Dr. Beheruz N. Sethna  
President  
University of West Georgia  
1601 Maple Street  
Carrollton, GA 30118-0001

Dear Dr. Sethna:

Thank you for your letter of November 19, 2009, providing a prospectus for approval of an off campus site in Atlanta, Georgia, where students may earn 50% or more of the credits required in the Post-Baccalaureate Certificate in Museum Studies and providing information concerning the Ed.S. in Educational Leadership degree program.

Certificate in Museum Studies at the Atlanta History Center

The University notified the Commission in a letter dated March 23, 2009, that it had begun offering, effective fall 2007, 50% or more of the credits required in the Certificate Program in Museum Studies at the Atlanta History Center. However, no prospectus was submitted and thus the site has not been approved.

The address for the site is as follows:

Atlanta History Center  
130 West Paces Ferry Road, N.W.  
Atlanta, GA 30305-1366

The University offers a collaborative graduate-level Museum Studies Certificate Program with the History Center. The 15-hour certificate can be completed as part of the M.A. program at the University or can be added to a master’s degree in history or other academic field. Of the five courses, three are offered at the History Center and two are offered on the main campus.

The prospectus provided adequate information concerning the admissions requirements, curriculum, learning resources, administrative support for the program, and financial support for the program. A signed copy of the agreement with the History Center was provided. A faculty roster contained documentation of appropriate qualifications of faculty members teaching in the program.

We approve the off campus site at the Atlanta History Center where students may earn 50% or more of the credits required in the Certificate Program in Museum History and request no further information.
Because the University offers 50% or more of the credits required in a program at an unapproved site, it is not in compliance with Comprehensive Standard 3.12.1. Please submit to my office, by April 1, 2010, four copies of a description of the internal process you have developed to assure timely notification of substantive change to the Commission in the future. The description of the process and the fact of the institution's noncompliance with CS 3.12.1 will be forwarded to the Board of Trustees for review and action at its June, 2010, meeting.

Ed. S. in Educational Leadership Program

The University offers online, effective fall 2009, more than 50% of the Ed.S. in Educational Leadership Program. Because the program is approved and the University is approved to offer more than 50% of a degree program on line, we accept notification and request no further information.

Additionally, students at the following off campus sites could earn, effective summer 2009, 25-49% of the credits required in the Ed.S. in Educational Leadership program:

The University of West Georgia Newnan Center
7 Solar Circle
Newnan, GA 30265

Clayton County Professional Learning Center
1087 Battle Creek Road
Jonesboro, GA 30236

Gwinnett County Schools Instructional Service Center
437 Old Peachtree Road
Suwannee, GA 30024

Douglas County Board of Education Professional Learning Center
4841 Highway 5
Douglasville, GA 30135

We accept late notification concerning off campus sites where students may earn 25-49% of the credits in the Ed.S. in Educational Leadership program and request no further information.

Effective summer 2010, students may earn 25-49% of the credits in the Ed.S. in Educational Leadership program at the following off campus sites:

Northwest Georgia RESA (on site at Georgia Highlands College)
3167 Cedartown Highway, S.E.
Rome, GA 30161

Walker County Schools
201 South Duke Street
Lafayette, GA 30728
Page 3
Dr. Sethna
February 23, 2010

Coweta County Schools
167 Werz Industrial Drive
Newnan, GA 30265

West Georgia RESA
99 Brown School Drive
Grantville, GA 30220

Metro RESA
1870 Teasley Drive, S.E.
Smyrna, GA 30080

Griffin RESA
440 Tilney Avenue
Griffin, GA 30224

We accept notification of the off campus sites where, effective summer 2010, students will be able to earn 25-49% of the credits required in the Ed.S. in Educational Leadership program and request no further information.

Please be reminded that should students be able to earn 50% or more of the credits in a program at an off campus site, notification is required six months in advance of the implementation date with a prospectus for approval of the site to be submitted at least three months prior to implementation.

