



Internal Review Report

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Final Report date: February 10, 2012



February 10, 2011

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Chancellor Goetz:

Attached you will find the report for the review of Dickinson State University's International Articulation Agreements. The work and findings are limited to the specific area mentioned above and are summarized on the following pages.

Please let me know if you have any questions or if I can assist in any way with the information found in this report or any other materials.

Very truly yours,



Bill Eggert
NDUS Direct of Internal Audit and Risk Assessment

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Executive Summary

The objective of the Dickinson State University (DSU) International Articulation agreement review is to provide the North Dakota University System (NDUS) and DSU President Coston with information on whether specified SBHE policies are being adhered to, and to determine if DSU is in compliance with all international agreements.

This report is a result of activities discovered and researched by DSU staff and faculty and NDUS internal audit conducting interviews on site and via telephone, data gathering and validation.

International Articulation Agreement Review:

NDUS Internal Audit reviewed the areas below.

- Number of international Dual-Degree Joint (DDJ), Top Up, and Disney agreements and compliance with those agreements.
- Verify DDJ/Disney and Top Up program compliance with DSU academic program standards, accuracy of degree's granted and completeness of the student files from 2003 to present.
- Review of overall department and process level internal controls to ensure compliance with State Board of Higher Education policy's (SBHE), North Dakota University System procedure (NDUS), state and federal, the Higher Learning Commission (HLC), and the Department of Education (DOE) requirements.

Upon completion of the review, DSU's international agreements, specifically for the DDJ, Top Up and Disney programs are seriously lacking controls and oversight. Several process level controls have been waived or controls that were once in place have been intentionally overridden or ignored, threatening the overall compliance of the program.

This is a result of continuously deteriorating processes throughout DSU departments and adherence with the requirements set forth in the agreements. Six SBHE policy and NDUS procedure violations were noted during this review and are described below.

The following table summarizes the review objectives and links them with the results of the review. These issues follow the admission, enrollment and graduation processes and not level of importance. **Only violations of the SBHE policies or NDUS procedures are listed in the Executive summary.** Review results include a reference to the detailed issues and Policies or procedural inconsistencies later in the report.

Review objective	Summary review results	Corresponding policy
<p>1. Verify accuracy of students course of study, credit hours earned versus catalog requirements</p>	<p>1. Lack of Documented process and procedures</p> <p>Background: DSU's F status (four year students) & J status (international transfer) visa students should be following the established admission and enrollment and graduation processes. All the processes require official documents in order to be in compliance with SBHE policies and procedures, DSU catalog as well as the articulation agreements. These documents need to be reviewed analyzed and appropriate information entered into ConnectND to create a DSU transcript and GPA. Most of the required documents are received from the recruiter or the student, not the school.</p> <p>Issue: DDJ, Top Up and Disney students are admitted as freshman, not transfer students</p> <p>Issue: Some students did not meet minimum requirements for admission</p> <p>Issue: Official documents are not received</p> <p>Related Issue: Chinese student transcripts are not official</p> <p>Issue: DSU officials accepted a non-standard English proficiency test for Chinese DDJ students.</p> <p>Issue: Transfer credits are not entered into ConnectND.</p> <p>Related issues: DSU cannot verify the DDJ and Top Up students' completion of the required General Education courses. DSU cannot verify the DDJ and Top Up students completed a minor.</p> <p>Issue: Lack of a cumulative GPA</p>	<p>The lack of compliance regarding an internal control structure may be inconsistent with the following SBHE policy numbers: See section 3.1 for SBHE policy</p> <p>402.4 – Admissions Policy – Transfer Applicants -</p> <p>402.9 – Admissions Policy- International students–</p> <p>403.7- Common General Education requirements and transfer of General Education Requirements - 403.7.5- System Satisfactory Academic Progress and cumulative GPA calculation-</p>

<p>1. Continued</p> <p>2. Compliance with International Dual-Degree agreements –</p>	<p><i>Continued</i></p> <p>Issue: Chinese DDJ & Top Up Students do not have the required amount of credits to earn a degree at DSU.</p> <p>Issue: DSU has not forwarded all the agreements to the NDUS Office of Articulation and Transfer (OAT)</p> <p>Potential impact:</p> <ol style="list-style-type: none"> 1. Negative reputational impact on DSU and NDUS 2. HLC accreditation may be jeopardized <ol style="list-style-type: none"> a. Articulation agreements & Criterion requirements 3. Department of Education sanctions 4. Department of State sanctions 5. Department of Homeland Security sanctions 6. Additional time and cost to correct IPEDS and ConnectND 7. Potential legal ramifications <p>Potential Recommended solutions:</p> <ol style="list-style-type: none"> 1. Stop the Chinese DDJ and Top Up program. At a minimum discontinue the Top Up program immediately. 2. Do not award any current degrees without proper documentation. 3. Establish and document a process that all departments must follow. Identify internal controls, SBHE and DSU requirements to ensure no policy violation can occur. Share this with all partner institutions to ensure full compliance. 4. Cancel all agreements and re-evaluate the institutions that DSU should partner with. Of those institutions, restructure all agreements to follow the DSU catalog and a course of study. Have General Counsel review agreements for legality. 5. Have one person responsible for the agreements. 6. Terminate all agreements with the agents. Use DSU recruiters to do your recruiting at the approved partner schools. 7. Require all international students to send official, sealed transcripts directly from their institution to an accredited third party transcript authority for authentication and a course by course evaluation within their first term of enrollment. 8. Require a bank statement in the form of a letter directly from the bank. 9. Require non-English students to take and pass only the TOEFL or IELTS test prior to admission. 	<p>409 – Degrees Offered – Bachelor of Arts (B.A.) and Bachelor of Science (B.S.)</p> <p>403.7.2 – Articulation Agreement – #2 “A copy of each agreement shall be sent to the Office of Articulation and Transfer (OAT)” See section 3.1 for SBHE policy</p> <p>#9 Current President has reinstated SBHE policy as of January 14’ 2012.</p>
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DSU International Articulation Agreement Review Report

Section 1—Internal review process

1.1—Review objectives, scope and work performed

Objectives

1. International Articulation Agreement Review

1. Compile inventory of and determine compliance with all international agreements
 - a. Compile inventory of the Dual-Degree Joint (DDJ), Disney and Top-Up agreements.
 - b. Verify all international agreements are complete, containing a Memorandum of Understanding, Implementation plan, and Articulation agreement
 - c. Verify that articulation agreements follow a required program of study as outlined by SBHE policy and DSU catalog requirements.
 1. Verify that DSU is in compliance with the above requirements.
 - d. Verify that agreements are made with accredited international universities
2. Verify accuracy of students' program of study, credit hours earned versus catalog/program requirements
 - a. Determine if credit hours earned and degrees granted are in compliance with all applicable laws and regulations
 - b. Understand and ensure that student files are updated in a timely and secure manner.
 - c. Student files are complete and contain all required documents per SBHE policy and state law.
 - d. Verify that all students follow the approved enrollment, transfer, registration and graduation processes
3. Ensure there is an adequate internal control structure in place at DSU and assess if these controls are working as designed.
 - a. Ensure overall international student enrollment to degree granted process is in compliance with SBHE and federal law, as well as the internal control structure for DSU.

This review specifically focused on assessing the extent to which policies, procedures and related internal control activities designed to manage specific institutional risks are operating effectively, efficiently and consistently throughout DSU and their subsequent effects on the NDUS.

Scope

The scope of this review is focused on how DSU is controlling and/or mitigating risks specifically with dual-degree agreements, student completion, degrees issued, completeness of student files, and the overall internal control structure of the DDJ student process.

Background and Work performed

A request was made by the NDUS Office of Articulation and Transfer (OAT), which led DSU officials to start gathering and inventorying all international agreements. This task quickly turned difficult as agreements were located in numerous locations. In a subsequent meeting with the Higher Learning Commission (HLC) in Chicago, another group of DSU officials discussed the enrollment process and international agreements and realized they may have an issue with one or more of the HLC's requirements surrounding academic agreements. The HLC requires notification and approval of all academic agreements that do not have a valid and current articulation agreement. Upon further review, as described below, DSU may be in violation of HLC criterion regarding the integrity of grades and degrees issued. DSU officials agreed to review this situation and inform HLC staff of these results. This report provides the requested follow up to the discussion with HLC.

Simultaneously the DSU office of Multicultural Affairs received an email from a department chair informing them of 11 international students who have completed their required courses at DSU and are ready to start their internship with Disney in Orlando, Florida. The Multicultural Affairs department performed a quick audit of the Disney students' transcript versus the required classes to ensure they are in compliance with the agreements. This audit revealed that not one of the students completed all the required classes or credits per the agreement.

This led to an audit on a small random sample of DDJ and Top Up students to ensure they were in compliance with the agreement, DSU requirements and SBHE policies.

This limited audit also revealed the students were lacking required classes and/or credits, but were apparently still granted a degree from DSU.

It was at this point the DSU President Coston, Office of Multicultural Affairs, Office of Institutional Research and the interim Registrar quickly made proactive decisions as they realized the seriousness of the situation. One of these proactive decisions was to request the assistance of the NDUS internal auditor to not only help understand and help correct the issues, but identify the potential ramifications of the actions taken. Internal audit verified the process flows, identified and validated internal controls, control gaps, and potential violation of SBHE policies, NDUS procedures, and DSU policies and compliance with Federal requirements.

Three main areas became the focus of this audit:

1. Inventory and completeness of, and compliance with the requirements in the international agreements.
2. Completeness and accuracy of student files and verification of student's course of study, program adherence and degree granted.
3. Overall responsibility, internal controls, and potential policy violations throughout the entire DDJ, Top Up and Disney admissions to completion processes.

1. Inventory, completeness, and compliance with the agreements.

Multicultural affairs located and inventoried all the international agreements. An Excel database was developed to track several attributes of the agreements.

Typically, agreements where two institutions agree to have a joint degree program or Dual-Degree program (DDJ) should have three separate parts to the agreement, a Memorandum of Understanding (MOU), Implementation plan, and an articulation agreement. An MOU is a high level document that states both institutions will work together. At DSU the process works as follows: DSU receives an MOU from a school the agent is representing. DSU may receive an invite from this international school then would send appropriate campus officials to visit. Rarely will the international school visit DSU. If both institutions agree to work together an implementation plan should be developed.

The Implementation plan is more detailed and covers logistics as well as academics. Normally the plan includes the home campus and DSU responsibilities, initial costs, transportation, housing, meals, colleges of study, and other like requirements. If both institutions agree on the

implementation plan, an articulation agreement is developed by campus officials who may include the Vice President of Academic Affairs (VPAA), Deans or department chairs and others as needed.

