

# MEMORANDUM OF AGREEMENT

Between  
**Dickinson State University**  
And  
**North Dakota State University**

## **Purpose**

Dickinson State University (DSU) and North Dakota State University (NDSU) shall offer a collaborative (dual) degree in Agricultural Studies (BS) and Agricultural Education (MEd). This strategic partnership shall help to address an educator shortage in agricultural education in the region. Dickinson State University shall offer all agricultural content and general education coursework at the undergraduate level. North Dakota State University shall offer a teacher preparation program coursework in Agricultural Education at the graduate level and partially at the undergraduate level.

## **Motivating Principles and Values**

DSU and NDSU agree to the following principles:

- Students are well served by a high-quality partnership between the Agricultural Studies program at DSU and Agricultural Education/Teacher Education at NDSU.
- The partnership meets the academic and teacher preparation in agricultural education needs of the region by providing a collaborative program for teacher preparation.
- Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure quality.
- The partnership requires that both campuses participate in and use the Collaborative Student Registration process as required by the North Dakota University System.
- The partnership provides the ability to deliver a high-quality dual degree/dual major program of study to students in a convenient, timely and cost-effective manner.

The NDSU Teacher Education program is accredited by the Council for the Accreditation of Educator Preparation (CAEP).

## **Dual Degree Program**

DSU students seeking the DSU/NDSU Ag Ed Collaborative Degree shall spend their entire program on or near the DSU campus. Students shall seek initial advisement from DSU faculty and staff and transition to joint advisement with NDSU Ag Ed faculty/staff in their sophomore year. DSU students shall seek NDSU coursework using the Collaborative Student Registration process. DSU students seeking to study Agricultural Education shall follow the collaborative (dual) degree plan of study and upon meeting the NDSU School of Education application requirements, shall begin as a collaborative (dual) degree student (typically between their junior and senior year). All students are encouraged to work closely with their primary advisor in Agricultural Studies at DSU and faculty advisors in Agricultural Education at NDSU.

New DSU students, transfer students, and students who change majors to the collaborative degree plan shall first be placed into Agriculture Studies as their primary major with a required Agricultural Education Minor. DSU shall be considered the students' "home" campus for administrative purposes (registration, billing, financial aid, student services, etc.) and student affairs (Title IX, student services, etc.) through the completion of undergraduate requirements in approximately their fourth year. NDSU shall be considered the "provider" campus for DSU students until they complete their undergraduate requirements. Upon completion of

undergraduate requirements, the roles shall switch for the remaining 2-3 semesters of enrollment in the collaborative program where students shall solely complete MEd coursework and field experiences for the degree.

Students would apply to the DSU/NDSU Ag Education Teacher License Program during the spring of their junior year.

Requirements for admission would be:

- 3.00 GPA
- Completion/enrollment in EDUC 250 (DSU), EDUC 322 (NDSU), and H&CE 232 (NDSU)
- Passing Praxis scores/ACT scores
- Documentation of youth observation/field experience hours

Following admission to the program, students would continue with undergraduate agriculture courses at DSU and begin taking 600 level education courses via distance from NDSU. Students would be expected to complete their undergraduate degree requirements by the end of their 4<sup>th</sup> year. Their 5<sup>th</sup> year would be entirely dedicated to 600 level coursework in preparation for student-teaching during the spring of their 5<sup>th</sup> year. In order to remain in the program, students' GPA must remain above 3.00 per requirements of NDSU Graduate School.

During their undergraduate program at Dickinson State University, the students shall be primarily advised by DSU faculty. However, NDSU Ag Ed faculty shall meet with students at least twice per year, either via distance or in person. NDSU faculty shall work with DSU faculty to assess necessary early pre-service teacher professionalism dispositions including but not limited to: field placement attendance, punctuality, and field experience engagement & communication. Additionally, students shall engage in observations and fieldwork with Ag Educators within 1 hour of Dickinson's campus. Those cooperating teachers shall also assist in assessing the profession dispositions of the teachers.

Following admission to the program, NDSU faculty and DSU faculty shall jointly share the role of advising. Students shall be expected to meet with faculty at both universities for advising appointments. Upon completion of their undergraduate degrees, NDSU faculty shall assume the role of advisor to the students.

