Course Exchange Agreement

Dakota State College of Science (NDSCS) of Wahpeton, North Dakota; North Dakota State Minnesota; Minnesota State University Moorhead (MSUM) of Moorhead, Minnesota; North This Course Exchange Agreement is by and between Concordia College (CC) of Moorhead; College (M State) of Moorhead, Minnesota (collectively the "Member Institutions"). University (NDSU) of Fargo, North Dakota; and Minnesota State Community and Technical

I. RECITALS.

- Þ The Member Institutions collaborated for many years through Tri-College University ("TCU").
- Β. Officially incorporated in 1970, TCU was created as a consortium of three local institutions, Concordia, MSUM and NDSU, which were later joined by M State and
- 0 One of the purposes of TCU was to enable students enrolled at one of the three institutions. students were able to augment their college's offerings with courses from other educational opportunities. TCU was successful in its mission. Over decades, many institutions to easily take courses at the other institutions, thereby broadening students'
- D. However, the higher education environment has changed significantly since TCU's cost savings across their institutions. administration, and budget constraints are requiring institutions to aggressively find inception. Reciprocity of course offerings can now be effectuated with less
- ш student opportunities. allowing students to pursue classes at other local institutions is important to maximize providing an educated and trained workforce for the regional economy, and that The Member Institutions understand the important role that their institutions play in
- .Π local institutions facilitating students' ability to complete degrees exploring more efficient ways of enabling students to continue to take classes at other The Member Institutions are committed to serving their communities and students by
- <u>.</u> effective January 1, 2025 instead offer a course exchange in accordance with the terms and conditions below, The Member Institutions opted to dissolve TCU, effective December 31, 2024, and

II. DEFINITIONS.

- P students enrolled in a specific course. This includes differential tuition that is charged Course Specific Fees shall mean fees that are charged by a Home Institution solely to all for courses in particular programs.
- Β. Home Institution shall mean the Member Institution where the student is enrolled as a degree-seeking undergraduate student.
- 0 of Moorhead, Minnesota. State University Moorhead (MSUM) of Moorhead, Minnesota; North Dakota State Fargo, North Dakota; and Minnesota State Community and Technical College (M State) College of Science of Wahpeton, North Dakota; North Dakota State University (NDSU) of Member Institutions are Concordia College (CC) of Moorhead, Minnesota; Minnesota
- D. Provider Institution is the Member Institution at which a student utilizes the course exchange to take a course.
- Ш Student shall mean any person enrolled as an undergraduate at a Member Institution.

III. COURSE EXCHANGE PROCESS.

- P Member Institution to supplement the student's education. any of the Member Institutions to enroll in an undergraduate class or classes at another The purpose of the course exchange agreement is to allow a degree-seeking student at
- Β. students are as follows: The process and procedures for the Course Exchange Program for undergraduate
- The Course Exchange agreement allows a degree-seeking student enrolled at the without going through separate admission procedures Home Institution to register for an undergraduate class at the Provider Institution
- Ņ Institution's policy on criminal history. A student may be restricted from the course exchange based on the Provider
- ယ materials, or supply fees if they are charged to all students taking the course Institution to supplement costs for specialized programs, laboratory, studio, Instiution, except that Course Specific Fees may be charged by the Provider the course exchange program by either the Home Institution or Provider Institution. No additional tuition may be charged to a student for participation in Institution for the course at the normal tuition rates charged by the Home A student taking a course through the course exhange shall pay the Home