An articulation agreement is much more structured and normally includes visits by appropriate DSU officials to the partner institution. An articulation agreement allows international undergraduates who have completed a specific set of requirements or curriculum at a partner institution to properly apply at DSU. Articulation agreements then allow applicants a very rigid and specific program of study. DSU may schedule visits to validate and agree on the specific programs or colleges that both institutions will work within. In DSU's case these are primarily the Business and Communications departments. See attachment 1 – Example Articulation agreement

If they happen, these visits include interviewing students, faculty, and administration on teaching styles, course content and testing. These meetings are also used to compare current catalogs and determine what classes are course-to-course credits transferable and to determine what classes will be required at DSU. Most of this work is completed electronically often via email. If any concerns arise during these program/class meetings, DSU can request the syllabi and continue to evaluate the course. Normally, it is the President and VPAA who will decide on the extent of verification of the course or program. This is the most important of the three as it lays out course equivalencies, timetables, and the amount of credits needed for graduation for each visiting student.

Dual-Degree programs allow students to complete requirements for two degrees from two separate institutions with efficiencies in course taking. Each institution is solely responsible for its own degree. DDJ & Top Up agreements vary in program length with a majority of them following a 2+1+1 plan. This is where a student completes two years on their home campus then one year of study at DSU, then back to the home campus for their final year earning one degree from the home campus and one from DSU. Programs can vary from a 2+2 to 3+1 to 4+1 for certain areas of study.

The Disney program is a two semester program consisting of 16 credits in Human Resources. One semester is completed on the DSU campus and one semester at Disney World in Florida. While at Disney, students must take one online class at DSU and nine credits of internship to successfully complete the Human Resources certificate.

The results of the Multicultural Affairs inventory:

Multicultural Affairs located 127 international agreements, to date, throughout campus. No one person or department has total responsibility for the agreements as they were located in several locations including the office of past presidents, vice president of academic affairs, vice president of student affairs, and the office of multicultural affairs. Other NDUS institutions were questioned regarding the number of DDJ, Top Up or Disney agreements they currently had in place. Internal audit received three responses with answers ranging from 1, 2 and 12 contracts respectively.

Once DSU and internal audit documented and verified the agreement details, (sign date, expiration date) the results showed:

Of the 127 international agreements:

- 125 were MOU's,
- 64 Implementation plans and
- 28 articulation agreements

Of the 28 DDJ, Disney, and Top Up articulation agreements:

- 12 were for the Disney Human Resources (HR) certificate program,
- 10 were for DDJ programs
- 3 were Top Up agreements

- 2 were Disney/DDJ a 1.5+1+1+1 which is where the student completes the Disney program the second year, and then returns the final to earn a DSU degree.
- 1 was a degree program. Which is a single degree program authorized and conferred by DSU and A partner institution to achieve a DSU specific degree only.

Other issues:

- DSU currently has students from 15 different partner institutions currently on campus. Of those 15 only three articulation agreements appear to be valid. See attachment 2- Articulation agreement/students matrix
- DSU has several students currently attending classes following the wrong academic program. The articulation agreement with the Russian partner institution, clearly states a 2+2 program. However, these students are following a 2+1+1 program which allows them to earn a degree in two semesters instead of two years.

2. Completeness of student files and verification of DSU program adherence.

Each student who takes part in the Disney, DDJ, or Top Up program will first contact a recruiter or agent who regularly visits local Chinese campuses. These agents, who are employed by recruiting firms, present themselves as DSU employees. See attachment 3 Business card Once accepted, the students come to DSU on a J visa status issued from the Department of State. This entitles them to attend school for a set amount of time then return to their home country, also for a required amount of time before returning to the United States.

SBHE and DSU policy require that these students follow the normal admission and enrollment processes, which includes completing an application, submitting current official transcripts and vaccination records along with other documentation. Entering prior transfer credits into ConnectND allows DSU to verify total credits earned, establishes a valid grade point average (GPA) and completion of required general education classes. For DDJ and Top Up students, classes taken at their home campus can be used for class substitutions or prerequisite course at DSU.

Multicultural Affairs will verify all required documents have been received including DS-2019 and I-20's forms. Once completed, this information then goes to enrollment services which admits the students based on all pertinent information, including transcripts. The students are then matriculated as an international transfer student. At this point the records are sent to the academic records office where the credits from their parent university can transfer to DSU and are entered into ConnectND. A general education audit is conducted by the registrar and the new DSU transferred credits is forwarded to the department chair. The department chair will then conduct a major academic audit to ensure student is on the right academic career path.

At DSU, the department chair, not the registrar, evaluates the DDJ and Top Up student's admission transcripts for previous classes that can be transferred to DSU for credit. The department chair also completes the enrollment of these students. However, for the Chinese students all the documentation is scanned and sent electronically. Entering prior transcript history is DSU policy as well as SBHE policy 402.9 but is seldom completed with the DDJ and Top Up programs at DSU.

In addition to the lack of prior credits being entered into ConnectND, DSU officials noted while advising a Chinese student on classes and not having a prerequisite class, the student presented a new "official" transcript complete with the official Chinese University stamp; with the required prerequisite class listed the following day.

Baffled by this, DSU officials researched the transcript process and discovered that the Chinese transcripts are simply an excel spreadsheet the student uses to translate classes and grades into English. In some cases the students have their home university's official stamp as these are readily available in China and can be purchased on the internet. In most cases the official stamp is merely a cut-and-paste from another document. The student will change their

transcript, stamp it official and submit it as an official transcript. The student can put any class or grade on their transcript they desire.

Per SBHE, DSU policies and the articulation agreement, the student normally having completed at least two years of school at their home campus, will take the required classes per their registered program (Business Administration, Communications, or Computer Science) at DSU. A majority of DSU's articulation agreements were initially developed to follow the current DSU catalog ensuring students took all the required classes. These students originally took a summer, fall, winter and a spring semester to complete the requirements.

Currently the Disney, DDJ and Top Up programs do not follow the DSU catalog. Through interviews with Department chairs, the DDJ and Top Up students cannot take all the required core classes in only two semesters, even as overloads. This fact essentially voids the agreements; students are simply not taking all the course work to confer their major required classes per the program.

A majority of students should have completed at least two years of course work prior to coming to DSU. With a minimum of 24 semester hours in China, they should have been admitted as a transfer student as outlined by SBHE policy 402.4 and the DSU admission policy.

At DSU, these students instead were admitted as new freshman causing issues with NSSE, Student Survey Inventory (SSI) and other student survey instruments. DSU and Internal audit also came across Chinese students who apparently only had one year of school in China, thus they should have been registered as a freshman. However, they don't qualify for the DDJ or Top Up programs. All of the agreements require at least two years of school prior to attending DSU.

This audit discovered that many of the Top Up students are not university students in China. These students attend an affiliated remedial program that is part of the Taiyuan University of Technology (TUT). TUT is an accredited regular institute for Ministry of Education in China however, this remedial program should be treated more as an advanced high school or community school and credits earned at these "special" schools do not transfer to any university in China. Upon completion of these three years, the student will have earned the right to start as a new freshman at an accredited Chinese university. DSU has been accepting these students as certified undergraduate university students.

SBHE policy 402.4 and DSU catalog admissions policy state a transfer student is required to have a minimum of a 2.0 cumulative GPA. If below the 2.0 GPA, an evaluation of the students can be performed and can be allowed to enroll. At DSU, the audit revealed at least 15 students did not meet the minimum cumulative 2.0 GPA. On these 15 students the cumulative GPAs range from 1.3 to 1.7. Since these students did not meet the required 2.0 each should have been evaluated on an individual basis. There is no documentation or proof this evaluation was performed. These students should have been denied admission or at least admitted on a probation status. See attachment 4 Copy of Chinese transcript

Through interviews with DSU faculty, more concerns were raised. Chinese students are being allowed to change majors with no prerequisites. This is in direct violation of the articulation agreements. When a student is accepted into the Business Administration program for example, they are on a very tight schedule to complete all the required courses, as previously stated. Allowing students to change majors puts further time constraints on the student and making it virtually impossible to take all the required classes in two semesters and violates transfer credits and electives used from partner institutions. Attachment 5.1 shows the audit sheet used by internal audit and 5.2 is the DSU course catalog with the classes the students completed versus required for an Accounting degree. See attachment 5.1 Audit sheet & 5.2 Accounting program from DSU catalog

According to the DSU catalog a student needs 128 total credits while SBHE policy 409 states a minimum of 120 total credits to earn a bachelor's degree. Upon completion at DSU, the student return home, finish their final year and receive a degree. An official completion transcript from the home institution should be sent to the registrar's office at DSU to ensure the student did in fact return to and complete all the required classes at their home institution. The credits from this final transcript should be entered into ConnectND to verify the student has earned enough credits to receive a degree in the United States and to calculate the final cumulative GPA.

At DSU, compliance with this policy does not happen for the Chinese DDJ and Top Up students. The final transcript is seldom, if ever received from the partner institution, thus it is impossible to prove the required total credits were taken and a cumulative GPA cannot be calculated. The attachment shows a transcript with total credits at 37. Far below the 120 which is required. See attachment 6 total credits

At DSU, the chair of the department audits the student's DSU institutional transcript to verify the student did successfully complete the required program and what degree (BA or BS), if any, should be granted. The institutional transcript has only the classes taken at DSU. Nowhere on the transcript does it have the total credits/hours or the cumulative GPA as required for a degree by DSU and SBHE policy. The next step should be a graduation audit by the Registrar's office. However at DSU, this audit is completed by the department chairs, forwarded to the Registrar and placed in the student's file. In most cases, the registrar was notified via email or verbally. Again at DSU, the department chair, instead of the registrar is the final academic audit review and sends approval for the degree to the registrar. The registrar has the final authority to approve degree.

This breakdown in process controls may accent the reason why several violations have been made when granting degrees to the DDJ and Top Up students. In another case, the chair approved a BA degree in Business Administration for a student only to have the registrar issue a BS degree in Finance instead. Occasionally degrees would be issued to students that were denied by the chairs. Attachment 6 also shows a student who was in the Business Administration but took all Communication classes. See attachment 6 Degree & major versus classes completed.

Additionally, DSU didn't wait for the student to complete their last year of school in China before auditing transcripts and issuing degrees. As documented in ConnectND and on the students' transcripts, degrees were issued shortly after the spring commencement; one full year in advance. See attachment 7 Confirm date on transcript

Based on the initial audits performed by Multicultural Affairs, the discussions with the HLC and through conversations with DSU faculty, it was determined all DDJ, Top Up and Disney student files 2008 to present should be audited for compliance. An audit checklist of required student file documents was created to track compliance. See attachment 8 Audit Checklist

As part of the audit, DSU and Internal audit revalidated the department Chair's transcript audit to ensure program compliance as outlined in the appropriate DSU catalog. This was added as several initial files reviewed were lacking the chairs academic record or audit documentation.

