



## **MEMORANDUM OF AGREEMENT**

**Between**

**Minot State University**

**and**

**Valley City State University**

### **Purpose**

Minot State University (MiSU) will offer its Addiction Studies Minor to Valley City State University Psychology Program students in cooperation with Valley City State University (VCSU). The information pertains to the 2025-2026 MiSU Undergraduate license and the current academic requirements to become a North Dakota licensed addiction counselor.

### **Motivating Principles and Values**

MiSU and VCSU 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 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 VCSU 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 VCSU Psychology Program will coordinate with the MiSU Addiction Studies Program. VCSU Psychology Program students who wish to be part of the collaborative program

will declare a minor in Addiction Studies at VCSU. Once the student has declared the Addiction Studies Minor, the VCSU 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 VCSU Psychology Program and the MiSU Addiction Studies Program in the course selection process each semester.

VCSU 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 VCSU 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. Valley City 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 VCSU's Addiction Studies minor.
  - d. Facilitate the enrollment of students in MiSU courses each semester via the Collaborative Registration model (VCSU Collaborative Student contact).

- e. Facilitate collaboration between the VCSU 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 VCSU students and the term schedule of those courses (See Appendix).
  - g. Provide licensure notification to the students interested in the program. VCSU 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 VCSU as home campus in order to receive financial aid from VCSU. Students cannot receive financial aid from both MiSU and VCSU simultaneously.
  - i. Coordinate the delivery of operational support for program-related activities on the VCSU campus including library resources, audio-visual needs, telecommunications, and information technology infrastructure. VCSU will ensure that students have access to internet connectivity.
  - j. VCSU will track degree progress for the VCSU 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 Behavioral Sciences and Criminal Justice.
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 VCSU for all VCSU delivered courses.
  - b. Based on the Collaborative Student Report, MiSU will bill VCSU via the third-party billing process, VCSU 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 Behavioral Sciences and Criminal Justice 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 VCSU 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 VCSU 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 VCSU students.

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

### **Review & Termination**

The term of this Agreement shall be for two years, beginning on the Fall 2025-2026 academic year. The Parties agree to review this Agreement and the Program once during this period at a time mutually convenient for the Parties but aiming for during the year prior to the end of this agreement's term. Notification of revisions to MiSU current and anticipated course offerings will also be sent to VCSU during the above review period. A Letter of Review will be sent between 30 and 60 days prior to contract expiration to ensure both parties can continue to fulfill the terms of this agreement or if contract revisions may be required. This Agreement can be terminated by either party by giving written notice to the other party's designated representative at least 60 days prior to the commencement of a new academic semester.

## Notices

All notices concerning this memorandum of agreement and understanding shall be in writing and will be considered to have been given at the time of receipt of notice by the other Party.

Katie Woehl, Ph.D. Psychology Program Director, VCSU

Vicki Michels, Ph.D. Behavioral Sciences and Criminal Justice Department Chair, MiSU

## Independence of the Parties

The Parties are independent contractors. Nothing contained in this Agreement will constitute either Party the agent, partner, or legal representative of the other Party for any purpose or constitute the Parties as partners. Neither Party has any right, power, or authority to create any obligation or responsibility on behalf of the other

## Signatures

*Dr. Steven Shirley*

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ready

Steve Shirley, Ph.D. 04/14/2025

MiSU President

*Alan LaFave*

C14903C15230FF7006BC59B0F73624E9

ready

Alan LaFave, D.M.A. 04/14/2025

VCSU President

*Dr. Laurie Geller*

D26EDDECB700D80940A53E0A76D92423

ready

Laurie Geller, Ed.D. 04/14/2025

MiSU VP for Academic Affairs

*Larry Brooks*

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ready

Larry Brooks 04/14/2025

VCSU VP for Academic Affairs

*Krista Lambrecht*

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ready

Krista Lambrecht 04/15/2025

MiSU VP for Administration and Finance

## Appendix

The VCSU psychology student who wants to meet the academic criteria for becoming a licensed addiction counselor in North Dakota will complete their bachelor's degree with a major in psychology and a minor in addiction studies.

**Table 1: Addiction Studies Minor Requirements**

<b>VCSU Course Prefix and Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
PSYC 370	Abnormal Psychology	3
PSYC 470	Counseling Theory and Practice	3
SOC 300	Race, Ethnic, and Gender Relations	3
<b>MiSU Course Prefix and Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MHA 338	Professional Relations and Ethics	3
MHA 344	Dynamics of Addiction	3
MHA 349	Psychopharmacology	3
SWK 331	Family Dynamics	3
MHA 424	Advanced Counseling	3
MHA 476	Group Dynamics	3