



## **English Education (Secondary)**

### **Articulation Agreement between Laramie County Community College and Valley City State University**

**Introduction:** This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Laramie County Community College (hereinafter LCCC) 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 articulation of credits for students to earn an Associate of Arts/Science in English from LCCC to transfer to VCSU in order to earn a Bachelor of Science in Education in English Education from VCSU. This agreement will be set up in the manner where students will be able to complete both their Associate Degree and Bachelor Degree from the same location.

#### **Motivating Principles and Values:**

1. Students will be well served by the partnership and the high quality program offered through this agreement.
2. This partnership will benefit the educational needs of the regions by providing 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 high quality collaborative programs to students in a convenient, timely, flexible and cost-effective manner.

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

**Longevity of Agreement:** This agreement will be in effect for five (5) years, starting June 2014. At the end of the five (5) 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). Agreement will be reviewed as needed to reflect changes in curricula and campus procedures and policies.

**Termination or Revisions:** LCCC 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.

**Governance and Management:** This agreement shall be governed by the academic policies and procedures of LCCC and VCSU. As required by the condition of the program and accreditation, the Bachelor of Science in Education – English program will be governed by the English Department at VCSU. Conversely, the Associate of Arts/Science program in English will be administered by LCCC as required by the guidelines.

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

Both Valley City State University and LCCC 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 Education with a major in English Education to students who successfully complete the requirements for the degree.

It is agreed upon that LCCC will provide general education courses, supplementary curriculum, and elective courses which satisfy VCSU graduation requirements for students enrolled in this program based on LCCC minimum enrollment standards. Students that enter the program with an Association of Arts (AA) degree or an Associate of Science (AS) degree will have their general education requirements completed unless a general education course is specific for the BS degree.

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

**Graduation Requirements:** A minimum of 120 total credits are required for a Bachelor's degree and must be taken from the appropriate categories. Students must complete a minimum of 30 hours of upper level (300-400 level) credit from VCSU to complete graduation requirements from VCSU. Credit hours earned at LCCC that do

not meet general education requirements, technical specialty requirements or teaching option requirements will be used for electives courses.

The VCSU Vice President for Academic Affairs agreed to waive the requirement that students must complete the 60 credits beyond the community college level from VCSU.

As part of VCSU graduation requirements, students must develop a digital portfolio that illustrates the best evidence of meeting the abilities and skills requirements for their degree. VCSU recommends students enroll in the appropriate Senior Portfolio course for 1 semester credit to assist them in developing their digital portfolio.

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

**Student Services:** During the semesters in which VCSU degree-seeking students are enrolled in at least one LCCC course, they will have access to all LCCC and VCSU student services and vice versa. During the semesters in which VCSU degree-seeking students are enrolled in only VCSU courses, they will have access to all VCSU student services and vice versa. The NDUS collaborative student process will be followed to register these students. VCSU degree-seeking students who are enrolled in at least one LCCC course are eligible to live in the LCCC residence halls, which includes a required meal plan.

If students have documented disabilities that may affect their academic experience and are seeking accommodations, it is their responsibility to supply documentation and make a request for services through the office of Student Academic Services as soon as possible.

**Student Support Services:** If students have documented disabilities that may affect their academic experience and are seeking accommodations, it is their responsibility to supply documentation and make a request for services through the office of Student Academic Services as soon as possible.

**Financial Aid:** Students enrolled in a LCCC two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by LCCC's Financial Aid Office. 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 LCCC, LCCC 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 LCCC students. A contact from the LCCC Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

For students currently enrolled at both institutions all federal financial aid will be processed by the degree granting institution at both the Associate and Bachelor levels. A consortium agreement must be completed by the student and signed by the institution and returned to the home degree granting institution.

Valley City State University will be responsible for awarding aid to students who have been admitted to Valley City State University. Students will have all aspects of their Federal Title IV Financial Assistance administered by Valley City State University Student 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 changes in enrollment status to lenders under the Federal Family Educational 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 LCCC Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

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

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website [mappingyourfuture.org](http://mappingyourfuture.org) for Federal Perkins Loan and [www.studentloans.gov](http://www.studentloans.gov) for direct lending.

**Tuition and Fees:** Assessment and collection of tuition and fees will be done by the institution that is responsible for the courses. That is, VCSU will be responsible for assessing and collecting all fees for courses offered by VCSU and the same is true of LCCC. All tuition and fees will be collected in accordance with the established policies of the institution to which these payments are due.

