



# ACCREDITATION EVIDENCE

**Title:** Seven Articulation Agreements

**Evidence Type:** Clear

**Date:** 2015 Through 2020

**WAN:** 22-0215

**Classification:** Resource

**PII:** No

**Redacted:** No



## **COLUMBIA COLLEGE AND WESTERN WYOMING COMMUNITY COLLEGE ARTICULATION AGREEMENT**

This Articulation Agreement (the "Agreement") is entered into by and between Columbia College, with its principal place of business located at 1001 Rogers Street, Columbia, Missouri 65216 ("Columbia College") and Western Wyoming Community College, 2500 College Drive, Rock Springs, WY, 82901 ("other school") (Columbia College and Western Wyoming Community College referred to as the "Parties") as of the date set forth below and reflects the terms, conditions and understanding of the Parties related to the subject matter set forth herein.

### **I. COLUMBIA COLLEGE**

Columbia College is a private, non-profit, coeducational institution of higher education that offers associate, bachelor's, and master's degrees and certificates. Columbia College is regionally accredited by the Higher Learning Commission. Columbia College students may enroll in day, evening, or online education classes at the main campus in Columbia, Missouri, or in its Adult Higher Education Division at one of the many Nationwide locations.

### **II. WESTERN WYOMING COMMUNITY COLLEGE**

Western Wyoming Community College is a public, tax-supported, two-year, co-educational institution accredited by the North Central Association of Colleges & Schools, recognized by the Wyoming State Department of Education and the Veteran's Administration, and an Equal Opportunity Employer. It is under the control of a locally elected Board of Trustees responsible for governing Western Wyoming Community College District. WWCC offers a host of associate degrees and certificates. Western Wyoming Community College is located in Rock Springs, the Southwestern corner of the state.

### **III. PURPOSE OF AGREEMENT**

Columbia College and Western Wyoming Community College, desire to enter into this Agreement for the purpose of establishing the guidelines to facilitate the transfer of academic credit earned by students at Western Wyoming Community College, for application towards a baccalaureate degree at Columbia College.

### **IV. TRANSFER OF CREDIT**

#### **A. Credit Hours**

At least 39 course credit hours must be taken in upper level courses to earn a bachelor's degree from Columbia College. The remaining course credit hours required for a bachelor's may be completed at Columbia College, Western Wyoming Community College, or with other transfer

credit hours approved by Columbia College. Western Wyoming Community College students must also complete a minimum of 30 course credit hours in Columbia College courses to satisfy the Columbia College residency requirement.

### **B. General Education**

Columbia College will accept the Western Wyoming Community College Associate of Arts and Associate of Science degrees as satisfying all of the Columbia College general education requirements.

Columbia College will accept the Western Wyoming Community College Associate of Applied Science or any other associate degree not specifically mentioned in this Agreement as satisfying all of the Columbia College general education requirements if the student completes the following coursework:

- ENGL 1010 English Composition I with a grade of “C” or better
- ENGL 1020 English Composition II or ENGL 2019 Writing Studies with a grade of “C” or better
- At least 27 additional semester hours that meet the Columbia College requirement in the Humanities, Social/Behavioral Science and Math/Science areas with at least one course in each area.

### **C. Individual Courses**

Credits earned at Western Wyoming Community College and/or other accredited institutions of higher education will be evaluated individually by the Columbia College Office of the Registrar. Columbia College will provide a Course Equivalency Guide to Western Wyoming Community College academic advisors and administrators for reference. If approved and accepted by Columbia College, credits earned at Western Wyoming Community College in courses above developmental level, for which the student earned a grade of “C” or better, will be accepted for transfer credit to Columbia College, and will be granted the Columbia College equivalency listed on the Course Equivalency Guide.

### **D. Concurrent Enrollment**

Students who complete an approved associate degree with Western Wyoming Community College at any time during their pursuit of a bachelor’s degree with Columbia College, are eligible for the general education waiver. Students who complete any other associate degree with Western Wyoming Community College, during their pursuit of a bachelor’s degree with Columbia College, may complete additional course work to fulfill the general education requirements outlined in Section B. Once all the general education waiver requirements are met and the associate degree is awarded, the student will be eligible for the general education waiver. Course work may be completed with Columbia College, Western Wyoming Community College, or any other accredited institution from whom transfer credit is accepted by the Columbia College Office of the Registrar.

## V. COLUMBIA COLLEGE ADMISSION

Students who complete an associate degree from Western Wyoming Community College will be considered as having met Columbia College's academic admissions requirements.

## VI. DURATION OF AGREEMENT

The Agreement will remain in effect until either Party sends a letter of intent to terminate the Agreement to the non-terminating Party at least sixty (60) days prior to the termination date.

## VII. REVISION OF AGREEMENT

Items not specifically mentioned within this Agreement will be governed by the Columbia College Catalog. Amendments and/or revisions to this Agreement may be made in writing at any time by mutual consent of the Parties. Such amendments and/or revisions shall be prepared in the form of an addendum to this Agreement. Both Parties shall work cooperatively to review and to update regularly specific items or operational procedures included in this Agreement.

## VII. PUBLICITY

This Agreement will be publicized as a cooperative degree completion program for students of Western Wyoming Community College. Through joint informational meetings and individual counseling by both institutions, both Parties to this Agreement will be responsible for publicizing the terms of this Agreement to their students. Non-degree-seeking students will be subject to the policies and procedures of both institutions. All questions regarding policies and procedures of either institution will be answered by the designated representative of that institution and by reference to the current published Catalog or Bulletin of that institution.

This Agreement is entered into and effective this 13<sup>th</sup> day of AUGUST, 2018.

**SO AGREED:**

**COLUMBIA COLLEGE**

**WESTERN WYOMING COMMUNITY COLLEGE**



By: Dr. Scott Dalrymple

President



By: Dr. Karla Leach

President



# Articulation Agreement

## Western Wyoming Community College and Franklin University

The purpose of this document is to establish a 3+1 and/or 2+2 articulation agreement between Western Wyoming Community College and Franklin University. Subject to Western Wyoming Community College's compliance with the requirements set forth herein, this agreement guarantees admission to Franklin University, transferability of credits, and a seamless transition for Western Wyoming Community College graduates seeking a baccalaureate degree.

Western Wyoming Community College and Franklin University enter into this articulation agreement in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving all students, regardless of race, national origin, religion, sex, disability, color, age, marital status, or other non-merit factors.

### **TRANSFER**

Upon application, Franklin University will guarantee acceptance of all Western Wyoming Community College graduates with an Associate or Associate of Applied Science degree. Transfer students from Western Wyoming Community College, upon acceptance, will have junior standing at Franklin University.

Students transferring from Western Wyoming Community College may transfer additional credits (up to a maximum of 94 semester credit hours) toward their baccalaureate degree. Students must complete a minimum of 30 credit hours at Franklin University to be eligible for the Bachelor of Science degree.

Western Wyoming Community College programs and courses will be identified that will effectively transfer to Franklin University and prepare Western Wyoming Community College students for success in the Franklin University programs.

### **FINANCIAL AID CONSORTIUM**

Franklin University and Western Wyoming Community College will enter into a Financial Aid Consortium, by complying with the necessary information sharing, to entitle students in these programs to the appropriate federal, state and institutional assistance. This process includes annual reporting of tuition fees and academic calendar dates.

### **COOPERATIVE MARKETING**

Western Wyoming Community College and Franklin University agree to cooperate in communicating transfer opportunity benefits about this partnership agreement through the following methods.

Franklin University agrees to provide:

- Community College Alliance Faculty/Staff Tuition Discount for Undergraduate, Graduate, and Doctorate programs for full/part-time permanent employees of Western Wyoming Community College.

- Benefit also includes first Undergraduate course for free and free faculty development courses for Western Wyoming Community College faculty and staff.
- Co-branded marketing as opportunities are available, including digital and offline (dependent upon market).
- A co-branded partner specific landing page available to link from Western Wyoming Community College's website.

