

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**Northland Community and Technical College**  
**(East Grand Forks and Thief River Falls Campuses)**  
**and**  
**Mayville State University**

**INTRODUCTION**

This Memorandum of Understanding (MOU) formally recognizes that Northland Community and Technical College (NCTC) and Mayville State University (MSU) are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.

- NCTC and MSU enter into this MOU in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution, furthermore, is dedicated to serving students from all walks of life, regardless of race, ethnicity, religion, sex, disability, color, age, marital status, national origin or other non-merit factors.

**STATEMENT OF PURPOSE**

The purpose of this agreement is to provide a smooth transition for transferring from one related degree program to another. It is further recognized that the attached agreement describes how courses will transfer from NCTC to MSU. This agreement identifies all required and equivalent courses at each institution for:

B.A.S. Business Administration  
Early Childhood, B.A.  
Early Childhood Education, BSEd  
General Education

**TERMS AND CONDITIONS OF CREDIT TRANSFER**

Students transferring from Northland Community and Technical College must meet the admission requirements of Mayville State University. The evaluation and transfer of earned college credits shall be in full compliance with North Dakota State Board of Higher Education policies and North Dakota University System Academic Affairs Council guidelines and all other State and Federal education policies pertaining to undergraduate credit transfer. Current students and graduates who have earned degrees from NCTC shall be eligible for credit evaluation under the terms of this agreement.

**GENERAL UNDERSTANDINGS**

NCTC and MSU agree to provide direct links between their institutional websites indicating the existence of this transfer agreement. Official lists of programs for which articulation agreements have been approved by both NCTC and MSU will be made available at both institutions and on their corresponding websites.

NCTC and MSU agree to exchange data and documents that will contribute to the maintenance and improvement of these transfer agreements, and that will promote effective cooperation between the two institutions.

**ARTICULATION IMPLEMENTATION AND AGREEMENT REVIEW**

The President or designee of the collaborating institutions shall be responsible for implementing this agreement and for identifying and incorporating any changes into subsequent agreements, and for conducting a periodic review of this agreement.

This MOU is in perpetuity or until it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between these institutions.

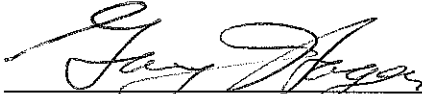
**Northland Community and Technical College  
(East Grand Forks and Thief River Falls)**


  
\_\_\_\_\_  
Carey Castle, VP Academic & Student Affairs

\_\_\_\_\_

19 Dec 2013  
Date

**Mayville State University**

  
\_\_\_\_\_  
Dr. Gary Hagen, President

  
\_\_\_\_\_  
Dr. Keith Stenehjem, VP Academic Affairs

12/17/13  
Date

cc: Division Chair, Director of Admissions/Records

**COURSE TRANSFER TABLE****B.A.S. DEGREE: BUSINESS ADMINISTRATION MAJOR**

(Online or On Campus)

2013-2014 Catalog

2013-2014 Catalog

Mayville State UniversityNorthland Community & Technical College

This Bachelor of Applied Science degree is designed to provide a flexible approach to specifically serve the needs of students who have earned Associate of Applied Science or Associate of Science degrees. Pre-requisite to program entrance: successful completion of an A.A., A.A.S. or A.S. program from an accredited institution. This degree will transfer as a block of credits toward the required 120 semester credits. Students will then complete a "capstone" type program in Business Administration to earn their Bachelor's degree.

The Program includes 36 credits of general education, 27 credits of business administration core and 15 credits of supporting coursework. A total of no less than 120 semester credits is required for graduation.

**General Education Requirements: (36 Sem Cr)**

Prefix/Num	Course Title	Sem Cr	Prefix/Num	Course Title	Sem Cr
COMM 110	Fund of Public Speaking	3	SPCH 1101	Intro to Public Speaking	3
ENGL 110	College Composition I	3	ENGL 1111	Composition I	3
ENGL 120	College Composition II	3	ENGL 1112	Composition II	3
MATH 103	College Algebra	3	MATH 1110	College Algebra	3
<b>Additional Gen Ed Courses to total 36 credits.</b>					
			Also, courses completed as "general education credits" in the AA, AAS, AS program will apply to the 36 credit total.		

**Mayville State University institutional graduation requirements are not required for students who have earned a two- or four-year degree.**

**Core Requirements: (27 Sem Cr)**

Prefix/Num	Course Title	Sem Cr	Prefix/Num	Course Title	Sem Cr
ACCT 200	Elements of Accounting I	3	BUSN 2221	Prin of Acctg I**	4
ACCT 201	Elements of Accounting II	3	BUSN 2222	Prin of Acctg II**	4
			ACCT 1128	Computerized Acct. I**	3
ACCT 360	Accounting Systems	2			
BADM 301	Principles of Marketing	3	MKTG 2200	Principles of Marketing	3*
BADM 302	Principles of Management	3	BUSN 2210	Principles of Mgmt	3
BOTE 347	Computer Applications in Busn	3			
BUSN 323	Managerial Finance	3			
BUSN 334	Business Communications	3			
BUSN 351	Human Resource Management	3			
BUSN 482S	Business Comprehensive	1			

\*Will require a marketing plan for transfer as 'core' beginning the fall 2014-2015 academic year

\*\*Need all classes marked to fulfill MSU ACCT 200 & 201.

**SUPPORTING COURSEWORK REQUIREMENTS**

Any 300-400 level BUSN course or other relevant courses that have approval of the advisor.

**GRADUATION REQUIREMENTS:**

1. Completion of 120 semester credits is required for a four-year degree of which at least 36 semester credits must be in the upper-division courses (300-400 level).
2. A degree is granted only to students who have enrolled at Mayville State University for at least two consecutive semesters and who have earned at least 30 semester credits through Mayville State University.
3. Candidates must have a grade point average (GPA) of at least 2.00 for the general overall average, all credits applied to a degree program, and for all courses attempted at Mayville State University.
4. Candidates must complete all the general education course requirements with a GPA of at least 2.00.
5. Candidates must earn a minimum of 36 semester credits from an approved four-year college or university.