

**MEMORANDUM OF UNDERSTANDING  
For Transfer of Graduate Credit between  
Minot State University and Dickinson State University**

This Memorandum of Understanding (MOU) formally recognizes that Minot State University (MiSU) and Dickinson State University (DSU) are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.

**The Purpose:**

The purpose of this agreement is to promote long-term cooperative activities between Minot State University (MiSU) Graduate School and Dickinson State University (DSU) Department of Teacher Education. The agreement will provide a smooth transfer of DSU graduate courses into MiSU's Master of Education graduate program.

**The Partnership**

- The partnership provides the ability to deliver a high-quality MEd. program of study to students in a convenient, timely and cost-effective manner.
- The partnership serves the educational needs of the region by providing advanced degree opportunities to the southwest region of ND.
- The partnership aligns with three of the North Dakota University System's Daring to be Great Five-Year Plan by providing programs people want, where and when they need them; maximizing the strengths of the unified system; and equipping students for success.
- The MiSU Master of Education (MEd) is accredited by the National Council for Accreditation of Teacher Education (NCATE). The teacher education program at MiSU is accredited by NCATE and the teacher education program at DSU is accredited by the Council for the Accreditation of Teacher Preparation (formerly NCATE). Both DSU and MiSU are accredited by the North Central Association of Colleges and Schools: The Higher Learning Commission (HLC).

**The MOU**

- The MOU may have, from time to time, written agreements annexed to it with regard to any specific course, concentration, or degree.
- If this MOU remains dormant for three years from the date it is signed by the parties or by the later date of signature if the signatures are not concurrent, it will be deemed to have lapsed. While this MOU continues to be active, the parties agree to review it with a view to extending its term.
- This MOU may be terminated at any time by either party by mutual written agreement or in any event by one year written notice from either party to the other for any reason or for no reason.

## **The Parties**

- The parties will ensure that all public statements including statements to the media or articles relating to their joint activities are first cleared by the other party prior to release or publication.
- No party will have the right to use the name or the logo of another party without that party's prior written consent and other conditions attached to such consent.
- Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure quality.
- Both campuses will make use of NDUS Procedure 404.0, the Collaborative Student Procedure.

### **Minot State University will:**

- Allow a student to apply up to fifteen (15) semester hours of specified DSU graduate course work toward a graduate degree. "Specified" graduate course work must be approved for transfer under this agreement.
- Accept the following DSU graduate courses to transfer into the MiSU and be substituted as follows:

<b>Dickinson State University</b>	<b>Minot State University</b>
EDUC 501 Educational Foundations (3 credits)	ED 518 Educational Philosophy (2 credits)
EDUC 511 Cultural Diversity in a Complex World (3 credits)	ED 519 Diversity in a Global Perspective (3 credits)
EDUC 521 Curriculum Design, Delivery, & Assessment (3 credits)	ED 522 Curriculum Design & Assessment (3 credits)
EDUC 541 Integrating Technology into the Learning Environment (3 credits)	ED 521 Integrating Technology into Teaching & Learning (3 credits)
EDUC 531: Educational Research (3 credits)	ED 501 Designing and Interpreting Educational Research/ Quantitative ( 2 credits) and ED 502 Designing and Interpreting Educational Research/Qualitative (2 credits)

### **Dickinson State University will:**

- Ensure, for successful transfer, graduate coursework is completed subsequent to completion of a bachelor's degree.
- Inform students about how they may transfer DSU graduate credit to the MiSU MEd degree.
- Advise students who wish to transfer graduate credit from DSU that they must meet the MiSU graduate school admission requirements.
- Ensure a student with a disability who is in need of accommodations should open a file at the home institution's Office of Disability Services (at the university who is receiving the tuition for the particular course(s)). The home institution will determine eligibility for accommodations and house the disability documentation. A letter of verification will be provided to the collaborating institution's Office of Disability Services. Accommodations refer to services or aide to make a program, service, course or activity accessible to an individual with a disability. Examples include, but are not limited to:
  - Readers

- Scribes
- Note Takers
- Exam Accommodations
- Alternate format of required materials
- Interpreter/captioning
- Braille
- DSU Disability Services will provide accommodations for the DSU courses. Both Disability Service offices will collaborate in the implementation of the accommodation(s). When an institution has difficulty locating readers, scribes, proctors or other accommodations, staff in the Office Disability Services will interact and decide the best solution to serve the student.
- 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 classrooms, internet connectivity and other facilities as instructional tools.
- Submit in-progress transcripts to MiSU after grades have been posted at the end of the semester for MEd. students who earned DSU credits in that term, or at least at a minimum, the term prior to graduation.
- Communicate curriculum changes immediately via email to assigned contacts in the Department of Teacher Education, and to the Dean's Office in the Graduate School.

#### **Articulation Implementation and Agreement Review**

The Presidents or designees of the collaborating institutions shall be responsible for implementing this agreement and for identifying and incorporating any changes into subsequent agreements, and for conducting a periodic review of this agreement.

The MOU is in perpetuity or until it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between the institutions.

**Minot State University**

President

Vice President for Academic Affairs

Assist. Dean of Graduate School

Date

**Dickinson State University**

President

Vice President for Academic Affairs

Dean

College of Education, Business, and Applied Sciences

Date