

MEMORANDUM OF UNDERSTANDING
Between
MINOT STATE UNIVERSITY AND BISMARCK STATE COLLEGE

1. Introduction

This memorandum of understanding formally recognizes that Minot State University (hereinafter MiSU) and Bismarck State College (hereinafter BSC) are educational institutions which agree to work together to provide educational opportunities for the students of their institutions.

Purpose of the Memorandum

Minot State University has been offering programs on the BSC campus since 1982. The purpose of this Memorandum of Understanding is to clarify the relationship between Minot State University (MiSU) and Bismarck State College (BSC) in the delivery of baccalaureate programs for the BSC campus students. This memorandum articulates the conditions by which the parties agree to operate in meeting the needs of the students in MiSU programs delivered on the BSC campus and in meeting the needs of BSC students transferring to complete their programs to MiSU campus.

Governance and Management

This memorandum shall be governed by the academic policies and procedures of BSC and MiSU according to the requirements and conditions of the program and accreditation guidelines. The programs at MiSU will be governed by the Vice President for Academic Affairs or an assigned designee. The programs at BSC will be governed by the VPAA or an assigned designee. Representatives from each campus will resolve any instructional and logistical issues.

BSC Representatives:

- Program Advisor
- Dean of respective academic unit

MiSU Representatives:

- Program Coordinators
- Vice President for Academic Affairs or an assigned designee

Motivating Principles and Values

1. Students will be well served by the partnership and the high-quality programs set forth in this memorandum.
2. This partnership will benefit the needs of the state and region by providing high quality graduates.
3. Both campuses will maintain compliance with state and national accreditation guidelines that ensure quality.
4. This partnership will provide high quality collaborative program to students in a convenient, timely, flexible and cost-effective manner.

Accreditation

All MiSU programs offered on the BSC campus have been authorized by the State Board of Higher Education for continuing delivery and are accredited by the Higher Learning Commission. The Bachelor of Social Work program offered on the BSC campus is accredited by the Council on Social Work Education (CSWE), the Bachelor of Science in Addiction Studies program is accredited by the National Addiction Studies Accreditation Commission (NASAC) and the Bachelor of Science in Management and Marketing are accredited by the International Accreditation Council for Business Education (IACBE).

MiSU programs in education are accredited by the Council for the Accreditation of Educator Preparation (CAEP). MiSU's B.S.Ed. programs are approved by the State of North Dakota Education Standards and Practices Board (ESPB). BSC is accredited by the Higher Learning Commission.

Registration

Each institution will follow its own policies and procedures for registering students for their programs(s). Collaborative enrollment processes identified in NDUS Collaborative Student Procedure 404.0 will be used as needed.

Academic Procedures

BSC's and MiSU's respective academic guidelines, policies, and procedures for students enrolled in courses through this arrangement on the BSC or MiSU campuses apply, which include:

- Academic probation/suspension
- Graduation honors
- Academic honors
- Official withdrawal
- Course load limitation
- Course repetition
- Incomplete work
- Course challenges
- Attendance
- Add/Drop dates for individual classes

2. MiSU Baccalaureate Programs in BSC campus

MiSU will deliver its courses in BSC campus, face to face, using IVN technology or online synchronous technology.

MiSU agrees to pay BSC 20% tuition collected from MiSU students enrolled in classes in BSC campus in exchange for the services described in this agreement. Fees remain the property of MiSU.

The BSC responsibilities:

- A. BSC will provide classroom space and multi-media technology.
- B. Students will receive MiSU activity cards that allows them access to the BSC library, wellness and aquatic center and student activities.
- C. BSC Student Accessibility office will assist MiSU Disability Services in locating tutors and in assisting in providing other accommodations for students. MiSU retains responsibility for the services.
- D. BSC will support MiSU in recruitment activities for the BSC students.

MiSU responsibilities:

- A. The degree requirements for all programs are outlined in the MiSU undergraduate catalog and are the same as the regular offerings on the MiSU campus. Students are subject to all policies and procedures as described in the MiSU undergraduate catalog.
- B. Students are strongly encouraged to have completed their two-year associate degree before they apply for admission into the MiSU programs. This allows them to have access to financial aid for the first two years of their program as a BSC student.
- C. Students make application for admission to MiSU prior to enrollment. MiSU will review transcripts and assist students with the transfer process according to current policy.
- D. Schedules and classrooms are coordinated with BSC.
- E. Students register using Campus Connection. All credits are considered distance education credits and subject to MiSU distance education policies, tuition, and fees.
- F. Faculty teaching in the programs are approved by Program Directors and Chairs on the MiSU campus.
- G. All program advertising is the responsibility of MiSU.
- H. Grades are recorded through the Campus Connection system. Students can view grades through their Campus Connection portal. MiSU email accounts will be assigned for official communication.
- I. MiSU pays all faculty salaries, benefits, operating costs, and communications (postage, telephone) costs for MiSU employees.
- J. Registration, tuition, fee collecting, and processing of financial aid is the sole responsibility of MiSU.
- K. Credit hour production and student headcount shall be reported in MiSU's fourth week reports.
- L. Minot State University is the originating institution and Bismarck State College is the receiving institution.

