsu.edu

ALLEN MEMORIAL LIBRARY

The university’s library is located at the heart of the VCSU campus, between McFarland Hall and the Student Center. While many of the library resources are online and accessible 24 hours a day, print and media items, access to printers and other equipment, and reference assistance is available six days a week, when the library building is open. The building - like many others on campus - provides building-wide wireless access to the Internet, a student lounge and meeting areas, a classroom on second floor, and several listening areas with a variety of multimedia equipment.

To support the overall mission of Valley City State University, Allen Memorial Library personnel provide access to resources through expedited cataloging and technical processing procedures, information literacy instruction at point of need and informal educational settings, an efficient interlibrary loan system, and a customized request-for-purchase system that fills over 90% of suggestions for purchase.

The Library’s web site, at http://library.vcsu.edu, provides customized access points for a variety of resources including links to the state-wide OPAC via the Aleph interface, both state and federal government documents, online ebooks, eReserves, electronic journals, and many other resources. On-campus access to all resources is IP authenticated, while members of the VCSU community from a distance can access the subscription resources through a simple remote authentication process.

The lower level of Allen Memorial Library houses the Curriculum Library which supports the University’s undergraduate and graduate library education programs as well as the Teacher Education program. It provides a representative collection of pre-school through high school instructional resources including textbooks and instructional multi-media, along with children’s fiction and non-fiction books. In addition, the library cooperates with the Valley City Area Teacher Center and the SECC by housing those collections and providing office space for administrative personnel. Resources in the Teacher Center are available for use by university staff, students, and faculty under the cooperative arrangement.
BOOKSTORE

VCSU BOOKSTORE
1.800.532.8641 extension 7209
701.845.7165
http://bookstore.vcsu.edu/

The bookstore, housed in the Student Center, is able to meet all of your textbook needs. Textbooks can be shipped directly to you. Visit our website or call 1-800-532-8641, extension 7209, to order. You will be asked for course, shipping, and payment information.

In addition to textbooks, the bookstore carries a variety of trade books, office supplies, giftware, and apparel. Questions or comments may be directed to bookstore@vcsu.edu.

INFORMATION TECHNOLOGY

1.800.532.8641 extension 7332
701.845.7332
http://itc.vcsu.edu/

Help Desk Technical Support

The VCSU Help Desk located in VCSU Rhoades Science Center 119 provides technical support for computers, computer networking, and interactive video services. The VCSU Help Desk is available for phone and walk-in support approximately 13 hours per day, Monday-Thursday and 8 hours on Friday. (1.800.532.8641 extension 7256.) A North Dakota University System Help Desk (1.866.457.6387) provides additional phone support for approximately 16 hours per day, seven days per week.

Personal Web Portal

All registered students have access to a personalized web-based portal. The portal organizes network services and provides a single point of access to email, a personal calendar, custom technical support documents, VCSU news and information, personal web site and file storage space, software downloads, and web-based class information. You will have access to these services anytime, anywhere, on any computer with a modern web browser and network connectivity.

Online Learning Management System

Online classes use a Learning Management System to facilitate the private collaboration and instruction associated with each class. An internet link to each online course a student is registered for automatically appears within the student's personal web portal.

Internet Access to Electronic Library Subscriptions

Web based servers provide registered students with convenient access to nearly all of the electronic journals the VCSU Library subscribes to. This service extends valuable library resources to online students and to students studying off campus.

Technology Requirements for Online Coursework

See the Distance Learning website for specific PC and Mac requirements at http://distancelearning.vcsu.edu.
GRADUATE POLICIES & PROCEDURES

Once admitted the student is expected to maintain a high level of academic achievement. The graduate degree is a defined program of courses, research, or practice offered by a department, division, school, or multiple units that focuses on a field of study. Any deviation from the courses, research, or practice must be appealed by petition. The petition is obtained from the Office of Graduate Studies and Research or the graduate website and submitted to the advisor and the administrator of the Office of Graduate Studies and Research who will process the petition.

SCHOLASTIC STANDING

Registration

A student shall be permitted to register for graduate study only after formal admission.

Definition of Full, Half and Part-time

A full-time student is defined as one enrolled in at least nine (9) graduate credit hours in Fall, Spring, or Summer terms. Part-time is considered anything less than stated previously. Half-time is defined as five (5) graduate credit hours in Fall, Spring, or Summer terms.

Credits

Maximum Term (Semester) Load

The per semester credit hour limit for a graduate student is 12 semester hours for fall and spring and 12 semester hours per summer term. The per semester credit hour limit for a graduate student is 12 semester hours. For an over load request please complete the Petition for the Appeal of a Graduate Policy.

Continuous Enrollment

If you are an inactive student more than one (1) semester, you must complete a Returning Student Form, found on the graduate website (www.vcsu.edu/graduate) under Resources and Forms. Students who become inactive will need to reapply by completing a new graduate application for admission. Additional documentation may be required depending upon the length of inactivity and other intervening events.

Readmission

A graduate student who has been inactive for more than one (1) semester, but who is academically eligible to continue in the graduate concentration where he or she was enrolled, may be permitted to return. The procedures are dictated by the period of absence from enrollment as follows:

- Less Than Two Years
  
  The student notifies the Office of Graduate Studies and Research by submitting the Returning Student Form, found on the graduate website (www.vcsu.edu/graduate) under Resources and Forms.