The Office of Institutional Research extracted a list of all international students 2008-present, which was pared down to only those in the Disney, Top Up or DDJ programs. The student files were taken from the registrar's office to a secure location for the audit. DSU and internal audit established a team of staff, faculty and emeritus faculty who verified each student file contained the items listed on the checklist. Several issues quickly surfaced including missing documents, copies instead of originals, and inconsistencies between departments (Colleges). Because of these issues, internal audit expanded the scope from 2008-present to include all DDJ, Top Up, and Disney students.

DSU enrolls five different cohorts of students, domestic traditional, domestic transfer, international traditional, international transfer and international special programs. A cohort is a specific group of students at a specific point in time (i.e. domestic transfers fall 2011). Internal Audit expanded the scope of this audit to include the other four cohorts to ensure DSU was in compliance with SBHE policy's and NDUS procedures were being adhered to. Four of these five cohorts followed the enrollment process and operated as designed. No issues were found. This further confirms that all issues identified are related specifically to this one international special programs cohort.

DSU's inventory of agreements showed the first of this type of program started in 2003 with students starting in 2005. The audit expansion included all current students and those who are currently finishing their course of study at their home university in China but have not yet received a degree from DSU. A 100% population audit would also show the SBHE, HLC and the Department of Education that DSU is being proactive and taking this very serious.

The results of the audit are as follows:

816 DDJ, Top Up & Disney student files were audited 2003-present (spring semester 2012)

Disaggregate Categories	DDJ	Disney	Top-Up	Unknown	Total Students
Overall Students that Participated in Program	550	201	63	2	816
Successfully Completed program and received a degree-1*	410	153	30	1	594
Degree Completers that still are missing credits or course work- 2*	400	153	30	1	584
Dropped or failed and were sent home	26	34	2	1	63
Currently enrolled	80	14	26	0	120
Currently completing final phase at home institution	34	0	5	0	39
Final phase Candidates still missing credits or course work	34	0	5	0	39
Current Enrolled Students represent how many campuses	12	2	4	2	20
How many represented campuses have active Articulation agreements	2**	1***	0	0	0
Overall Student Total	550	201	63	2	816

1*. Special Note: Completers for the DDJ program meeting requirements are (3) from China and (7) from Russia.

2*. Special Note: Majority of files reviewed are missing numerous documents to include admission transcripts and audit, enrollment transcripts and audit, partner campus completion transcripts and graduation audit, course substitution forms, language proficiency documentation, ect.

**Special Note: DDJ Active Articulation agreements are only with Russian Partners.

One Russian Partner's Articulation agreements expired November 2011, allowing current students to still be active

***Special Note: Disney's only Active Articulation agreement is with Capital University of Economics and Business.

Breakout by year and program (total degree's granted)

Degree Semester	AY	DDJ	Disney	Top-Up	Unknown	Total Students
0410 (Fall 2003)	2003-2004	1	0	0	0	1
0440 (Summer 2004)	2004-2005	1	0	0	0	1
0540 (Summer 2005)	2005-2006	4	0	0	0	4
0640 (Summer 2006)	2006-2007	2	0	0	0	2
0740 (Summer 2007)	2007-2008	27	0	0	0	27
0840, 0910 and 0930 (Summer 2008, Fall 2008 and Spring 2009)	2008-2009	75	40	6	0	121
0940, 1010 and 1030 (Summer 2009, Fall 2009 and Spring 2010)	2009-2010	181	77	17	0	275
1040, 1110 and 1130 (Summer 2010, Fall 2010 and Spring 2011)	2010-2011	115	8	7	1	131
1140 and 1210 (Summer 2011 and Fall 2011)*1	2011-2012	4	28	0	0	32
Overall Student Total		410	153	30	1	594

*1- Special Note:AY 2011-2012 is not complete, missing Spring 2012 graduates.

Total Chinese students

Chinese Status	DDJ	Disney	Top-Up	Unknown	Total Students
Currently Enrolled	72	14	26	0	112
Currently In Limbo	34	0	5	0	39
Denied Diploma	19	34	2	1	56
Diploma granted	393	153	30	1	577
Overall Total Files	518	201	63	2	784

Total Russian students

Russian Status	DDJ	Disney	Top-Up	Unknown	Total Students
Currently Enrolled	8	0	0	0	8
Currently In Limbo	0	0	0	0	0
Denied Diploma	7	0	0	0	7
Diploma granted	17	0	0	0	17
Overall Total Files	32	0	0	0	32

To further isolate this issue, internal audit sampled 13 domestic transfer students and traditional international students. Nine domestic students who transferred to DSU from another accredited institution and four international students were audited in the same manner as the DDJ, Top Up and Disney population. This audit revealed that all 13 student files were complete and they followed the admissions, enrollment, and completed the proper courses of study according to SBHE policy and DSU catalog. All relevant information was accurately entered into ConnectND. No issues were found.

This audit shows a total of 743 students who participated in programs at DSU which are now in question. There are currently 120 students enrolled in international special programs, 39 students have finished coursework and are currently awaiting degrees, and 584 graduates who have already received a certificate or degree.

3. Overall responsibility and internal controls throughout the international student process.

Internal audit interviewed eight faculty members regarding the DDJ/Disney process. The same series of questions was asked to each and the answers received were very similar. When asked about their overall thoughts on the DDJ program, they stated the diversity at DSU is needed however this program is not working. When asked why or when it changed, most explained that in 2008-2009 several of the requirements were waived and the language ability declined thus numerous issues developed.

At the start of this program in 2005, the number of DDJ and Disney students was less than the current number and they were well prepared and received good grades. More importantly there were several controls in place to ensure this program operated as designed. An example would be the class substitution forms that were completed by the chairs stating what classes have substituted or taken in place of another class. These forms would then be placed in the student's files, creating a well-documented paper trail and allowing visibility into the process.

Also in the beginning of this program, each student's class schedule was determined by DSU prior to the student arriving on campus. The student knew what classes they were to take and what course of study they had to follow. From 2008 onward there is a noticeably rapid decline in the level of documentation in the student's files. Substitution forms were no longer used, students started changing majors or enrolling in majors that were not part of the program as outlined in the agreements.

This was in part due to the agents/recruiters in China. Through interviews with current Chinese students, the recruiters told them and several other students, they work for DSU and not a recruiting agency. They use the title DSU China Center. See attachment 3 DSU business card. The recruiters promised the potential students they will get their DSU degree before they finish their required classes at their home university. They were promised they could change their meal plan or their living arrangements, if needed. They were also told, once at DSU they could change their major and/or take whatever classes they'd like.

This led to the department chairs scrambling to develop new courses of study for these students. Not knowing or having seen the agreements, the chairs felt they had to accommodate the students. This led to degrees being issued in majors outside of the agreement and degrees issued to students where they didn't have the prerequisites or didn't take any of the core required classes. One of the department chairs did share his concerns about this program with his superiors, the Dean and VPAA, on at least two occasions yet no corrective action was taken. See attachment 5.2 accounting transcript

It was also brought to internal audits attention that some required courses were set-up only for the DDJ, Top Up and Disney students and only offered once a year. Domestic students were forced to take the on-line class which costs more than the in-person class. Also, grading for DDJ students were somewhat lenient. In certain classes the students were all are given "A's" on regular basis. See attachment 9 Grade Roster.

In certain cases special concessions are made for the DDJ and Top Up students when they fail a class. Given their tight schedules, they are given an "I" or incomplete on their fall transcript then are allowed to re-take the class on their own time during the spring semester, to get a better grade. Local students are not given this option. They are advised to drop the class and take it again at a later time.

Section 2—Internal review results

2.1—Detailed issues and corresponding SBHE policy’s

This section of the report details the process observations identified during the review. Each issue listed includes a brief background description, a statement of potential impact, and a recommended solution.

These issues pertain to **only** to the Dual degree joint program, the Top Up program, and the Disney program.

All details and supporting documentation were supplied by DSU staff.

Observation and Recommended Solution	Corresponding policy
<p>1. Verify accuracy of students course of study, credit hours earned versus catalog/program requirements</p> <p>Background: DSU’s F & J status visa students should be following the established admission and enrollment and graduation processes. All the processes require official documents in order to be in compliance with SBHE policies and procedures, DSU catalog as well as the articulation agreements. These documents’ need to be reviewed analyzed and entered into ConnectND to create a DSU transcript and GPA. Most of the required documents are received from the recruiter or the student, not the school.</p> <p>Issue: DDJ, Top Up and Disney students are admitted as freshman, not transfer students Per SBHE policy 402.4 and DSU catalog, students who have completed more than 24 semester hours will be admitted as a transfer student. These students have completed at least two years of post-secondary education.</p> <p>Issue: Some students did not meet minimum requirements for admission At least 15 students did not meet the required 2.0 GPA for admissions as stated in the DSU catalog and SBHE 402.4. Nor does proof or documentation of a student evaluation exist for these students who do not meet the minimum GPA requirements</p> <p>Issue: Official documents are not received SBHE policy 402.9 and 2010-12 DSU catalog all communication and required documentation (transcripts, bank statements, declaration of finances, proficiency tests) for the DDJ, Top Up and Disney students go through an agent. Very little official information comes directly from the home university.</p>	<p>The lack of compliance regarding an internal control structure may be inconsistent with the following SBHE policy numbers:</p> <p>402.4 – Admissions Policy – Transfer Applicants - “#2. ...Such an applicant shall be known as a “Transfer” applicant. #3 – Transfer applicants who have completed 24 or more with ... (b) present a cumulative grade point average of 2.0 on a 4.0 scale. For those who don’t meet requirements, may be evaluated on an individual basis. See section 3.1 for SBHE policy</p> <p>402.9 – Admissions Policy- International students– “#2-For international students, admission processes at each institution must consider English language ability, academic records and financial resources.” See section 3.1 for SBHE policy</p>

Related Issue: Chinese student transcripts are not official
SBHE policy 402.9 and 2010-12 DSU catalog students translate their own transcripts as a courtesy for DSU. Transcripts are a basic excel spreadsheet where the student can enter any class or grade they desire. Some students have submitted transcripts from two different universities as either they just used the template and forgot to change the name or they simply copied another student's transcript. These transcripts also have the official stamp from the university which can easily be a "cut and paste" which has been proven by a DSU professor. Additionally, these university stamps are sold in the markets in China and on the internet, thus anyone can buy one. DSU accepts these as official.