Western Wyoming Community College agrees to provide:

- Presence / link on Western Wyoming Community College's website transfer partner page
- Graduation List
- Presence/link on Western Wyoming Community College's online learning community
- Presence/link/literature within Western Wyoming Community College's employee benefits intranet page/packages to promote Franklin's Community College Alliance Faculty/Staff Tuition Discount

All co-branded marketing promoting the 3+1 partnership will be approved in advance by Western Wyoming Community College and Franklin University prior to distribution/production. Franklin University will cover all production costs promoting the 3+1 transfer partnership.

### **PRIVACY AND DATA SECURITY**

Both parties will comply with the Family Educational Rights and Privacy Act, Gramm-Leach-Bliley Act of 1999 and all associated regulations, taking necessary steps to ensure that confidential personal information is not disclosed or distributed, including the maintenance of a security plan consistent with industry standards to protect the confidentiality and integrity of personal information, and to protect against unauthorized access to such information. Information will be shared, in compliance with all applicable laws and regulations, as needed to allow transferring students to participate in the articulation program and to track student interest, persistence and success.

### **INDEMNIFICATION**

- A. To the extent permitted by law, Western Wyoming Community College shall indemnify, defend, and hold harmless Franklin University, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of Western Wyoming Community College, its agents or employees, in the performance of Western Wyoming Community College's obligations under this agreement.
- B. To the extent permitted by law, Franklin University shall indemnify, defend, and hold harmless Western Wyoming Community College, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of Franklin University, its agents or employees, in the performance of Franklin University's obligations under this agreement.

**JURISDICTION AND VENUE**

The parties of this agreement each specifically consent to jurisdiction in Ohio/Franklin County in connection with any dispute between the parties arising out of this agreement or pertaining to the subject matter hereof.

**TERM**

This agreement shall automatically renew for successive one year periods from the signing date unless a party gives notice of non-renewal 3 months in advance of the expiration of the then-applicable term.

Franklin University reserves the right to modify the terms and conditions of this Agreement or to discontinue the articulation program at any time. Notice of modification or intentions to discontinue shall be in writing from one President to the other at least nine months prior to the date on which any action would be taken. In the event that the program is discontinued, Franklin University and Western Wyoming Community College will continue to provide services to all currently enrolled students through graduation or discontinued enrollment.

This agreement is effective only under the condition that both institutions maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. In the event that an institution loses its accreditation, this agreement will terminate immediately.

**WESTERN WYOMING COMMUNITY COLLEGE**

**FRANKLIN UNIVERSITY**  
201 South Grant Ave., Columbus OH

Name: Kimberly Farley

Name: Bill Chan


Title: Vice President- Student Learning

Title: Vice President, Strategic Alliances

Date: 1-10-20

Date: November 25, 2019

Signature: 

Signature 

**MEMORANDUM OF UNDERSTANDING**  
between  
**Western Wyoming Community College**  
and  
**Mayville State University**

**INTRODUCTION**

This Memorandum of Understanding (MOU) formally recognizes that Western Wyoming Community College (WWCC) 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.

- WWCC 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 WWCC to MSU. This agreement identifies all required and equivalent courses at each institution for:

BA Early Childhood  
BSEd Early Childhood Education  
BAS Business Administration  
General Education Courses

**TERMS AND CONDITIONS OF CREDIT TRANSFER**

Students transferring from Western Wyoming Community 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 WWCC shall be eligible for credit evaluation under the terms of this agreement.



**GENERAL UNDERSTANDINGS**

WWCC 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 WWCC and MSU will be made available at both institutions and on their corresponding websites.

WWCC 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.

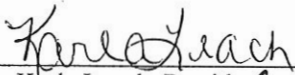
**ARTICULATION IMPLEMENTATION AND AGREEMENT REVIEW**

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.

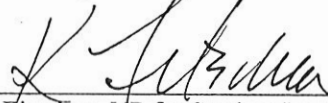
This MOU is in perpetuity or until it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between these institutions.


**Western Wyoming Community College**

**Mayville State University**

  
\_\_\_\_\_  
Dr. Karla Leach, President

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

  
\_\_\_\_\_  
Mr. Ken Fitschen, VP for Student Learning

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

1-20-2010  
Date

12-22-09  
Date

cc: Division Chair, Director of Admissions/Records

**ARTICULATION AGREEMENT  
BETWEEN WESTERN WYOMING COLLEGE  
AND MONTANA STATE UNIVERSITY BILLINGS**

**OVERVIEW:**

This formal program articulation agreement is made and entered into by Western Wyoming College, hereinafter referred to as WWC, and Montana State University Billings, hereinafter referred to as MSUB. By this agreement WWC and MSUB express a shared commitment to increasing opportunities for student access to and success in higher education.

**PURPOSE:**

This is a 2+2 program agreement which provides students who have completed the **Associate of Science** degree the opportunity to complete a **Bachelor of Science in Business Administration** with the **General Business, Accounting, Finance, Management, or Marketing Option** degree at MSUB. Any WWC student who has earned an Associate of Science degree with coursework that adheres to the guidelines within this agreement is guaranteed that MSUB will accept designated major related credits and that all general education credits will apply to the Bachelor of Science in Business Administration degree in a manner consistent with the treatment of native MSUB students.

**CONDITIONS OF TRANSFER:**

**Section I: Admissions and Matriculation**

WWC students maintaining continuous enrollment under this agreement will be afforded the same treatment and protection as native MSUB students enrolled under a specific catalog.

Criteria for acceptance into MSUB will be the same for transfer as for native students.

WWC, upon request of students, will provide verification of completed courses to MSUB through its Office of Admissions and Records. The transcript of students transferring from WWC will be evaluated by the Registrar's Office at MSUB. All transferrable courses must be with a course grade of C- or better. Students who transfer without an Associate of Arts/Associate of Science degree from WWC will require additional general education course and any transferrable business credits will be evaluated on a course-by-course basis.

Transfer students from WWC will have access to financial aid, scholarships, and student services on the same basis as native students.

MSU will apply the same academic progress and graduation standards to WWC transfer students as those applicable to native students at MSUB.

**Section II: Transfer of Credit**

A maximum of 64 semester hours will be accepted by MSUB from WWC to be applied to the Bachelor of Science in Business Administration degree as outlined in this agreement.

**Section III: Program Plan**

While a course-by-course equivalence was used in the development of this plan, this agreement presumes that the general education core requirements at WWC meet general education requirements at MSUB.

**TERMS of AGREEMENT:**

This agreement is made and entered into in the academic year 2020-2021 and remains in force unless changed in writing by mutual agreement to both parties. The agreement may be amended at any time with the approval of both parties and is subject to annual review to assure currency with the respective degree requirements. Should either party desire to discontinue this agreement, advance notification of one year will be required.

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<b>Courses at Western Wyoming College</b>	<b>Credits</b>	<b>Substitute for MSUB Course</b>
<b>HMDV 1005: 1<sup>st</sup> Year Success</b>	1	Elective
<b>ENGL 1010 English Composition I</b>	3	WRIT 101
<b>COMM 2010: Public Speaking</b>	3	COMX 111
<b>Social Sciences/History</b>	6	General Education Social Sciences and History
Choose one of the following:		
ECON 1010: Macroeconomics (3)		Substitutes for ECNS 201
Choose one of the following:		
HIST 1211: U.S. to 1865 (3)		
HIST 1221: U.S. from 1865 (3)		
HIST 1251: Wyoming History (3)		
<b>MATH 1400: College Algebra</b>	3	M 143 Finite Mathematics
<b>Sciences (4 Credits, must include lab)</b>	4	Science Education General
Any lab science listed in <u>catalog</u> section		
<b>Arts &amp; Humanities</b>	6	General Education Arts & Humanities
<i>Applied Arts (3 credits)</i>		
<i>Humanities (3 credits)</i>		
<b>Business Coursework Required at Western</b>		
CMAP 1530: Excel Basics	1	
MATH 2350: Business Calculus I	4	Substitutes for M 143
IMGT 2400: Introduction to Information Mgt	3	
Business Elective	3	
<b>Articulated Coursework</b>		
ACCT 2010: Principles of Accounting I	4	Substitutes for ACTG 201
ACCT 2020: Principles of Accounting II	4	Substitutes for ACTG 202
ECON 1020: Microeconomics	3	Substitutes for ECNS 202
Choose one of the following:	4	Substitutes for STAT 216
STAT 2010: Business Statistics		
STAT 2050: Fundamentals of Statistics		
ENGL 2005: Technical Writing	3	WRIT 220: Business & Professional Writing
BADM 2010: Legal Environment of Business	3	BGEN 235: Business Law
MGT 3210: Management and Organization <sup>1</sup>	3	BMGT 335: Management and Organization
MKT 3210: Principles of Marketing <sup>1</sup>	3	BMKT 325: Principles of Marketing
<b>Total Credits from Western Wyoming College</b>	64	

<sup>1</sup> MKT 3210 and MGT 3210 are upper division courses recognized by the University of Wyoming and substitute for the corresponding MSUB-COB courses.