NDSU faculty shall be responsible for student-teaching supervision, just as they are responsible for supervising their current students. As NDSU faculty travel for student-teaching visits, efforts shall be made to visit DSU as often as possible. To the extent possible, NDSU faculty shall travel to DSU or utilize distance education technology to achieve a presence at the campus of DSU to assist students.

### **Collaborative Degree Design Procedures**

Although this collaborative degree pathway between the two institutions is not technically an Accelerated/Combined Program of Study, as defined by the NDSU University Curriculum Committee, many procedures of the program's design were followed to primarily protect the rights of students as they proceed through their degree. Refer to: <https://www.ndsu.edu/fileadmin/facultysenate/acadaffairs/accelerated-programs.pdf>

### **Agreement**

#### **1. Dickinson State University shall:**

- a. Provide qualified advisor(s) for new student orientation and at the beginning of each semester for students enrolled in the program.

- b. Provide general education courses and Agriculture Content (ANSC, PLSC, etc.) courses which satisfy graduation and teacher licensure requirements for students enrolled in the dual program.
- c. Provide enrollment in EDUC 250 and related field experience for the Agricultural Education collaborative students as indicated in the student plan of study
  - Agricultural Studies faculty/staff advisors will guide student enrollment
  - Provide student disposition evaluation to NDSU program liaison.
- d. Name a Program Liaison for the cooperative program.
- e. Grant a Bachelor of Science degree in Agricultural Studies and Agricultural Education minor to those who complete the degree requirements.
- f. Facilitate the enrollment of students in NDSU courses each required semester via the Collaborative Registration model (NDSU collaborative student contact).
- g. Provide general institutional administrative support to students enrolled in the dual program, including student recruitment, admission, registration, record-keeping, general counseling service, tutoring, disability services, testing services, and student financial aid. Students must be enrolled or, term activated at DSU as home campus in order to receive financial aid from DSU. Students cannot receive financial aid from both DSU and NDSU simultaneously.
  - A student with a disability who is in need of accommodations should file requests for accommodation at the home institution's Office of Disability Services (at the university who is receiving the tuition for the particular course(s)). The home institution shall determine eligibility for accommodations and maintain the disability documentation. A letter of verification shall be provided to the collaborating institution's Office of Disability Services. Accommodations refer to services or aide to make a program, service, course or activity accessible to an individual with a disability. Examples include, but are not limited to:
    - Readers
    - Scribes
    - Note Takers
    - Exam Accommodations
    - Alternate format of required materials
    - Interpreter/captioning\*
    - Braille\*

NOTE: DSU and NDSU shall cost share high cost accommodation course materials in alternate format such as braille. Interpreter costs shall be submitted to the School for the Deaf. DSU and NDSU shall cost share the remaining balance owed after disbursement (per formula) from the School for the Deaf.

The Disability Services department at DSU shall provide accommodations for the DSU courses. NDSU Disability Services shall provide accommodations for the NDSU courses. Both Disability Service offices shall collaborate in the implementation of the accommodation(s). When an institution has difficulty locating readers, scribes, proctors or other accommodations, staff in the office Disability Services shall interact and decide the best solution to serve the student.
- h. Student Services
  - DSU agrees to provide classroom space for DSU/NDSU students while students are enrolled in collaborative courses throughout their program. The classroom space(s) will need to be outfitted with distance collaboration technology including cameras and microphones to facilitate two-way communication between DSU and NDSU campus.
- i. Coordinate the delivery of operational support for program-related activities on the DSU campus including library resources, audio-visual needs, telecommunications, and information technology infrastructure. DSU shall ensure that students have access to classrooms, internet connectivity and

other facilities as instructional tools throughout the entire program including when students are solely enrolled in NDSU coursework.

- j. Transcript submission process to NDSU Grad School shall follow NDUS policies and procedures.
- k. Grant automatic exception of the residence graduation requirement (last 30 credits) to students enrolled in this dual degree/program.
- l. Communicate curriculum changes immediately via email to faculty in Agricultural Education at NDSU. May be addressed during annual AECC meeting as described in Section 9.