Program Articulation

Articulation plans for specific programs are attached to this agreement and are to be made available to students, BSC faculty and advisors, and MiSU faculty and advisors.

3. MiSU-BSC Collaborative Programs

Students will complete the coursework from BSC that could be transferred towards MiSU majors or earn an Associate of Arts (A.A.) or Associate of Science (A.S.) degree from BSC and a Bachelor of Science from MiSU.

1. **Campus Responsibilities:** Coursework in the MiSU B.S.Ed. program will be delivered on the MiSU campus by qualified faculty. This includes those courses available as online or IVN courses.
2. **Advising:** BSC will provide an on-site advisor(s). The advisor(s) will be the source of information for advisees concerning any special considerations relating to this cooperative program. The third-year students will be appointed a MiSU advisor who will provide expertise regarding MiSU policies and procedures (e.g., transfer, graduation requirements, pre-requisites).
3. **Admission:** Students taking BSC course(s) must apply and be accepted for admission at BSC. Students taking MiSU course(s) must apply and be accepted for admission at MiSU. All admission policies at the respective institutions will apply.
4. **Admission to Professional Program:** All Teacher Education (TE) students must be admitted to the TE program at MiSU. This is a process separate and apart from admission to MiSU, and, consequently, admission to the university does not guarantee admission to the TE program. Students may become admitted to the TE program shortly after admission to MiSU, provided all admission requirements are satisfied (Attachment 5). Early admission to the TE program is highly encouraged.
5. **Graduation Requirements:** Candidates in each program will meet the requirements of each program. Students must complete a minimum of 60 hours of credits from a four-year institution and at least 30 credits from MiSU to complete graduation requirements from MiSU. Credit hours earned at BSC that do not meet general education requirements, technical specialty requirements, or teaching option requirements will be used for electives courses.
6. **Marketing:** MiSU will be responsible for providing BSC with marketing materials to distribute to prospective students. BSC will display information about this memorandum on their transfer website. BSC will work collaboratively with MiSU to identify prospective students for programs.
7. **Financial Aid:** Students enrolled at BSC will have all aspects of their Federal Title IV Financial Assistance administered by BSC's Financial Aid Office.

During the student's enrollment at BSC, BSC 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 BSC students.

Minot State University will be responsible for awarding aid to students who have been accepted to the MiSU programs. Students will have all aspects of their Federal Title IV Financial Assistance administered by MiSU 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;
- Billing and collection for Federal Perkins loans;
- Notifying changes in enrollment status to lenders under the Federal Direct Loan Program.

During enrollment in the MiSU programs, MiSU 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 MiSU students.

Students on the BSC campus are not eligible for MiSU sponsored scholarships, waivers, or student work-study while pursuing a degree from MiSU.

After students are admitted to MiSU, satisfactory progress will be monitored based on MiSU policy to assure that satisfactory progress requirements are met.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website <https://StudentLoans.gov>.

- 8. Textbooks:** Textbooks for the MiSU courses will be available for purchase through the MiSU bookstore. Textbooks for the BSC courses will be available for purchase through the BSC bookstore.
- 9. Tuition and Fees:** Students taking courses offered by MiSU will be charged and pay all MiSU tuition and fees, including technology fees. Students taking courses offered by BSC will be charged and pay all BSC tuition and fees, including technology fees.
- 10. Student Life:** Rules, regulations, and policies that govern student life that are listed in the BSC Student Handbook will be applicable to students enrolled in courses while at BSC. For example, housing, parking, and conduct policies will be governed by BSC. Rules, regulations, and policies that govern student life that are listed in the MiSU Student Handbook will be applicable to students enrolled in courses while at MiSU. For example, housing, parking, and conduct policies will be governed by MiSU.
- 11. Academic Support Services:** BSC will provide tutoring and student accessibility support services for BSC courses. MiSU will provide tutoring and disability support services for MiSU courses. 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 appropriate office as soon as possible.
- 12. Technology and Support Services:** MiSU will provide students in this program adequate technical support in a timely manner for the courses taken from MiSU. BSC will provide students in this program adequate technical support in a timely manner for the courses taken from BSC. Students enrolled in MiSU courses will have full access to

MiSU technology services, including MiSU wired and wireless computer network, Blackboard account, MiSU email/messaging account, printer access, and computer peripheral equipment checkout.