- Two Years or More
  
  The student is considered a new applicant, and new supporting materials are required. The applicable standards are those in effect when the student applies for readmission. Course work more than seven years old may not be counted toward a graduate degree.

Change of Program

A change of program is required when a student wishes to leave the current academic department/concentration to seek a degree in a different department/concentration. If you have questions regarding a Change of Program, contact your advisor.
or the Office of Graduate Studies and Research. Change of Program form is available on the graduate website at http://www.vcsu.edu/graduate under Resources and Forms.

Transfer of Graduate Credits

Applicants once admitted may petition for transfer of graduate credit earned at another regionally accredited institution. The course work must conform to the time limits and grade expectations for course work counted toward the degree at VCSU. The petition is available on the graduate website and is submitted to the advisor and administrator of the Office of Graduate Studies and Research who will process the petition. Credit counted toward the degree from VCSU though transfer from other regionally accredited institutions

• may not exceed nine (9) credits required for the degree.
• must be completed within a seven (7) year time limit. The time begins with the beginning of the semester when first course counted toward the degree is completed to the end of the semester when the last course counted toward the degree is completed.
• must have been earned from a U.S. or Canadian institution accredited to offer graduate courses and degrees. (Credits from international institutions can be transferred only if approved by a departmental committee.)
• must be graduate level.
• must not be continuing education, correspondence, extension, or workshop course or Pass/Fail Satisfactory/Unsatisfactory.
• must not have been used to fulfill the requirements of a baccalaureate degree.

REFUND POLICY

Tuition refunds will be made to students who withdraw officially from the University according to the refund schedule. Requests for official withdrawal are made through the Office of Student Academic Services. Students receiving financial aid must also contact the Director of Financial Aid to develop a repayment plan. The refund is defined as the difference between the amount paid towards institutional charges (including financial aid and/or cash paid) and the amount the school can retain under the appropriate refund policy.

Tuition Refund Schedule*

Refunds will be calculated on a percentage basis up to the 60% point in the semester. Please view our refund and repayment schedule and policy online at www.vcsu.edu/financialaid/.

*NOTE: This Tuition Refund Schedule is subject to change at any time.

Research Involving Human, Biohazard, or Animal Subjects

Disquisitions which involve research using human, animal, or biohazard subjects will not be approved by Office of Graduate Studies if such research has not been previously approved by the Institutional Review Board (IRB). Every effort should be made by advisors to see that students are aware of this University requirement.

Graduate Course Numbers

Graduate courses will have numbers between 601-699 and 701-799. Courses with the number 700 are continuing education courses and are not eligible to be used in the Master's program. 600 and 700 numbered courses are only available to students who have earned a Bachelor’s Degree.
GRADE REQUIREMENTS

GPA Requirement
Graduate students must maintain an overall graduate GPA of 3.0. A student falling below this minimum after nine (9) semester hours will be placed on academic probation and assigned Provisional status.

Passing Grade
The minimum passing grade for graduate credit is a 'C'. No more than six (6) semester hours of 'C' graded credit may be applied toward the degree. 'D' graded graduate credit may not be applied toward the degree.

Program Requirement
Student must successfully complete a minimum of 32 graduate semester credits in an approved plan of study and maintain an overall graduate GPA of 3.0. A student falling below this minimum after nine (9) semester hours will be placed on academic probation and assigned Provisional status.

Incomplete Grades
The grade of incomplete may be negotiated with an instructor when the student has failed to meet a specific and important requirement in the course but has in other respects done passing work for the semester. The grade of incomplete must be removed during the regular semester following the term in which it was reported. If the deficiency is not made up within the specified time, the incomplete will revert to the grade earned at the time the incomplete was negotiated.

Repeating a Course
Any course previously taken for which the grade received was below a 'B' may be repeated once. All repeats will be recorded along with the initial attempt. The second grade becomes the grade of record and replaces the first in computing overall GPA. Only two (2) graduate courses, prerequisite and/or required, may be repeated to satisfy completion of the degree.

Academic Probation
Graduate students placed on academic probation and assigned Provisional status must raise their overall GPA to at least a 3.0 within the next nine (9) graduate credit hours taken, if not the student will be dismissed from the program/institution.

DEGREE REQUIREMENTS

Definition
The graduate degree is a defined program of courses, research, or practice offered by a department, division, school, or multiple units that focuses on a field of study. Any deviation from the courses, research, or practice must be appealed by petition through the advisor, and acted on by the Graduate Council.

Credit Requirement
All graduate degrees must require a minimum of 32 semester hours of graded courses, research, or practice.

Time Limit for Degree Completion
All courses, research, or practice applied toward the degree must be completed within seven (7) years. The time begins with the beginning of the semester when the first course counted toward the degree is completed to the end of the semester when the last course counted toward the degree is completed.

Notification of Degree Requirement Changes
It is VCSU's responsibility to inform active and potential students of changes to the degree requirements. Students must be given sufficient notification so as to allow them to finish their program requirements. When this is not possible substitutions must be provided.
GRADUATION REQUIREMENTS

Completing Credits
Student must successfully complete a minimum of 32 graduate semester credits with course grades received of A, B, C, S in an approved plan of study to be eligible for graduation.