Issue: DSU officials accepted a non-standard English proficiency test for Chinese DDJ students.

SBHE policy 402.9 and 2010-12 DSU catalog state that a test of English is required if not your native language. The DSU catalog states that TOEFL or ILETS should be used. DSU relied on the College English Test (CET) which apparently does not equal SBHE policy requirements. As an example DSU retested 25 students using the TOEFL paper based test and 21 of the 25 were deemed below English proficiency standards as set by DSU and SBHE policies. This is a failure rate of 84%.

Issue: Transfer credits are not entered into ConnectND.

Per SBHE policy 403.7, procedures 403.7.5 and 2010-12 DSU catalog, all transferable credits from official transcripts are to be entered into ConnectND.

As documented earlier in this report, three official transcripts should be received from the home university and entered into ConnectND. Normally only a copy of the student's official admission transcript is received. The Completion transcript will show that the student did receive a degree from the home institution thus allowing DSU to grant a degree. This does not happen at DSU.

Related issues:

DSU cannot verify the DDJ and Top Up students' completion of the required General Education courses.

DSU cannot verify the DDJ and Top Up students completed a minor.

Per SBHE policy 403.7, all Bachelor's degrees require 36 credits of general education. Per the DSU catalog all must earn a minor (21 semester hours) if the student is graduating with a Bachelor of Arts or Science degrees. These general education and minor classes may have been taken at another institution and not input into ConnectND due to a lack of transcripts. Thus no degree can be issued. If proofs of these required classes have been completed, DSU is allowed to waive this requirement.

Continued 402.9 – Admissions Policy- International students– "#2-For international students, admission processes at each institution must consider English language ability, academic records and financial resources." See section 3.1 for SBHE policy

403.7- Common General Education requirements and transfer of General Education Requirements – "The following general education requirement applies to all...Bachelor's degrees at University system institutions. 36 semester hours are required.

403.7.5- System Satisfactory Academic Progress and cumulative GPA calculation- #1- Fall 2010 and later, institutions must enter into the student administration system as individual courses...with grades of..." "All attempted credits must be entered into...ConnectND.." See section 3.1 for SBHE policy

Issue: Lack of a cumulative GPA

Per SBHE procedure 403.7.5 and 2010-12 DSU catalog, all students who graduate with a baccalaureate degree, associate degree or awarded a certificate, must have a minimum of a 2.0 GPA. Only institutional transcripts (DSU specific) are available thus a cumulative GPA is not produced. This has led to several of the DDJ and Top Up students graduating Cum Laude or higher. DSU catalog states "*The cumulative GPA includes all college credits earned prior to graduation, not just college credits earned at DSU.*"

Issue: Chinese DDJ & Top Up Students do not have the required amount of credits to earn a degree at DSU.

SBHE policy 409 and 2010-12 DSU catalog state that 120 & 128 credits hours respectively are required to earn a degree. Nearly all of the DDJ and Top Up students audited only took two semesters or up to 34 credits and earned a four year degree.

409 – Degrees Offered – Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) The bachelor's degrees require a minimum of 120 semester hours comprised of general education, major, minor and electives." See section 3.1 for SBHE policy

Observation and recommended solution	Corresponding policy
<p data-bbox="250 270 997 300">2. Compliance with International Dual-Degree agreements</p> <p data-bbox="224 331 997 604">Background: Internal audit and DSU staff are researching and compiling a complete inventory of all DDJ, Disney and Top Up agreements entered into by DSU officials with international colleges and universities. Internal audit and DSU reviewed and verified the agreements to ensure DSU was in compliance from a legal and an academic perspective. This review revealed that a vast majority of the agreements were incomplete and/or expired and that few followed the required courses/program from the DSU course catalog.</p> <p data-bbox="224 636 997 846">Issue: DSU has not forwarded all the agreements to the NDUS Office of Articulation and Transfer (OAT) Per SBHE policy 403.7.2 a copy of each agreement and memoranda of understanding (and addendums) between other institutions shall be sent to the OAT. DSU has not been compliant with this policy. As of 1/31/12 an inventory of all agreements was still in process.</p> <p data-bbox="224 877 997 1213">Issue: DSU's articulation agreements do not follow DSU's catalog for required degree programs. Most of the DDJ and Top Up articulation agreements are set up as a 2+2, 3+1 or variation of. The articulation agreements were initially set up to follow the DSU catalog and a specific course of study. However they have morphed into a one year program for the Chinese. It is near impossible to take the amount of required credits in one year and earn a degree. This includes the Disney program as well. The Disney certification program as outlined in the DSU catalog does not correlate to the articulation agreements.</p> <p data-bbox="224 1276 997 1581">Issue: A majority of DSU's international agreements are incomplete, inaccurate and/or expired. If a student is attending class at their home institution and then attending DSU for a set amount of time, with the goal of earning a degree, you need a valid articulation agreement to ensure the degree credits and program have been met. DSU had 127 memorandums of understanding/agreements (MOA) with international schools. Of the 127 MOA's, 64 had a correlating implementation plan and 28 corresponding articulation agreements. Only four of the 28 agreements appear to be valid.</p> <p data-bbox="224 1612 997 1822">Related Issue: DSU has an inordinate large number of agreements Other NDSU institutions questioned have 1 to 12 Dual degree agreements. However, their agreements do not stipulate a timeframe as DSU does, rather these agreements follow the program catalog. DSU currently does not have the staff to comply with or understand all the agreements.</p>	<p data-bbox="1062 636 1453 814">403.7.2 – Articulation Agreement – #2 “A copy of each agreement shall be sent to the Office of Articulation and Transfer (OAT)” See section 3.1 for SBHE policy</p>

Issue: The students under the Top Up agreements are not coming from an accredited university.

China has several levels of colleges, which are different than a University. The colleges are comparable to additional years of high school and these additional classes do not transfer into the Chinese university system. Upon completion of this program in China a student would enter the university system as a new freshman. DSU has been accepting these students as University students, allowing them to take two semesters of classes and earn a US University degree.

Issue: Agents in China are not performing according to their contracts

Agents in China are representing themselves as DSU employees with DSU business cards. They admittedly are driven by quantity of student and not quality as was communicated in an email from one of the agents in China. Furthermore all the agent's contracts vary greatly in detail and pay. Some do not have an expiration date and in Russia, the agent gets paid per student even if they didn't recruit them.

Potential impact:

- a. Negative impact on DSU and NDUS reputation
- b. HLC accreditation may be jeopardized.
- c. Department of Education Sanctions
- d. Sanctions or revocation of International Visa programs by the Department of State
 - 1. Specifically section 62.10
- e. Additional time and cost to correct IPEDS and ConnectND
- f. Potential legal ramifications

Recommended solutions:

1. Stop the Chinese DDJ and Top Up program. At a minimum discontinue the Top Up program immediately.
2. Do not award any degrees without proper documentation for students.
3. Establish and document a process that all departments must follow. Identify internal controls, SBHE and DSU requirements to ensure no policy violation can occur. Share this with all partner institutions to ensure full compliance.
4. Cancel all agreements and re-evaluate the institutions that DSU should partner with. Of those institutions, restructure all agreements to follow the DSU catalog and a course of study.
5. Have one person responsible for the agreements. Have General Counsel review agreements for legality.
6. Terminate all agreements with the agents. Use DSU recruiters to do your recruiting at the approved partner schools.

7. Require all international students to send official, sealed transcripts directly from their institution to World Education Service (WES) for authentication and a course by course evaluation within their first term of enrollment.
8. Require a bank statement in the form of a letter directly from the bank.
9. Require all students from non-English speaking countries to take and pass only the TOEFL or IELTS test prior to admission.

President Coston reinstated SBHE policy 402.9 upon discovery of noncompliance late fall 2011. DSU enforced this policy on Jan 14th 2012 when concerns were raised with newly admitted special program students.

Section 3—Supporting Documentation

3.1—NDUS SBHE related policies

SUBJECT : 400s: Academic Affairs

EFFECTIVE: April 8, 2010

Section: 402.4 Admission Policies - Transfer Applicants

1. Institutions must implement campus policies and procedures which facilitate student transfer.
2. Institutions may admit undergraduate applicants who have previously attended one or more postsecondary institutions following their high school graduation. Such an applicant shall be known as a "transfer" applicant. Students progressing from a diploma, certificate, associate or less program to a four-year program on the same campus are treated as transfer applicants for admission purposes.
3. The Chancellor shall adopt procedures governing admission of undergraduate transfer applicants based on the following criteria:
 - A. A transfer applicant who has completed less than 24 semester or 36 quarter hours of transferable credit shall be considered as a beginning freshman applicant.
 - B. Transfer applicants who have completed 24 or more semester or 36 or more quarter hours of credit toward a degree program shall be admitted to the institution if (a) they are in good standing [not on dismissed or suspended status] at their most recent institution attended, (b) present a cumulative grade point average of 2.0 on a 4.0 scale computed on all transferable work attempted [as described in C below] at all colleges and universities previously attended; and (c) satisfy any additional criteria established at the institution for the selective admission of students to the institution or selected institution programs. Transfer applicants who do not meet requirements, (a) or (b), may be evaluated on an individual basis.
 - C. Admission of undergraduate transfer applicants is based on transfer coursework which is comparable to that offered by the receiving institution. Other college-level courses completed may be used in evaluation for admission in accordance with each institution's policy.
 - D. Transfer courses, as defined in subparagraph C, shall be accepted in transfer if earned at colleges or universities that are regionally accredited.
 - E. Comparable courses from institutions and organizations that are accredited by an association recognized by the Council for Higher Education Accreditation (CHEA) or U.S. Department of Education shall be reviewed for transferability according to institution policies.
 - F. In all cases, residency requirements and the precise amount of transfer credit which is applicable toward a particular degree is determined by the receiving institution.
 - G. Each institution shall make available to transfer applicants a written description of its policies and procedures for transcript evaluation. The description shall identify an individual or department whom students may contact for transfer information or evaluation.
 - H. The NDUS office shall publish a guide for transfer students within the NDUS and make it available through each institution.
 - I. Colleges and universities may award credit for education received from non-collegiate institutions on the basis of the Guide to the Evaluation of Educational Experiences in Armed Services, the National Guide to Educational Credit for Training Programs, and such other published guidelines as appropriate.