The letter also included a list of off campus/online programs that have already received approval and/or were reviewed during the 2003 reaffirmation review:

Dalton
B.S.N. (Dalton)

Georgia Highlands in Rome
B.S.N. (Georgia Highlands in Rome)
B.S.Ed. in Early Childhood Education (Georgia Highlands in Rome)
M.Ed. in Early Childhood Education (Georgia Highlands in Rome)

Newnan Center
B.S.Ed. in Early Childhood Education (Newnan Center)
B.S.N. in Nursing (Newnan Center)
M.Ed. in Early Childhood Education (Newnan Center)
M.Ed. in Special Education (Newnan Center)
M.Ed. in Educational Leadership (Newnan Center)
M.Ed. in Middle Grades Education (Newnan Center)
M.S. in Criminology (Newnan Center)
M.B.A. (Newnan Center)
Ed.S. in Educational Leadership (Newnan Center)
Online/Partially Online
eCore (Online Collaboration)
M.Ed. in Physical Education (online)
M.Ed. in Media (Online)
M.S.N. in Nursing (Online)
Web M.B.A. (Online Collaboration)
Ed.S. in Media (Online)
Ed.S. in Special Education (Online)

Enclosed is an invoice for $300 to defray the cost of reviewing the prospectus.

Best regards,

Belle S. Wheelan, Ph.D.
President

BSW/ABC:efk

Enclosure

cc:  Dr. Jon Anderson, Associate Professor of Management
     Dr. Michael S. Johnson
     Ms. Carol A. Luthman
Southern Association of Colleges and Schools Commission on Colleges, Inc.
1866 Southern Lane
Decatur, GA 30033-4097

Bill To
Univ. of West Georgia
1601 Maple Street
Carrollton, GA 30118-0001

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<th>Description</th>
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<td>REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS</td>
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Substantive Change Fees for the review of the prospectus for the "Off-campus site, Atlanta History Center, Atlanta, GA."

Total $300.00
Payments/Credits $0.00
Balance Due $300.00

Payment due upon receipt. Please make checks payable to SACS-Commission on Colleges.

Questions, please contact Sharon Wilks @ 404-679-4500 ext 4507 or email at swilks@sacscoc.org

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<th>Phone #</th>
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<tr>
<td>404-679-4500</td>
<td>404-679-4550</td>
<td><a href="mailto:lmoreaux@sacscoc.org">lmoreaux@sacscoc.org</a></td>
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Web Site
www.sacscoc.org
November 19, 2009

Dr. Belle S. Wheelan  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097

Dear Dr. Wheelan:

It has come to our attention that the University of West Georgia is out of compliance with the substantive change process in two of the academic programs. The intent of this letter is to make the commission aware of this error and submit the documents necessary to bring the institution into compliance.

First, in a letter dated March 23, 2009, we wrote to notify the Southern Association of Colleges and Schools Commission on Colleges that the University of West Georgia had begun offering a Certificate Program in Museum Studies at the Atlanta History Center that exceeded 50% of the face to face instructional time at this off-campus instructional site.

This certificate program was approved through our normal faculty governance processes in 2001, and approved by the Board of Regents of the University System of Georgia on August 8, 2006, but we failed to receive approval from SACS prior to offering this certificate at this off-campus site. Of the five courses that are required for this certificate, three are offered at the Atlanta History Center and two are offered on the campus at the University of West Georgia.

Although we have been offering courses as early as 2001, it was not until 2007 that we began awarding official certificates for this program. The address of the Atlanta History Center is: 130 West Paces Ferry Rd NW, Atlanta, GA 30305-1366. The prospectus prepared for this certificate is included with this submission.

Second, as directed by the professional standards commission, The University of West Georgia College of Education revised its Ed.S. in Educational Leadership in the spring semester of 2009. The program was approved by the professional standards commission in late spring semester and classes began in the summer of 2009. This is a 27 credit hour program that is designed to be taught as a hybrid of online delivery and in school systems to small cohorts of students nominated by the school system.

Nine credits were offered in the summer semester and nine are currently being offered this fall 2009 semester at four locations. The program became more than 50% online in the beginning of fall semester, August 13, 2009. The first groups of students will complete the final nine hours of the program in the spring 2010 semester.

The Ed.S. in Educational Leadership program is delivered more than 50% online.