Transfer Credits
Student may not transfer more than nine (9) credit hours required for the degree.

Degree Requirements
Students must successfully complete a final comprehensive examination portfolio, and other program concentration requirements.

Grade Point
Student must attain a minimum overall graduate grade point average of 3.0 with no more than two (2) course repeats. No course may be repeated more than once.

Application for Graduation
Application for graduation should be made to the Office of Graduate Studies and Research. Student must apply for graduation according to the dates established by VCSU. See Catalog calendar.

Time Limit
The time elapsed from the beginning of the first course applied toward degree requirements to the degree awarded date will not exceed seven (7) years.

DUE PROCESS

Waiver of Admission Status
Applicants to a graduate academic program may appeal decisions on their admission status by petition. The petition will be obtained on the graduate website and submitted to the administrator of the Office of Graduate Studies and Research. The applicant should consult with the administrator of the Office of Graduate Studies and Research. The administrator of the Office of Graduate Studies and research will process the petition with the Graduate Council and notify the applicant of the result in a timely manner.

Waiver of Regulations
A graduate student may appeal a graduate policy by petition. The petition will be obtained from graduate website and be submitted through the advisor and to the administrator of the Office of Graduate Studies and Research. The graduate student should consult with the administrator of the Office of Graduate Studies and Research. The administrator of the Office of Graduate Studies and Research will process the petition with the Graduate Council and notify the petitioner of the result in a timely manner.
MASTER OF EDUCATION PROGRAM

Program Description
The Master of Education (M.Ed.) degree is a practitioner-oriented degree, designed for the practicing teachers. The program requires five core courses which provide students with the foundation for educational research and graduate study in education. Three concentrations are available: Library and Information Technologies, Technology Education, and Teaching and Technology.

Program Objectives
1. Provide students with the research tools to actively engage in educational research at the graduate level.
2. Explore the shaping of education in America by law and the legal system.
3. Examine several models of instruction for building effective teaching practice to meet diverse learning needs.
4. Provide educational leaders with the knowledge and skills necessary to promote the effective use of technology in a learner-centered environment.
5. Provide participants with multiple means of assessing and evaluating diverse student learning.

Concentration in Library and Information Technologies:
Valley City State University (VCSU) has designed this concentration for teachers at either primary or secondary levels wishing to pursue a master’s degree. The curriculum is designed to meet both the AASL/NCATE (American Association of School Librarians/National Council for Accreditation of Teacher Education) School Library Media Specialist Preparation Standards and the North Dakota Department of Public Instruction standards for the preparation of library media specialists at the highest credential level—LM01.

Concentration Requirements
The Master of Education in Library and Information Technologies requires the successful completion of an introductory library course at the graduate or undergraduate level, 38 hours of coursework, the passing of an oral presentation of a comprehensive portfolio. The curriculum is structured around a set of core requirements that provide a broad foundation in education, research and technology. All students are required to complete 15 hours of core courses:

Core Required Courses 15 hours
EDUC 610 Research in Education 3 hours
EDUC 625 Issues in School, Community, and Family 3 hours
EDUC 630 Principles of Teaching and Learning 3 hours
EDUC 657 Exceptionality, Diversity, and Differences 3 hours
EDUC 640 Supervision and Assessment of Teachers and Learners 3 hours

In addition to the core courses and introductory work, students will complete 23 hours of required coursework to meet the outlined program standards selected from the following:

Concentration Required Courses 23 hours
LMIS 659 Emerging Technologies and the SLM Program 3 hours
LMIS 665 Literature and Literacy for Children and Young Adults 3 hours
LMIS 670 Integrating Information Literacy and Research Standards 3 hours
LMIS 675 Obtaining and Organizing Information Resources 4 hours
LMIS 680 Using Information Resources 3 hours
LMIS 687 Administering and Evaluating Program Resources 3 hours
LMIS 688 Collaboration, Management and Leadership 3 hours
LMIS 698 Capstone and Field Experience 3 hours

These courses are designed to prepare an educator to administer a standards-based school library program, to conduct research, and to share knowledge with the profession.
Concentration in Technology Education (Tech Ed):

Valley City State University (VCSU) has designed this concentration for primary and secondary level educators who are interested in teaching Technology Education, a field that currently faces a substantial nationwide shortage of qualified teachers. Curriculum in the courses is set up to be consistent with the Standards for Technological Literacy defined by the International Technology Education Association (ITEA).

Concentration Requirements

The Master of Education in Technology Education requires 36 hours of coursework and an oral presentation of a comprehensive portfolio. The curriculum is structured around a set of core requirements that provide a broad foundation in education, research, and technology. All students are required to complete 15 hours of core courses:

Core Required Courses

- EDUC 610 Research in Education 3 hours
- EDUC 625 Issues in School, Community, and Family 3 hours
- EDUC 630 Principles of Teaching and Learning 3 hours
- EDUC 657 Exceptionality, Diversity, and Differences 3 hours
- EDUC 640 Supervision and Assessment of Teachers and Learners 3 hours

In addition to the core courses, students will complete the following 18 hours of required courses plus three hours of electives.