3.1 Bachelor of Science in Management or Marketing

Students will be able to complete portion of the MiSU program in BSC according to articulation plans and transfer their completed coursework towards MiSU majors in Management or Marketing. Articulation plans specified in attachment to this agreement and are available to BSC students, faculty and advisors, and MiSU faculty and advisors.

3.2 Bachelor of Science in Education degree (B.S.Ed.)

Students will earn an Associate of Arts (A.A.) or Associate of Science (A.S.) degree from BSC and a Bachelor of Science in Education degree in Elementary Education (B.S.El.Ed.) from MiSU. Available programs are listed in Attachment. This agreement will be set up so that students will be able to complete both an A.S. degree from BSC and a B.S.Ed. degree from MiSU. Students will be able to complete the MiSU portion of the program in as few as four semesters in face to face mode delivered in MiSU campus.

4. Other

Management

MiSU's manager for this memorandum of understanding is the Vice President for Academic Affairs or an assigned designee. BSC's manager for this memorandum of understanding is the Vice President for Academic Affairs or an assigned designee.

Timeline for Memorandum of Understanding

This memorandum will be in effect for five years and reviewed annually. Appendices can be updated as needed. If the program is terminated, students who have begun the program and are in the process of completion will be allowed to finish as stipulated by this memorandum.

This document represents an ongoing commitment between the organizations and can be reviewed at any time at the request of either party.

Termination or Revisions

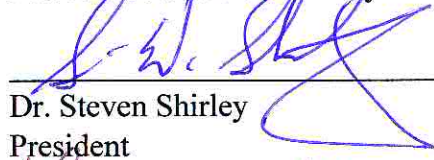
BSC and MiSU agree to provide at least 90 days advance written notification of their intent to terminate this memorandum. All revisions of this memorandum require written approval by those who sign this memorandum or their successors. Mutually agreed upon amendments to this memorandum may be approved by those who sign this memorandum or their successors. The memorandum may be terminated through action initiated by the President of MiSU or the President of BSC with adequate provision for currently enrolled students.

Effective Date

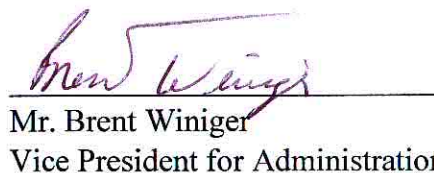
This Memorandum of Understanding is effective on the date signed below.

Signatures:

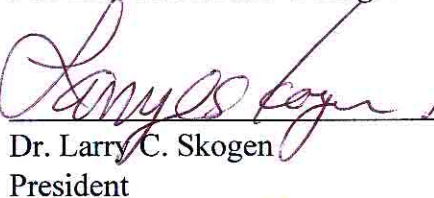
For Minot State University:

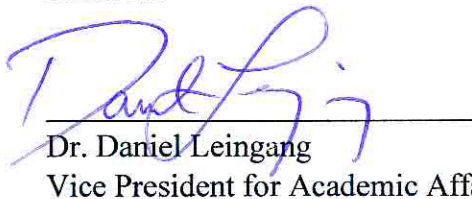
 3-16-2020
Dr. Steven Shirley date
President

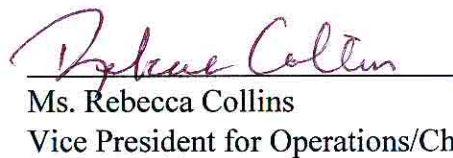
 3/4/2020
Dr. Laurie Geller date
Vice President for Academic Affairs

 3/5/2020
Mr. Brent Winiger date
Vice President for Administration and Finance

For Bismarck State College:

 April, 2020
Dr. Larry C. Skogen date
President

 25 Mar 20
Dr. Daniel Leingang date
Vice President for Academic Affairs

 4-9-2020
Ms. Rebecca Collins date
Vice President for Operations/Chief Financial Officer

Attachment 1
Social Work Course Articulation
(MiSU Advisor on site – MiSU courses offered on BSC campus)

