European Union Studies Certificate
New Course Agreement Memorandum

The European Union Studies Certificate is a program of the University System, of Georgia that delivers a common curriculum through collaboration between member institutions. The goal of the certificate is to offer an integrated curriculum that balances institutional flexibility with collaborative courses. Institutions are encouraged to offer on-campus courses that satisfy program objectives but, at the same time, these courses are supplemented with online format courses that enable joint enrollment among the institutions.

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This memorandum is an amendment to the original affiliation agreement (1998), which remains in force. It replaces a course agreement memorandum (2002) which will not remain in force. This memorandum outlines the joint enrollment process that facilitates student joint registration; it also outlines the method of faculty compensation for teaching online courses.

§1. The institution agrees to comply with the following procedure for on-line courses that are part of the European Union Studies certificate but are not offered by the institution:

- Students register for a joint enrollment course under the direction of a campus instructor.
- Students register for any course that is deemed appropriate from the institution's own catalog of approved courses and pay tuition at their home institution.
- The institution transfers the tuition dollars to the European Union Certificate program's account, established at a University System school.
- These dollars create a pool of money from which the instructor is paid in proportion to the number of students enrolled.
- The compensation is divided into two categories: $1000 to update the material and up to 9% of the faculty member's salary for teaching the course.
- After the drop-add period is complete, all billing will commence.
- The home institution of a student retains the Full-Time Equivalency (FTE) hours in all cases.
- In terms of the instructor's teaching load, the joint courses will be calculated either as an overload, wherein the instructor retains the full 9% of salary and the $1000 – or as a release-time supported by the funds (9% of salary and $1000) generated from the enrollment.
- The faculty member must negotiate compensation prior to a course being offered. The European Union Certificate program will issue, through a USG school a payment to the home institution of the instructor or the faculty member directly, as appropriate.
- The on-line instructor assigns grades and they are entered at the home institutions of students by the faculty member serving as the instructor of record.

§2. The institution will cooperate with any reasonable request necessary to the effective operation of the registration and compensation procedures.

AGREED TO BY:

[Signatures]

European Council of the University System
Dr. Neal McCrillis
Chair

University of West Georgia
Behroz Sethna
President

Date

20 March 2009

Date

APR 6 2009