



**Business Education 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 articulation of credits for students who earn an Associate in Arts or an Associate in Science Degree from WSC to transfer to VCSU in order to earn a Bachelor of Science with a major in Business Education from VCSU.

The Business Education major is an online program. Students do not need to take courses on the VCSU campus to complete this degree.

Motivating Principles and Values:

1. Students will be well served by the partnership and the high quality program offered through this agreement.
2. This partnership will benefit the educational needs of the region by providing graduates of high quality.
3. Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure quality.

This partnership will provide the ability to deliver a high quality dual degree/dual major program of study to students in a convenient, timely, and cost-effective manner.

Steps:

1. Complete the WSC Associate in Arts or Associate in Science degree.

2. Apply to Valley City State University and declare the Business Education major. Transfer credits earned from the degree will apply toward the Bachelor of Science Degree.
3. Graduates under this program would earn a Bachelor of Science degree with a major in Business Education.

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). WSC 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 August 1, 2016. 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 annually to reflect changes in curricula and campus procedures and policies.

Termination or Revisions: WSC 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 WSC and VCSU. As required by the condition of the program and accreditation, the Bachelor of Science Degree in Business Education will be governed by the Business Department at VCSU. Conversely, the AA or AS degree will be administered by WSC as required by the guidelines.

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

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

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 with a major in Business Education to students who successfully complete the requirements for the degree.

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

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 to complete graduation requirements from VCSU. Students must complete a minimum of 30 hours from VCSU. College-level credit hours earned at WSC that do not meet general education requirements, program requirements professional education requirements will be used as general electives and count toward total credits required for graduation.

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 institution will apply.

Registration: Each institution will follow its own policies and procedures for registering students for their programs(s). WSC will be responsible for registering students in the associate program(s), and VCSU will be responsible for registering student(s) in the baccalaureate program(s). Collaborative enrollment processes identified in NDUS Collaborative Student Procedure 404.0 will be used as needed.

Should a student drop credits during the collaborative semester at the "host" campus, the "host" campus is responsible for immediately notifying the "home" campus Financial Aid Office.

Student Services: 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 WSC two-year degree seeking 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 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 WSC, WSC 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 WSC students. A contact from the WSC

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

Students may be employed in a WSC student employee position funded through institutional funds if enrolled in at least six (6) WSC credits hours during each semester of employment, and must meet all WSC student employee requirements.

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;
- Notifying changes in enrollment status to lenders under the Federal Family Educational Loan Programs.

During this enrollment the Valley City State University policies and procedures will apply. Student budgets (costs) used in establishing aid amounts will be the same as those used for awarding federal aid to other Valley City State University students.

Students on the WSC 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 WSC sponsored scholarships or waivers.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website <http://www.mappingyourfuture.org/OSLC> (for Perkins Loans) and <https://studentloans.gov/myDirectLoan/index.action> for all Federal Direct Loans.

Tuition and Fees: NDUS procedure 805.3.1, Collaborative Distance Learning Tuition, will apply to this agreement.

Technology and Support Services: VCSU will provide students in this program adequate technical support in a timely manner for the courses taken from VCSU. WSC will provide students in this program adequate technical support in a timely manner for the courses taken from WSC.

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: <http://technologyservices.vcsu.edu/vp.htm?p=2921>

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://technologyservices.vcsu.edu/vp.htm?p=2958>

Marketing: A VCSU representative will come to the WSC campus 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. Both institutions will display information about this agreement on their Transfer Website. WSC 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 WSC courses will be purchased through WSC.

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 will assign a faculty member as a liaison 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.

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 Business Education program coordinator is Amber Aberle, Instructor in the Department of Business. She may be reached at 701.845.7526.

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.