<b>Courses Taken at MSUB</b>	<b>Credits</b>	<b>WWC substitution</b>
<b>Outline for the Completion of the Bachelor of Science in Business Administration – General Business Option</b>		
BGEN 240 Intro Business Data Analysis (Required Core)	3	
BMGT 335 Management and Organization (Required Core)	0	MGT 3210 (3)
BGEN 315 Applied Business Decisions (Required Core)	3	
BMKT 325 Principles of Marketing (Required Core)	0	MKT 3210 (3)
BMIS 311 Management Information Systems (Required Core)	3	
BFIN 322 Business Finance (Required Core)	3	
BMGT 322 Operations Management (Required Core)	3	
BGEN 499 Capstone (Required Core)	3	
BMGT 329 Human Resource Management	3	
BMGT 448 Entrepreneurship	3	
BMKT 337 Consumer Behavior	3	
BFIN 305 Financial Planning	3	
BMKT 436 Sales and Sales Management	3	
Restricted Electives (5 upper division business courses)	15	
Electives	8	
<b>Total Credits from MSUB</b>	<b>56</b>	
Total Credits	120	
Credits only count once – if courses are taken at WWC and counted above with general education and business core, they cannot be double counted for total credits in the option area. Available Restricted Electives and Electives are subject to change.		

<b>Courses Taken at MSUB</b>	<b>Credits</b>	<b>WWC substitution</b>
<b>Outline for the Completion of the Bachelor of Science in Business Administration – Accounting Option</b>		
BGEN 240 Intro Business Data Analysis (Required Core)	3	
BMGT 335 Management and Organization (Required Core)	0	MGT 3210 (3)
BGEN 315 Applied Business Decisions (Required Core)	3	
BMIS 311 Management Information Systems (Required Core)	3	
BMKT 325 Principles of Marketing (Required Core)	0	MKT 3210 (3)
BFIN 322 Business Finance (Required Core)	3	
BMGT 322 Operations Management (Required Core)	3	
BGEN 499 Capstone (Required Core)	3	
ACTG 301 Intermediate Accounting I	3	
ACTG 302 Intermediate Accounting II	3	
ACTG 303 Intermediate Accounting III and Theory	3	
ACTG 321 Accounting Information Systems I	3	
ACTG 401 Principles of Fed Tax – Individuals	3	
ACTG 410 Cost/Management Accounting I	3	
ACTG 411 Auditing I	3	
ACTG 415 Government and Not-for-Profit Accounting I	3	
ACTG 436 Advanced Accounting	3	
BGEN 405 Laws, Regulation, Research	3	
<b>Restricted Electives</b>	3	
Choose one of the following:		
ACTG 402 Advanced Income Tax <i>or</i> :		
ACTG 412 Auditing II		
Electives	5	
<b>Total Credits from MSUB</b>	<b>56</b>	
Total Credits	120	
Credits only count once – if courses are taken at WWC and counted above with general education and business core, they cannot be double counted for total credits in the option area. Available Restricted Electives and Electives are subject to change.		

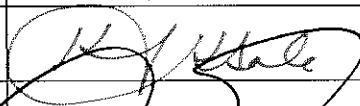
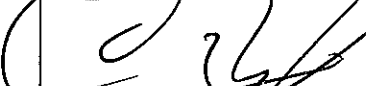
<b>Courses Taken at MSUB</b>	<b>Credits</b>	<b>WWC substitution</b>
<b>Outline for the Completion of the Bachelor of Science in Business Administration – Finance Option</b>		
BGEN 240 Intro Business Data Analysis	3	
BMGT 335 Management and Organization	0	MGT 3210
BMIS 311 Management Information Systems	3	
BMKT 325 Principles of Marketing	0	MKT 3210
BGEN 315 Applied Business Decisions	3	
BFIN 322 Business Finance	3	
BMGT 322 Operations Management	3	
BGEN 499 Capstone	3	
BFIN 420 Investments	3	
BFIN 422 Intermediate Business Finance	3	
BFIN 439 Financial Management II: Analysis/Problems	3	
BFIN 441 Advanced Analysis of Financial Statements	3	
BFIN 455 Money and Banking	3	
BFIN 460 Derivatives and Risk Management	3	
BFIN 430 Financial Modeling	3	
<b>Restricted Electives</b>	9	
Choose three of the following:		
BFIN 461 Portfolio Management		
BFIN 492 Independent Study		
BFIN 494 Finance Elective (Seminar/Workshop)		
BGEN 498 Internship		
BFIN 464 Fixed Income Analysis		
BFIN 472 Multinational Financial Management		
BFIN 490 Undergraduate Research		
Electives	8	
<b>Total Credits from MSUB</b>	<b>56</b>	
Total Credits	120	
Credits only count once – if courses are taken at WWC and counted above with general education and business core, they cannot be double counted for total credits in the option area. Available Restricted Electives and Electives are subject to change.		

<b>Courses Taken at MSUB</b>	<b>Credits</b>	<b>WWC substitution</b>
<b>Outline for the Completion of the Bachelor of Science in Business Administration – Management Option</b>		
BGEN 240 Intro Business Data Analysis	3	
BMGT 335 Management and Organization	0	MGT 3210
BMIS 311 Management Information Systems	3	
BMKT 325 Principles of Marketing	0	MKT 3210
BGEN 315 Applied Business Decisions	3	
BFIN 322 Business Finance	3	
BMGT 322 Operations Management	3	
BGEN 499 Capstone	3	
BGEN 360 International Business	3	
BGEN 440 Business and the Environment	3	
BMGT 329 Human Resource Management	3	
BMGT 353 Organizational Behavior	3	
BMGT 422 Project Management	3	
BMGT 461 Small Business Management <i>or</i> BMGT 448 Entrepreneurship	3	
BMKT 342 Marketing Research	3	
<b>Restricted Electives</b>	9	
Choose three of the following:		
ACTG 410 Cost/Management Accounting I		
BFIN 305 Personal Finance		
BGEN 450 Business and Society		
BGEN 498 Internship		
BMGT 492 Independent Study		
BMGT 494 Seminar/Workshop		
BMIS 310 Web Design, Development, and Implementation		
BMKT 337 Consumer Behavior		
BMKT 343 Integrated Marketing Communications		
BMKT 350 Social Media Marketing		
BMKT 436 Sales and Sales Management		
Electives	8	
<b>Total Credits from MSUB</b>	<b>54</b>	
<b>Total Credits</b>	<b>120</b>	
Credits only count once – if courses are taken at WWC and counted above with general education and business core, they cannot be double counted for total credits in the option area. Available Restricted Electives and Electives are subject to change.		



