

# Section II only – Course Exchange Agreement

Effective Date: March 4, 2024

This agreement terminates December 31, 2024.

## II. Student Course Exchange Program

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- A. The purpose of the course exchange agreement is to allow a properly enrolled student at any of the Tri-College institutions to utilize the Tri-College University course exchange program as a means of supplementing the preparation and completion of a degreed program or the transfer to a partner institution.
- B. Students may take undergraduate online courses, but specific course restrictions apply at each partner institution. Space availability restrictions apply to all courses.
- C. The intention and guidelines of the Course Exchange Program for undergraduate students are as follows:
  - 1. The Course Exchange agreement allows a student to register for a TCU class at their home campus, to be taken at a partner institution, without going through separate admission procedures.
  - 2. A student may be restricted from the course exchange based on the host institution's policy on criminal history.
  - 3. No additional tuition may be charged for participation in the course exchange program. Program, differential tuition, and/or course fees may be charged to supplement costs for specialized programs, laboratory, studio, materials, or supply fees.
  - 4. A student is required to meet residency requirements at the degree-granting institution before a degree may be earned. Individual programs or departments may set their own requirements for the length of time that a student is required to be enrolled in their program or at their degree-granting institution, such as with professional programs.
  - 5. A student may be granted a minor from a partner institution only if their home campus does not offer an equivalent minor.
  - 6. Only courses not offered at the student's home institution in a given term or semester are allowed.
  - 7. The TCU course exchange is limited to two courses, per student, per semester/term, per institution. Exceptions that do not require written permission for the two courses per term or semester limit among institutions are as follows:
    - a) A student who has declared a recognized minor not offered by their home campus. The minor must be declared and on file with the home institution, and will be confirmed by the home institution at the point of registration. The partner campus will verify that the courses being requested are required for the minor;

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- b) A student who requests enrollment in either the Aerospace Studies/Air Force ROTC (AS) or Military Science/Army ROTC (MS) courses at NDSU (regardless of declaring the Aerospace Studies or Military Science minors);
  - c) A student who requests enrollment in a course/lab pairing (if the lecture and corresponding lab are considered two separate courses);
  - d) Other requests for exceptions may be reviewed on an individual basis.
8. An MSUM, NDSU, Concordia, , and M State student is required to take at least one course at their home campus when participating in the Course Exchange Program.
  9. Concordia does not participate in the course exchange during the summer semester and limits course exchange to their full-time students and courses not offered at Concordia during that semester.
  10. A student from a partner institution will be processed during the partner institution's open enrollment and registered if space allows. Early submission of the Tri-College registration form does not guarantee enrollment in the class.
  11. If permission is required for the course, the students must contact the instructor for written authorization or permit, which then must be submitted to the home campus Registrar's Office.
  12. The student is responsible for completing and passing any prerequisites necessary prior to registering for a course at a partner institution and should refer to the course description for the required prerequisites.
  13. A student may register to audit a class via Tri-College on a space-available basis. The auditor must comply with the audit regulations related to registration and payment at the home institution and follow the rules of an auditing student at the partner institution. Restrictions may apply regarding which classes may be audited. Instructor permission is required.
  14. Grades received in courses taken through the TCU course exchange are calculated in the home institution's grade point average and count toward graduation requirements.
  15. Official grades are recorded on the student's home campus 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. Drop/add, pass/fail requests, or withdrawals follow the student's home campus deadlines. Variable-length courses' deadlines may vary.
  18. Grade appeals need to be filed and action will be taken at the campus where the course in question was offered. The home institution will be notified and record the grade determined by the partner institution offering the course.

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19. A student enrolled in course exchange at a partner institution is subject to disciplinary action for social or academic integrity violations by the receiving institution. The home campuses will be notified and comply with the actions taken and may take additional action.
  20. Campuses will provide a mechanism for a smooth registration process for courses taken through the TCU course exchange. No additional registration fee will be charged to the student.
  21. Campuses will actively publicize the availability of courses at all five campuses to ensure that students and academic advisors are aware of the existing options.
  22. Campuses will monitor the level and pattern of registrations under the Student Course Exchange and keep Tri-College related officials informed of such figures in a timely manner. Campuses shall provide course exchange data to TCU within two months after completion of the term.
- D. Course Exchange as it applies to faculty and staff who wish to take classes.
1. Tuition waivers are permitted through the Tri-College course exchange.
  2. Faculty or staff members, who are eligible to audit a course on their home campus, may audit a class through Tri-College University at one of the partner institutions and are subject to the home school audit fees. Restrictions may apply regarding which classes may be audited. Instructor permission is required.
  3. MSUM and NDSU faculty or staff may enroll in a graduate-level course via the Tri-College course exchange agreement. Graduate students should consult with their advisor for plan of study applicability.
  4. Concordia College allows tuition waiver course exchange for faculty and staff for undergraduate level courses only.
  5. As employees of NDSU, the course exchange agreement is extended to Tri-College University administrative office staff. TCU administrative office staff may qualify for the tuition waiver program.
- E. It is the intent of this agreement that there be an approximately equal number of students and/or credits to be exchanged between each pair of institutions covered herein.
1. If the difference in the number of credits exchanged between two institutions exceeds a total of 900 credits for the annual reporting period, then it is considered a gross inequity and will trigger the following:
    - a) Annual course exchange data will be comprised of end-of-term figures and shall account for withdrawals.
    - b) The annual reporting period will begin with the Summer term and end with the Spring term of the following year.

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- c) The Commissioners of the institutions involved in the inequities will determine how much, if any money should be paid out to compensate the partner institution with the gross inequity.
  - d) The amount of payment may not exceed the average cost per credit of the two institutions in question.
  - e) The Commissioners shall consider in their deliberations, if this is an isolated event or if it is part of an ongoing pattern.
  - f) Payments may not be made for gross inequities that are more than two years old.
- F. Offerings not eligible under the exchange program may include:
- 1. Courses not included in NDSU's tuition cap. Students should review individual course notes for any potential course restrictions.
  - 2. International Travel Programs, independent studies, internships, externships, co-ops, and work-based learning experiences.
  - 3. Other programs or offerings as determined in writing by agreement of the Provost/VPAA of the campus in which the course or program is offered.
  - 4. Concordia College will allow students who have declared the Church Music Minor to register for private music instruction. In these cases, the student will be responsible for the music lesson fee.