Required Courses 18 hours

- TECH 650 Standards-Based Curriculum and Methods 3 hours
- TECH 660 Design for Engineering 3 hours
- TECH 665 Invention and Innovation 3 hours
- TECH 670 Design, Technology, and Engineering for Children 3 hours
- TECH 675 Research and Assessment in Technology Education 3 hours
- TECH 698 Technology Education Capstone 3 hours

Elective Courses 3 hours

- EDUC 635 Technology for Learning 3 hours
- TECH 680 Building Math (STEM) 3 hours
- TECH 682 Engineering the Future 3 hours
- TECH 684 Advanced Design Applications 3 hours
- TECH 686 Advanced Technological Applications 3 hours
- TECH 688 Safety and Management in the Technology Laboratory 3 hours
- TECH 699 Special Topics 1-3 hours

These courses are designed to prepare one to implement a standards-based program in Technology Education, to conduct research, and to share knowledge with the profession.

Concentration in Teaching and Technology:

VCSU has designed this concentration for teachers at either primary or secondary levels wishing to pursue a master’s degree. It is a unique program, not only in the state, but also in the country. Curriculum focuses on the use of technologies to enrich teaching and learning. With the rapid changes in technology, teachers must become effective users of technology and develop strategies for successfully integrating technology into the classroom to enhance the learning experience. Curriculum in this concentration is set up to provide students with and understanding of the National Educational Technology Standards (NETS) as defined by the International Society for Technology in Education (ISTE).

Concentration Requirements

The Master of Education in Teaching and Technology requires 32 hours of coursework and an oral presentation of a comprehensive portfolio. The curriculum is structured around a set of core requirements that provide a broad foundation in education, research and technology. All students are required to complete 15 hours of core courses:

Core Required Courses

- EDUC 610 Research in Education 3 hours
- EDUC 625 Issues in School, Community, and Family 3 hours
- EDUC 630 Principles of Teaching and Learning 3 hours
- EDUC 657 Exceptionality, Diversity, and Differences 3 hours
- EDUC 640 Supervision and Assessment of Teachers and Learners 3 hours

In addition to the core courses, students will complete the following 12 hours of required courses plus five hours of electives.

Required Courses 12 hours

- EDUC 650 Field Design and Implementation 3 hours
- EDUC 635 Technology for Learning 3 hours
- EDUC 685 Action Research in Education 3 hours
- EDUC 698 Teaching and Technology Capstone 3 hours

Electives 5 hours

- EDUC 665 Learning Theory and Instructional Design 3 hours
- EDUC 675 Computers, Software and Teaching Methods 3 hours
- EDUC 699 Special Topics 3 hours
- TECH 660 Design for Engineering 3 hours
- TECH 665 Invention and Innovation 3 hours
- TECH 670 Design, Technology and Engineering for Children 3 hours

Teacher Education Mission

Committed to learner centered education and effective use of instructional technology, the Valley City State University Teacher Education program prepares exemplary teachers who are knowledge based decision makers.
EDUC 610 RESEARCH IN EDUCATION 3 HOURS
Provides an overview of research techniques and methodologies. Covers measurement concepts and statistical analysis in educational research, current theory and practice of qualitative and quantitative research design, and research-based applications to improve student learning.

EDUC 625 ISSUES IN SCHOOL, COMMUNITY & FAMILY 3 HOURS
Explores the shaping of education in America by law and the legal system. Covers the current legal and educational issues of equal educational opportunities, treatment of students with disabilities, English Language Learners, school effectiveness and reform, school finance, and philosophy. Focuses on administrative leadership and technologies that develop, maintain, and enhance effective approaches in working with schools, faculty and staff, students, parents, and community members from diverse backgrounds.

EDUC 630 PRINCIPLES OF TEACHING & LEARNING 3 HOURS
Examines several models of instruction for building effective teaching practice to meet diverse learning needs. Covers the psychological aspects of teaching and how effective teaching assists the learning process. Explores and integrates multiple intelligences, learning styles, and cooperative learning with technology in the context of implementation into instruction, curriculum, and assessment. Covers information processing and cognitive skills development, classroom management, motivation, and assessment of student learning.

EDUC 635 TECHNOLOGY FOR LEARNING 3 HOURS
Provides knowledge and skills necessary for effective use of current instructional technologies in order to enhance learning and contribute to positive school change that supports a learner-centered environment. Focus is on applying theory, research, and practice to instruction planning and curricular improvement within the context of the learning community, as well as examining related social, equity, ethical, and legal issues.

EDUC 640 SUPERVISION AND ASSESSMENT OF TEACHERS AND LEARNERS 3 HOURS
Provides multiple means of assessing and evaluating diverse student learning including technology, theory, and practice. Explores types of assessments that motivate students to learn, as well as approaches to planning, managing, delivering, and assessing instruction that draw on social, cultural, and historical foundations. Prepares educators for leadership roles in schools.

EDUC 650 FIELD DESIGN & IMPLEMENTATION 3 HOURS
Explores ways to integrate technology into K-12 classrooms and develop projects that use technology to improve student learning.

EDUC 657 EXCEPTIONALITY, DIVERSITY, & DIFFERENCES 3 HOURS
A study of exceptionality, diversity, and difference that exists in P-12 classrooms, including issues of socio-economic status, gender, and ethnicity. Explores related strategies for developing appropriate learning environments, instructional modifications, intervention alternatives, teaching styles, and alternative delivery systems, as well as addresses professional networking and collaboration in order to enhance the learning experience for all students.