<b>Courses Taken at MSUB</b>	<b>Credits</b>	<b>WWC substitution</b>
<b>Outline for the Completion of the Bachelor of Science in Business Administration – Marketing Option</b>		
BGEN 240 Intro Business Data Analysis	3	
BMGT 335 Management and Organization	0	MGT 3210
BMIS 311 Management Information Systems	3	
BMKT 325 Principles of Marketing	0	MKT 3210
BGEN 315 Applied Business Decisions	3	
BFIN 322 Business Finance	3	
BMGT 322 Operations Management	3	
BGEN 499 Capstone	3	
BGEN 360 International Business	3	
BMKT 337 Consumer Behavior	3	
BMKT 342 Marketing Research	3	
BMKT 343 Integrated Marketing Communications <i>or</i> BMKT 460 Marketing High-Technology Products and Innovation	3	
BMKT 411 Services/Relationship Marketing	3	
BMKT 436 Sales and Sales Management	3	
BMKT 449 Strategic Marketing Management <i>or</i> BMKT 446 Marketing for Entrepreneurs	3	
<b>Restricted Electives</b>	9	
Choose three of the following:		
BMKT 350 Social Media Marketing		
BMKT 470 Supply Chain Management		
BMKT 490 Undergraduate Research		
BMKT 492 Independent Study		
BMKT 494 Seminar/Workshop		
ARTZ 258 New Media I (note – NOT upper division)		
BGEN 440 Business and the Environment		
BGEN 498 Internship		
BMGT 422 Project Management		
BMIS 310 Web Design, Development and Implementation		
BMIS 352 Microcomputer Database Design and Implementation		
ECNS 403 Introduction to Econometrics		
Electives	8	
<b>Total Credits from MSUB</b>	<b>56</b>	
Total Credits	120	
Credits only count once – if courses are taken at WWC and counted above with general education and business core, they cannot be double counted for total credits in the option area. Available Restricted Electives and Electives are subject to change.		

Western Wyoming College and Montana State University Billings hereby enter into this program articulation agreement leading from the Associate of Science degree with articulated coursework in Business to the Bachelor of Science in Business Administration degree with the General Business, Accounting, Finance, Management, or Marketing Option by the affixing of signatures of the chief academic officers of both institutions.

Western Wyoming College	Name	Signature	Date
President	Dr. Kimberly Dale		4-23-21
Vice President for Student Learning	Dr. Clifford M. Wittstruck, II		4-21-21
Montana State University Billings	Name	Signature	Date
Chancellor	Dr. Stefani Hicswa		
Provost	Dr. Susan Balter-Reitz		
Dean	Dr. Richard Beer		



## Western Wyoming Community College to Southern New Hampshire University Online

- Students who transfer with a conferred associates degree are entitled to a 10% tuition reduction accessed through mySNHU.edu.
- This guide serves as a mapping tool for students. Individual student evaluations will vary.
- Please contact Admission at 1-800-668-1249 or Academic Alliances at AcademicAlliances@snhu.edu.

Western Wyoming Community College AA Communication Course Requirements	Cr	Southern New Hampshire University Online BA Communication	Cr
Courses in bold are the associate degree required courses.		General Education Core Requirements	42
<b>ENGL1010 English Composition I</b>	3	ENG 122 English Composition I	3
<b>ENGL1020 English Composition II</b>	3	ENG 123 English Composition II	3
<b>STAT2070 Statistics for Social Science</b>	3	MAT 125, MAT 130, MAT 133, MAT 135, MAT 136, MAT 140, MAT 225, MAT 240, or MAT 243	3
<b>COMM1030 Interpersonal Communication</b>	3	SNHU 107 or Free Elective for students transferring 12+ credits	3
<b>Elective Credit</b>	3	IDS 100 or Free Elective for students transferring 12+ credits	3
<b>Foreign Language Elective</b>	3*	EFAH: Fine Arts and Humanities Requirement (ENG, FAS, HUM, LIT, MUS, PHL, LAR, LAS, LFR, LSP, LAN, LMA, HUM 100, or HUM 200)	3
<b>Foreign Language Elective</b>	3*	EFAH: Fine Arts and Humanities Requirement (ENG, FAS, HUM, LIT, MUS, PHL, LAR, LAS, LFR, LSP, LAN, LMA, HUM 100, or HUM 200)	3
<b>Psychology Elective</b>	3	ESBS: Social and Behavioral Sciences Requirement (ATH, ECO, HSE, POL, PSY, SCS, SOC, SCS 100, or SCS 200)	3
<b>SOC1000 Sociological Principles</b>	3	ESBS: Social and Behavioral Sciences Requirement (ATH, ECO, HSE, POL, PSY, SCS, SOC, SCS 100, or SCS 200)	3
<b>MATH1000 Problem Solving</b>	3	ESTM: Science/Technology/Mathematics Requirement (BIO, CHM, CS, ENV, GEO, GRA, IT, MAT, PHY, SCI, IHP 340, PHL 214, SCI 100, or SCI 200)	3
<b>Lab Science Elective</b>	3*	ESTM: Science/Technology/Mathematics Requirement (BIO, CHM, CS, ENV, GEO, GRA, IT, MAT, PHY, SCI, IHP 340, PHL 214, SCI 100, or SCI 200)	3
<b>Directed US &amp; Wyoming Constitution: HIST1211, HIST1221, OR HIST1251</b>	3	EHIS: History Requirement (HIS, HIS 100, or HIS 200)	3
History Elective	3	EHIS: History Requirement (HIS, HIS 100, or HIS 200)	3
SNHU Course		Choose one (1) Seminar Course: IDS 400, IDS 401, IDS 402, IDS 403, or IDS 404	3
<b>Western Wyoming Community College Courses</b>		<b>Major Course Requirements</b>	<b>33</b>
<b>COMM1040 Intro to Human Communication</b>	3	COM 127 Introduction to Communication	3
<b>COMM2010 Public Speaking</b>	3	COM 213 Public Speaking and Presentation Skill	3
		COM 225 Communication with Diverse Audiences	3

*Continued on next page*



Western Wyoming Community College AA Communication Course Requirements	Cr	Southern New Hampshire University Online BA Communication	Cr
<b>Western Wyoming Community College Courses</b>		<b>Major Course Requirements (Continued)</b>	
		COM 229 Visual Communication and Design	3
		COM 311 Social Media Strategy	3
		COM 321 Global Communication	3
		COM 326 Strategic Storytelling	3
		COM 405 Personal Brand Communications	3
		COM 413 Management of Communication Projects	3
		COM 431 Organizational Branding	3
		COM 449 Communication Law and Media Ethics	3
<b>Western Wyoming Community College Courses</b>		<b>Major Electives or Concentration</b>	<b>12</b>
<b>Directed Career Course: MGT2100 Principles of Management</b>	3		
<b>Directed Career Course: MGT1000 Intro to Supervision</b>	3		
<b>Western Wyoming Community College Courses</b>		<b>SNHU Free Electives</b>	<b>33</b>
<b>Foreign Language Elective Excess Credits</b>	2		
<b>HMDV1005 1st Year Success</b>	1		
<b>Health &amp; Human Activity</b>	1		
<b>Communication Elective</b>	3		
<b>COMM1000 Intro to Mass Media</b>	3		
<b>Career Course</b>	3		
<b>COMM2110 OR COMM1050</b>	3		
<b>Lab Science Elective Excess Credit</b>	1		
Free Electives	16		
<b>Western Wyoming Community College Degree Credits</b>	<b>64-83</b>	<b>SNHU Online BA Communication Credits Required</b>	<b>120</b>

Revision: 2019/2020 Academic Year

## Transfer Credit Policy

\* Excess general education credits are transferred as free elective credit, if available.

- This guide serves as a mapping tool for students and is based upon SNHU Online 2019/2020 Academic Catalog at time of enrollment and this institution's equivalent academic year. Transfer equivalents earned prior or subsequent to this academic year will be evaluated on a case-by-case basis for transfer equivalency.
- Students must earn a grade of C- or better for course transfer.
- Students may transfer up to 90 credits if previous credits earned meet SNHU Online's degree requirements and academic standards for transfer.
- Students must take at least 30 credits (10 classes) at SNHU Online to be awarded a bachelor's degree.



**Elementary Education Articulation Agreement**  
**Between**  
**Western Wyoming Community College and Valley City State University**

**Introduction:** This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Western Wyoming Community College (hereinafter WWCC) 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 from WWCC to VCSU. Students will earn an Associate degree from WWCC and a Bachelor of Science degree in Elementary Education from VCSU. This agreement will be set up so that students will be able to complete both an Associate degree from WWCC and a B.S. degree in elementary education from the same location.

**Motivating Principles and Values:**

1. Students will be well served by the partnership and the high-quality teacher education program set forth in this agreement.
2. This partnership will benefit the educational needs of the region by providing high quality teacher education graduates.
3. Both campuses will maintain compliance with state and national accreditation guidelines that ensure teacher quality.
4. This partnership will provide high quality collaborative program to students in a convenient, timely, flexible, and cost-effective manner.