**Student Life:** Rules, regulations, and policies that govern student life that are listed in the LCCC Student Handbook will be applicable to students enrolled in courses while at LCCC. For example, housing, parking, and conduct policies will be governed by LCCC.

During the summer session at VCSU, students may be housed on VCSU. Students will be governed by VCSU's rules, regulations, and policies during the summer session they are enrolled and housed at VCSU.

**Technology and Support Services:**

VCSU will provide students in this program adequate technical support in a timely manner for the courses taken from VCSU. LCCC will provide students in this program adequate technical support in a timely manner for the courses taken from LCCC.

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, and computer peripheral equipment checkout. Students may elect to pay the VCSU technology "buy up" fee if they would like full-time access to a VCSU laptop according to the established procedures at the following URL: <http://www.vcsu.edu/documents/policymanual/vp.htm?p=450>

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> .

The following URL provides additional information regarding the notebook computer initiative at VCSU: <http://itc.vcsu.edu/notebookinitiative/>

**Marketing:** A VCSU representative will come to the LCCC campus once a year to recruit new students for this program. VCSU will be responsible for providing LCCC with marketing materials to distribute to prospective students. Both institutions will display information about this agreement on their transfer website. LCCC will work collaboratively with VCSU to identify prospective students for this program.

**Textbooks:** The textbooks for the VCSU courses will be purchased through VCSU. Likewise, the textbooks for the LCCC courses will be purchased through LCCC. Students will also have the choice to purchase their textbooks on their own.

**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. LCCC will assign a faculty member as a liaison for this agreement. LCCC and VCSU will work collaboratively to come up with mutually agreed upon qualifications of the faculty who would teach a course on the LCCC campus as part of the VCSU Bachelor Degree Program. VCSU will be responsible for hiring faculty to teach their courses that will be taught on LCCC's campus.

Per NDUS guidelines, VCSU's Agreement Manager for this articulation is the Director of Distance Learning and Faculty Development and can be reached through the Academic Affairs office (701-845-7202).

VCSU's English Education Program Coordinator is Lee Kruger, Assistant Professor of English, Communication Arts and Social Sciences, 701-845-7540, [lee.kruger@vcsu.edu](mailto:lee.kruger@vcsu.edu).

LCCC's program coordinator is Ann Shelby, (NEED CONTACT INFO).

**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.


English Education Articulation between VCSU and Laramie County Community College Jan 2015-Dec. 2019

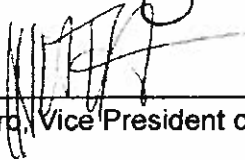
Laramie County Community College  
 An Associate in Arts or Associate in Science degree and 18 credits  
 in a baccalaureate program in education, general education courses  
 and any other credit applicable to the baccalaureate program.  
 Laramie County Community College  
 Student Name \_\_\_\_\_  
 Student ID \_\_\_\_\_  
 Major: English (Secondary) Education  
 B S in Education  
 2014-2016  
 Rotation Key: F= Fall, Sp= Spring, Su= Summer, O= Odd years; E= Even  
 Advisor: \_\_\_\_\_  
 Updated: 07/07/14  
 VCSU: 04/10/14  
 LCCC: 04/10/14

LCCC Course	LCCC Credits	VCSU Course	VCSU Credits	Notes
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ENGL 1020	3	ENGL 1020	3	
ENGL 2010	3	ENGL 2010	3	
ENGL 2020	3	ENGL 2020	3	
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**Signatures:**

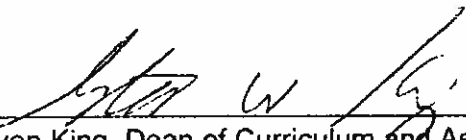
**For Laramie County Community College:**


  
\_\_\_\_\_  
Dr. Joe Schaffer, President 1/15/15  
Date

  
\_\_\_\_\_  
Dr. Jose Fierro, Vice President of Academic Affairs 1-15-15  
Date

**For Valley City State University:**

  
\_\_\_\_\_  
Dr. Margaret Dahlberg, Interim President 12-3-2014  
Date

  
\_\_\_\_\_  
Dr. Steven King, Dean of Curriculum and Assessment 11-26-14  
Date

  
\_\_\_\_\_  
Lee Kruger, Chair, Department of Language and Literature 12/2/14  
Date



**Elementary Education  
Articulation Agreement  
Between  
Laramie County Community College and Valley City State University**

**Introduction:** This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Laramie County Community College (hereinafter LCCC) 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 Associates Degree in Education from LCCC and a Bachelor of Science Degree in Education from VCSU. This agreement will be set up in the manner where students will be able to complete both their Associates Degree and Bachelor Degree from the same location.

