

**VALLEY CITY**  
**STATE UNIVERSITY**

**Business Education  
Articulation Agreement  
Between  
Casper College and Valley City State University**

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

**Purpose:** The purpose of this agreement is to provide a seamless transfer for students to earn an Associate degree in Business Administration from Casper College and a Bachelor of Science Degree in Business Education (hereinafter BUSED) from VCSU.

Electives in the Business Education program allow students flexibility to plan their academic program to meet their career goals while utilizing courses completed in pursuit of an AA degree at Casper College. The core requirements in the business education degree program include courses described as Required Courses, Professional education sequence and electives. This structure ensures students are well prepared for their planned career path upon graduation with a Bachelor of Science in Business Education.

**Steps:**

1. Students complete the Casper College Associate degree in Business Administration.
2. Students apply to Valley City State University and declare Business Education major. Casper College students may choose to stay in Casper, Wyoming as VCSU students. The entire Business Education major program is delivered completely online for distance students.
3. Transfer credits earned from the Casper College Administration degree apply toward the Bachelor of Science in Business Education degree.
4. Graduates under this program would earn a Bachelor of Science in Business Education.

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**Motivating Principles and Values:**

1. Students will be well served by the partnership and the high quality Business Education program offered through this agreement.
2. This partnership will benefit the educational needs of the region by providing business education 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 the ability to deliver a high quality dual degree/dual major program of student to students in a convenient, timely, and cost-effective manner.

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

**Longevity of Agreement:** This agreement will be in effect for three pilot years, starting with academic year 2012-13. At the end of the three 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). Renewal of this agreement will be pending on the results of the pilot years. Transfer Data Report will be provided to Casper College at the conclusion of the three year pilot period. This report will be provided on an annual basis for each subsequent year after the initial pilot period.

**Termination or Revisions:** Casper College 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. Casper College reserves the right to ask for additional course approvals within the articulation agreement during the pilot period if new courses are developed that is relevant to courses in the business education degree program.

**Governance and Management:** This agreement shall be governed by the academic policies and procedures of Casper College and VCSU.

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

Casper College will provide a liaison that will be available to inform and guide students through this program.

VCSU agrees to grant a Bachelor of Science in Business Education to students who successfully complete the requirements for the degree.

It is agreed upon that Casper College will provide general education courses, supplementary curriculum and elective courses which satisfy VCSU graduation requirement for students enrolled in this program. \*

\*Based on Casper College minimum enrollment standards

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

**The VCSU Vice President for Academic Affairs agreed to waive the requirement that students must complete their last 60 credits from VCSU in order to receive a Bachelor's Degree from VCSU.**

**Admission:** Students taking Casper College course(s) must apply and be accepted for admission at Casper College. Students taking VCSU course(s) must apply and be accepted 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 course(s). Casper College will be responsible for registering students in their course(s), and VCSU will be responsible for registering student(s) in their course(s). Registering for Casper College and VCSU course(s) will be separate functions. Registration for course(s) will follow the respective institution's timeline, and procedures, including add/drop and withdraw.

**Tuition and Fees:** Assessment and collection of tuition and fees will be done by the institution that is responsible for that course. That is, VCSU will be responsible for assessing and collecting all fees for courses offered by VCSU and the same is true of Casper College. All tuition and fees will be collected in accordance with the established policies of the institution to which these payments are due. During semesters when students are enrolled only in VCSU course, they will be subjected to paying a fee to have access to Casper College computer labs and the Fitness Center.

**Marketing:** VCSU will come to the Casper College campus once a year to recruit new students for this program. VCSU will be responsible for providing Casper College with marketing materials to distribute to prospective students. Casper College will display information about this agreement on their Transfer Website. Casper College will work collaboratively with VCSU to identify prospective students for this program.

**Textbooks:** The corresponding textbooks for the VCSU courses will be purchased through VCSU. Likewise, the corresponding textbooks for the Casper College courses will be purchased through Casper College.

**Financial Aid:** Students enrolled in a Casper College two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by Casper College's Office of Financial aid & Scholarships. 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 Casper College, Casper College 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 Casper College students. A contact from the Casper College 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 entered the Valley City State University degree seeking program. Students will have all aspects of their Federal Title IV Financial Assistance administered by Valley City State University 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;
- Billing and collection for Federal Perkins loans;
- Notifying changing in enrollment status to lenders under the Federal Family Education 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 Casper College Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

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

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website [mapping-your-future.org](http://mapping-your-future.org).

**Student Services:** During the semesters in which students are enrolled in at least one Casper College course, they will have access to all student services, with the exception

of Student Health Services. Students must be enrolled in 6 credits or more to receive services from Student Health. A fee of \$130.00 will be charged for students not enrolled in any Casper College courses for students to have access to the computer labs and Fitness Center. Students do not have to be enrolled in any Casper College courses in order to have access to the library. Dining plans are available for anyone to purchase. Students will be held to the guidelines and policies assigned to all the student services. Students are eligible to live in the residence halls as long as they are enrolled in 9 Casper College credits per semester. All students living in the residence halls must participate in a dining hall plan. Students are eligible to live in Trapper Village Main and Trapper Village West as long as they are enrolled in 6 Casper College credits per semester. Students residing in the residence halls, Trapper village Main, or Trapper Village West will be required to follow Casper College housing policies and rules, as well as signing a contract. During the semesters in which the students are taking only VCSU courses, they may be able to reside in the residence halls, Trapper Village West, or Trapper Village main depending on availability. Casper College students will get priority over students who are enrolled only in VCSU courses.

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

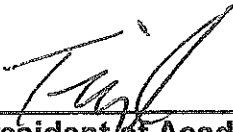

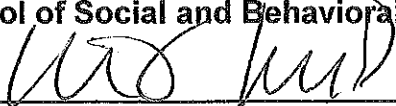


**Faculty and Staff:** VCSU will select and assign qualified faculty members to teach the required courses. VCSU will name a Program Coordinator for this agreement. VCSU will conduct one summer course on the campus of Casper College during the three year pilot period.

**Technology and Support:** VCSU will provide students in this program adequate tech support in a timely manner for the courses taken from VCSU. Casper College will provide students in this program adequate tech support in a timely manner for courses taken from Casper College.





VCSU Business Education courses require Windows platform computers. 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, computer peripheral equipment checkout, and to a laptop computer. Students can pay the VCSU technology "buy up" fee according to the established procedures that apply to students studying at international procedures: [http://distancelearning.vcsu.edu/cmsfiles/216/laptop\\_r\\_rz9.pdf?1346355386](http://distancelearning.vcsu.edu/cmsfiles/216/laptop_r_rz9.pdf?1346355386) 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>

**Signatures**

**For Casper College:**

	10-2-12
Vice President of Academic Affairs	Date
	10-2-12
Dean, School of Social and Behavioral Sciences	Date
	10/2/12
Dean, School of Business & Industry	Date
	10/2/12
Chair, Business Dept.	Date
	10/2/12
Chair, Education Dept.	Date

**For Valley City State University**

	10-15-12
President	Date
	10/10/2012
Vice President for Academic Affairs	Date
	10/10/12
Chair, Division of Business and Information Technology	Date
	10/10/12
Faculty, Business Education	

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