**Accreditation:** VCSU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools; The Council for the Accreditation of Educator Preparation (CAEP); and approved by the State of North Dakota Education Standards and Practices Board (ESPB). WWCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the National Association for the Education of Young Children.

**Longevity of Agreement:** This agreement will be in effect for five academic years, beginning January 2021. If the program is terminated, 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.

**Termination or Revisions:** WWCC and VCSU agree to provide at least 90 days advance written notification of their intent to terminate the agreement. All revisions of this agreement require written approval by those who sign this agreement or their successors. Mutually agreed upon amendments to this agreement may be approved by those who sign this agreement or their successors.

**Governance and Management:** This agreement shall be governed by the academic policies and procedures of WWCC and VCSU. According to the requirements and conditions of the program and accreditation guidelines, the Elementary Education Program will be governed by the School of Education at VCSU. The Joint Elementary Education Program Committee will resolve any instructional and logistical issues.

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

WWCC Representatives:

- One Faculty Representative from the Education Program

VCSU Representatives:

- Vice President for Academic Affairs
- Dean for School of Education
- Director of Online Learning

**Campus Responsibilities:** Coursework in the VCSU Bachelor of Science in Elementary Education will be delivered to the WWCC campus using various distance delivery technologies. WWCC will provide mutually agreed upon classrooms and workspace for VCSU. The classrooms that are provided are subject to availability.

**Advising:** WWCC will provide an on-site advisor. The advisor will be the source of information for advisees concerning any special considerations relating to this cooperative program. The third-year students will be appointed a VCSU advisor who will provide expertise regarding VCSU policies and procedures, e.g., transfer, graduation requirements, pre-requisites.

**Admission:** Students taking WWCC course(s) must apply and be accepted for admission at WWCC. Students taking VCSU course(s) must apply and be accepted for admission at VCSU. All admission policies at the respective institutions will apply.

It is agreed upon that WWCC will provide general education courses, supplementary curriculum, and elective courses which satisfy VCSU graduation requirements of students enrolled in this program, based on WWCC minimum enrollment standards.

**Registration:** Each institution will follow its own policies and procedures for registering students for their course (s). WWCC 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 WWCC 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.

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

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.

**Tuition and Fees:** Students taking courses offered by VCSU will be charged and pay all VCSU tuition and fees, including technology fees. Students taking courses offered by WWCC will be charged and pay all WWCC tuition and fees, including technology fees. During semesters when students are enrolled only in VCSU courses, WWCC will assess and collect a fee to the students who elect to have access to WWCC computer labs and the Fitness Center.

**Marketing:** VCSU will be responsible for providing WWCC with marketing materials to distribute to prospective students. WWCC will display information about this agreement on their transfer website. WWCC will work collaboratively with VCSU to identify prospective students for this program.

**Textbooks:** Textbooks for the VCSU courses will be purchased through the VCSU bookstore. Textbooks for the WWCC courses will be purchased through the WWCC bookstore.

**Financial Aid:** Students enrolled in a WWCC two-year degree program will have all aspects of their Federal Title IV Financial Assistance administered by WWCC’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 Direct Loan Program

During the student's enrollment at WWCC, WWCC 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 WWCC students. A contact person from the WWCC Financial Aid Office will be identified to work with a contact person from the VCSU Financial Aid Office.

Valley City State University will be responsible for awarding aid to students who have been accepted to the VCSU elementary education program. Students will have all aspects of their Federal Title IV Financial Assistance administered by VCSU 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;
- Notifying changes in enrollment status to lenders under the Federal Direct Loan Program.

During enrollment in the VCSU elementary education program, VCSU 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 VCSU students with the same residency. A contact person from the WWCC Financial Aid Office will be identified to work with the contact person from the VCSU Financial Aid Office.

Students on the WWCC campus are not eligible for VCSU sponsored scholarships, waivers, or student work-study while pursuing a degree from VCSU. Students enrolled in the VCSU program are not eligible for WWCC sponsored scholarships or waivers.

After students are admitted to VCSU, satisfactory progress will be monitored based on VCSU policy to assure that satisfactory progress requirements are met.

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

**Student Services:** VCSU students at WWCC who are enrolled in at least one WWCC course will have the same access to student services as full-time WWCC students.

**Academic Support Services:** WWCC will provide tutoring and disability support services for WWCC courses. VCSU will provide tutoring and disability support services for VCSU courses. 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.

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



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:

<https://onestop.vcsu.edu/support/solutions/articles/10000026708>

All online students in VCSU courses are expected to abide by the technical requirements, as outlined at <https://www.vcsu.edu/academics/online-programs/online-and-distance-learning-technical-requirements/>

The following URL provides additional information regarding the notebook computer initiative at VCSU: <https://www.vcsu.edu/student-life/technology-services/laptop-initiative/>

**Academic Procedures:** VCSU academic guidelines, policies, and procedures for the students enrolled in courses through this arrangement on the WWCC campus apply in regard to the following:

- Academic probation/suspension
- Graduation honors
- Academic honors
- Official withdrawal
- Course load limitations

WWCC’s and VCSU’s respective academic guidelines, policies, and procedures for students enrolled in courses through this arrangement on the WWCC campus apply on a course-by-course basis in regard to the following:

- Course repetition
- Incomplete work
- Course challenges
- Attendance
- Add/Drop dates for individual classes

VCSU’s School of Education coordinator Angela Saxlund, Director for Online Elementary Education Programs (701-845-7181) will be the agreement manager for the articulation between WWCC and VCSU.

**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.

**Required Courses for Elementary Education in the General Education Block**

<b>VCSU COURSES</b>	<b>WWCC EQUIVALENT COURSES</b>
BIOL 111, 150, 151 or 170	BIOL 1020, 1003, 1010, 2022, ZOO 2010, 2015 (4)
GEOL 100, 106	GEOL 1070, 1100, 1200 (4)
CHEM 115, 116, 121, 122 or PHYS 100, 110, 211, 212, 251, 252, or STEM ED 160	ASTR 1050, CHEM 1000, 1020; PHYS 1050, 1090, 1100, 1310 (4)
HIST 103 US Hist I or 104 US Hist II (3)	HIST 1211 US to 1865 or US from 1865 1221(3)
PSYC 111 – General Psychology (3)	PSYC 1000(3) General Psychology
GEOG 111 Survey of Geography (2)	

**Required Courses for Elementary Education Major**

<b>VCSU COURSES</b>	<b>WWCC EQUIVALENT COURSES</b>
EDUC 210 – Creative Activities (2)	
EDUC 315 Math in the Elem School (3)	
EDUC 320 Social Studies in the Elem School (3)	
EDUC 322 Methods of Language Arts (3)	
EDUC 323 Methods of Reading in Elem (3)	
EDUC 350 Elem Practicum & Classroom Management (2)	
EDUC 355 Science Methods for Elem Teachers (3)	
EDUC 491 Senior Portfolio (1)	
EDUC 277 Math for Elem Teachers I (3)	MATH 1100 – Math for Elem Teachers – Num & Op (3)

**Professional Education Sequence Courses for Elementary Education Major**

VCSU COURSES	WWCC EQUIVALENT
EDUC 240 Educating Exceptional Students (3)	EDEX 2484 Intro to Special Education (3)
EDUC 250 Introduction to Education (3) <i>*Students may use practicum hours from EDUC - 2100 towards EDUC 250 requirements.</i>	EDFD 2020 – Foundation of Education (4) (40-hour practicum embedded in the Foundation course) and VCSU EDUC 249 – Intro to VCSU (1)
EDUC 283 – Understanding Cultural Diversity (3)	
EDUC 300 – Educational Technology (2)	ITEC 2360 – Teaching with Technology (3)
EDUC 321 – Foundation of Reading (3)	
EDUC 330 – Children’s Literature (3)	LIBS 2280 – Literature for Children (3)
EDUC 352 – Culturally Diverse Practicum (1)	
EDUC 400 – Ed Psychology (2)	EDFD 2100 – Ed Psychology (4)
EDUC 450 – Trends in Assessment (2)	
EDUC 490 – Student Teaching (10)	
PSYC 250 – Developmental Psychology (3)	PSYC 2300 Developmental Psychology (3)
EDUC 278 Math for Elem Teachers II (3)	MATH 1105 – Data Prob & Algebra (3) or MATH 2120 – Geom & Measurement for Elem (3)

**Signatures:**

**For Western Wyoming Community College:**


  
\_\_\_\_\_  
President 9-14-2020  
Date

  
\_\_\_\_\_  
Vice President for Student Learning 9/14/20  
Date

**For Valley City State University:**

  
\_\_\_\_\_  
Dr. Alan LaFave, President 9/1/2020  
Date

  
\_\_\_\_\_  
Dr. Margaret Dahlberg, Vice President for Academic Affairs 8/27/2020  
Date

  
\_\_\_\_\_  
Dr. Sheri Okland, Dean, School of Education 8/31/20  
Date





**WESTERN WYOMING COMMUNITY COLLEGE**  
 An Associate in Arts or Associate in Science degree will transfer as a block fulfilling all lower division general education courses. There are upper division required courses listed below.