## **2. North Dakota State University shall:**

- a. Select and assign qualified faculty members to teach the courses offered under the cooperative program.
- b. Communicate curriculum changes immediately via email to designated contacts at DSU.
- c. Name a Program Liaison for the cooperative program.
- d. Provide synchronous/asynchronous access to all required teacher education courses.
- e. Assign and supervise all necessary field experiences within each NDSU teacher preparation course.
- f. NDSU Ag Ed faculty shall meet with DSU/NDSU collaborative students at least twice per year, either via distance or in person.
- g. Grant the Masters of Education in Agricultural Education – Teacher Licensure to students who complete the requirements for the degree.
- h. Recommend licensure in Agricultural Education to the North Dakota Education Standards and Practices Board to those who complete and meet the requirements of the degree program described herein.

## **3. Program Promotion**

DSU and NDSU shall jointly promote the dual degree program and shall be jointly responsible for the production and distribution of recruitment related materials.

## **4. Financial Arrangements**

- a. Through the Collaborative Registration Model, students shall be charged institutional tuition and fees for all credits taken through the respective campuses. Hence, students shall be assessed tuition and fees (including technology fees) by DSU for all DSU delivered courses and shall be assessed tuition and fees by NDSU for all NDSU delivered courses (See Figure 1).
- b. Based on the Collaborative Student Report, NDSU shall bill DSU via the third-party billing process. DSU shall remit the appropriate tuition and fees to NDSU at the end of each term.
- c. Institutional tuition waivers and scholarships may only be applied to those courses taken through the institution granting the waiver or scholarship, unless arrangements are made by the sponsoring organization (donor) to cover academic expenses both institutions (i.e.: athletic scholarships).

**Figure 1. DSU/NDSU Collaborative Billing Process**

**Collaborative Billing Process  
Joint BS/M.Ed – DSU and NDSU**

**Collaborative Registration/Billing Progression-**

**Phase 1:**

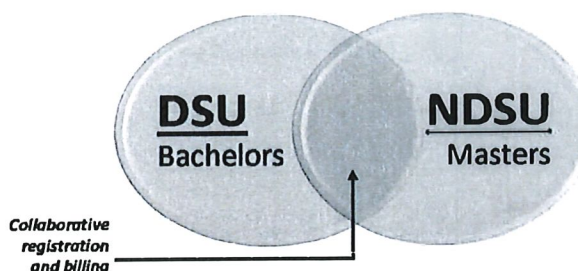
- Student applies to and enrolls in B.S. at DSU.
- Student billed by and receives financial aid at DSU.

**Phase 2 (Collaborative):**

- Student continues to work towards B.S. at DSU.
- Student applies to NDSU as a graduate student and enrolls in M.Ed classes at NDSU under a non-degree academic plan.
- DSU = Home school, NDSU = Provider school
- NDSU tuition/fee charges transferred to DSU.
- Student billed by and receives financial aid at DSU.

**Phase 3:**

- B.S. at DSU completed and student enrolled only at NDSU.
- Student billed by and receives financial aid at NDSU.



**Collaborative Billing and Financial Aid-**

**HOME School:**

1. Student registers for class(es) at Home school.
2. Tuition/fees billed to student account.
4. Charges from Provider school added to student account.
6. Financial aid received and applied to student account.
7. Balance Due = Charges – Financial Aid

**PROVIDER School:**

1. Student registers for class(es) at Provider school.
2. Tuition/fees billed to student account.
3. Charges transferred from Provider school to Home school.
5. Balance Due = \$0

**5. Financial Aid**

Students enrolled in the Dual-degree program shall have all aspects of their Federal Title IV Financial Assistance administered by the DSU Office of Financial Aid. This includes, but is not limited to:

- a. Processing of applications, evaluation of eligibility, awarding, and disbursement of funds;
- b. Assessment and enforcement of satisfactory academic progress standards;
- c. Calculation and distribution of refunds;
- d. Billing and collection for Federal Perkins loans; and,
- e. Notifying changes in enrollment status to lenders under the Federal Family Educational Loan Programs.

**6. Governance and Management**

As required by the condition of program and accreditation, the Dual Degree program shall be governed by the School of Education at NDSU. To resolve instructional and logistical issues, the dual degree program shall be advised by the Ag Ed Collaborative Committee (AECC). The AECC shall consist of the following:

*NDSU Representatives:* Dean or Dean's appointee, College of Human Sciences and Education, the Head of the School of Education, and an Agricultural Education program liaison. (3 members)

*DSU Representatives:* Dean or Dean's appointee, College of Education, Business, and Applied Sciences, and the Chair of the Department of Agriculture and Technical Studies. (2 members)

The AECC shall be co-chaired by the NDSU Agricultural Education program liaison and DSU Chair of Agriculture and Technical Studies.

