



## **Business Processing Information Management Articulation Agreement between Northwest College and Valley City State University**

**Introduction:** This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Northwest College (hereinafter NWC) are educational institutions which agree to work together to provide educational opportunities for the students of their institutions.

The BPIM major is an online program. Students do not have to attend any courses on the VCSU campus to complete this degree.

**Purpose:** The purpose of this agreement is to provide a seamless articulation of credits for students to earn an Associate of Arts from NWC to transfer to VCSU in order to earn a Bachelor of Science or Bachelor of Arts in Business Processing Information Management (hereafter known as BPIM) from VCSU. This agreement will be set up in the manner where students will be able to complete both their Associate Degree and Bachelor Degree from the same location.

### **Steps:**

1. Complete the NWC Associate degree in Business.
2. Apply to Valley City State University and declare the Business Process Integration Management major. Transfer credits earned from the NWC degree will apply toward the Bachelor of Science or Bachelor of Arts degree.
3. Students must complete a minimum of 30 hours of upper level (300-400 level) credit from VCSU to complete graduation requirements from VCSU.
4. Graduates under this program would earn a Bachelor of Science or Bachelor of Arts degree in Business Process Integration Management.

Note: The Bachelor of Arts degree requires completion of 16 additional credits of Language/Cultural Studies beyond the Bachelor of Science degree requirements. There may be remaining general education courses to complete after transferring to VCSU.

**Motivating Principles and Values:**

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

**Accreditation:** VCSU is accredited by the North Central Association of Colleges and Schools--The Higher Learning Commission (HLC); The National Council for the Accreditation of Teacher Education (NCATE); and approved by the State of North Dakota Education Standards and Practices Board (ESPB). NWC is accredited by the North Central Association of Colleges and Schools – The Higher Learning Commission (HLC).

**Longevity of Agreement:** This agreement will be in effect for five (5) years, starting June 2015. At the end of the five (5) years, students who have begun the program and are in the process of completion will be allowed to finish (within a one or two year timeline). Agreement will be reviewed as needed to reflect changes in curricula and campus procedures and policies.

**Termination or Revisions:** NWC and VCSU agree to provide at least 90 days advance written notification of their intent to terminate the agreement. All revisions of this agreement must be approved in writing by those who sign this agreement or their successors.

**Governance and Management:** This agreement shall be governed by the academic policies and procedures of NWC and VCSU. As required by the condition of the program and accreditation, the Bachelor of Science and Bachelor of Arts BPIM program will be governed by the Department of Business at VCSU. Conversely, the Associate of Arts program in will be administered by NWC as required by the guidelines.

VCSU agrees to arrange for a Program Representative to be available to advise BPIM students in the program each semester.

Both Valley City State University and NWC will provide a liaison that will be available to inform and guide students through this program.

VCSU agrees to grant a Bachelor of Science or Bachelor of Arts with a major in BPIM to students who successfully complete the requirements for the degree.

It is agreed upon that NWC will provide general education courses, supplementary curriculum, and elective courses which satisfy VCSU graduation requirements for students enrolled in this program based on NWC minimum enrollment standards. Students that enter the program with an Association of Arts (AA) degree or an Associate of Science (AS) degree will have their general education requirements completed unless a general education course is specific for the BS degree.

The delivery of courses required to obtain a Bachelor of Science or Bachelor of Arts degree will be delivered using methods that do not require the students to be present on the VCSU campus.

**Graduation Requirements:** A minimum of 120 total credits are required for a Bachelor's degree and must be taken from the appropriate categories. Students must complete a minimum of 30 hours of upper level (300-400 level) credit from VCSU to complete graduation requirements from VCSU. Credit hours earned at NWC that do not meet general education requirements, technical specialty requirements or teaching option requirements will be used for electives courses.

As part of VCSU graduation requirements, students must develop a digital portfolio that illustrates the best evidence of meeting the abilities and skills requirements for their degree. VCSU recommends students enroll in the appropriate Senior Portfolio course for 1 semester credit to assist them in developing their digital portfolio.

**Admission:** Students taking NWC course(s) must apply and be accepted for admission at NWC. Students taking VCSU course(s) must apply and be accepted for admission at VCSU. All admission policies at the respective institution will apply.

**Registration:** Each institution will follow its own policies and procedures for registering students for their programs(s). NWC will be responsible for registering students in the associate program(s), and VCSU will be responsible for registering student(s) in the baccalaureate program(s). Registering for NWC and VCSU courses will be separate functions. Registration for courses will follow the respective institution's timeline and procedures, including add/drop and withdraw.

**Student Support Services:** NWC will provide the following services for students who are enrolled in at least one of their courses: Tutoring, Counseling, Disability Support Services. Tutoring services through NWC will only be available for NWC courses. While

students are taking only VCSU courses, VCSU will be responsible for providing the following services: Tutoring, Counseling, and Disability Support Services. VCSU will be responsible for providing tutoring assistance for all of their 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 office of Student Academic Services as soon as possible.