- 4 state funding provided to it for credits earned whether it is acting as a Home or that are provided by Provider Institutions. A Member Institution shall retain any The Home Institution shall retain all tuition funds paid by its students for courses Provider Institution.
- 5 shall continue to provide minor degrees to students who were enrolled in minor either the Home Institution or Provider Institution. However, Member Institutions degrees at Provider Institutions prior to December 31, 2024. A student may enroll in courses related to a program minor offered by a Provider Institution but the minor will not be posted or reflected on the transcripts of
- 0 that is also offered at the Home Institution under the following circumstances: A student may only take a course listed in Provider Institution's course catalog
- substituted in that academic semester as documented by their Home graduate and fulfill degree requirements, and there is not an equivalent The student is in their last academic year and needs the specific course(s) to Institution; or course being offered at their Home Institution or another course that may be
- **b**. The student receives the permission from the provost (or designee) of the Home Institution.
- 7 A student may take no more than two courses through the course exchange per semester except unless:
- a. A student requests enrollment in either the Aerospace Studies/Air Force ROTC (AS) or Military Science/Army ROTC (MS) courses at NDSU;
- **b**. treated as one course for this agreement; courses (e.g., BIOL 100 and BIOL 100L). In such case, the combination shall be Institution considers being one course (e.g., BIOL 100L) versus two separate A student requests enrollment in a lecture/lab combination that the Provider
- C and the Home Institution. must be approved by provosts (or designees) of both the Provider Institution Other requests for exceptions may be reviewed on an individual basis and
- ∞ The course exchange shall be limited to the fall and spring semesters
- 9 the student shall be registered for the course if space allows. Institution shall provide the application information to the Provider Institution and Home Institution shall verify the student's eligibility. If eligible, the Home A student shall complete a uniform application at the Home Institution, and the

- 10. If the Provider Institution requires instructor permission for a course, the student be submitted to the Home Institution. must contact the instructor for written authorization in advance, which then must
- 11. The student is responsible for completing and passing any prerequisites necessary Institution's course description for the required prerequisites. for a course before applying to take a course and should refer to the Provider
- 12. In programs that have a professional component or a selective admission process courses are restricted to students fully admitted to the professional program. a student will be limited to pre-professional coursework only. Professional-level Provider Institution. Requests for an exception must be approved by the provost (or designee) of the
- 13. Students may not use the course exchange to enroll in international travel studies, internships, externships, co-ops, and work-based learning experiences. programs, music lessons and music ensembles, research courses, independent
- 14. Grades received in courses taken through the course exchange are calculated in the Home Institution's grade point average and count toward graduation and residency requirements.
- 15. Official grades are recorded on the student's Home Institution's transcript
- 16. The student is responsible for knowing and adhering to the class schedule of both institutions. This includes holidays, semester breaks, and finals week.
- 17. The academic term registration timelines for the course exchange application shall student is responsible to know the varying dates for each institution. Home Institution deadlines. Variable-length courses' deadlines may vary and the website. The drop date, pass/fail requests or withdrawals follow the student's be determined by the Member Institutions and published on the course exchange
- 18. Grade appeals need to be filed and action shall be taken at the Provider determined by the Provider Institution offering the course. Institution. The Home Institution shall be notified and record the grade
- 19. A student enrolled in the course exchange at a Provider Institution is subject to disciplinary action for social or academic integrity violations by both institutions. The Home Institution shall be notified and may take additional action.
- 20. Campuses shall provide a mechanism for a smooth registration process for charged to the student. courses taken through the course exchange. No additional registration fee shall be
- 21. Member Institutions shall provide designated parking facilities to students enrolled through the course exchange with a valid parking pass from the Home
- 22. Students may not audit courses through the course exchange

IV. SERVICES AND ACTIVITIES.

- P Students may attend public events at any of the Member Institutions, but students will Institution without a separate agreement between the institutions. not be allowed to participate in student organizations and activities of other Member
- Β through this agreement at Provider Institutions. Provider Institutions may prohibit or Some events and student support services may not be available to students enrolled or local funding issues. including without limitation, insurance restrictions, national organization requirements, limit participation of certain services due to legal, administrative or logistical issues,

V. TERM AND TERMINATION.

- Þ Responsibility for organizing the annual meeting shall rotate among the Member subsection B below. The Member Institutions agree to meet at least annually to discuss additional three-year terms unless three parties have withdrawn from it pursuant to Term. This Agreement shall become effective on January 1, 2025, with a term of five discuss a matter of significant concern. Institutions. Between annual meetings, any Member Institution may call a meeting to issues of common concern and potential changes to the course exchange mechanisms. years, ending on December 31, 2029. This agreement shall automatically renew for
- φ. other parties, provided, however, that the withdrawing party must complete the then-Termination. Any party may withdraw from this Agreement upon written notice to the continue until three parties have withdrawn from it. current academic year (i.e., both the fall and spring semesters). The Agreement shall

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