EDUC 665 LEARNING THEORY & INSTRUCTIONAL DESIGN 3 HOURS
Covers learning theories and instructional designs related to online and technology supported education within behavioral, cognitive information processing, and constructivist approaches.

EDUC 675 TEACHING WITH 21ST CENTURY TOOLS 2 HOURS
Emphasizes the tools teachers will need to help students master the learning skills of a digital world. For teachers, this literacy includes knowledge of information and communication technologies, teaching with relevant real world examples, and involving students in areas of communication and collaboration.

EDUC 685 ACTION RESEARCH IN EDUCATION 3 HOURS
Provides the opportunity to conduct action research related to teaching and technology. Requires a formal, reflective, and planned process. Prerequisite: EDUC 610.

EDUC 698 TEACHING & TECHNOLOGY CAPSTONE 3 HOURS
Offers a summative graduate experience that reflects on learning and makes connections to changes in teaching and methodology. Core knowledge and values guide development of a standards-based digital portfolio. Previously developed publishable action research effort is showcased.

EDUC 699 SPECIAL TOPICS 1-3 HOURS
Provides advanced study covering topics not regularly taught in the teaching and technology concentration.

LIBRARY AND INFORMATION TECHNOLOGIES

LMIS 659 EMERGING TECHNOLOGIES AND THE SCHOOL LIBRARY MEDIA PROGRAM 3 HOURS
This course provides an overview of the current and emerging technologies in use in school library media centers and the library media specialist’s roles and responsibilities in facilitating the use of technologies in the media center and in collaboration with classroom teachers to provide a technology-rich learning environment, model and promote ethical use of information, and promote equitable access to information beyond print resources.

LMIS 665 LITERATURE & LITERACY FOR CHILDREN AND YOUNG ADULTS 3 HOURS
An examination of literacy issues as they relate to literature for children and young adults. Classic and contemporary works of literature for children and young adults will be studied with regard to reading issues, child/adolescent development, censorship, literary value, and life-long reading/learning.

LMIS 670 INTEGRATING INFORMATION LITERACY & RESOURCE STANDARDS 3 HOURS
This course will explore and analyze research models, their application and use in meeting information literacy standards. Current issues and trends in learning theory, learner behavior, and instructional design as they relate to information literacy will be investigated. The responsibility of the school library media specialist to collaborate with classroom teachers in order to integrate information literacy into all curricular areas is emphasized.
TECHNOLOGY

LMIS 675 OBTAINING & ORGANIZING INFORMATION RESOURCES  4 HOURS
This course investigates resource management as it relates to the school library media specialist, focusing on the selection and collection of resources as well as the organization and cataloging of them for retrieval and use by the library community. An emphasis is placed on techniques to assure a balanced collection which reflects diversity of format and content to serve a multicultural society and tools to provide flexible and equal access to the resources. Policies and procedures will be developed to support these goals as well as protect the intellectual freedom and privacy of users.

LMIS 680 USING INFORMATION RESOURCES  3 HOURS
This course focuses on core reference skills and reference collections essential to a successful school library program. Special emphasis placed on how the school library media specialist can assist students in becoming information literate and the need for collaboration with classroom teachers when promoting the use of information resources in the school library media center.

LMIS 687 ADMINISTERING AND EVALUATING PROGRAM RESOURCES  3 HOURS
This course explores leadership theory and the role of the school library media specialist as program administrator, preparing the learner to administer an effective school library program supporting the mission of the school and based on AASL standards. Professional principles and responsibilities including facilities management, budget consideration, personnel planning, and data-driven program assessment and evaluation will be emphasized.

LMIS 688 COLLABORATION, MANAGEMENT & LEADERSHIP  3 HOURS
This course will explore the major responsibilities of the school library media specialist as manager, collaborator and leader relating to his/her role as teacher, instructional partner, information specialist and program administrator. Inter-library connections will be investigated as well as opportunities for collaboration with individuals within a system. The benefits of leadership roles in professional associations and organizations will be examined and encouraged.

LMIS 698 CAPSTONE & FIELD EXPERIENCE  1 HOUR
Offers a summative graduate experience that reflects on learning and provides evidence that the candidates understand and can, based on learning and professional research, articulate the overall role of the school library media specialist. The field experience, woven throughout the curriculum but aggregated and examined in this course, will provide the students with an opportunity to work with diverse learners, faculties and communities, showing evidence that they have mastered the skills and knowledge needed to assume a professional role as a school library media specialist.

LMIS 699 SPECIAL TOPICS IN LIBRARY AND INFORMATION TECHNOLOGY  1-3 HOURS
This course will provide learners with the flexibility to investigate topics of interest. Standards addressed by the course will be dependent upon mutually-agreed upon content.

** An Introduction to Libraries/Role of the School Librarian course at the undergraduate or graduate level is a pre-requisite in order to be accepted into the program.

TECH 650 STANDARDS-BASED CURRICULUM & METHODS  3 HOURS
Provides a thorough review of content standards (Standards for Technological Literacy), and program standards for technology education (Advancing Excellence in Technological Literacy). Covers standards based curriculum development and methods.