**Motivating Principles and Values:**

1. Students will be well served by the partnership and the high quality teacher education program offered through this agreement.
2. This partnership will benefit the educational needs of the region by providing teacher education graduates of high quality.
3. Both campuses seek to maintain compliance with state and national accreditation guidelines to ensure teacher quality.
4. This partnership will provide the ability to deliver a high quality dual degree/dual major program of study 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 (NCA); The National Council for the Accreditation of Teacher Education (NCATE); and approved by the State of North Dakota Education Standards and Practices Board (ESPB). LCCC is accredited by the Higher Learning Commission and National Association.

**Longevity of Agreement:** This agreement will be in effect for three pilot years, starting spring semester 2011. 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.

**Termination or Revisions:** LCCC 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.

**Governance and Management:** This agreement shall be governed by the academic policies and procedures of LCCC and VCSU. As required by the condition of the program and accreditation, the Elementary Education Program will be governed by the School of Education and Graduate Studies at VCSU. The Joint Elementary Education Program Committee will be designated to resolve any instructional and logistical issues.

The Joint Elementary Education Program Committee will consist of the following:

LCCC President and the Vice President of Instruction.

VCSU Representatives: Dean of Education and Graduate Studies, the Program Coordinator, and a Faculty/Staff Representative.

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

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

LCCC will provide compressed video for summer workshops and other courses that may be taught during the year via Interactive Television.

VCSU agrees to grant a Bachelor of Science in Education Degree with a major in Elementary Education to students who successfully complete the requirements for the degree.

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

\*Based on LCCC minimum enrollment standards

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

**Admission:** Students taking LCCC course(s) must apply and be accepted for admission at LCCC. Students taking VCSU course(s) must apply and be accepted for admission 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). LCCC 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 LCCC 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 the courses. That is, VCSU will be responsible for assessing and collecting all fees for courses offered by VCSU and the same is true of LCCC. All tuition and fees will be collected in accordance with the established policies of the institution to which these payments are due.

**Marketing:** VCSU will come to the LCCC campus once a year to recruit new students for this program. VCSU will be responsible for providing LCCC with marketing materials to distribute to prospective students. LCCC will display information about this agreement on their Transfer Website. LCCC 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 LCCC courses will be purchased through LCCC.

**Financial Aid:** Students enrolled in a LCCC two-year degree seeking program will have all aspects of their Federal Title IV Financial Assistance administered by LCCC'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 LCCC, LCCC 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 LCCC students. A contact from the LCCC 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 Student 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 changes in enrollment status to lenders under the Federal Family Educational 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 LCCC Financial Aid Office will be identified to work with the Valley City State University Financial Aid Office assigned contact.

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

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website [www.mappingyourfuture.org](http://www.mappingyourfuture.org) for Federal Perkins Loan and [www.studentloans.gov](http://www.studentloans.gov) for Direct lending.

**Student Services:** During the semesters in which students are enrolled in at least one LCCC or VCSU course, they will have access to all LCCC student services. Students do not have to be enrolled in any LCCC courses in order to have access to the library. Dining plans are available for anyone to purchase. Laramie County Community College has established behavioral expectation designed to maximize the learning environment. All students enrolling at the college assumes an obligation as responsible members of the educational community to demonstrate conduct compatible with the college's mission as an educational institution. Students will be held to the guidelines and policies outlined in procedure 5700; Student Rights and Responsibilities. LCCC students will get priority over students who are enrolled only in VCSU courses.

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

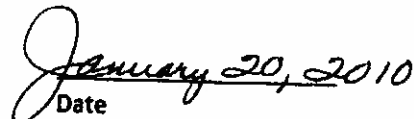
**Faculty and Staff:** VCSU will select and assign qualified faculty members to teach the required courses. VCSU will name a Program Coordinator for this agreement. LCCC and VCSU will work collaboratively to come up with mutually agreed upon qualifications of the faculty who would teach a course on the LCCC campus as part of the VCSU Bachelor Degree Program. VCSU will be responsible for hiring faculty to teach their courses that will be taught on LCCC's campus.

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

**Signatures:**

For LCCC:

  
Vice President of Instruction

  
Date

For Valley City State University:

*Lee W. Shultz*  
President

12-27-10  
Date

*Margaret Schelley*  
Vice President of Academic Affairs

2-1-11  
Date

*Dr. Mary Thomas*  
Dean of Education

12/27/2010  
Date