Business Education

Business Education Program Specific Gen Ed Courses (Complete Gen Ed requirements equal 39 credits)

VCSU COURSE (9 credits)	WSC EQUIVALENT
ECON 201: Principles of Microeconomics (3)	ECON 201: Principles of Microeconomics (3)
ECON 202: Principles of Macroeconomics (3)	ECON 202 Principles of Macroeconomics (3)
ENGL 125: Intro to Professional Writing (3) or ENGL 120: College Composition II (3)	ENGL 125: Intro to Professional Writing (3) ENGL 120: College Composition II (3)

Business Education Core Courses

VCSU COURSE (44 credits)	WSC EQUIVALENT
ACCT 200: Elements of Accounting I (3)	ACCT 200: Elements of Accounting I (3)
ACCT 201: Elements of Accounting II (3)	ACCT 201: Elements of Accounting II (3)
BUSI 102: Keyboarding Methods (3)	
BUSI 214: Business Communications (3)	
BUSI 249: Introduction to Business (1)	
BUSI 315: Business in the Legal Environment (3)	ACCT 215: Business in the Legal Environment (3)
BUSI 336: Business Data Solutions (3)	BOTE 247: Spreadsheet Applications (3)
BUSI 337: Authoring Digital Publication (3)	BOTE 218: Desktop Publishing (2)
BUSI 485: Entrepreneurship (3)	
BUSI 490: Methods and Materials for Teaching Business Subjects (3)	
BUSI 491: Senior Seminar (1)	
MGMT 235: Diversity in the Workplace (3)	
MGMT 270: Business Ethics (3)	BADM 269: Business Ethics (3)
MGMT 330: Principles of Management (3)	BADM 202: Principles of Management (3)

MRKT 305: Principles of Marketing (3)	BADM 201: Principles of Marketing (3)
MRKT 319: Website Authoring (3)	

Career & Technical Education Certification Requirements

VCSU COURSE (12 credits)	WSC EQUIVALENT
BUSI 490: Methods and Materials for Teaching Business Subjects (3)	
CTE 431: History, Philosophy and Practices of Career and Technical Education (3)	
CTE 432: Coordinating Cooperative Education Learning (3)	
CTE 434: Leadership in Career and Technical Student Organizations (3)	

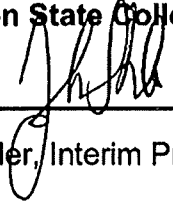
Business Education Professional Education Sequence

VCSU COURSE (31 credits)	WSC EQUIVALENT
EDUC 240: Educating Exceptional Students (2)	SPED 110: Introduction to special children (3)
EDUC 249: Introduction to VCSU Program (1)	
EDUC 250: Introduction to Education (3)	EDUC 250: Introduction to Education (3)
EDUC 283: Understanding Cultural Diversity in Education (3)	
EDUC 300: Educational Technology (2)	
EDUC 351: Secondary Practicum and Classroom Management (1)	
EDUC 352: Culturally Diverse Practicum (1) or EDUC 464: Practicum in the ELL Classroom (1)	

EDUC 375: Teaching Reading in the Content Areas (2)	
EDUC 400: Educational Psychology (2)	
EDUC 450: Trends in Assessment and Educational Issues (2)	
EDUC 480: Student Teaching (Secondary) (10)	
PSYC 250: Developmental Psychology (3)	PSYC 250: Developmental Psychology (3)

Signatures:

For Williston State College:

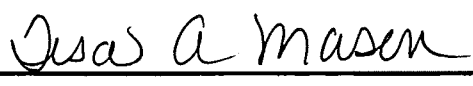
 _____ 2/10/17
Date

Dr. John Miller, Interim President

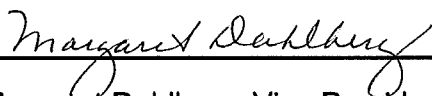
 _____ 02/10/2017
Date

Ken Quamme, Business Technology and Trades Technology Chair

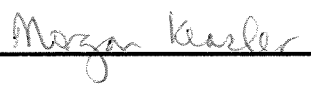
For Valley City State University

 _____ 2/10/17
Date

Dr. Tisa Mason, President

 _____ 2/27/2017
Date

Dr. Margaret Dahlberg, Vice President for Academic Affairs

 _____ 2/28/17
Date

Morgan Keasler, Chair, Department of Business

 _____ 3-2-17
Date

Amber Aberle, Program Liaison