TECH 660 DESIGN FOR ENGINEERING  3 HOURS
Emphasizes concepts related to engineering design, a cornerstone of the standards based approach to technology education. Covers the standards, benchmarks, content and techniques necessary to successfully teach a recommended core course at the secondary level. Utilizes the course guide produced by the International Technology Education Association Center for the Advancement of Teaching Technology and Science (CATTS) and includes laboratory activities.

TECH 665 INVENTIONS AND INNOVATIONS  3 HOURS
Emphasizes concepts related to engineering design as well as concepts surrounding inventions and innovations. Covers the standards, benchmarks, content and techniques necessary to successfully teach a recommended core course at the middle school level. Utilizes the course guide produced by the International Technology Education Association Center for the Advancement of Teaching Technology and Science (CATTS) and includes laboratory activities.

TECH 670 DESIGN, TECHNOLOGY, AND ENGINEERING FOR CHILDREN  3 HOURS
Emphasizes the creation of standards-based thematic units at the elementary level. The engineering design process is used to integrate science, math and other subjects thus expanding the range of activities possible in the self contained elementary classroom. Technological literacy is a primary goal of the course.

TECH 675 RESEARCH AND ASSESSMENT IN TECHNOLOGY EDUCATION  3 HOURS
This course is designed to provide the opportunity to conduct practical action research in the standards based technology education classroom/laboratory. Evidence of success will be published or publishable article for professional journals. The course will also build on issues discussed in TECH 650 with emphasis on assessment of student learning.

TECH 680 BUILDING MATH (STEM)  3 HOURS
Emphasizes hands-on investigations integrating engineering design activities. Algebraic thinking skills are developed through the collection and analysis of data to solve real problems. Students develop abilities to apply math knowledge and concepts to their investigations and the use of the engineering design process. Suitable for the middle school level. Teachers will learn how to create standards-based materials integrating the design process as well as science and math practices.

TECH 682 ENGINEERING THE FUTURE (STEM)  3 HOURS
Emphasizes concepts in physics, mathematics, and the engineering design process and offers students hands-on opportunities to explore the social, historical, and environmental contexts of emerging technologies. Appropriate for the secondary level. Teachers will learn how to create standards-based materials integrating the design process as well as science and math practices.
TECH 684 ADVANCED DESIGN APPLICATIONS 3 HOURS
Emphasizes problem-based learning (ProBase) related to advanced design applications including: manufacturing technologies, energy and power technologies, construction technologies and transportation technologies. Covers the standards, benchmarks, content and techniques necessary to successfully teach a recommended core course at the secondary level. Utilizes the course guide published by the International Technology Education Association Center for the Advancement of Teaching Technology and Science (CATTS) and includes laboratory activities.

TECH 686 ADVANCED TECHNOLOGICAL APPLICATIONS 3 HOURS
Emphasizes problem-based learning (ProBase) related to advanced technological applications including: information and communication technologies, medical technologies, agriculture and related biotechnologies, entertainment and recreation technologies. Covers the standards, benchmarks, content and techniques necessary to successfully teach a recommended core course at the secondary level. Utilizes the course guide published by the International Technology Education Association Center for the Advancement of Teaching Technology and Science (CATTS), and includes laboratory activities.

TECH 688 SAFETY AND MANAGEMENT IN THE TECHNOLOGY LABORATORY 3 HOURS
Emphasizes safety issues in light of a standards based environment with a team approach to prototype development and research in Technology Education. Covers an essential discussion of hazards in addition to machine tool operation, due to the wide ranging activities encountered by students, as well as laboratory systems and management issues.

TECH 698 TECHNOLOGY EDUCATION CAPSTONE 3 HOURS
Offers a summative graduate experience that reflects on learning and makes connections to changes in teaching and methodology. Core knowledge and values guide development of a standards-based digital portfolio. Previously developed publishable action research effort is showcased.

TECH 699 SPECIAL TOPICS 1-3 HOURS
Provides advanced study covering topics not regularly taught in Technology Education concentration.

Bessie, Joseph D. (2006), Vice President for Academic Affairs. B.A. University of California, Santa Cruz; M.B.A. Southwest Minnesota State University; Ph.D. University of Minnesota.

Brown, Robert (2000), Microcomputer Services Director. B.A. Valley City State University.

Chaffee, Ellen E. (1993), President. B.A. University of Kentucky; M.S. North Dakota State University; M.A., Ph.D. Stanford University.

Collins, Trudy Sipe (2006), Vice President for Business Affairs, CPA, B.A. Montana State University-Billings.

Corwin, Therese A. (1975), Assistant Vice President for Academic Affairs. B.A. Gustavus Adolphus; M.S. Moorhead State University; Ph.D. Iowa State University.

Drake, Janet M. (1985), Director of Student Academic Services. B.S., M.A. University of North Dakota.

Egeberg, Patricia K. (1992), Health Services. B.S.N. South Dakota State University.

Foss, Marcia (1978), Director of Career Services/Internships. B.S. Valley City State University.

James, Donna (1999), Director of Library Services. B.S. Valley City State University; M.L.S. Emporia State University.

Klein, Daniel C. (1999), Director of Enrollment Services. B.S. North Dakota State University.

Klier, Jody (2005), Registrar. B.S. Valley City State University.