Additionally, 25-49% of the program is delivered face to face at locations selected by school districts.
The first classes began in the summer semester of 2009. The sites at which classes began in the summer of 2009 are as follows:

- The University of West Georgia Newnan Center, 7 Solar Circle, Newnan, GA 30265 (UWG currently offers a number of similar degree programs at this site that have been approved by SACS)
- Clayton County Professional Learning Center, 1087 Battle Creek Road Jonesboro, GA 30236
- Gwinnett County Schools Instructional Service Center, 437 Old Peachtree Road, Suwanee, GA 30024
- Douglas County Board of Education Professional Learning Center, 4841 Highway 5, Douglasville, GA 30135

Additionally, the **25-49% face to face portion of this degree** will begin at the following sites in the summer of 2010 or thereafter:

- Northwest Georgia RESA, 3167 Cedartown Highway SE, Rome, GA 30161 (on-site at Georgia Highlands College)
- Walker County Schools, 201 South Duke Street, Lafayette, GA 30728
- Coweta County Schools, 167 Werz Industrial Drive, Newnan, GA 30265
- West GA RESA, 99 Brown School Drive, Grantville, GA 30220
- Metro RESA, 1870 Teasley Drive SE, Smyrna, GA 30080
- Griffin RESA, 440 Tilney Avenue, Griffin, GA 30224

Due to the applied and embedded nature of this program, it is anticipated that the 25-49% portion of this degree program will be offered at other sites in the future. These addresses will be sent to the commission as they are identified.

With this submission, our records show that the following off campus/online programs have already received your approval either individually or at the time of our 2003 reaffirmation review or are pending approval as noted below.

**Dalton**  
BSN (Dalton)

**Georgia Highlands in Rome**  
BSN (Georgia Highlands in Rome)  
BSEd in Early Childhood Education (Georgia Highlands in Rome)  
MEd in Early Childhood Education (Georgia Highlands in Rome)

**Newnan Center**  
BSEd in Early Childhood Education (Newnan Center)  
BSN in Nursing (Newnan Center)  
MEd in Early Childhood Education (Newnan Center)  
MEd in Special Education (Newnan Center)  
MEd in Educational Leadership (Newnan Center)  
MEd in Middle Grades Education (Newnan Center)  
MS in Criminology (Newnan Center)  
MBA (Newnan Center)  
EdS in Educational Leadership (Newnan Center)
Online/Partially Online
- eCore (Online Collaboration)
- MEd in Physical Education (online)
- MEd in Media (Online)
- MSN in Nursing (Online)
- WebMBA (Online Collaboration)
- EdS in Media (Online)
- EdS in Special Education (Online)

Pending Acknowledgement of Notification
- EdS in Education Leadership (UWG Newnan Center, Gwinnett County, Fulton County, Douglas County, Online)

Pending Approval
- Post Baccalaureate Certificate in Museum Studies (Atlanta History Center)

Thank you for the opportunity to submit these programs to bring the institution into compliance with SAC’s substantive change policies. Should you or your staff need any more information, we look forward to complying with your requests.

Sincerely,

[Signature]

Dr. Jonathan R. Anderson
SACS Liaison
University of West Georgia
Carrollton, GA 30118
Phone 678-839-4826
Email: janderso@westga.edu

cc: Dr. Beheruz Sethna, President
    Dr. Sandra Stone, VPAA for Academic Affairs
    Dr. Kim Metcalf, Dean College of Education
    Dr. George Kieh, Dean College of Arts and Sciences
    Dr. Myrna Gantner, Department Chair, Educational Leadership and Professional Studies
    Dr. Steve Goodson, Department Chair History Department
    Dr. Ann McCleary, Professor, Department of History
Agreement of Understanding
For the Museum Studies Program
Between the University of West Georgia and the Atlanta History Center
August 13, 2009

Program background and history

The University of West Georgia began a collaborative graduate-level Museum Studies Certificate Program with the Atlanta History Center in 2000. The 15-hour Certificate can be completed as part of the M.A. program at the University of West Georgia or students from UWG or another graduate program may add the Museum Studies Certificate to a Master’s degree in history or an academic field in which they choose to specialize.

The program was created by Pam Meister, then Director of Education and Interpretation at the Atlanta History Center (AHC), and Dr. Ann McCleary, the Public History Coordinator at the University of West Georgia (UWG). Meister and McCleary collaboratively developed the program philosophy, curriculum, and course content. The intention was to create a program that provided hands-on training as well as readings in and discussion about theory, practice, and current issues in the museum field.