MiSU Course	BSC Course
BIOL 111/Lab Concepts of Biology	BIOL 111/Lab Concepts of Biology <i>*Any Biology, A&P, or Microbiology course meets program requirements</i>
ECON 201 Principles of Microeconomics or ECON 202 Principles of Macroeconomics	ECON 201 Principles of Microeconomics or ECON 202 Principles of Macroeconomics
PHIL 101 Introduction to Philosophy (or) PHIL 102 Philosophy of Human Nature	PHIL 101 Introduction to Philosophy (or) PHIL 102 Philosophy of Human Nature
PSY 241 Introduction to Statistics or MATH 210 Elementary Statistics	MATH 210 Elementary Statistics
Diversity Electives (6 Credits)	SOC 235 Cultural Diversity SOC 221 Minority Relations RELS 203 World Religions SOC 275 American Indian Studies HUMS 210 Integrated Cultural Studies
PSY 252 Child Psychology (or) PSY 255 Child & Adolescent Psychology (or) PSY 352 Adolescent Psychology (or) PSY 379 Adult & Aging (or) HMS 203 Health Care Through the Life Span	PSYC 252 Child Psychology PSYC 250 Developmental Psychology
ENGL 110 College Composition I ENGL 120 College Composition II COMM 110 Fundamentals Public Speaking	ENGL 110 College Composition I ENGL 120 College Composition II COM 110 Fundamentals of Public Speaking
PSY 270 Abnormal Psychology POLS 115 American Government SWK 250 Interpersonal Skills <i>Including 25 Human Service Hours</i> SWK 256 Development of Social Welfare	PSYC 270 Abnormal Psychology POLS 115 American Government SWK 250 Interpersonal Skills <i>*25 human service hours required</i> SWK 256 Development of Social Welfare

- ECON 105 is no longer accepted as a transfer Economics course for the BSW degree.
- PHIL 210 Ethics is not on the MiSU General Education Matrix. If a student does not graduate with an AA or an AS from BSC; 210 will not transfer. It will be counted as a Philosophy requirement for the Social Work program if the student graduates with an AA or AS from BSC.
- SOC 235 Cultural Diversity is the only diversity class that will work for the Addiction Studies major/minor/concentration.
- SWK 250 is no longer offered by MiSU on the BSC campus. All transfer students will be required to show proof they completed the 25 human service hour experience by submitting time sheets, supervisor evaluation, and student evaluation during the admission process.

Attachment 2
Criminal Justice Course Articulation
(MiSU Advisor on site – MiSU courses offered on BSC campus)

MiSU Course	BSC Course
CJ 201 Introduction to Criminal Justice	CJ 101 Justice and Society
CJ 201 Introduction to Criminal Justice	CJ 201 Introduction to Criminal Justice
CJ 300 Policing	CJ 210 Introduction to Policing
CJ 322 Criminal Law	CJ 220 Criminal Law
No equivalency	CJ 223 Police Admin
CJ 226 Introduction to Criminal Investigation	CJ 226 Introduction to Criminal Investigation
CJ 322 Criminal Law	CJ 230 Criminal Law
CJ 350 Criminal Procedure	CJ 231 Criminal Evidence and Procedure
No equivalency	CJ 232 Administration of Justice
CJ 497 Field Experience	CJ 235 Field Experience
CJ Required Elective	CJ 243 Introduction to Homeland Security
CJ 201 Introduction to Criminal Justice	CJ 251 Introduction to Criminal Justice
CJ 340 Juvenile Justice	CJ 254 Juvenile Justice
CJ 380 Corrections	CJ 270 Introduction to Corrections
CJ Required Elective	CJ 271 Community Based Relations
CJ 394 Independent Study	CJ 294 Independent Study
CJ 299 Special Topics	CJ 299 Special Topics
CJ 300 Policing	CJ 300 Policing and Police Community Relations
MATH 103 College Algebra or MATH 210 Elementary Statistics	MATH 210 Elementary Statistics
POLS 220 International Politics	POLS 220 International Politics
POLS 299 Special Topics	POLS 299 Special Topics
Older Course Prefixes:	
CJ 340 Juvenile Justice	CJ 224 Juvenile Delinquency
No equivalency	CJ 220 Western Legal Tradition
CJ 380 Corrections	CJ 240 Introduction to Corrections
CJ 340 Juvenile Justice	CJ 242 Juvenile Justice System
CJ 401 Administration of the Criminal Justice System	CJ 410 Structure and Function of the Criminal Justice System

Attachment 3
Addiction Studies Course Articulation
(MiSU Advisor on site - courses offered on BSC campus)