Klingenberg, Erin D. (1990), Director of Counseling Services and Human Resources/Title IX Officer; Licensed Professional Clinical Counselor; National Certified Counselor. B.A. Jamestown College; M.Ed. University of North Dakota; M.Ed. North Dakota State University. Ph.D. North Dakota State University.


Pumroy, B.J. (2007), Athletic Director. BS, Truman State University, M.Ed. Northwestern State University.

Robinson, Larry J. (1975), Director Development. B.S. Valley City State University; M.S. North Dakota State University.

Rogelstad, Todd (2000), VCSU Bookstore Manager. B.S. University of North Dakota.

Schmalz, Glen J. (1978), Vice President for Student Affairs. B.S. Valley City State University; M.S. University of North Dakota.

Schumacher, Betty Kuss (1971), Director of Student Financial Aid. B.S. Valley City State University.

Stricklin, Kari A. (1999), Director of Student Center/Student Activities. B.S. Valley City State University.

Trautman, Stephanie (2007), Assistant Housing Director/Head Resident. B.S. in Education, Valley City State University.

Thoreson, Jennifer J. (1999), Faculty Material Center Director. B.S. Moorhead State University; B.S. Valley City State University.

Tykwinski, Joseph R. (1986), Chief Information Officer/Assistant Professor of Technology. B.S., M.S., Mankato State University.

Anderson, Amy (2005), Instructor of Education. B.S. Valley City State University, M.S. Minnesota State University - Moorhead.

Anderson, Bob (2005), Assistant Professor of Science. B.S., Ph.D. South Dakota State University.


Aus, Joan (1999), Instructor of Communication Arts & Education, ELL Coordinator, Writing Skills Director. B.S. Black Hills State University; M.Ed. South Dakota State University.

Bass, Dave (1981), Assistant Professor of Education and Psychology. B.S. Valley City State University, M.Ed. University of North Dakota.

Beauchman, Alice (1973), Adjunct Instructor of Photography. B.S. Valley City State University

Braunagel, Jesse (2004), Adjunct Instructor of Music.

Burr, Diane (1981), Associate Professor of Health and Physical Education. B.S., M.S. Northern State College, A.T.C. NATABOC.

Bush, Preston (1994), Associate Professor and Chair of Mathematics. B.S. Massachusetts Institute of Technology, M.A. Boston College, Ph.D. Northeastern University (Boston).

Case, Craig (2006), Instructor of Health and Physical Education / Head Women’s Volleyball Coach. B.S. St. Cloud State University, M.A. St. Lawrence University.

Corwin, Terry (1975), Assistant Vice President for Academic Affairs / Professor. B.A. Gustavus Adolphus, M.S. Moorhead State University, Ph.D. Iowa State University.

Crawford, James (2000), Assistant Professor. B.S., M.S. Wright State University, M.S. University of Dayton.

Dahlberg, Margaret (1996), Associate Professor and Chair of Communication Arts Department. B.A. University of Wisconsin-Platteville; M.A., Ph.D. University of North Dakota.

DeLorme, Andre (1996), Associate Professor of Science. B.A. Valley City State University, M.A. Bemidji State University, Ph.D. University of Minnesota.


Dew, Jim (1974), Associate Professor of Health and Physical Education / Special Activities Coordinator. B.S. Mayville State University, M.S. Bemidji State University.


Dopp, Susan (2007), Assistant Professor, Division of Communication Arts and Social Science / Reference Librarian at Allen Memorial Library. B. S. Morningside College, M. Ed. South Dakota State University.

* Gegelman, Patricia (1999), Assistant Professor. B.S. Minot State University, M.Ed. North Dakota State University, Ed.D. University of Wyoming.

* Gregoryk, Kerry (2001), Assistant Professor and Division Chair of Business and Information Technology. B.S. University of Minnesota-Moorhead, M.S.I.T. University of Mary; Ph.D. North Dakota State University.

* Hagen, Sara (1995), Associate Professor of Music. B.S., M.M. University of North Dakota, Ph.D. The Florida State University.

Hammer, Jane (1998), Assistant Professor of Business and Information Technology. B.S. Valley City State University and North Dakota State University, M.S.I.T. University of Mary.

Hammerling, Peggy (2002), Adjunct Instructor of Music. B.A. Minnesota State University - Moorhead.

Hill, Curt (1995), Associate Professor of Mathematics. B.S. University of Iowa, M.S. University of Nebraska, Ph.D. North Dakota State University.

Hoff, Donald (2002), Associate Professor of Science. B.S. Dickinson State University, M.S. North Dakota State University.

Hoff, Gordon (1970), Professor Emeritus/Adjunct Instructor of Social Science. B.A., Heidelberg College; M.A., Bowling Green State University; D.A., Idaho State University.

* Holleque, Kathryn (1973), Professor of Education and Psychology. B.A. Luther College, M.S. North Dakota State University, Ed.D. Montana State University, Mississippi State University.

Holm, Jerrel (2005), Assistant Professor of Art. B.S. Minot State University, M.S. St. Cloud State University, M.F.A. University of North Dakota.

Hooper, Ralph (1979), Associate Professor of Business. B.S., J.D. University of North Dakota, C.P.A.

Horner, Gregg (1994), Lecturer of Health and Physical Education/ Assistant Football Coach. B.S. Valley City State University, M.S. South Dakota State University.

* Hoskisson, Dale (1990), Associate Professor of Education. B.A. Brigham Young University, M.Ed. Utah State University, Ed.D. University of Georgia.