SUBJECT: 400s: Academic Affairs

EFFECTIVE: February 22, 2002

Section: 402.9 Admission Policies - International Students

1. The institutions are encouraged and authorized to admit applicants from foreign nations. The admission of international applicants is advantageous to the establishment of a well-rounded, cosmopolitan atmosphere on the campus that gives each student the opportunity to understand more fully the various world cultures with whom we come in contact.
2. For international students, admission processes at each institution must consider English language ability, academic records, and financial resources.
3. An applicant whose native language is not English is required to complete satisfactorily the Test of English as a Foreign Language (TOEFL), or demonstrate proficiency in the use of the English language as determined by each institution.
4. It is a policy of the North Dakota University System and the institutions in the system to comply with all Federal immigration reporting requirements in a timely and complete manner.

History:

New Policy. SBHE Minutes, June 26-27, 1985, page 5381.

Amendment SBHE Minutes, February 21-22, 2002

Section: 403.7 Common General Education Requirement and Transfer of General Education Credits

1. The following common general education requirement applies to all Associate of Arts, Associate of Science and Bachelor's degrees, except the BAS degree at University System institutions:

General Education Area	Minimum Required Lower Division Semester Hours
Communications	9
Arts & Humanities	6
Social Sciences	6
Mathematics, Science & Technology	9
Institutional Specific (must be chosen from one of the following four categories: communication, social sciences, arts and humanities, and/or mathematics/science & technology)	6
<hr/>	
Total	36

2. Within the stipulated general education areas, each institution shall indicate in its catalog and other student advisement materials the institution's courses approved for general education. University System institutions may establish program and institution specific general education requirements in addition to the requirement stated in subsection 1.
3. General education courses accepted by any University System institution count upon transfer toward the general education requirement at all institutions in one of the following ways:
 - A. A student is deemed to have completed the lower division general education requirement of the institution to which the courses are transferred if the general education course work meets the general education requirement of the institution from which the student transfers and satisfies the common general education requirement stated in subsection 1. Students completing Associate in Science and Associate in Arts degrees at system campuses meet the lower division general education requirements identified in subsection 1.
 - B. Receiving institutions may also choose to grant general education requirement completion by combining the transferred general education courses from multiple institutions, based on the requirements listed above in subsection 1.
 - C. In all other cases, general education courses from the areas in subsection 1 apply to the appropriate general education requirement of the institution to which the courses are transferred and the number of credits required to complete the general education requirement in each area is determined by the policies of the institution to which the courses are transferred; or
 - D. Pursuant to guidelines established by the Chancellor for the acceptance of Advanced Placement

(AP), College Level Examination Program (CLEP), International Baccalaureate (IB) and DANTES Subject Standardized Tests (DSST) scores for academic credit.

4. Articulation agreements between the North Dakota University System and other institutions may enable the transfer of general education credits as a completed unit pursuant to guidelines established by the Chancellor.

SUBJECT: 400s: Academic affairs

EFFECTIVE: November 4, 2009

Section: 403.7.2 Articulation Agreement

1. All agreements and memoranda of understanding among NDUS campuses and between NDUS campuses and other institutions concerning the acceptance and transfer of credit and/or course equivalencies are to be in written form.
2. A copy of each agreement shall be sent to the Office of Articulation and Transfer (OAT).
 - a. Pertinent information will be recorded on the form by OAT.
 - b. Three copies of the form will be made; one will be returned to the initiating campus, one will be maintained in the office of OAT, and the third will be added to the articulation directory in the NDUS office.
3. Changes in agreements shall be reported to OAT.

SUBJECT: 400s: Academic affairs

EFFECTIVE: December 14, 2010

Section: 403.7.5 System Satisfactory Academic Progress and Cumulative Grade Point Average Calculation

This procedure defines NDUS requirements for the consistent and accurate calculation of satisfactory academic progress and cumulative grade point average (GPA), as required for federal financial aid administration and state scholarship qualification.

1. For students who first enroll in the fall 2010 semester or later, institutions must enter into the student administration system as individual courses all undergraduate courses in an undergraduate career, including all upper and lower division courses, transfer courses and courses with grades of W, I, and F. All attempted credits must be entered into both the "Incoming Course" and "Equivalent Course" blocks on the ConnectND Transfer Credit Evaluation screens with appropriate entries. Course evaluation for institutional GPA purposes is addressed in later screens.
2. In addition to calculation of GPA for system purposes according to subsection 1, institutions may evaluate courses and calculate a separate institutional GPA for program and institution purposes.
3. Consistent with Procedure 404.0, collaborative course credits must be included in cumulative GPA calculations.

History:

Chancellor's Cabinet Meeting, December 1, 2010

The addition of "for students who first enroll in the fall 2010 semester or later," was added following the Dec. 1, 2010, Chancellor Cabinet meeting by Chancellor Goetz.

SUBJECT: 400s: Academic affairs

EFFECTIVE: November 4, 2009

Section: 409 Diplomas and Certificates

1. Definitions

Certificate of Completion. A certificate awarded for the completion of:

1. a non-credit course of study, or
2. an undergraduate course of study of less than 16 credit hours, or
3. a graduate course of study of less than 8 credit hours.

Program Certificate. A program certificate is a course of study requiring little general education coursework, and at least 16 credit hours at the undergraduate level or 8 credit hours at the graduate level. A certificate program can be completed in one year of study or less.

Program Diploma. A program diploma represents completion of a prescribed program of two years or less in a vocational-technical field with some general education course work.

Major Program. A primary undergraduate field of specialized study requiring at least 32 credit hours related to an academic area.

Minor Program. A secondary undergraduate field of specialized study requiring at least 16 credit hours of study in an academic area other than the major.

2. Board-authorized certificates and degrees, by institution:

Dickinson State University

Certificate programs, A.A., A.A.S., A.S., B.A., B.A.S., B.S., B.S.Ed., B.S.N., B.U.S.

Section: 409 Degrees Offered

1. Board approval limits institutional degrees and programs.
2. An institution may only request a new degree if all of the following conditions are met:
 - a. There is a documented student and employer demand;
 - b. Existing programs or degrees at other institutions are not meeting the demand and other institutions authorized to offer the degree are not positioned to meet the demand;
 - c. The proposed degree includes collaboration with other institutions, if feasible; and
 - d. The institution seeking the new degree is best positioned to offer a degree program to meet the demand, either collaboratively or separately.
3. Institutions in the North Dakota University System offer the following certificates and degrees:

Certificate of Completion. A certificate awarded for the completion of:

1. a non-credit course of study, or
2. an undergraduate course of study of less than 16 credit hours, or
3. a graduate course of study of less than 8 credit hours.

Program Certificate. A Program certificate is a specialized course of study requiring at least 16 credit hours at the undergraduate level or 8 credit hours at the graduate level.

Bachelor of Arts (B.A.) and Bachelor of Science (B.S.). The bachelor's degrees require a minimum of 120 semester credit hours, comprised of academic courses in general education which meet the general education transfer agreement (403.7) requirements, major, minor, concentration, and/or elective areas. The B.A. is designed to give academic breadth in the liberal arts, usually with a major in the humanities or social sciences. The B.S. prepares students in disciplines such as the sciences and mathematics, or in the professions.

Bachelor of Accountancy (B.Acc.), Bachelor of Architecture (B.Arch.), Bachelor of Business Administration (B.B.A.), Bachelor of Science in Computer Science (B.S. C.Sci.), These degrees require a minimum of 120 semester credit hours and prepare students for professional activity in the areas named in the degrees.

Bachelor of General Studies (B.G.S.), Bachelor of Arts (B.A., no major), and Bachelor of University Studies (B.U.S.). These degrees require a minimum of 120 semester credit hours. Each degree signifies that the student has completed an individually designed course of study that does not correspond directly to a standard academic or professional major curriculum. These degrees must meet the general education transfer agreement (403.7) requirements.

The Board authorizes each institution with teacher education programs to award, under Policy 403.8, major equivalencies in areas where they have Board approved majors and minor equivalencies in areas where they have Board approved minors.

4. A subplan is a group of courses within an approved academic program which is identified in an institutional catalog. Subplans are either transcriptable or non-transcriptable. Transcriptable subplans include all options, specializations, emphases and concentrations. A minimum of 12 undergraduate credit hours or 9 graduate credit hours is required for each transcriptable subplan. Completion of transcriptable subplan requirements may be indicated on a student transcript at the discretion of the institution. Non-transcriptable subplans include all other groups of courses used for student tracking and advisement purposes such as tracks and foci. Notations regarding non-transcriptable subplans never appear on a student transcript. Board approval is not required for a subplan.

5. The Board authorizes each institution to award Certificates of Completion.
6. Institutions are authorized to transcript, list and award Certificates of Completion consistent with their Board approved missions without specific Board approval for each certificate. Each institution shall keep a current list of credit based Certificates of Completion on file in the System office. The transition of a Certificate of Completion to a Certificate or Degree program requires Board approval.
7. Board approval is required for all new Certificate programs (not Certificates of Completion), Diploma programs, and Degree programs as they are to appear on student records and catalog announcements. The Chancellor shall adopt procedures governing requests for approval and shall maintain a list of all Board-approved certificates and degrees for each institution.
8. Campuses should use NCA Higher Learning Commission guidelines to define terminal degrees.

Example of (1) Set of
Articulation Agreements

ATTACHMENT 1

Articulation Agreement Dickinson State University/Taiyuan University of Technology			
Bachelor of Science - International Business Major			
2 + 2 Program (2 years at TUT and 2 years at DSU)			
Dickinson State University Course	Credits	Taiyuan University of Technology	Credits
Required as part of General Education Courses:		Credit Given for:	
*Must have a grade of "C" or better in each course		TUT General Education Courses	32
*ENGL 110 – College Composition I or ESL	3		
*ENGL 120 – College Composition II or ESL	3		
Total:	6	Total:	32
Pre-Major Courses:			
(Must have a grade of "C" or better in each course)			
ACCT 200 – Elements of Accounting I	3	Maintaining financial records and Preparing Financial Reports (combined)	3
ACCT 201 – Elements of Accounting II	3	Accounting for managers	3
BOTE 210 – Business Communication	3	Business English	3
BOTE 247 – Spreadsheet Applications	3		
*COMM 216 – Intercultural Communication	3		
*ECON 201 – Principles of Microeconomics	3	Microeconomics	3
ECON 202 – Principles of Macroeconomics	3	Macroeconomics	3
*MATH 146 – Applied Calculus	3		
MATH 305 – Probability and Statistics*	4		
Total:	13	Total:	15
Business Core:			
ACCT 315 – Business Law I	3		
BADM 336 – Management and Leadership	3		
BADM 356 – Organizational Behavior	3		
BADM 369 – Business Ethics and Critical Thinking	3		
BADM 376 – Production Operations Management	3		
BADM 388 – Management Information Systems	3		
BADM 455 – International Business	3		
BADM 485 – Business Policy	4		
ENTR 365 – Entrepreneurship	3		
FIN 326 – Managerial Finance	3		
MRKT 301 – Principles of Marketing	3		
Total:	34		
International Business Core:			
BADM 346 – Human Resource Management	3		
BADM 420 – International Management	3	Forecast International Markets & Business Needs	3
BADM 456 – International Business Strategy	3	Manage Organizational change	3
ECON 101 – Global Economics	3		
FIN 430 – International Finance	3	Report on finances related to international business	3
GIS 481 – Geographical Information Systems for Business	3		
MRKT 481 – International Marketing	3	International Markets and Analyse data from international markets (combined)	3

BADM 364 – Electronic Commerce and Social Networking	3	Build International business networks	3
Total:	9	Total:	15
Summary of Required credit hours:		Summary of credit hours included in articulation agreement from TUT:	
General Education	6	General Education	32
Pre-major Courses	13	Pre-major Courses	15
Business Core	34	Business Core	0
International Business Core Courses	9	International Business Core Courses	15
Electives	6	Electives from TUT	0
Total Semester Hours Required:	68	Total Potential Semester Hours in Articulation Agreement:	62
DSU Graduation Requirements:			
1. A cumulative GPA of 2.25 or higher is required for graduation.			
2. Complete 68 required hours from DSU.			
3. Transfer 62 hours of TUT Coursework verified by transcript.			
4. Complete 130 hours (2 years @ 17hrs/semester) to receive BS Degree in International Business.			