**7. Student Athletes**

Undergraduate athletic eligibility at Dickinson State University ends when a student completes the B.S. in Agricultural Studies program. Additional eligibility during the Masters of Agricultural Education program would exist as an independent competitor, where applicable.

**8. 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.

**9. Annual Review**

This Agreement shall be reviewed annually by the AECC as required by NDUS Procedure 404.2(3).

**BACHELOR OF SCIENCE DEGREE – AGRICULTURAL STUDIES**

**Degree Requirements:**

- General Education Core
- Curriculum Option(s) Courses
- Electives

**Student Learning Outcomes**

Agricultural Studies graduates shall be able to demonstrate:

1. The application of basic scientific and economic principles to agricultural production, business, and resource management. (This learning outcome directly addresses Institutional Learning Outcome II.)
2. The application of production concepts appropriate to the Northern Great Plains region. (This learning outcome directly addresses Institutional Learning Outcomes II and VI).
3. Oral, written, and graphical communication skills. (This learning outcome directly addresses Institutional Learning Outcome III.)
4. An understanding of agricultural resource management in a broader global, socioeconomic context. (This learning outcome directly addresses Institutional Learning Outcomes I and V.)
5. The application of leadership skills necessary for successful advocacy at local, state, regional, and national levels. (This learning outcome directly addresses Institutional Learning Outcome IV.)

**REQUIREMENTS**

**THE FOLLOWING ARE REQUIRED AS PART OF GENERAL EDUCATION**

ECON 201	Principles of Microeconomics	3
MATH 103	College Algebra	4

**AGRICULTURAL STUDIES CORE CURRICULUM**

AGEC 241	Introduction to Agricultural Economics	3
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AGEC 342	Introduction to Agricultural Management	3
AGRI 350	Agricultural Data Analysis and Statistics	4
AGRI 391	Junior Seminar	1
AGRI 394	Undergraduate Research	1
H&CE 241	Leadership and Presentation Techniques	3
PLSC 110	World Food Crops	3
RNG 236	Introduction to Range Management	4
SOIL 210	Introduction to Soil Science	4
<b>One course from the following two courses (3 credits):</b>		
ANSC 114	Introduction to Animal Science	3
ANSC 123	Feeds and Feeding	3
<b>One course from the following two courses (3 credits):</b>		
BOTE 247	Spreadsheet Applications	3
CSCI 200	Database Software Applications	3
<b>One course from the following two courses (1 credit):</b>		
AGRI 491	Agricultural Seminar	1
RNG 491	Range Seminar	1
<i>AGRI 491 and RNG 491 are capstone experience seminars that consist of an independent study with a public presentation and a professional paper requirement.</i>		
<b>One course from the following three courses (3 credits):</b>		
AGRI 280	Technology in Agriculture	3
GIS 380	Applied Arc GIS	3
GIS 381	Geographic Information Systems for Business	3
<b>One course from the following four courses (3 credits):</b>		
BOTE 210	Business Communication	3
COMM 212	Interpersonal Communication	3
COMM 216	Intercultural Communication	3
COMM 317	Organizational and Group Communication	3
<b>Subtotal:</b>		<b>39</b>

### OPTION

Students must select and complete at least one option (Business/Marketing, International Agri-Business, Integrated Farm Management, Integrated Ranch Management, Natural Resource Management, Range Management, Soil Science, Equine, or General Agriculture) to complete the Bachelor of Science in Agricultural Studies degree.

### General Agriculture Option

Students pursuing the General Agriculture option combine business, production and resource management as they relate to agriculture in the Northern Great Plains. Employment opportunities include agricultural education and extension.

Students shall be required to take GIS 380 – Applied Arc GIS and COMM 216 – Intercultural Communication as part of the Agricultural Studies core curriculum. Students shall be required to take BIOL 111/111L – Concepts of Biology and Lab, CHEM 115/115L – Introduction to Chemistry and Lab, and PSYC 111 – Introduction to Psychology as part of General Education curriculum. If not taken as a General Education class, it must be taken to fulfill the General Agriculture option requirements. Students pursuing a Masters of Agricultural Education from NDSU must also complete the Agricultural Education minor.