* Huovinen, Ruth (2007), Assistant Professor. B.S, M.Ed. University of North Dakota, Ph.D. University of North Dakota.
**James, Donna (1999), Director of Library Services.  B.S. Valley City State University; M.L.S. Emporia State University.**

Jenness, Jennifer A. Grothe (2007), Assistant Professor, Communication Arts and Social Sciences / Electronic Resources Librarian at Allen Memorial Library.  B.A. Concordia College, M.A. Minnesota State University, M.S.L.S. University of North Texas.


Kaminsky, Jeff (2005), Instructor of Health and Physical Education / Head Men’s Basketball Coach.  B.A. Grand Valley State University, M.A. Kent State University.

Kelly, Gina Aalgaard (2005), Instructor of Sociology and Social Sciences. B.S., M.S. North Dakota State University.

Kelly, Martin (1996), Professor of Communication Arts/Director of Theatre.  B.A. Brigham Young University; M.F.A. Brooklyn College (C.U.N.Y); Ph.D. Brigham Young University.

King, Steven (2005), Assistant Professor of Social Science.  B.A. Oak Hills Christian School, M.A. St. Cloud State University; D.A. University of North Dakota.

Klingenstien, Beth Gigante (1994), Associate Professor of Music/Director of VCSU Community School of the Arts.  B.M. Syracuse University, M.M. University of Michigan.

Kruger, Lee (2001), Assistant Professor of Communication Arts.  B.A. Wartburg College; M.A. University of Nebraska-Omaha.

Kuipers, Gilbert (1981), Associate Professor of Science.  B.S. North Georgia College, Ph.D. Georgia Institute of Technology.

*Kvilvang, Heather (2002), Assistant Professor of Education.  B.S. Valley City State University, M.S. Minnesota State University-Moorhead, Ph.D. North Dakota State University*

Levy, Leesa (1999), Assistant Professor of Music.  B.S. Mansfield University, M.M. University of Texas at Austin.

*Lovercheck-Saunders, Tanis (2003), Assistant Professor of History.  B.S. University of Virginia; M.S. University of Wyoming; D.A. University of North Dakota.*

*McCarriar, Sharon (1978), Associate Professor and Chair of Health and Physical Education.  B.S. Northern State College, M.S. South Dakota State University, Ed.D. University of North Dakota.*

McCulloch, Dennis (1994), Instructor of Health and Physical Education / Head Football Coach.  B.S., M.S. Northern State University.

McDaniel, Paul (2002), Adjunct Instructor of Music.  B.S. Valley City State University, M.S.Ed. Northern State University.

Melgaard, David L. (1978), Professor of Business/Career and Technical Education Coordinator.  B.S. Mayville State University, M.S. Bemidji State University.

*Mugan, Don (1973), Professor and Chair of the Department of Technology.  B.S. Mankato State College, M.S., Ed.D. University of Northern Colorado.*

Olney, Casey (2007) Intramural Director/Assistant SID/Head Baseball Coach.  BA Central College (IA)

*Olson, Alan (1990), Assistant Professor of Education/Director of Student Teaching.  B.S. Valley City State University, M.A. Northern State University.*

Paurus, Jamie (2005), Instructor of Business and Information Technology.  B.S., M.B.A. North Dakota State University.

Pfeifer, Susan (2005), Instructor of Business and Information Technology.  B.S. Jamestown College, M.S. University of St. Thomas.

Rode, Rhonda (2005), Visiting Instructor of Business and Information Technology.  B.S., M.Ed. Valley City State University.

Ross, Richard (1999), Assistant Professor of Business and Information Technology.  B.A., B.S. Minot State University, M.S. Tri-College University.

Rudolph, Jon (2003), Adjunct Instructor in Music.  B.A. University of Minnesota - Moorhead.

*Russell, Julee (1995), Professor of Communication Arts and Chair of Division of Communication Arts/Social Science.  B.S. Bemidji State University; M.A., Ph.D. University of North Dakota.*

Schilling, Tim (2003), Instructor of Business and Information Technology.  B.S. Valley City State University, M.S. University of North Dakota.

*Skroch, Diana (1977), Professor of Music, Chair of the Department of Music, Chair of the Division of Fine Arts.  B.A. Valley City State University, M.A. University of North Dakota, Ph.D. University of Oklahoma.*

Slyter, Chad (2003), Instructor of Psychology/Head Softball Coach.  B.S. Valley City State University, M.S. Capella University.

Slyter, Kristin (2005), Instructor of Business and Information Technology.  B.S. Valley City State University, M.S. Minot State University.

*Stickler, Joseph (1981), Professor, Chair of the Department of Science, Chair of the Division of Mathematics, Science and Health & Physical Education.  B.A. Ohio Wesleyan University, M.S. & Ph.D. University of Illinois.*

Thompson, Gary (1987), Professor and Dean of Education.  B.S. in Ed. Moorhead State University; M.Ed., Ed.D. University of North Dakota.

*van Gijssel, Hilde (2002), Assistant Professor of Science.  M.S., Ph.D. Leiden University (the Netherlands).*
VanHorn, Shannon (2001), Assistant Professor of Communication Arts. B.S., M.S., Ph.D. North Dakota State University.

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