SIGNATURES

Dickinson State University

Richard D. Brauhn

Dr. Richard D. Brauhn
Vice President for Academic Affairs

6/14/10

Date

Roger Kilwein

Mr. Roger Kilwein
Chair - Department of Business
Administration and Management

6/14/10

Date

Taiyuan University of Technology

Professor Ming Lu
Vice President for Academic Affairs

Date

X
Still Attempting to locate Signed Set From TUT....

Name of School	Abbreviation	Currently Enrolled	City	Country	Program Type	Program Design	active agreement	active Student
Beijing Jiatong University	BJTU	0	Beijing	China	DDJ	2+1+1	no	yes
Beijing Jiatong University	BJTU	5	Beijing	China	DDJ	3+1	no	yes
Beijing Jiatong University (Tan is Regular Institute for HE)	BJTU	0	Beijing	China	DDJ	2+2	no	yes
Capital University of Economics and Business	CUEB	5	Beijing	China	DDJ	2+1+1	no	yes
Capital University of Economics and Business	CUEB	1	Beijing	China	DDJ	3+1	no	yes
Capital University of Economics and Business	CUEB	2	Beijing	China	Disney	Cert	YES	yes
Dalian Neusoft Institute of Information	Neusoft	2	Dalian	China	DDJ	3+1	no	yes
Dalian Neusoft Institute of Information (Non-State Regular)	Neusoft	5	Dalian	China	DDJ	2+1+1	no	yes
Dalian University of Foreign Languages	DLUFL	0	Dalian	China	DDJ	2+1+1	no	yes
Dalian University of Foreign Languages	DLUFL	0	Dalian	China	Top Up	2+2	no	yes
Dalian University of Foreign Languages	DLUFL	9	Dalian	China	Top Up	3+1	no	yes
Jincheng College of Sichuan University	SCU-JCC	2	Chengdu	China	Top Up	2+2	no	yes
Jincheng College of Sichuan University	SCU-JCC	0	Chengdu	China	Top Up	3+1	no	yes
Jincheng College of Sichuan University (State Independent)	SCU-JCC	0	Chengdu	China	DDJ	2+1+1	no	yes
Minzy University of China (Not Listed on Ministry of Educaiton Site)	MUC	14	Minzu	China	DDJ	2+1+1	no	yes
Minzy University of China (Not Listed on Ministry of Educaiton Site)	MUC	6	Minzu	China	DDJ	3+1	no	yes
Minzy University of China	MUC	0	Minzu	China	Disney	Cert	no	yes
Shanghai Jianqiao College	SJC	12	Shanghai	China	DDJ	2+1+1	no	yes
Shanghai Jianqiao College	SJC	2	Shanghai	China	DDJ	3+1	no	yes
Shanghai Jianqiao College	SJC	0	Shanghai	China	Disney	Cert	no	yes
Shanghai Jianqiao College	SJC	0	Shanghai	China	TOP-UP	2+2	no	yes
Shanghai Jianqiao College	SJC	0	Shanghai	China	TOP-UP	3+1	no	yes
Sichuan International Studies University	SISU	1	Sichuan	China	DDJ	2+1+1	no/2006	yes
Sichuan International Studies University	SISU	0	Sichuan	China	DDJ	2+1+1	no/2006	yes
Sichuan International Studies University	SISU	0	Sichuan	China	DDJ	2+1+1	no/2006	yes
Sichuan International Studies University	SISU	0	Sichuan	China	DDJ	2+1+1	no/2006	yes
Sichuan International Studies University	SISU	1	Sichuan	China	DDJ	3+1	no	yes
Sichuan International Studies University	SISU	0	Sichuan	China	Disney	Cert	no	yes
Sichuan Normal University	SNU	1	Sichuan	China	TOP-UP	3+1	no	yes
Sichuan Normal University	SNU	0	Sichuan	China	DDJ	2+1+1	no	yes
Soochow University - Oversea School	SZU-OS	3	Soochow	China	DDJ	2+1+1	no	yes
Soochow University - Oversea School	SZU-OS	5	Soochow	China	DDJ	3+1	no	yes
Soochow University - Oversea School	SZU-OS	0	Soochow	China	Disney	Cert	no	yes
Taiyuan Univesity of Technology	TUT	6	Taiyuan	China	DDJ	2+1+1	no	yes
Taiyuan Univesity of Technology	TUT	0	Taiyuan	China	Disney	Cert	no	yes
Taiyuan Univesity of Technology	TUT	0	Taiyuan	China	Top Up	2+2	no	yes
Taiyuan Univesity of Technology	TUT	14	Taiyuan	China	Top Up	3+1	no	yes
University of Electronic Science and Technology of China, Chengdu	UESTC-CDC	2	Chengdu	China	DDJ		no	yes
Xi'an International Studies University (XISU)	XISU	2	Xi'an	China	DDJ	3+1	no	yes
Xi'an International Studies University (XISU)	XISU	12	Xi'an	China	Disney	Cert	no	yes
Overall Chinese Student Total		112						
Siberian State Aerospace University	SibSAU	6	Krasnoyar	Russia	DDJ	2+1+1	YES	yes
Siberian State Aerospace University	SibSAU	0	Krasnoyar	Russia	DDJ	3+1	YES	yes
Veronezh State University	VSU	0	Veronezh	Russia	DDJ	2+2	no/2011	yes
Veronezh State University	VSU	2	Veronezh	Russia	DDJ	2+1+1	no	yes
Veronezh State University	VSU	0	Veronezh	Russia	DDJ	3+1	no	yes
Overall Russian Student Total		8						

Nancy Zhao
Program Assistant

Dickinson State University
China Center

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Email: nancy032zhao@126.com
English website: www.dsu.nodak.edu/global_chinese.asp
Chinese website: www.dsu-cnc.com

Dickinson
STATE UNIVERSITY

Tyler Zhang
Deputy Director

Dickinson
STATE UNIVERSITY
CHINA CENTER

Address: Baizwan Rd., Houxiandaicheng, Bld.10, Rm. 4-1707,
Chaoyang District, Beijing, China 100022
Telephone: +86-10-8573 9096 8573 9926
Fax Number: +86-10-8573 9926
Mobile: +86-13911588295
E-mail: zhanggeliang@vip.163.com
MSN: tylertzg@hotmail.com Skype: cnc_tylerzhang
English Website: www.dsu.nodak.edu/global_chinese.asp
Chinese Website: www.dsu-cnc.com

二樓
中心二樓
1350138888, 13911524809
nd8848@163.com

学生成绩单

Cummulative GPA 1.7

School Transcript Of Taiyuan University of Technology

Student Name: [REDACTED]		Gender: [REDACTED]		College (Dept): International Educational Exchange College					
Birthday: [REDACTED]		Total Credit: 119		Major (Minor): Diploma of Information Technology (Software Development)					
Total Grade Point: 202.45		GPA: 1.7012605		Enrollment Date: 2008-09					
FIRST YEAR 第一年			SECOND YEAR 第二年						
FALL SEMESTER			FALL SEMESTER						
课程名称	Course Name	Grade	Crd	Grd Point	课程名称	Course Name	Grade	Crd	Grd Point
英语精读 (一)	Intensive Reading 1	69	6	11.4	英语精读 (三)	Intensive Reading 3	61	4	4.4
英语泛读 (一)	Extensive Reading 1	69	3	5.7	英语泛读 (三)	Extensive Reading 3	60	2	2
英语听力 (一)	Listening 1	60	3	3	英语听力 (三)	Listening 3	60	2	2
英语会话 (一)	Conversational English 1	80	1.5	4.5	英语会话 (三)	Conversational English 3	72	2	4.4
英语语音	Phonetics	85	1.5	5.25	商务英语 (二)	Business English 2	72	6	13.2
				0	数据库设计	Design a database	63	2	2.6
				0	目标数据模型	Model data objects	63	2	2.6
				0	程序数据模型	Model data processes	63	2	2.6
				0	优先系统解决模型	Model preferred system solutions	63	2	2.6
				0	应用编码	Applied Coding	60	4	4
Total Semester Credit & Grade Point: 15 29.85					Total Semester Credit & Grade Point: 28 40.4				
SPRING SEMESTER			SPRING SEMESTER						
英语精读 (二)	Intensive Reading 2	60	4	4	英语精读 (四)	Intensive Reading 4	68	2	3.6
英语泛读 (二)	Extensive Reading 2	80	3	9	英语听力 (四)	Listening 4	62	2	2.4
英语听力 (二)	Listening 2	60	3	3	英语会话 (四)	Conversational English 4	68	2	3.6
英语会话 (二)	Conversational English 2	79	2	5.8	系统分析与设计	System Analysis and Designing	60	6	6
英语语法	English Grammar	60	2	2	多媒体与网络应用	Multi-media and Internet Application	65	5	7.5
商务英语 (一)	Business English 1	72	6	13.2	应用Java语言	Apply intro OO prog language skills (Java)	60	3	3
计算机应用	Computer Applications	79	4	11.6	利用程序包设计ORG	Design org documents using computing package	60	2	2
高等数学	Advanced Mathematics	65	4	6					0
离散数学	Discrete Mathematics	60	4	4					0
Total Semester Credit & Grade Point: 32 58.6					Total Semester Credit & Grade Point: 22 28.1				
THIRD YEAR 第三年			FOURTH YEAR 第四年						
FALL SEMESTER			FALL SEMESTER						
课程名称	Course Name	Grade	Crd	Grd Point	课程名称	Course Name	Grade	Crd	Grd Point
英语精读 (五)	Intensive Reading 5	71	2	4.2					
英语听力 (五)	Listening 5	75	2	5					
中级目标指向型语言技术的应用	Apply intermediate object oriented language skills	68	2	3.6					
高级目标指向型语言技术的应用	Apply advanced object oriented language skills	68	3	5.4					
高级编程技术在其他语言环境下的应用	Apply advanced programming skills in another language	68	2	3.6					
利用快速应用程序编制	Build using rapid application development	68	2	3.6					
项目管理	Project Management	87	3	11.1					
项目管理团队	Project Management & Work Teams	62	3	3.6					
标准诊断程序运行测验	Run standard diagnostic tests	68	3	5.4					
Total Semester Credit & Grade Point: 22 45.5					Total Semester Credit & Grade Point:				
SPRING SEMESTER			SPRING SEMESTER						
英语精读 (六)	Intensive Reading 6								
英语听力 (六)	Listening 6								
电子商务	Use site server tools for e-business								
小项目	Compile and run an application								
Total Semester Credit & Grade Point: 0 0					Total Semester Credit & Grade Point:				