MiSU Course	BSC Course
PSY 111 Introduction to Psychology	PSYC 111 Introduction to Psychology
PSY 252 Child Psychology	PSYC 252 Child Psychology
PSY 255 Child and Adolescent Psychology	PSYC 250 Developmental Psychology
PSY 261 Psychology of Adjustment	PSYC 261 Psychology of Adjustment
PSY 270 Abnormal Psychology	PSYC 270 Abnormal Psychology
PSY 241 Introduction to Statistics	MATH 210 Elementary Statistics
SS 283 Ethnic and Cultural Diversity in America	SOC 235 Cultural Diversity
SOC 201 Social Problems	SOC 115 Social Problems

Attachment 4
Marketing and Management Course Articulation
(MiSU Advisor on site - offered through MiSU Online)

MiSU Course	BSC Course
MATH 210 Elementary Statistics	MATH 210 Elementary Statistics
ECON 201 Principles of Microeconomics	ECON 201 Principles of Microeconomics
ECON 202 Principles of Macroeconomics	ECON 202 Principles of Macroeconomics
ACCT 200 Elements of Accounting I	ACCT 200 Elements of Accounting I
ACCT 201 Elements of Accounting II	ACCT 201 Elements of Accounting II
BOTE 247 Spreadsheet Applications	CIS 105 Microcomputer Spreadsheets
ACCT 300 Legal Environment of Business	ACCT 215 Business in the Legal Environment
BADM 301 Fundamentals of Management	BADM 202 Principles of Management
BADM 321 Marketing	BADM 201 Principles of Marketing
BIT 318 Business Communications	BOTE 210 Business Communications

Attachment 5
Bachelor of Science in Elementary Education

BSC Freshman Year	Credits	Notes
ENGL 110 – College Composition I	3	
COMM 110 – Fundamentals of Public Speaking	3	
GEOG 161 – World Regional Geography	3	
MATH 103 – College Algebra	4	
BIOL 111/111L – Concepts of Biology	4	
PSYC 111 – Introduction to Psychology	3	
HIST 103 or 104 – United States History to/since 1877	3	
ENGL 120 – College Composition II	3	
CHEM 115/115L – Introductory Chemistry	4	
MUSC 101 – Fundamentals of Music	2	
	32	

BSC Sophomore Year	Credits	Notes
ED 250 – Introduction to Education	3	
ED 298 – Pre-Professional Experience	1	*= to ED 260L
ED 210 – Educational Technology	2	*= to ED 380
MATH 277 – Math for Elementary Teachers I	4	
MUSC 207 – Music for Teachers	3	*= to Music 301
PSYC 250 – Developmental Psychology	3	*= to PSY 255
PSYC 280 – Education of Exceptional Learners	3	*= to SPED 110
ENGL 238 – Children’s Literature	3	
HPER 100 – Concepts of Fitness and Wellness	2	
SOC 275 – American Indian Studies	3	*= to SS 283
CSCI 101 – Introduction to Computers	3	
	30	

After the sophomore year at BSC, students would be eligible for an A.S. degree & would be declared Gen Ed complete.

Bismarck State College students could begin working on requirements for admission to Teacher Education while a student at BSC.

MISU Junior Year	Credits	Notes
ED 260 – Educational Psychology	2	
ED 282/L – Managing the Learning Environment/Clinical II	2.5	
ED 284/L – Teaching Diverse Learners/Clinical III	2.5	
ED 320/321L – Curriculum, Planning, & Assessment I/Clinical IV	2.5	
ED 322/323L – Curriculum, Planning, & Assessment II/Clinical V*	2.5	
ART 201 – Art Methods	3	
GEOL 108 – Earth and Planetary Science	4	
ED 221L – Diagnostic Teaching	1	
MATH 377 – Math for Elementary Teachers II	3	
MATH 378 – Math for Elementary Teachers III	3	
KIN 340 – Elementary Methods and Materials*	3	
ELED 352 – Foundations of Reading*	3	
	32	

* ED 322, KIN 340, and ELED 352 require admission to the Teacher Education program.

MISU Senior Year	Credits	Notes
ED 324L – Fall Experience	0	*Taken Fall of senior year
ELED 421 – Elementary Math Methods	3	
ELED 422 – Elementary Language Arts Methods	3	
ELED 423 – Elementary Reading Methods	3	*ELED 421, 422, 423, 424, 425 & SCI 426 are co-requisites
ELED 424 – Elementary Social Studies Methods	3	
ELED 425 – Elementary Education Practicum	0	
SCI 426 – Elementary Science Methods	4	
ED 482 – Student Teaching Seminar	2	*ED 482 & 492 are co-requisites
ED 492 – Student Teaching	10	
	28	