METRO COLLEGE ALLIANCE

Course Exchange Agreement

(formerly Tri-College University)

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

Definitions

1. **Course Specific Fees** shall be fees that are charged by a Home Institution solely to all students enrolled in a specific course. This includes differential tuition that is charged for courses in particular programs.
2. **Home Institution** shall mean the Member Institution where the student is enrolled as a degree-seeking undergraduate student.
3. **Member Institutions** are Concordia College, Minnesota State University Moorhead, North Dakota State College of Science, North Dakota State University, and Minnesota State Community and Technical College.
4. **Provider Institution** is the Member Institution at which a student utilizes the course exchange to take a course.
5. **Student** shall mean any person enrolled as an undergraduate at a Member Institution.

Course Exchange Process

1. The purpose is to allow degree-seeking students at any of the Member Institutions to enroll in an undergraduate class or classes at another Member Institution to supplement the student's education.
2. A student taking a course through the course exchange shall pay the Home Institution for the course at the normal tuition rates charged by the Home Institution. Course Specific Fees may be charged by the Provider Institution to supplement costs for specialized programs, laboratory, studio, materials, or supply fees if they are charged to all students taking the course.
3. A student may enroll in courses related to a program minor offered by a Provider Institution but the minor will not be posted or reflected on the transcripts of either the Home Institution or Provider Institution. However, Member Institutions shall continue to provide minor degrees to students who were enrolled in minor degrees at Provider Institutions prior to December 31, 2024.
4. A student may only take a course listed in Provider Institution's course catalog that is also offered at the Home Institution under the following circumstances:
   a. The student is in their last academic year and needs the specific course(s) to graduate and fulfill degree requirement, and there is not an equivalent course being offered at their Home Institution or another course that may be substituted in that academic semester as documented by their Home Institution; or
   b. The student receives the permission from the provost (or designee) of the Home Institution.
5. A student may take no more than two courses through the course exchange per semester except unless:
   a. A student requests enrollment in either the Aerospace Studies/Air Force ROTC (AS) or Military Science/Army ROTC (MS) courses at NDSU;
   b. A student requests enrollment in a lecture/lab combination that the Provider Institution considers being one course (BIOL 100L) versus two separate courses (BIOL 100 and BIOL 100L). In such case, the combination shall be treated as one course.
6. Course exchange shall be limited to the fall and spring semesters.
7. The student is responsible for completing any prerequisites necessary for a course before applying to take a course.
8. In programs that have a professional component or a selective admission process, a student will be limited to pre-professional coursework only. Professional-level courses are restricted to students fully admitted to the professional program.
9. Students may not use the course exchange to enroll in international travel programs, music lessons and music ensembles, research courses, independent studies, internships, externships, co-ops, and work-based learning experiences.
10. Grades received in courses taken through the course exchange are calculated in the Home Institution's grade point average and count toward graduation and residency requirements.
11. Students may not audit courses through the course exchange.
12. Students may attend public events at any of the Member Institutions, but students will not be allowed to participate in student organizations and activities of other Member Institution without a separate agreement between the institutions.
13. The appropriate department or program chair must approve substitution of TCU courses in a Concordia major.

Students should see the Office of the Registrar (https://www.concordiacollege.edu/directories/offices-departments-directory/registrar/) for information on available courses and further details about TCU registration. (https://www.concordiacollege.edu/directories/offices-departments-directory/registrar/metro-college-alliance/)

Library Services: Concordia students may borrow materials from the libraries at Minnesota State University Moorhead and North Dakota State University. Materials are delivered between libraries daily.

Bus Service: Community bus service is provided between campuses on a regular weekday schedule during the academic year.

Parking: Concordia students enrolled in TCU who park at any of the other campuses must display their Concordia parking permit and use the designated parking lots at each campus.