Memorandum of Understanding
between

<table>
<thead>
<tr>
<th>Williston State College</th>
<th>North Dakota State College of Science</th>
<th>Dickinson State University</th>
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<tr>
<td>Bismarck State College</td>
<td>Minot State University - Bottineau</td>
<td>Mayville State University</td>
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<tr>
<td>Lake Region State College</td>
<td>Minot State University</td>
<td>North Dakota University System</td>
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for Delivery of the On-line Associate in Arts degree

**Assumptions of the Agreement**

The five Associate Degree colleges and three of the bacheloriate universities have agreed to collaborate and deliver and Associate in Arts degree on-line. The academic vice president's of the institutions developed this agreement to ensure that there was a clear understanding of the process for implementing delivery of this degree program. The bacheloriate universities included in this memorandum of understanding have agreed to provide on-line courses for students enrolled in the on-line Associate in Arts degree program.

**Vision for this Distance Education Degree program**

*To provide access to an Associate in Arts degree to all residents of North Dakota and others through Distance Education.*

All campuses agree that the delivery of the program meets the missions of the five, two-year institutions as defined by the Academic Affairs Council of the North Dakota University System.
ASSOCIATE IN ARTS DEGREE

1. PROGRAM EXPLANATION: The consortium will deliver an Associate in Arts degree to students in North Dakota and others who wish to access the course work at a distance utilizing technology. Students must choose a home campus. This is done for two purposes: 1) to be eligible for financial aid and 2) to choose the institution granting the degree. The five Community colleges (Williston State College, Bismarck State College, Lake Region State College, Minot State University - Bottineau Campus, North Dakota State College of Science) will serve as the degree granting. Students must complete a minimum of 60 semester hours of credit, including the 36 credits of general education as defined by the NDUS to receive the Associate in Arts Degree.

2. RATIONALE FOR PROVIDING THE PROGRAM AT A DISTANCE: The need for non-traditional access to higher education for residents of North Dakota has been documented in several studies in the past few years. The North Dakota University System's Strategic Plan 1998-2004 indicates that the System and its member institutions should be engaged in providing access and opportunity for the state's citizens through technology and non-traditional delivery systems. Under Goal #2 (Technology and Access) of the System's six-year plan, campus strategies call for "delivering undergraduate and graduate instruction to students and business...using non-traditional arrangements..." This plan has as a strategy to "develop undergraduate programs that will allow several years for completion by part-time students." Goal #7 (Collaboration) of the System plan calls for "common course numbering for the 100-200 level courses...and cooperating with other campuses...in bringing education and training programs to the local area." Both of these statements within the broad System goals seem to support the development of programs such as the Associate in Arts Degree program that utilizes the Internet as the primary delivery mode.

Nationally the number of student participating in distance education programs has been growing at a much higher rate than on-campus enrollments. Providing access to a transfer degree and general education courses to students that cannot relocate or commute to a campus is the major focus of this program. Additionally, the distance courses provide other students with more flexibility in scheduling courses around work and their families.

Two institutions in the NDUS (Minot State University and Bismarck State College) have been providing some courses at a distance via the Internet for the past two years. The growth in enrollment has been significant. There is student interest in degree programs delivered via the Internet. However, none of the participating institutions has the resources to develop the entire degree program on their own. The degree program will be a voluntary, collaborative effort of nine campuses in the NDUS.
3. PROGRAM REQUIREMENTS: The NDUS General Education Transfer Agreement (GERTA) requires 36 credits of General Education be completed to meet the General Education Requirements of an NDUS institution.

NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION POLICY MANUAL
SUBJECT: ACADEMIC AFFAIRS EFFECTIVE: June 19, 1998
Section: 403.7 Common General Education Requirement and Transfer of General Education Credits

1. The following common general education requirement applies to all University System institutions:

<table>
<thead>
<tr>
<th>General Education Area</th>
<th>Minimum Required Lower Division Semester Hours</th>
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<tbody>
<tr>
<td>Communications</td>
<td>9</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics, Science &amp; Technology</td>
<td>9</td>
</tr>
<tr>
<td>Institutional Specific</td>
<td>6</td>
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Total 36

2. Within the stipulated general education areas, each institution shall indicate in its catalog and other student advisement materials the institution's courses approved for general education. University System institutions may establish program and institution specific general education requirements in addition to the requirement stated in subsection 1.

3. General education courses accepted by any University System institution count upon transfer toward the general education requirement at all institutions in one of the following ways:

   A student is deemed to have completed the lower division general education requirement of the institution to which the courses are transferred if the general education course work meets the general education requirement of the institution from which the student transfers and satisfies the common general education requirement stated in subsection 1.

   a. In all other cases, general education courses from the areas in subsection 1 apply to the appropriate general education requirement of the institution to which the courses are transferred and the number of credits required to complete the general education requirement in each area is determined by the policies of the institution to which the courses are transferred; or

   b. Pursuant to guidelines established by the Academic Affairs Council for the
acceptance of advanced placement and College Level Examination Program scores for academic credit.

**HISTORY:** New policy. SBHE Minutes, June 19, 1998, page 6903.

*Insert chart showing AA requirements of "Home" campuses*

4. **STRUCTURAL SETTING OF THE PROGRAM:** The program will be provided using the Internet for delivery of most of the Liberal Arts courses. Course content and pedagogy lend themselves to the on-line format. Students may complete courses at any of the institutions in the consortium. They must complete a minimum of 15 semester hours of credit at their home institution to meet the residency requirement and be eligible to receive a degree. Graduates will receive their degree from their declared home institution.

