

**MEMORANDUM OF UNDERSTANDING
FOR THE DUAL ADMISSION AND TRANSFER OF UNDERGRADUATE
AGRICULTURAL STUDENTS AMONG
THE FOLLOWING INSTITUTIONS:**

**BISMARCK STATE COLLEGE, DICKINSON STATE UNIVERSITY,
FORT BERTHOLD COMMUNITY COLLEGE,
LITTLE HOOP COMMUNITY COLLEGE,
NORTH DAKOTA STATE COLLEGE OF SCIENCE,
NORTH DAKOTA STATE UNIVERSITY,
MINOT STATE UNIVERSITY-BOTTINEAU,
SITTING BULL COMMUNITY COLLEGE,
TURTLE MOUNTAIN COMMUNITY COLLEGE,
LAKE REGION STATE COLLEGE, AND WILLISTON STATE COLLEGE.**

I. The agricultural programs of the above listed colleges and universities, hereinafter referred to as the institutions, in the interest of fostering cooperation and to facilitate the transfer of students among the institutions, and to follow the guidelines used to develop and evaluate the common course numbering matrix, hereby enter into this agreement.

II. The following articles delineate the understanding among the institutions as it relates to the dual admission of a student:

A. Students may apply to any two institutions by:

1. Submitting an appropriate application form to each institution where they wish to pursue their college education,
2. Indicating on the application form to the school to which they plan to ultimately transfer (second institution) that they intend to participate in the dual admission program for agricultural students
3. Remitting the application fees for each institution, and
4. Submitting official high school, college and/or vocational-technical school transcripts to both institutions.

B. The institutions will consider dual admission students as though they had entered as freshmen at that institution and give them the same advantages and priorities as resident students, including pre-registration the semester prior to transferring.

- C. Students planning to participate in the dual admission program will be encouraged to complete their application for admission to the second institution as early as possible to ensure the best opportunity to ease the transfer process.
- D. Dual admission students planning to transfer to a four-year program will be encouraged to make that transfer after two years of full-time academic study.
- E. Dual admission students must meet the standards for good academic standing at the second institution to retain dual admission status.
- F. Institutions will maintain contact with dual admission students by:
1. Ensuring that students have access to information available to agricultural students at both institutions, including information about the general education policies of the institutions.
 2. Providing information to and from the second institution via IVN sessions, e-mail, phone conversations, and visits, and
 3. Assigning an academic advisor at both institutions for each dual admission student.
- G. The institutions agree to inform potential students of the joint programs by:
1. Collaborating on cooperative literature,
 2. Developing admission forms on which students can indicate their desire to participate in the dual admission program, and
 3. Distributing information on the joint programs to students through high school visits, counselor newsletters, on each college campus, and through other appropriate student contacts.
- H. The Agricultural Articulation Committee, comprised of representatives from agricultural programs of the institutions and a liaison from Vocational and Technical Education, will monitor the progress of the overall program, evaluate its effectiveness, and make necessary changes to this agreement on an annual basis.
- I. Faculty from the agricultural programs of the institutions will continue to cooperate in the development of common courses and explore opportunities to share teaching materials.

III. The following articles relate to the transfer of course credits among institutions.

- A. The minimum grade for a course to transfer to any institution is the grade of D.
- B. Only those courses identified as common courses by NDUS and the institutions will be automatically transferred. Courses not designated as a common course will transfer as an elective in the respective discipline. The list of common courses will be updated on an annual basis.
- C. Up to six (6) semester credits earned for internship or cooperative work experience courses can be transferred as long as the work experience included a demonstrated academic component in addition to the work component.

IV. The following articles relate to processes established by the Agricultural Articulation Committee.

A. Procedure for Resolving Issues Arising From Common Courses:

1. Any department offering courses in a discipline area (such as agriculture economics) may raise at any time any question involving common courses within that discipline.
2. Questions will be presented to the faculty group which represents the discipline.
3. Questions, for example, may concern whether a course should be designated a common course, or whether the course should retain its designation as a common course.
4. The faculty group will receive information from all affected institutions before making its decision or recommendation.
5. Discussion, negotiation and consensus are the preferred method for resolving issues.
6. In case of an impasse, each institution offering a course in the subject matter area (such as soils, plant science, animal science, ag mechanics, resource management, or ag economics) that is the subject of the question being considered will have one vote.
7. The decision and/or recommendation may be any action deemed reasonable by the faculty group. This may include designating a course as a common course, requiring changes be made by a department within a specified but reasonable time in order to retain a common course designation, or terminating the common course designation.
8. Any action by the faculty group will be made part of the discipline's record.

B. Procedure for Adding or Deleting Common Courses

Any department considering adding or proposing to delete a common course list will submit the proposal for consideration by all members:

1. Submit proposal to the discipline coordinator. (2 weeks prior to next meeting) This proposal must include a rationale and other supporting documentation.
2. The coordinator will disseminate the information to the discipline group.
3. The coordinator will collect all feedback.
4. The Department submitting the proposal will present their plan to the group at the next scheduled meeting.
5. Courses will be considered common if 70% of content is common/equivalent.
6. Discussion, negotiation and consensus will be the preferred method of resolution.
7. In case of an impasse see number 6 above.
8. Submit the adopted changes to the State Coordinator of Articulation and Transfer (CAT).
9. Previous articulation status will be accepted for the benefit of the student.
10. Unique articulation agreements for specific courses shall be documented with the CAT.

November, 1993
REVISED - May, 1999

President	Date
Bismarck State College	

President	Date
Minot State University - Bottineau	

President	Date
Dickinson State University	

President	Date
Sitting Bull Community College	

President	Date
Fort Berthold Community College	

President	Date
Turtle Mountain Community College	

President	Date
Little Hoop Community College	

President	Date
Williston State College	

President	Date
North Dakota State College of Science	

President	Date
Lake Region State College	

President	Date
North Dakota State University	