**Financial Aid:** Students enrolled in a NWC two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by NWC's Financial Aid Office. This includes, but is not limited to:

- Processing of FAFSA and other applications, determination of eligibility, awarding, and disbursement of funds;
- Assessment and enforcement of satisfactory academic progress standards;
- Calculation and distribution of refunds;
- Administration of all aspects of the Federal Family Educational Loan Programs

During the student's enrollment at NWC, NWC 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 NWC students. A contact from the NWC Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

Valley City State University will be responsible for awarding aid to students who have been admitted to Valley City State University. Students will have all aspects of their Federal Title IV Financial Assistance administered by Valley City State University 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;
- Notifying changes in enrollment status to lenders under the Federal Family Educational Loan Programs.

During this enrollment the Valley City State University policies and procedures will apply. Student budgets (costs) used in establishing aid amounts will be the same as those used for awarding federal aid to other Valley City State University students. A contact from the NWC Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

Students on the NWC campus are not eligible for Valley City State University sponsored scholarships, waivers, or federal student work-study while pursuing a degree from

Valley City State University. Students enrolled in the Valley City State University program are not eligible for NWC sponsored scholarships or waivers. Students may be employed in a NWC student employee position funded through institutional funds if enrolled in at least six (6) NWC credits hours during each semester of employment, and must meet all NWC student employee requirements.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website [mappingyourfuture.org](http://mappingyourfuture.org) for Federal Perkins Loan and [www.studentloans.gov](http://www.studentloans.gov) for direct lending.

**Tuition and Fees:** Assessment and collection of tuition and fees will be done by the institution that is responsible for the courses. That is, VCSU will be responsible for assessing and collecting all fees for courses offered by VCSU and the same is true of NWC. All tuition and fees will be collected in accordance with the established policies of the institution to which these payments are due.

**Technology and Support Services:** VCSU will provide students in this program adequate technical support in a timely manner for the courses taken from VCSU. DCB will provide students in this program adequate technical support in a timely manner for the courses taken from DCB.

Students enrolled in at least one VCSU course will have full access to VCSU technology services, including VCSU wired and wireless computer network, Blackboard account, VCSU email/messaging account, printer access, and computer peripheral equipment checkout. Students may elect to pay the VCSU technology "buy up" fee if they would like full-time access to a VCSU laptop according to the established procedures at the following URL: <http://technologyservices.vcsu.edu/vp.htm?p=2921>

All online students in VCSU courses are expected to abide by the technical requirements, as outlined at <http://distancelearning.vcsu.edu/vp.htm?p=1288>

The following URL provides additional information regarding the notebook computer initiative at VCSU: <http://technologyservices.vcsu.edu/vp.htm?p=2958>

**Marketing:** A VCSU representative will come to the NWC campus once a year to recruit new students for this program. VCSU will be responsible for providing NWC with marketing materials to distribute to prospective students. Both institutions will display information about this agreement on their transfer website. NWC will work collaboratively with VCSU to identify prospective students for this program.

**Textbooks:** The textbooks for the VCSU courses will be purchased through VCSU. Likewise, the textbooks for the NWC courses will be purchased through NWC. Students will also have the choice to purchase their textbooks on their own.

**Faculty and Staff:** VCSU will select and assign qualified faculty members to teach the required courses. VCSU will name a Program Coordinator for this agreement. NWC will assign a faculty member as a liaison for this agreement. NWC and VCSU will work collaboratively to come up with mutually agreed upon qualifications of the faculty who would teach a course on the NWC campus as part of the VCSU Bachelor Degree Program. VCSU will be responsible for hiring faculty to teach their courses that will be taught on NWC's campus.

Per NDUS guidelines, VCSU's Agreement Manager for this articulation is the Director of Distance Learning and Faculty Development and can be reached through the Academic Affairs office (701-845-7202).

VCSU's BPIM Program Coordinator is Dr. Brenda Finger, Chair of the Department of Business, 701-845-7107.

**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.

BPIM agreement between VCSU and Northwest College June 1, 2015-May 31, 2020

**Signatures:**

**For Northwest College:**

  
\_\_\_\_\_  
Dr. Stefani Hicswa, President 4/13/15  
Date

  
\_\_\_\_\_  
Dr. Gerald Giraud, Vice President of Academic Affairs 4/7/15  
Date

**For Valley City State University:**

  
\_\_\_\_\_  
Dr. Tisa Mason, President 4/28/15  
Date

  
\_\_\_\_\_  
Dr. Margaret Dahlberg, Vice President of Academic Affairs 4/27/2015  
Date

  
\_\_\_\_\_  
Dr. Brenda Finger, Chair, Department of Business 4/23/15  
Date