Date: _____
 Office of Academic Affair (Seal):
 教务处 (盖章)

Dickinson State University

291 Campus Drive
Dickinson, ND 58601-4896



Verification Audit Checklist

Student: [REDACTED]

ID: [REDACTED]

Transcript:

Admissions Transcript	✓ Unofficial Sp 2010 missing
Enrollment Transcript	No Sp 2010 missing X
Final Completion Transcript	No X

School:

Original Campus	SZU ✓
MOA/MOU	
Implementation Plan	
Articulation Agreement	
Valid Agreements	

Program:

Program Configuration	DSU DDJ: 2+1+1
-----------------------	-------------------

Major:

Home Major	English ✓
DSU Admitted Major	Accounting ✓

GPA:

DSU	2.7749999999999999 ✓
Cumulative	N/A
Prior University GPA	N/A 2.60 as of Fall '09

Completion:

Initial Audit	No X
Final Audit for Degree	No X

Degree:

Degree Granted	BS Acct 5-14-11
Degree Posted	BS
Degree Eligible For	BS-Accounting

Comments:

1-11-12 [REDACTED] Student did not complete this degree @ ALL. Did not take 1 single ACCT core course!

BACHELOR OF SCIENCE DEGREE - ACCOUNTING MAJOR
2010 - 2012 CATALOG (1/28/10)

General Education Requirement (See the General Education Section in Catalog) Credit Hours

<u>Group I</u>		ENGL 110 OR ENGL 111H*	3	_____
		ENGL 120 OR ENGL 121H*	3	_____
		COMM 110 OR COMM 111H	3	_____
		CSCI 101 - Intro to Computers	3	_____
		Natural Science course	4	_____
<u>Group II</u>	A	MATH 146 - Applied Calculus*	3	_____
	B	MATH 305 - Probability & Statistics *	4	_____
<u>Group III</u>	A	COMM 216 - Intercultural Communication*	3	_____
	B	Literary Expression	3	_____
	C	Applied Expression	3	_____
<u>Group IV</u>	A	Historical Perspective	3	_____
	B	Human Behavior	3	_____
	C	ECON 201 - Principles of Microeconomics*	3	_____
<u>Group V</u>	Must meet the Multi Cultural Requirement			
<u>Group VI</u>	HPER 100 - Health and Wellness		2	_____
TOTAL GENERAL EDUCATION CLASSES:			43	_____

Calculus

Prior Degree

* Required general education course with a grade of "C" or better
Freshmen Seminar

1

PRE-MAJOR COURSES (Requires a "C" or Better)

ACCT	200	Elements of Accounting I	3	<u>B</u>
ACCT	201	Elements of Accounting II	3	<u>WB</u>
BOTE	210	Business Communication	3	<u>D</u> - did not meet grade requirement
BOTE	247	Spreadsheet Applications	---	
COMM	216	Intercultural Communication*	---	
ECON	201	Microeconomics*	3	? <u>C</u>
ECON	202	Macroeconomics	---	
MATH	146	Applied Calculus*	---	
MATH	305	Probability & Statistics*	---	
SUBTOTAL PRE-BUSINESS CORE COURSES:			15	_____

Econ 106 Global Econ sub?

ACCOUNTING MAJOR COURSES:

BUSINESS CORE

ACCT	315	Business Law I	3	_____
BADM	336	Management & Leadership	3	<u>B</u>
BADM	356	Organizational Behavior	3	<u>A</u>
BADM	369	Business Ethics & Critical Thinking	3	_____
BADM	376	Production Operations Management	3	_____
BADM	388	Management Information Systems	3	<u>C</u>
BADM	455	International Business	4	_____
BADM	485	Business Policy	3	_____
ENTR	366	Entrepreneurship	3	<u>C</u>
FIN	326	Managerial Finance	3	_____
MRKT	301	Principles of Marketing	3	_____
SUBTOTAL BUSINESS CORE:			34	_____

ACCOUNTING CORE

ACCT	305	Cost Accounting	3	_____
ACCT	309	Computerized Accounting	3	_____
ACCT	310	Government & Nonprofit Accounting	3	_____
ACCT	316	Business Law II	4	_____
ACCT	331	Intermediate Accounting I	4	_____
ACCT	332	Intermediate Accounting II	4	_____
ACCT	333	Income Tax I	3	_____
ACCT	406	Advanced Accounting	4	_____
ACCT	407	Auditing I	3	_____
ACCT	420	Accounting Information Systems	3	_____
SUBTOTAL ACCOUNTING CORE:			34	_____

totally misses

TOTAL ACCOUNTING MAJOR CREDIT HOURS: 68
(Select any course(s) to accumulate 128 credit hours)
TOTAL REQUIRED TO GRADUATE WITH AN ACCOUNTING MAJOR: 128

Signature of Department Chair

Date

Seq Nbr: 1 Print
 ID: [REDACTED] Report Manager

Unofficial Transcript
 Print Date : 2012-02-03
 Name : [REDACTED]
 Student ID: [REDACTED]
 Birthdate : [REDACTED]
 Address : [REDACTED]

Dickinson State University
 291 Campus Drive
 Dickinson, ND 58601
 United States

----- Beginning of Undergraduate Record -----
 2010 Fall

College of Edu, Busn & App Sci/Business Administration
 Plan : BA-Business Administration Major

ASC	109	International Students Orient.	1.00	1.00	A	4.000	
COMM	110	Fundamentals Of Public Speakin	3.00	3.00	B	9.000	
COMM	205	Voice and Articulation	3.00	3.00	A	12.000	
COMM	280	Understanding Film & Televisio	3.00	3.00	A	12.000	
COMM	313	Persuasion	3.00	3.00	A	12.000	
COMM	317	Organizational Communications	3.00	3.00	A	12.000	
ESL	102	Low Intermediate ESL	3.00	3.00	C	6.000	
TERM GPA :			3.526	TERM TOTALS :	19.00	19.00	67.000
CUM GPA :			3.526	CUM TOTALS :	19.00	19.00	67.00

Dean's List

2011 Spring

College of Edu, Busn & App Sci/Business Administration
 Plan : BA-Business Administration Major

COMM	211	Oral Interpretation	3.00	3.00	A	12.000	
COMM	216	Intercultural Communication (M/	3.00	3.00	A	12.000	
COMM	308	Argumentation	3.00	3.00	A	12.000	
COMM	312	Interpersonal Communication	3.00	3.00	A	12.000	
COMM	316	Meeting Management	3.00	3.00	B	9.000	
COMM	380	Video Production	3.00	3.00	A	12.000	
TERM GPA :			3.833	TERM TOTALS :	18.00	18.00	69.000
CUM GPA :			3.676	CUM TOTALS :	37.00	37.00	136.00

Dean's List

Undergraduate Career Totals
 CUM GPA : 3.676 CUM TOTALS : 37.00 37.00 136.00

PRIOR BACCALAUREATE DEGREE - CHINESE UNIVERSITY

Example of WRONG MAJOR.

→ BUSINESS ADMIN MAJOR
YET TOOK NO BUSINESS
CLASSES. ALL COMMUNICATIONS



TOTAL CREDITS

Save | Return to Search | Add | Update/Display

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

MUC

Seq Nbr: 1 Print
ID: [REDACTED]

Unofficial Transcript

Print Date : 2011-12-19
Name : [REDACTED]
Student ID: [REDACTED]
Birthdate : [REDACTED]
Address : [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dickinson State University
291 Campus Drive
Dickinson, ND 58601
United States

----- Beginning of Undergraduate Record -----

2010 Fall

College of Arts and Sciences/Communication

Plan : BA-Communication Major

ASC	109	International Students Orient.	1.00	1.00	A	4.000
COMM	110	Fundamentals Of Public Speakin	3.00	3.00	A	12.000
COMM	205	Voice and Articulation	3.00	3.00	A	12.000
COMM	280	Understanding Film & Televisio	3.00	3.00	A	12.000
COMM	313	Persuasion	3.00	3.00	A	12.000
COMM	317	Organizational Communications	3.00	3.00	A	12.000
COMM	499	Special Topics	3.00	3.00	A	12.000

Course Topic(s): Public Relations

DANC	104	Modern I	1.00	1.00	A	4.000
ESL	103	High Intermediate ESL	3.00	3.00	A	12.000
TERM GPA :	4.000	TERM TOTALS :	23.00	23.00		92.000

CUM GPA : 4.000 CUM TOTALS : 23.00 23.00 92.00

President's List

2011 Sprin

College of Arts and Sciences/Communication

Plan : BA-Communication Major

COMM	211	Oral Interpretation	3.00	3.00	A	12.000
COMM	216	Intercultural Communication(M/	3.00	3.00	A	12.000
COMM	308	Argumentation	3.00	3.00	A	12.000
COMM	312	Interpersonal Communication	3.00	3.00	A	12.000
COMM	316	Meeting Management	3.00	3.00	A	12.000
COMM	499	Special Topics	3.00	3.00	A	12.000

Course Topic(s): Communication Ethics

ESL	104	Low Advanced ESL	3.00	3.00	A	12.000
TERM GPA :	4.000	TERM TOTALS :	21.00	21.00		84.000

CUM GPA : 4.000 CUM TOTALS : 44.00 44.00 176.00

President's List

Degree : Bachelor of Arts

Confer Date : 2011-05-14

Degree GPA : 4.000

Degree Honors : Summa Cum Laude

Plan : Communication

Undergraduate Career Totals

CUM GPA : 4.000 CUM TOTALS : 44.00 44.00 176.00

PRIOR BACCALAUREATE DEGREE - CHINESE UNIVERSITY

DATE DEGREE WAS ISSUED.

