

2016-2018

MEMORANDUM OF UNDERSTANDING
FOR THE TRANSFER OF UNDERGRADUATE
AGRICULTURAL STUDENTS AMONG

THE FOLLOWING INSTITUTIONS:

BISMARCK STATE COLLEGE, CANKDESKA CIKANA COMMUNITY COLLEGE,
DAKOTA COLLEGE AT BOTTINEAU, DICKINSON STATE UNIVERSITY, LAKE REGION STATE COLLEGE,
NORTH DAKOTA STATE COLLEGE OF SCIENCE, AND NORTH DAKOTA STATE UNIVERSITY

- 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.
 - A. The Agricultural Articulation Committee, comprised of representatives from agricultural programs of the institutions 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 three 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. A member of the agriculture discipline group shall serve as a liaison on behalf of the group to the North Dakota University System.

II. 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". 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.

III. 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 discipline 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 discipline 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 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.
8. Any action by the discipline 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:

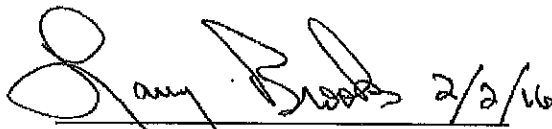
1. Submit proposal to the NDUS (2 weeks prior to next scheduled meeting). This proposal must include a course syllabus, rationale, and any supporting documentation.
2. The NDUS will disseminate the information to the discipline groups.
3. The NDUS will collect all feedback.

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 III.A.6 above.
8. Submit the adopted changes to the NDUS.
9. Students will not be penalized if an articulation status should change while they are continuously enrolled as a student.

CAMPUS ACADEMIC OFFICERS



 Drake Carter 2-2-16
 Bismarck State College Date

"signature on file" 8-16-2016
 Cankdeska Cikana Community College Date


 Gary Brooks 2/2/16
 Dakota College at Bottineau Date

"signature on file" 4-24-2016
 Dickinson State University Date


 L. Halverson 2/2/16
 Lake Region State College Date


 Henry J. Jara 2/2/16
 North Dakota State College of Science Date

Beth Ingram Digitally signed by Beth Ingram
Date: 2016.03.16 18:28:49 -05'00'
 North Dakota State University Date