5. **STUDENT SERVICES:** The home institution will provide on-line advisement to students at enrolled in the degree program. On-line advisement will be via the internet, e-mail and by telephone. Staff at each home institution will coordinate with staff at all consortium institutions so that general questions about the program can be answered on-site. Specific questions can be referred to the home institution staff as follow by calling:

All student services that students may require will be either provided by the "home" campus or contracted for by the home campus. This includes but is not limited to: tutoring, disability support services, identification cards, academic advisement, career advisement, ESL, counseling, transfer information.

Library services are available from each campus both onsite and via the Internet. Students may access libraries on any of the consortium campuses utilizing ODIN. Specialized materials for courses will be provided by the institution offering the course.

Books may be purchased in person, via telephone, via email or on-line from campus bookstores or from on-line retailers.

6. **COMPARABLE REGIONAL PROGRAMS:** South Dakota and Colorado Community College On-Line have similar programs. There are no similar programs offered by any North Dakota based public or private college.

7. **FINANCIAL SUPPORT:** The consortium will be seeking additional financial support
to delivery of this program. Nearly all courses will be delivered as overload or by part-time, adjunct faculty. Additional funds will be sought for training for faculty in development and delivery of on-line course work. Minot State University has indicated they are willing and able to provide training for members of the consortium on a cost recovery basis. The ND State Board of Higher Education has provide funds for the past two years to begin providing training and technical assistance for faculty.

8. FACILITIES: Existing physical consortium facilities will be utilized on a very limited basis by faculty teaching in the program. Information Technology equipment, services and staff for campus web services will see an increase in volume of use. High bandwidth infrastructure and access to and from campuses will be critical to the delivery of Associate in Arts program courses and satisfaction of students.

9. EQUIPMENT: Consortium institutions agree to provide liberal arts students access to computer, e-mail, and telephones for toll free access to consortium campuses to correspond electronically with faculty.

10. TECHNOLOGY FEE: Students will be assessed a technology/access fee by the campuses offering the courses per campus policy.

11. ACADEMIC ISSUES:

   Tuition/Fees ........................................ Tuition and fees for all courses collected by home campus .................................................. and remitted to consortium institutions delivering the courses. ..................................................Students will be billed on a per credit basis for all on-line courses.

   Registration .............................................Headcount retained by delivering campus

Reimbursement for use of facilities .................None (cooperative mission of NDUS system)

13. FINANCIAL AID: Financial Aid will be disbursed by the home institutions in compliance with the NDUS Consortium Agreement and following guidelines resulting from the NDUS Distance Education Demonstration project.
14. APPLICATION PROCESS:

1. Students may apply on-line using the NDUS common application for admission or by obtaining an application for admission from a consortium campus.

2. A $25 application fee is required to be paid to the home institution when the student applies for admission to the on-line Associate in Arts Degree program if the student has not paid the application fee previously.

3. An official copy of the student's high school transcript or GED (General Education Development) test results must be submitted to the home campus.

4. All students must provide proof of immunization against Measles, Mumps, and Rubella. Two separate doses are required.

5. ACT scores are required for students who are not 25 years of age by the first day of classes or who have not completed 24 previous college credits that are transferred to the home institution.

6. Students are required to provide official college transcripts for all colleges previously attended to the home institution.

7. Transfer of credits toward the Associate in Arts degree program will be evaluated on a case-by-case basis by the home institution.

15. PROMOTION/CATALOGS: The Associate in Arts Degree program will be promoted on the NDUS ACCESS web site and by member campuses of the consortium in their regular promotional materials and in any special materials each campus chooses to utilize.

16. TECHNICAL PROCESS: This section is to provide direction in the procedures necessary to administer this program via Collaborative and Consortium Agreements. The intent is to provide service to students enrolled in the Associated of Arts On-line Degree program through communication and collaboration between the respective administrative offices at all consortium campuses.

1. Registration ' Registration for individual courses will be conducted by the campus offering the course. Registration may be on-line, by email, telephone or in person at a campus.

2. Home campuses will bill students for tuition, fees, and books for all the courses.
taken at all consortium campuses each term. HECN AR65 will be programmed to combine the bills from all courses taken from consortium schools on one itemized statement. The home campus will remit tuition and fees to the other campuses in the consortium for courses they delivered.

3. Financial aid will be disbursed by the home campus and applied against accumulated tuition, fee, and bookstore charges.

4. Associate on Arts students taking courses from consortium institutions will receive a charge/aid statement from their home campus comprised of all tuition fee and book charges (less any financial aid applied against their account).

5. The home campus will, six weeks after the start of the term, remit amounts owed to consortium campuses for tuition, fees and Bookstore charges collected on their behalf.

6. Satisfactory progress requirements will be determined according to the NDUS Distance Education Demonstration Project policies. Consortium campuses will provide student attendance information on request.

7. If students require support services in a consortium class, the home campus will pay for the cost of the services through the nearest campus or other contracted service provider.

Any aspect of the above technical process is subject to revision as needed to improve the Associate in Arts Degree to better meet the needs of the students.
APPROVAL SIGNATURES

Dr. Sharon Etemad  
President  
Lake Region State College

Dr. H. Erik Shaar  
President  
Minot State University

Garvin Stevens,  
President  
Williston State College

Jerry Olson  
President  
ND State College of Science

Donna Thigpen  
President  
Bismarck State College

Dr. Ellen Chaffee  
President  
Mayville State University &  
Valley City State University

Dr. Lee Vickers  
President  
Dickinson State University

Kathleen Corak-Sund  
Dean  
MiSU -Bottineau Campus

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