Save Return to Search

Add Update/Display

Print Transcript for Student: [REDACTED]

Dickinson State University

291 Campus Drive
Dickinson, ND 58601-4896



Verification Audit Checklist

Student:

ID:

Transcript:

Admissions Transcript	
Enrollment Transcript	
Final Completion Transcript	

School:

Original Campus	
MOA/MOU	
Implementation Plan	
Articulation Agreement	
Valid Agreements	

Program:

Program Configuration	
-----------------------	--

Major:

Home Major	
DSU Admitted Major	

GPA:

DSU	
Cumulative	
Prior University GPA	

Completion:

Initial Audit	
Final Audit for Degree	

Degree:

Degree Granted	
Degree Posted	
Degree Eligible For	

Comments:

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ADDENDUM TO DSU INTERNATIONAL TRANSFER AGREEMENT REPORT dated February 10, 2012

TO: William Goetz, Chancellor, North Dakota University System
Dr. D. C. Coston, President, Dickinson State University (DSU)

FROM: Bill Eggert, Director of Internal Audit & Risk Assessment 

DATE: February 29, 2012

RE: Additional Testing of Domestic & International Students at DSU

This addendum is to document the additional testing of the remaining four degree granting cohorts at DSU, which are:

- domestic students
 1. first year entire program at DSU
 2. transfer from another institution and
- international students
 3. first year entire program at DSU and
 4. transfer from another institution

Testing of these cohorts further ensured that the Special International student issues are localized and contained within the fifth and final cohort, the Special International programs.

Audit Objectives

The objectives of the interviews conducted by this review were to:

1. To give additional assurance all students at DSU follow the same admission, enrollment and graduation processes.
2. To ensure all general education and graduation audits have been completed and are accurate.
3. To ensure all relevant and required student information is entered into ConnectND and/or the student file. This includes prior transcripts, substitution forms, class waivers and audits.
4. To verify that DSU faculty and staff followed prescribed policies and procedures.

Background

As part of the International Transfer agreement internal review report completed on February 10th, 2012, a small sample of domestic and international transfer student files were tested to verify the special issues noted in the report were localized and only pertained to the special international cohort. This small sample of 13 proved not to have any issues with the completeness of the student files. All prior transcripts were present and entered into

ConnectND correctly, all class waivers and substitution forms and general education and graduation audits had been completed by staff and faculty.

After the report was released, Mr. Bill Eggert, director of internal audit, requested additional information from DSU's interim registrar and information technology department. This additional testing was performed after the report was released as time did not allow continuing to test additional files given a strict deadline. Mr. Eggert requested a list of all students, by semester, dated fall 2005 through fall 2011 and identified as a first time freshman or a transfer student.

Of the total population, Mr. Eggert randomly selected a sample ranging from 5 to 10% of the students, per semester to test; with additional weight given to the transfer students. This additional sample was used to further isolate the issues and ensure the Special International (DDJ, Disney and Top Up) students were the only cohort affected by this breakdown in controls. A total of 158 student files were tested at DSU on the evening of Wednesday, February 22nd. All 158 files were deemed complete as all contained prior transcripts, general education audits, properly approved class substitution and waiver forms, and several other relevant pieces of information including letters and handwritten notes. Additionally, the process used by the assistant registrar to ensure these students were enrolled and graduated accurately was easy to follow and the amount of documentation made this review very easy.

Conclusion

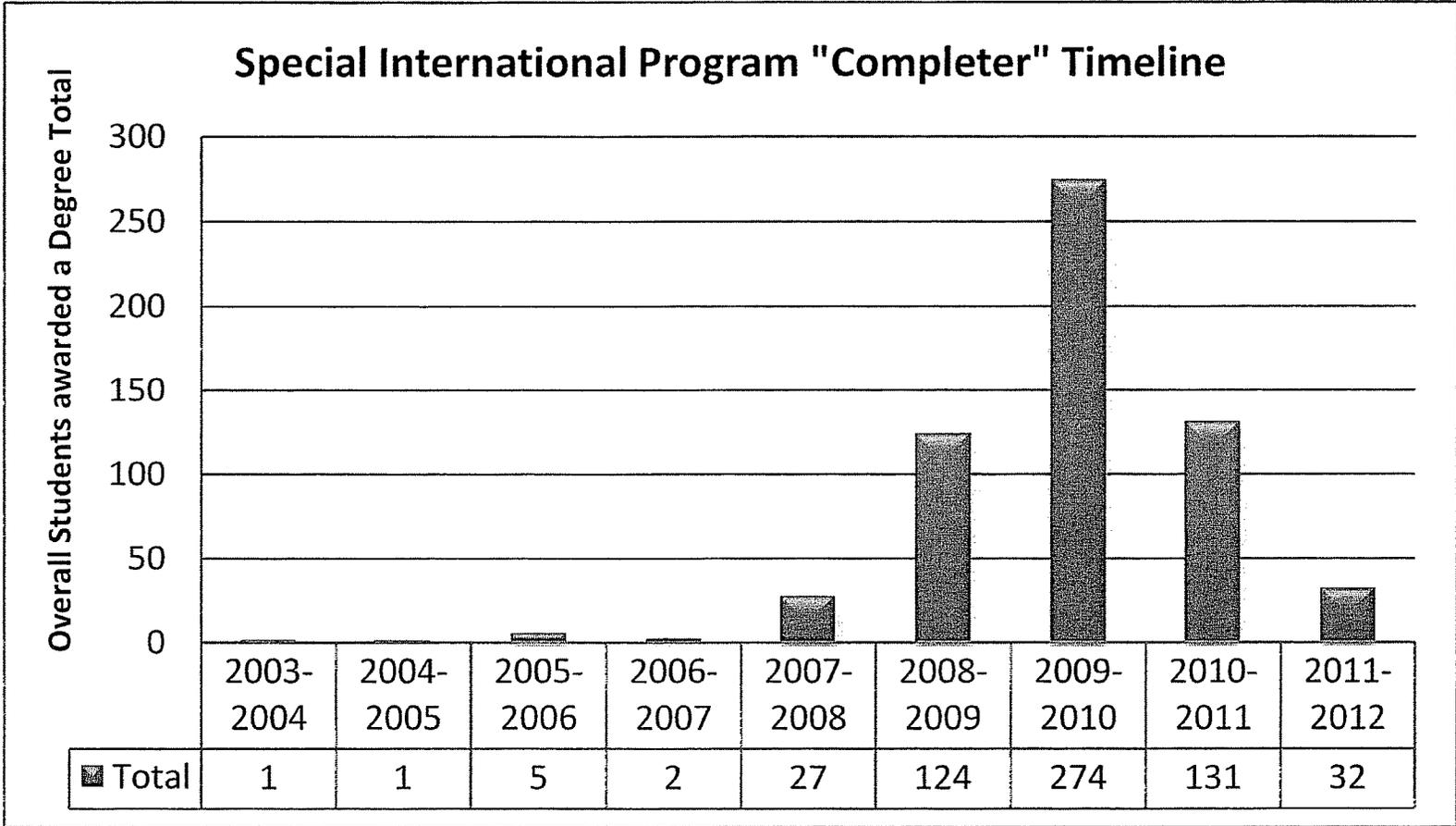
Based upon the additional student files tested, the following conclusions correlate with the aforementioned objectives:

1. After testing an additional 158 student files from the four other cohorts at DSU and not finding any issues, Mr. Eggert is comfortable with the way students are admitted, enrolled and graduate from DSU.
2. After reviewing the contents of the student files and comparing that to the information entered into ConnectND, Mr. Eggert is confident that all required information is received and entered into ConnectND and/or placed in the student's files.
3. After following the Office of Academic Record graduation process, Mr. Eggert is confident that recent DSU graduates in the 4 cohorts tested, the degrees are complete.

Overall "Special International Program" Students 2-16-12

Status	DDJ	Disney	Top-Up	Unknown	Total
Currently Enrolled	89	14	32	1	136
Currently In Limbo	33	0	5	0	38
Denied Diploma	26	35	3	1	65
Diploma granted	412	154	30	1	597
Overall Total Files	560	203	70	3	836

Breakdown, Students of Concern	534	168	67	2	771
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**Overall "Special International Program" Students 2-16-12 by
Academic Year**

AY	DDJ	Disney	Top-Up	Unknown	Total Students
2003-2004	1	0	0	0	1
2004-2005	1	0	0	0	1
2005-2006	5	0	0	0	5
2006-2007	2	0	0	0	2
2007-2008	27	0	0	0	27
2008-2009	76	42	6	0	124
2009-2010	181	76	17	0	274
2010-2011	115	8	7	1	131
2011-2012	4	28	0	0	32
Overall Student Total		154	30	1	597

Special Note (*) :AY 2011-2012 is not complete, missing Spring 2012 graduates.

Overall "Special International Program" Students 2-16-12 by Categories					
Disaggregate Categories	DDJ	Disney	Top-Up	Unknown	Total
Overall Students that Participated in Program	560	203	70	3	836
Successfully Completed program and received a degree (*)	412	154	30	1	597
Degree Completers that still are missing credits or course work (**)	402	154	30	1	587
Dropped or failed and were sent home	26	35	3	1	65
Currently enrolled	89	14	32	1	136
Currently completing final phase at home institution	33	0	5	0	38
Final phase Candidates still missing credits or course work	33	0	5	0	38
Current Enrolled Students represent how many campuses	16	2	4	2	24
How many represented campuses have active Articulation agreements (****)	2 (***)	1 (*****)	0	0	0
Overall Student Total	560	203	70	3	836
Special Notes:					
(*) : Completers for the DDJ program meeting graduation requirements, of the 10 are as follow, (3) from China and (7) from Russia.					
(**) : Majority of files reviewed are missing numerous documents to include admission transcripts and audit, enrollment transcripts and audit, partner campus completion transcripts and graduation audit, course substitution forms, language proficiency documentation, ect.					
(***) : The (2) DDJ Active Articulation agreements are with Russian Partners.					
(****) : One Russian Partner's Articulation agreements expired November 2011, allowing current students to still be active					
(*****): Disney's Active Articulation agreement is Capital University of Economics and Business, China.					