**VALLEY CITY STATE UNIVERSITY**  
 Major: **Elementary Education**  
**B S in Education**

Student Name \_\_\_\_\_ updated  
 Student ID \_\_\_\_\_ VCSU 08/01/14  
 WWCC 08/01/14

2014-2016

General Education				Required Courses				23-29 Hrs				Professional Education Sequence				37-43 Hrs			
Subject-Catalog Nbr-Course Title (Credits)	Cr	Gr		Subject-Catalog Nbr-Course Title (Credits)	Cr	Gr		Subject-Catalog Nbr-Course Title (Credits)	Cr	Gr		Subject-Catalog Nbr-Course Title (Credits)	Cr	Gr		Subject-Catalog Nbr-Course Title (Credits)	Cr	Gr	
<b>Communication &amp; Collaboration - 9 crs</b>				<b>EDUC 210 Creative Activities (2)</b> and				online				<b>EDUC 240 Educ Exceptional Students (2)</b>				online			
<b>ENGL 1010</b> English Composition I (3)				PEPR 2012 PE for Elem School (3)				WYOM				<b>or</b> EDEX 2484 Intro to Special Education (3)				WWCC			
<b>ENGL 1020</b> English Composition II (3)				<b>or</b>								<b>EDUC 250 Introduction to Education (3)</b>				online			
<b>or ENGL 1111</b> Advanced Composition (3)				ART 1000 General Art (3)				WWCC				<b>or</b> EDFD 2020 Foundation of Education (3) and				WWCC			
<b>or ENGL 2010</b> Technical Writing (3)				<b>and</b>								EDFD 1010 Field Experience I (2) and				WWCC			
<b>COMM 1010</b> Public Speaking (3)				MUSC 1000 Intro to Music (3)				WWCC				EDUC 249 Intro to VCSU Program (1)				online			
<b>or COMM 1030</b> Interpersonal Comm (3)				<b>and</b>								<b>EDUC 283 Understand Cultural Diversity (3)</b>				online			
<b>Technology - 3 crs</b>				PEPR 2012 PE for Elem School (3)				WYOM				<b>EDUC 300 Educational Technology (2)</b>				online			
MAP 1905; COSC 1010, 1200				<b>EDUC 315 Mathematics in Elem Sch (3)</b>				wksp				<b>or</b> ITEC 2360 Teaching with Technology (3)				WWCC			
<b>Aesthetic Engagement - 6 crs</b>				PEPR 2012 PE for Elem School (3)				WYOM				<b>EDUC 321 Foundations Reading Instruct (3)</b>				wksp			
<b>Literacies - 3 crs</b>				<b>EDUC 320 Social Studies in Elem Sch (3)</b>				online				<b>EDUC 330 Children's Literature (3)</b>				VCSU			
ENGL 2140, 2150, 2250, 2310, 2320				<b>EDUC 322 Methods Language Arts Inst (3)</b>				wksp				<b>or</b> LIBS 2280 Literature for Children (3)				WWCC			
2340, 2370, 2390, 2420, 2470;				<b>EDUC 323 Methods Reading in Elem Sch (2)</b>				wksp				<b>EDUC 352 Culturally Diverse Practicum (1)</b>				online			
HUMN 1090, 2486				<b>EDUC 350 Elem Practicum &amp; Clsrm Mgmt (2)</b>				online				<b>EDUC 400 Educational Psychology (2)</b>				online			
PHIL 1000, 2300, 2310, 2315				<b>EDUC 355 Science Methods Elem Tchr (3)</b>				hybrid				<b>or</b> EDFD 2100 Educational Psychology (3)				WWCC			
SPAN 2030, 2040; THEA 1000, 1120				<b>EDUC 491 Senior Portfolio (1)</b>				online				<b>EDUC 450 Trends Assessment &amp; Ed Issues (2)</b>				online			
<b>Art &amp; Music - 3 crs</b>				<b>MATH 277 Math for Elem Teachers I (3)</b>				VCSU				<b>EDUC 490 Student Teaching (Elem) (10)</b>				VCSU			
ART 1000, 2010, 2020; HUMN 1010				<b>or</b> MATH 1100 Number & Oper Elem Teach (3)				WWCC				<b>MATH 278 Math for Elem Teachers II (2)</b>				VCSU			
MUS 1000, 2015, 2050, 2055												<b>or</b> MATH 1105 Data, Prob, Alg Elem Teach (3)				WWCC			
<b>Problem Solving - 15 crs</b>												<b>PSYC 250 Developmental Psychology (3)</b>				online			
<b>Mathematics - 3 crs</b>												<b>or</b> PSYC 2300 Developmental Psychology (3)				WWCC			
<b>MATH 1400</b> Pre-Calculus Algebra (4) or higher				<b>Recommended Electives</b>															
<b>Lab Science - 12 crs</b>																			
<b>Biology*</b>																			
BIOL 1003 Current Issues in Biology (4)																			
<b>Geology or Earth Science*</b>																			
GEOL 1100 Physical Geology (4)																			
<b>Chemistry or Physics*</b>																			
Any 4 credit CHEM or PHYS (4)																			
*One course in Biology, Earth Science, & Physical Science is required																			
<b>Global Aware &amp; Effective Citizen - 6 crs</b>																			
<b>HIST 1211</b> U.S. History I: To 1865 (3)*																			
<b>or HIST 1221</b> U.S. History II: From 1865 (3)*																			
<b>PSYC 1000</b> General Psychology (4)*																			
<b>Wellness - 2 crs</b>																			
<b>EAC - a Health/Physical Education course</b>																			
<b>Additional General Education - 2 crs</b>																			
<b>EOG 111 Survey of Geography (2) *</b>																			
<b>or</b> G&R 1000 Intro to Geography (3) *																			
<b>or</b> G&R 1050 Intro to Natural Resources (3) *																			

**WESTERN WYOMING COMMUNITY COLLEGE**

*In Associates in Arts or Associate in Science degree will transfer as a block fulfilling all lower division general education courses. There are upper division required courses listed below.*

**VALLEY CITY STATE UNIVERSITY**

Major: **Elementary Education**  
**B S in Education**

**2014-2016**

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

*updated*

VCSU 08/01/14

WWCC 08/01/14

<b>Total Gen Ed Credits Required - 43-44</b>	<b>* Required by Mai</b>	<b>Total Major Credits Required - 60-72</b>			<b>Minimum Credits Required to Graduate - 120</b>		
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**COOPERATION AGREEMENT**  
**Between**  
**WEBER STATE UNIVERSITY**  
**And**  
**WESTERN WYOMING COMMUNITY COLLEGE**

This Cooperation Agreement ("Agreement") is entered into as of the 1st day of November, 2015, by and between WEBER STATE UNIVERSITY, a Utah state institution of higher education, on behalf of its Colleges and Departments ("WSU"), located in Ogden, Utah, and WESTERN WYOMING COMMUNITY COLLEGE, a Wyoming state institution of higher education, ("WWCC"), located in Rock Springs, Wyoming, for the purpose of defining the parameters and responsibilities of all parties in the WSU/WWCC accredited Health Care Classification Coding Institutional Certificate ("HCCC"), Associate of Applied Science in Health Information Technology ("HIT"), and Bachelor of Science in Health Administrative Services with an Emphasis in Health Information Management ("HIM") partnership and promotion of a collaborative Health Care Classification Coding Certificate, Associate of Applied Science in Health Information Technology, Bachelor of Science in Health Administration Services with an Emphasis in Health Information Management Program ("Program").