AGEC 244	Introduction to Agricultural Marketing	3
ASM 155	Agricultural Welding	3
ASM 255	Advanced Welding	2
HORT 270	Horticulture Science	3
<b>If pursuing a Masters of Agricultural Education from NDSU, the following three courses are required. If not, seven additional credits of agricultural electives are required, of which three must be at the 300- or 400- level.</b>		
EDUC 250	Introduction to Education with Field Experience	4
EDUC 322	Educational Psychology (Offered through NDSU)	3
H&CE 232	Philosophy and Policy (Offered through NDSU)	3
<b>Choose course not taken in agricultural core curriculum (3 credits):</b>		
ANSC 114	Introduction to Animal Science	3
ANSC 123	Feeds and Feeding	3
<b>Choose ASM or GIS Electives (6 credits):</b>		
Select six credits of electives in ASM (Agricultural Systems Management) or GIS (Geographic Information Systems) courses. Three of these credits must be at the 300- or 400- course level.		
<b>Choose Agricultural Electives (15 credits):</b>		
Select 15 credits of electives in AGECE (Agricultural Economics), ANSC (Animal Science), PLSC (Plant Science), RNG (Range Science), SOIL (Soil Science), or VETS (Veterinary Science) courses. All of these credits must be at the 300- or 400- course level. No more than six credits of agricultural electives can be taken from any one prefix.		
<b>Subtotal:</b>		<b>120-123</b>

### AGRICULTURAL EDUCATION MINOR

This minor is required exclusively for students who desire to pursue a Masters of Agricultural Education through a collaborative program with North Dakota State University. To facilitate entry into this collaborative program, students shall:

- Apply to DSU/NDSU Ag Education Teacher License Program (Masters in Agricultural Education) in the spring of their junior year.
- Have a 3.00 GPA at the time of application.
- Have completed or are currently enrolled in EDUC 250 at DSU and EDUC 322 and H&CE 232 at NDSU.
- Have passing Praxis/ACT scores.

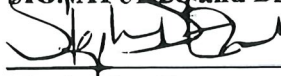
Following admission to the program, students would continue with undergraduate agriculture courses at DSU and begin taking 600 level education courses via distance from NDSU. Students would be expected to complete their undergraduate degree requirements by the end of their 4<sup>th</sup> year. Their 5<sup>th</sup> year would be entirely dedicated to 600 level coursework in preparation for student-teaching during the spring of their 5<sup>th</sup> year. In order to remain in the program, students' GPA must remain above 3.00 per requirements of NDSU Graduate School.



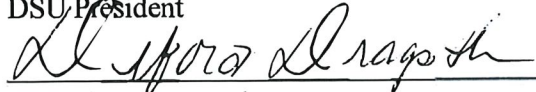
## REQUIREMENTS

ANSC 114	Introduction to Animal Science	3
ASM 155	Agricultural Welding	3
EDUC 250	Introduction to Education with Field Experience	4
EDUC 651	Instructional Planning, Methods and Assessment (Offered through NDSU)	3
EDUC 661	Special Education: Exceptionalities and Education (Offered through NDSU)	2
H&CE 680	Science, Technology, Engineering and Mathematics Teaching Methods in Agricultural Education (Offered through NDSU)	3
PLSC 110	World Food Crops	3
<b>One course from the following two courses (3 credits):</b>		
EDUC 686	Classroom Management for Diverse Learners (Offered through NDSU)	3
EDUC 689	Teaching Students of Diverse Backgrounds (Offered through NDSU)	3
<b>One course from the following two courses (2-3 credits):</b>		
H&CE 644	Planning the Community Program in Agricultural Education (Offered through NDSU)	3
H&CE 646	Extension Education (Offered through NDSU)	2
<b>Subtotal:</b>		<b>26-27</b>

**DICKINSON STATE UNIVERSITY  
SIGNATURES and DATE**



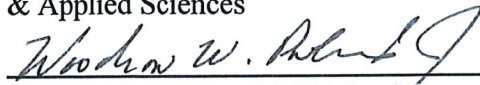
Mr. Stephen Easton  
DSU President



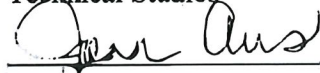
Dr. Debora Dragseth  
DSU Provost/VP of Academic Affairs



