

**North Dakota Agricultural Articulation Memorandum of Understanding**  
Fall 2023 – Summer 2025

**Purpose:** This agreement is intended to facilitate student transfer of undergraduate agricultural student among the following institutions:

Bismarck State College	North Dakota State University
Dakota College at Bottineau	Valley City State University
Dickinson State University	Williston State College
Lake Region State College	Nueta Hidatsa Sahnish College
Mayville State University	Sitting Bull College
North Dakota State College of Science	United Tribes Technical College

**Guidelines:**

1. 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.
  - a. The Agricultural Articulation Committee, comprised of representatives from agricultural programs of the institutions, North Dakota Career and Technical Education (ND CTE) Agricultural Education program area, and the North Dakota University System (NDUS) will monitor the progress of the overall program, evaluate its effectiveness, and make necessary changes to this agreement every two (2) years.
  - b. 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.
  - c. The ND CTE Supervisor for Agricultural Education shall serve as the academic discipline group chair. The academic discipline group chair is a non-voting member. The academic discipline group chair shall serve as a liaison on behalf of the group to the NDUS Director of Academic Affairs & Workforce Innovation.
2. The following articles relate to the transfer of course credits among institutions.
  - a. The minimum grade for a course to transfer for credit to any institution is the grade of "D". Program requirements may be higher at some institutions.
  - b. Courses identified as common courses by NDUS, and the institutions will be automatically transferred. Courses not designated as a common course on the matrix can be reviewed in transfer for equivalency by the respective discipline. All other courses will transfer as elective credit. 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.
3. The following articles relate to processes established by the Agricultural Articulation Committee.
  - a. Procedure for Resolving Issues Arising from Common Courses
    - i. Any department offering courses in a discipline area (example: AGECE, PLSC) may raise at any time any question involving common courses within that discipline.
    - ii. Questions will be presented to the discipline group which represents the discipline.

- iii. 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.
  - iv. The discipline group will receive information from all affected institutions before making its decision or recommendation.
  - v. Discussion, negotiation, and consensus are the preferred method for resolving issues.
  - vi. In case of an impasse, each institution offering a course in the agriculture subject matter areas that is the subject of the question being considered will have one vote.
  - vii. The decision and/or recommendation may be any action deemed reasonable by the discipline group. This may include designating a course as a common course, requiring changes made by a department within a specified but reasonable time in order to retain a common course designation, or terminating the common course designation.
  - viii. Any action by the discipline group will be made part of the discipline's record.
- b. Procedure for Adding, Changing or Deleting Common Courses Numbering Matrix
- i. Any department considering adding, changing, or proposing to delete a common course list will notify their campus Academic Affairs Council representative or Registrar for to submit the proposal for consideration by all members:
    - 1. Submit proposal to the NDUS Office as defined in NDUS Procedure 460.3. This proposal must include a course syllabus, rationale, and any supporting documentation.
    - 2. The NDUS Director of Academic Affairs & Workforce Innovation will disseminate the information to the discipline groups.
    - 3. The NDUS Director of Academic Affairs & Workforce Innovation 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 impasse see number 3.a.vi above.
    - 8. The NDUS Director of Academic Affairs & Workforce Innovation shall forward the recommendations to Academic Affairs Council as defined in NDUS Procedure 460.3.
    - 9. Students will not be penalized if an articulation status should change while they are continuously enrolled as a student.

**Signatures:**

*Mark Hagerott* 5/18/2023

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**Signature Authority** **Date**  
 Mark Hagerott, Chancellor,  
 North Dakota University System Office

*Meredith Larson* 5/18/2023

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**Signature Authority** **Date**  
 Meredith Larson, Assistant Attorney General,  
 North Dakota University System Office

*Daniel Leingang* 5/18/2023

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**Signature Authority** **Date**  
 Daniel Leingang, Vice President of Academic Affairs,  
 Bismarck State College

*Kayla O'Toole* 5/18/2023

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**Signature Authority** **Date**  
 Kayla O'Toole, Associate Dean of Academic Affairs,  
 Dakota College at Bottineau

*John Miller* 5/18/2023

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**Signature Authority** **Date**  
 John Miller, Interim Vice President of Academic  
 Affairs/Provost,  
 Dickinson State University

*Lloyd Halvorson* 5/18/2023

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**Signature Authority** **Date**  
 Lloyd Halvorson, Vice President of Academic & Student  
 Affairs,  
 Lake Region State College

*Brian Huschle* 5/18/2023

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**Signature Authority** **Date**  
 Brian Huschle, Vice President for Academic Affairs,  
 Mayville State University

*Lisa Karch* 5/18/2023

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**Signature Authority** **Date**  
 Lisa Karch, Vice President of Academic Affairs,  
 North Dakota State College of Science

*David Bertolini* 5/23/2023

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**Signature Authority** **Date**  
 David Bertolini, Provost,  
 North Dakota State University

*Larry Brooks* 5/18/2023

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**Signature Authority** **Date**  
 Larry Brooks, Vice President of Academic Affairs,  
 Valley City State University

*Bernell Hirning* 5/19/2023

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**Signature Authority** **Date**  
 Bernell Hirning, President,  
 Williston State College

*Robert Rainbow* 6/27/2023

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**Signature Authority** **Date**  
 Robert Rainbow, Vice President of Academic,  
 Nueta Hidatsa Sahnish College

*Shawn Holz* 6/14/2023

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**Signature Authority** **Date**  
 Shawn Holz, Dean of Academic Affairs,  
 Sitting Bull College

*Lisa Azure* 5/18/2023

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**Signature Authority** **Date**  
 Lisa Azure, Vice President of Academic Affairs,  
 United Tribes Technical College