**RECITALS**

WSU desires to provide WWCC students access to our Health Care Coding Classification Institutional Certificate ("HCCC"), Associate of Applied Science in Health Information Technology ("HIT") and Bachelor of Science in Health Administrative Services with an Emphasis in Health Information Management ("HIM"), as a public university organized under the laws of the State of Utah for the provision of higher education, with an accredited program for the training of Health Care Coding Classification Institutional Certificate, Associate of Applied Science in Health Information Technology, Bachelor of Science in Health Administrative Services with an Emphasis in Health Information Management.

WWCC; in order to meet the increasing need for qualified HCCC, HIT, and HIM graduates in its community, desires to provide students access to an accredited HCCC, HIT, and HIM program at WWCC; and WSU is willing to provide an extension of its HCCC, HIT, HIM Program in Rock Springs, WY ("Program") for WWCC' students enrolled in the Program ("Students") through WSU Online.

**TERMS**

In consideration of the above recitals, the terms and conditions of this Agreement set forth below and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, WSU and CC agree as follows:

1. OBLIGATIONS OF WSU
  - 1.1 Deliver HCCC, HIT, and HIM course materials through WSU Online.

- 1.2 Participate in the evaluation of WWCC HCCC, HIT, and HIM program applicants, if necessary.
- 1.3 Compile grades from each course in WSU Online.
- 1.4 Award the Institutional Certificate, Associate of Applied Science degree, and Bachelor of Science degree to Students upon successful completion of required program curriculum.
- 1.5 Adhere to policies, rules, and regulations of all clinical agencies and hospitals in which students are assigned for clinical training.
- 1.6 Deliver the Program consistent with policies and procedures of WSU.
- 1.7 Provide Student advising, supervision, and delivery of the Program to facilitate its successful completion.
- 1.8 Maintain standards required to ensure Program's eligibility for HCCC, HIT, and HIM program accreditation.
- 1.9 Have the Health Information Management Program Director, or designee, represent WSU in supervision and delivery of the Program to facilitate its successful completion.
- 1.10 Provide Program courses as outlined in Attachment A.

## 2. OBLIGATIONS OF WWCC

- 2.1 Provide general education and Program prerequisite courses outlined in Attachment A.
  - 2.2 Provide testing space adequate to complete the WSU Program exams and or exercises.
  - 2.3 Provide a point of contact at WWCC, to collaborate and coordinate with WSU Outreach and Recruiting Advisor, if necessary.
  - 2.4 Require students to complete background checks, drug screens, and vaccination records as required by clinical practicum sites as directed by WSU program procedures.
  - 2.5 Provide student advisement and general education support.
-

3. OBLIGATIONS OF BOTH PARTIES

3.1 Consultations and Collaboration:

3.2 Participate in onsite collaboration at WWCC campus and WSU campus, as needed.

3.3 Participate in annual assessment meeting with WSU HCCC, HIT, and HIM Department.

3.4 Collect pertinent information for maintenance of ongoing student educational records such as documentation and reporting of grades and demographic information required by the Department of Labor ("DOL") Education Training Assistance ("ETA") Trade Adjustment Assistance Community College and Career Training Grant Program ("TAACCCT").

3.5 Facilitate communications between WSU representatives (administration, faculty, and Students) and WWCC representatives.

4. INSURANCE AND INDEMNIFICATION

4.1 Insurance: Each party agrees, at its own cost, to maintain reasonable insurance coverage for liability and the protection of personal property at all times during the term of this Agreement either through commercial insurance or self-insurance, the nature of which will be reasonably provided to the other party.

4.2 Indemnification: The parties acknowledge that they are independent contractors and may not purport to bind or affect the duties or obligations of the other. WSU is an entity subject to the provisions of the Utah Governmental Immunity Act (Title 63G, Chapter 7, Utah Code Annotated, 1953, as amended). Consistent with the terms of this Act, it is mutually agreed that each party is responsible and liable for its own wrongful or negligent acts which it commits or which are committed by its agents, officials, or employees; provided that any amount of damages awarded against WSU and payable under this provision are limited to the amounts set forth in the Utah Governmental Immunity Act in effect at the time judgment is entered. It is also agreed that under this paragraph WSU does not waive any procedural or substantive defense or benefit provided or to be provided by the Governmental Immunity Act or comparable legislative enactment.

4.3 Notice of Claim: Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it, which could result in a claim for indemnification specified in Section 4.2 above.

5. LAWS, RULES, AND REGULATIONS; NON-DISCRIMINATION

- 5.1 Laws, Rules and Regulations: WSU and WWCC agree to abide by all applicable executive orders, federal, state and local laws, rules and regulations in effect as of the date of this Agreement, and as they may change or be amended from time to time.
- 5.2 Non-discrimination: WSU and WWCC agree that no person shall be subject to unlawful discrimination on the basis of race, color, religion, sex, national origin, age, veteran status or disability in connection with carrying out this agreement.
- 5.3 Student Records: WSU and WWCC acknowledge that many students' educational records are protected by the Family Educational Rights and Privacy Act (FERPA), and that student permission must be obtained before releasing specific data to anyone other than the parties subject to this Agreement. Information gathered in the course of this agreement will only be used for the purposes of carrying out this agreement. WSU and WWCC will disclose information from a student's educational record, as appropriate, to personnel in the Program who have a legitimate need to know in accordance with FERPA. That information will not be disclosed (by any personnel) to any other person without the student's prior written consent.

6. USE OF NAME; ADVERTISING

- 6.1 Use of Name: Neither party shall use the other's name, corporate or business, in a manner which is reasonably likely to suggest that the two parties are related, without first obtaining the written consent of the other party.
- 6.2 Advertising: Subject to prior approval from both WSU's and WWCC's marketing departments mutually agreed upon advertising and media marketing will be provided to highlight the Program.

7. TERM AND TERMINATION

- 7.1 Term: the term of this Agreement shall be the period commencing on the effective date and continuing thereafter for a minimum of 5 years, unless terminated by either party pursuant to the terms of this Agreement.
- 7.2 Termination: This Agreement is subject to annual review and shall be in effect until terminated by mutual agreement of WSU and WWCC.

8. DIRECTION AND ADMINISTRATION

The parties agree that:

- 8.1 Issues concerning the operation of the WWCC site shall be addressed through a committee, the members of which shall include:

WSU: HIM Program Director (or designated WSU Dumke College of Health Professions representative).

WWCC: Dean (or designated WWCC representative).

- 8.2 Specific planning shall be carried out under the direction of Dean of the WSU Dumke College of Health Professions (or designated representatives), and Dean of the WWCC (or designated representatives).

9. PROPRIETARY MATERIALS

All rights, title and interest to any and all course content, including exercises, curriculum and/or Program course materials delivered through WSU Online under this Agreement, whether or not patentable, shall belong to Weber State University, Dumke College of Health Professions and the Health Administrative Department. As such, shall be considered proprietary intellectual property of said University and its subdivisions, throughout and beyond the period of performance of this agreement.

10. TUITION AND FEES

- 10.1 Students will be responsible to apply for admissions to Weber State University and enroll directly into WSU Online Courses. Payment of tuition and fees will be on a per credit hour basis set forth by WSU online existing structure and will not be charged out-of-state tuition.

- 10.2 Students enrolled in the Program shall be eligible to secure financial aid through WSU subject to applicable rules and regulations. WSU will collect all tuition assessed against Students enrolling in the Program courses.

11. STUDENTS

- 11.1 Students shall, prior to graduation, meet degree requirements established by WSU, including general education standards.

- 11.2 For purposes of reporting enrollment to the State Board of Regents, Students shall be considered full time equivalents (FTEs) of Weber State University for courses taken through WSU. Students shall be considered full time equivalents (FTEs) of WWCC for courses taken at WWCC.

12. REGISTRATION

12.1 Students shall be responsible for registering for courses under this Agreement through WSU Admissions and Registration.