Dr. Holly Gruhlke  
DSU Dean, College of Education, Business  
& Applied Sciences

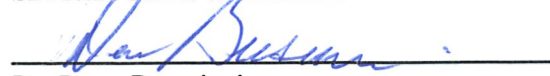


Dr. Woodrow W. "Chip" Poland, Jr.  
DSU Chair, Dept. of Agriculture and  
Technical Studies

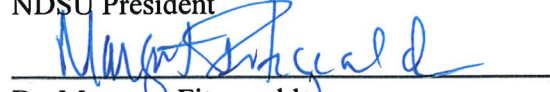


Dr. Jean Aus  
DSU Chair, School of Education

**NORTH DAKOTA STATE UNIVERSITY  
SIGNATURES and DATE**



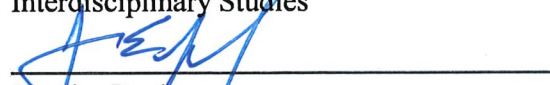
Dr. Dean Bresciani  
NDSU President



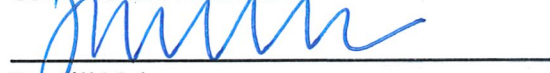
Dr. Margaret Fitzgerald  
NDSU Provost



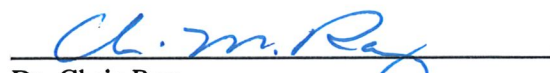
Dr. Ben Duncan  
NDSU Interim Dean, Graduate and  
Interdisciplinary Studies



Dr. Jim Deal  
NDSU Associate Dean, College of Human  
Sciences and Education



Dr. Jill Nelson  
NDSU Associate Dean, College of Human  
Sciences and Education



Dr. Chris Ray  
NDSU Head of School of Education



Dr. Adam Marx  
NDSU Associate Professor, Agricultural  
Education



Dr. Brooke Thiel  
NDSU Visiting Assistant Professor, Agricultural  
Education

NDSU Initial reviews conducted by: Dr. Jim Deal, Interim Dean, College of HSE, Dr. Chris Ray, Head, School of Education. DSU Initial reviews conducted by: Dr. Holly Gruhlke, Dean of CEBAS, and Dr. Woodrow W. "Chip" Poland, Chair, Department of Agriculture & TS

## **Addendum A**

### **Early Termination Procedures**

Early termination from the program would occur if a student who is accepted into the collaborative degree chooses to discontinue their completion of the 600-level NDSU courses and graduate only with a Bachelor's degree from DSU. Likely, this student would have completed some (a portion) of the required 600-level courses within the collaborative degree plan during their 4th year in school.

As the program degree plan is designed, those 600-level NDSU courses do not displace any required undergraduate credits from the Agricultural Studies program delivered by DSU. Therefore, any 600-level credits satisfactorily earned shall not prevent the student from earning their Bachelor's degree from DSU. Instead, the 'Agricultural Education Minor' shall be dropped from the student's plan of study and consequently, their transcript.

- This attribute of the aforementioned collaborative degree program separates it from the NDSU accelerated degree plans/programs (as referenced in this agreement's Collaborative Degree Design Procedures)
  - It shall be at the discretion of DSU how the earned 600-level NDSU credits are applied to the student's DSU degree. DSU may choose to transfer the credits into the degree plan (above the 120 credit threshold) or to allow those credits to remain unapplied on the student's transcript.
- 600-level NDSU credits which are satisfactorily earned, at or above a 'B', shall be eligible to be applied to a future graduate degree at NDSU, at the discretion of the NDSU Graduate School and the Agricultural Education/Teacher Education program.

Time limitations regarding earned graduate credits are as follows:

- Master's degree program course work that is more than seven (7) calendar years old at the time of the final examination cannot be used to satisfy degree requirements.
- These time limits apply to transfer credit as well as NDSU credit.
- As referenced in: NDSU Bulletin>Graduate>Graduate College Policies>General Policies
- If a student terminates their progress in the DSU/NDSU Collaborative Degree Program, students shall need to reapply to the NDSU Graduate School to the Agricultural Education Teacher Licensure Option (Ag Ed TLO) to fully apply earned 600-level NDSU credits toward a similar degree pathway. Otherwise approval shall need to be sought from the respective department/program at NDSU.