



Vice President for Academic Affairs

**MEMORANDUM OF AGREEMENT**  
**between**  
**Minot State University**  
**and**  
**Dickinson State University**

**Purpose:**

Minot State University (MiSU) will offer its Addiction Studies Minor to Dickinson State University Psychology Program students in cooperation with Dickinson State University (DSU).

**Motivating Principles and Values:**

MiSU and DSU agree to the following principles:

- Students are well served by the partnership and will continue to be well served by a high-quality combined Addiction Studies minor and Psychology major.
- The partnership serves the educational needs of the region by providing Addiction Studies courses to Psychology students as a pathway to meeting the North Dakota academic requirements to become a licensed addiction counselor.
- The partnership exemplifies collaboration between two North Dakota higher education campuses in order to fulfill workforce needs in the state and the interests of the state Board of Higher Education in utilizing multi-campus resources to serve the public of North Dakota.
- The partnership requires that both campuses participate in and use the Collaborative Student Registration process as required by the North Dakota University System.
- Both DSU and MiSU are accredited by the North Central Association of Colleges and Schools: The Higher Learning Commission (HLC).

**Collaborative Program:**

To utilize the Collaborative Student Registration process and continue to provide a high level of student service, the DSU Psychology Program will coordinate with the MiSU

Addiction Studies Program most effectively. DSU Psychology Program students who wish to be part of the collaborative program will declare a minor in Addiction Studies at DSU. Once the student has declared the Addiction Studies Minor, the DSU advisor will provide the MiSU Director of Addiction Studies with the student's name and contact information. An MiSU advisor will be assigned to assist the student in developing a plan of study for the necessary addiction studies courses, provide information about applying for state required training, and the addiction counselor licensing process. All students are advised to work closely with their primary major advisors for the DSU Psychology Program and the MiSU Addiction Studies Program in the course selection process each semester.

DSU will be considered the students' 'home' campus for administrative purposes (registration, billing, financial aid, student services, etc.) and MiSU will be considered the 'provider' campus for the addiction studies courses.

**Agreement:**

1. Minot State University will:
  - a. Enroll students in MiSU courses through the Collaborative Registration model with MiSU as the provider campus for those courses.
  - b. Offer the courses stated in the articulation agreement necessary for the Addiction Studies Minor hybrid synchronous and on-line as scheduled by Minot State.
  - c. Select and assign qualified faculty members to teach the courses offered under the cooperative program.
  - d. Communicate curriculum changes immediately via e-mail to assigned contacts in the DSU Psychology Program.
  - e. Maintain student transcripts of all MiSU credits earned in this program.
  - f. Assist the students in the process of becoming licensed addiction counselors in the state of North Dakota.
  
2. Dickinson State University will:
  - a. Provide MiSU with the names and contact information of students wanting to enroll in the collaborative program.
  - b. Provide general education courses, Psychology courses, and elective courses which satisfy graduation requirements for students enrolled in the Psychology program.
  - c. Utilize the MiSU courses stated in the articulation agreement as part of DSU's Addiction Studies minor.

- d. Facilitate the enrollment of students in MiSU courses each semester via the Collaborative Registration model (DSU Collaborative Student contact).
- e. Facilitate collaboration between the DSU student psychology academic advisors and the MiSU addiction studies academic advisor to track student completion of courses required for the collaborative program.
- f. Include a list of Addiction Studies courses offered to the DSU students and the term schedule of those courses (See Appendix).
- g. Provide licensure notification to the students interested in the program. DSU will inform students that the collaborative program is designed to meet academic standards for North Dakota addiction counselor license and may not meet other state's licensing requirements.
- h. Provide general institutional administrative support to students enrolled in the collaborative program, including student recruitment, admission, registration, record-keeping, general counseling service, tutoring, disability services, testing services, and student financial aid. Note: Students must be enrolled or term-activated at DSU as home campus in order to receive financial aid from DSU. Students cannot receive financial aid from both MiSU and DSU simultaneously.
- i. Coordinate the delivery of operational support for program-related activities on the DSU campus including library resources, audio-visual needs, telecommunications, and information technology infrastructure. DSU will ensure that students have access to internet connectivity.
- j. DSU will track degree progress for the DSU psychology degree, and the addiction studies minor and provide students with a graduation audit upon request.
- k. Communicate curriculum changes immediately via email to assigned contacts in the Department of Addiction Studies, Psychology, and Social Work.

3. Financial Arrangements:

- a. Through the Collaborative Registration Model, students will be charged institutional tuition and fees for all credits taken through the respective campuses. Hence, students will be assessed tuition and fees by MiSU for all MiSU delivered courses and will be assessed tuition and fees by DSU for all DSU delivered courses.
- b. Based on the Collaborative Student Report, MiSU will bill DSU via the third-party billing process, DSU will remit the appropriate tuition and fees to MiSU at the end of each term.

4. Governance and Management:

As required by the condition of program and accreditation, the courses for the Addiction Studies Minor will be governed by the Department of Addiction Studies, Psychology, and Social Work at MiSU. To resolve instructional and logistical issues, the minor program will be advised by the MiSU Director of the Addiction Studies Program and the Director of the DSU Psychology Program.

5. Financial Aid:

Students enrolled in the collaborative program will have all aspects of their Federal Title IV Financial Assistance administered by the DSU Office of Student Financial Services. This includes, but is not limited to:

- a) Processing of applications, evaluation of eligibility, awarding, and disbursement of funds
- b) Assessment and enforcement of satisfactory academic progress standards
- c) Calculation and distribution of refunds
- d) Billing and collection for Federal Perkins loans; and
- e) Notifying changes in enrollment status to lenders under the Federal Family Educational Loan Programs.

Student budgets (costs) used in establishing aid amounts will be the same as those used for awarding federal aid to other DSU students.

Students who elect to take summer courses at MiSU, must also register for a one-credit course at DSU, but should continue to use the Collaborative Registration process to retain financial aid through DSU, the home campus

6. Amendments to the Agreement:

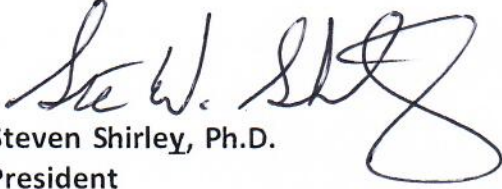
Mutually agreed upon amendments to this agreement may be approved by those who sign this agreement or their successors. The agreement may be terminated at any time through joint action of the two presidents with adequate provision for currently enrolled students.

7. Annual Review:

This Agreement shall be reviewed bi-annually by the MiSU Addiction Studies Program Director and the DSU Psychology Program Director.

**Signatures:**

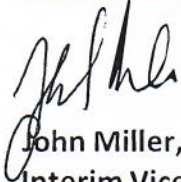
**For Minot State University**

A handwritten signature in black ink, appearing to read "Steve Shirley". The signature is fluid and cursive, with a large loop at the end.

**Steven Shirley, Ph.D.  
President**

**Date: 9-1-22**

**For Dickinson State University**

A handwritten signature in black ink, appearing to read "John Miller". The signature is cursive and somewhat stylized.

**John Miller, Ed.D.  
Interim Vice-President/Provost**

**Date:**