13. TRANSFER CREDITS

13.1 Students enrolling under this Agreement may request credit at WSU for course work completed at institutions other than WWCC subject to WSU policies and procedures governing recognition of transfer credits.

14. OTHER PROVISIONS

14.1 Force Majeure: Without affecting any right of cancellation or termination set forth in this Agreement, either party may suspend this Agreement at any time because of a labor dispute or disruption of its personnel, war, the declaration of a state of national emergency, acts of God or the public enemy, or other cause beyond the control of such party, by giving the other party written notice of such suspension and the reason for the same. Services to be provided hereunder shall be made and performed to the date of such suspension and shall thenceforth cease until the period of such suspension has ended.

14.2 Non-assignment: Neither party shall assign, transfer, or contract for the furnishing of services to be performed under this Agreement without the prior written approval of the other.

14.3 Entire Agreement and Modification: This Agreement and its attachments, if any, constitutes the entire understanding between the parties with respect to the Program and may be modified only by written agreement signed by both parties.

14.4 Governing Law: This Agreement shall be governed by and construed under the laws of the State of Utah, which shall be the forum for any lawsuit arising from or incident to this Agreement.


14.5 Severability: In the event one or more clauses of this Agreement are declared illegal, void, or unenforceable, that shall not affect the validity of the remaining portions of this Agreement.

14.6 Governing Board: WSU and WWCC acknowledge that this Agreement is subject to any approvals of governing boards, trustees, or other governing bodies required to do so.


14.7 Failure of Legislature to appropriate: If the performance of either party under this Agreement depends upon the appropriation of funds by the Utah Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then either party may provide written notice of this to the other and cancel this Agreement without further obligation. The parties acknowledge that appropriation is a legislative act and is beyond the control of the colleges.

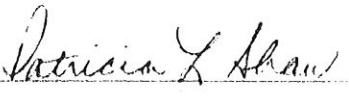
**IN WITNESS WHEREOF**, the parties have caused this Cooperation Agreement to be executed on the date set forth above by their duly authorized representatives.

**WEBER STATE UNIVERSITY**

By:   
Title: Dean, Dumke College of Health Professions  
Date: 12.16.15

**WESTERN WYOMING COMMUNITY COLLEGE**

By:   
Title: Vice President for Student Learning  
Date: 1-12-16

By:   
Title: Chair, Health Administrative Services  
HIM Program Director  
Date: 12/14/15



## Attachment A

### Health Care Coding & Classification, Institutional Certificate

Weber State University		Western Wyoming Community College	
Course	Credits	Course	Credits
HIM 2300 Diagnosis Coding	3	HLTK 1200 Medical Terminology	2
HIM 2320 Ambulatory & Physician Office Coding	3	BIOL 2010 Human Anatomy & Physiology I	4
HIM 2330 Classification Systems Topics & Reimbursement	2	BIOL 2015 Human Anatomy & Physiology II	4
HIM 2410 ICD-10-PCS Coding	2		
HIM 2863 PPE in Coding	1		
HTHS 2230 Intro to Pathophysiology	3		
HTHS 2240 Intro to Pharmacology	3		
<b>WSU Total</b>	<b>17</b>	<b>WWCC Total</b>	<b>10</b>
<b>Combined credit requirements 27</b>			

### Health Information Technology, AAS Degree

Weber State University		Western Wyoming Community College	
Course	Credits	Course	Credits
HIM 2000 Intro to Health Information Systems & Settings	3	ENGL1010/2010 English Composition	6
HIM 2250 Healthcare Privacy & Security	3	Humanities or Creative Arts	3
HIM 2300 Diagnosis Coding	3	Social Science	3
HIM 2320 Ambulatory & Physician Office Coding	3	Life or Physical Science	3
HIM 2330 Classification Systems Topics & Reimbursement	2	HLTK 1200 Medical Terminology	2
HIM 2410 ICD-10-PCS Coding	2	BIOL 2010 Human Anatomy & Physiology I	4
HIM 2500 Healthcare Database Management & Security	3	BIOL 2015 Human Anatomy & Physiology II	4
HIM 2861 Professional Practice Experience I	2	CMAP 1905 Integrated Applications Or COSC 1200 Computer Information Systems	3
HIM 2862 Professional Practice Experience II	2		
HIM 2863 PPE in Coding	1	MATH 1400 College Algebra	4
HIM 3000 Computer Applications in Health Care	3		
HIM 3300 Intro to Quality Improvement	3		
HTHS 2240 Intro to Pharmacology	3		
HTHS 2230 Intro to Pathophysiology	3		
HAS 3000 The Health Care System	3		
<b>WSU Total</b>	<b>39</b>	<b>WWCC Total</b>	<b>32</b>
<b>Combined credit requirements 71 (unless BIOL 2010 or 2015 fulfills LS then 68)</b>			

**Admission Prerequisite and Required Support Courses For Students Entering the WSU Bachelor of Science Health Information Management with an AAS Degree:**

**Prerequisite:** Previous completion of an accredited Health Information Technology Associate of Applied Science program or equivalent curriculum.

**Required Support Courses:**

WSU IS&T 2010 Business Computer Skills or WWCC articulated equivalent

WSU IS&T 3110 Information Technology for Business or WWCC articulated equivalent

WSU ACTG 2010 Survey of Accounting I or WWCC articulated equivalent

**General Education Requirements For Students Entering the WSU Bachelor of Science Health Information Management with an AAS Degree:**

**Core General Education Requirements:**

WSU COMPOSITION (EN) 3 credit hours *or WWCC articulated equivalent*

WSU QUANTITATIVE LITERACY (QL) 3-5 credit hours *or WWCC articulated equivalent*

AMERICAN INSTITUTIONS (AI) 3-6 credit hours *or WWCC articulated equivalent*

COMPUTER & INFORMATION LITERACY (CIL) 2-5 credit hours *or WWCC articulated equivalent*

DIVERSITY (SS/DV, LS/DV, HU/DV, or CA/DV) 3 credit hours *or WWCC articulated equivalent*

**Breadth General Education Requirements:**

HUMANITIES & CREATIVE ARTS (HU, CA) nine credit hours - at least three credit hours from Humanities and at least three credit hours from Creative Arts *or WWCC articulated equivalent*

SOCIAL SCIENCES (SS) six credit hours in addition to those taken in American Institutions *or WWCC articulated equivalent*

PHYSICAL SCIENCES & LIFE SCIENCES (PS) nine credit hours - at least three credit hours from Physical Sciences and at least three credit hours from Life Sciences *or WWCC articulated equivalent*.

<http://catalog.weber.edu/content.php?catoid=7&navoid=1244> - General\_Education\_Requirements

**Please Note:**

***WWCC Associate of Science or Associate of Arts degreed Students enter the program with General Education Requirements fulfilled.***

**Health Information Management, BS Degree**

a. AAS degree, required support courses, *and* general education requirements

**OR**

b. AS or AA degree, required support courses, *but* enter with general education requirements fulfilled

**PLUS:**

Weber State University		Western Wyoming Community College	
Course	Credits	Course	Credits
HIM 3200 Epidemiology & Biostatistics	3	POLS 1000 U.S. and Wyoming Government <b>Or</b> HIST 1211 and HIST 1221	3 or 6
HIM 3400 Health Care Networks & Databases	3	Humanities or Creative Arts (3 must be HU; 3 must be CA)	6
HIM 3450 Health Care Systems Analysis & Design	3	Social Science	3
HIM 3500 Biomedical Research Support	2	Life and Physical Science (3 must be LS; 3 must be PS)	6 or 8
HIM 4100 Health Information Services Management	3	ACCT 2010 Financial Accounting	4
HAS 3230 Health Communications	3		
HAS 3260 Health Care Administrative & Supervisory Theory	3		
HAS 3750 Health Care Financial Administration	3		
HIM 4990 Baccalaureate Thesis & Presentation or HAS 4860 Practicum/Internship	3 or 4		
HAS 3240 Human Resource Development in Health Care	3		
<b>Total</b>	<b>29 or 30</b>	<b>Total</b>	<b>22 or 27</b>
<b>Combined credit requirements 51/56 or 52/57</b>			