Students in the program complete a variety of real-life assignments, typically using the AHC as a learning lab. For example, students in the collections management class may help inventory or process a collection. In the Museum Administration class, students prepare marketing plans and research and write foundation proposals for current AHC projects. In the Museum Exhibits class, students develop an exhibit concept that the AHC currently has on the drawing board. In the Museum Education class, students prepare program plans for an upcoming AHC exhibit and develop an interpretive plan for a facility on the AHC campus. As much as possible, the program directors try to make the class assignments helpful to the AHC, to offer new ideas and perspectives on current and upcoming projects, and to provide assistance to the AHC staff.

The Museum Studies Certificate Program was approved by the Georgia Board of Regents in 2006 and is offered through the History Department at UWG.

Program Curriculum

All students must complete the following requirements, totaling 15 hours of credit:

1. Nine hours in Museum Studies seminars, offered at the Atlanta History Center and taught by a UWG faculty member with assistance from AHC staff members (9 hours). Students will choose three of the four museum classes listed below, each of which is a three hour course:
   a. Museum Administration
   b. Museum Exhibits
   c. Museum Collections Management
   d. Education and Interpretation in Museums
The coursework required for the certificate is consistent with that in other museum training programs around the country and incorporates the essential elements that museums seek. Museums expect their professional staff to have expertise in history, the use of material objects in teaching about the past, and professional skills like registration or collections or developing interpretive programs.

Our association with the Atlanta History Center will offer students an opportunity to learn from, and network with, a variety of professional museum staff while working in a museum setting. In addition, we expect that the AHC staff, with their knowledge of new job openings and of the abilities of our students, to help us place our students in museum positions.

Because there are no comparable programs in Georgia, and the closest of these few programs in the southeast being in Columbia, South Carolina, and Greensboro, North Carolina, we anticipate that this certificate program will attract more candidates into our M.A. in history program.

Complementary courses:
Students pursuing this certificate would also be able to take other graduate level courses in public history which might touch on issues relating to museum work, such as the Introduction to Public History or Studies and Research Methods in American Folklife.

Library resources:
Myron House reports that we currently have 207 entries in our library collection under Museums. In anticipation of this program offering, we have been purchasing books for the library related to museum work and have received $500 from the History Department library budget to purchase additional books this year. Certificate students would also have access to a very rich library of museum studies materials at the Atlanta History Center.

Potential duplication or overlap:
We offer an Introduction to Museum Studies class at the graduate level in the History Department, but it does not provide the kind of intensive professional training that this certificate would include. However, some students who take the introductory course may decide to pursue the Certificate concentration.

TO: Dr Ann McCleary
FROM: Myron Wade House
SUBJECT: Library Collection
DATE: September 28, 2000

I am responding to your question about the Ingram Library collection and its ability to support the Public History program. We have made great strides since the program was instituted. I ordered many Society of American Archivists publications last year in my capacity as liaison with the History Department. I know that you have ordered many museum works. I think we should order this year many of the American Association for State and Local History publications.

To give you a quick idea of the number of entries in our collection under certain categories, please note the following:

Folklife = 500
Oral History = 57
Archives/Archivists = 121
Museums = 207
Material Culture = 51
Architecture, United States = 96
Substantive Change Request for the offering of a
Post-Baccalaureate Certificate in Museum Studies
University of West Georgia

Submitted to the Southern Association of Colleges and Schools Commission on Colleges

November 17, 2009
Museum Studies Certificate in the M.A. in History Program

Certificate description:

Students who wish to pursue careers in museum studies need advanced training in museology at the graduate level to prepare and compete for professional jobs. We propose offering a certificate in museum studies in our History M.A. program in conjunction with the Atlanta History Center. We expect to initiate this certificate concentration in the Fall of 2001 for up to six graduate students each year.

The Certificate in Museum Studies will require 15 hours of course work at the graduate level and will incorporate practicum experiences and adjunct faculty at the Atlanta History Center. Requirements include:

1. 9 hours in advanced graduate-level museum studies courses, chosen from the following:
   HIST 6301 Administration of Museums and Historic Sites
   HIST 6302 Collections Management in Museums
   HIST 6303 Education and Interpretation at Museums
   HIST 6304 Exhibits at Museums and Historic Sites

2. 3 hours in courses focusing on museum object analysis
   HIST 6202 Theory and Methods of Material Culture Studies

3. 3 hours of internship credit in a museum setting
   HIST 5486 Public History Internship

The Museum Studies courses will be team-taught by public history faculty at UWG and professional staff at the Atlanta History Center (AHC), with approximately half of the courses to be taught in each location. The association with the AHC will allow students to interact with a wider range of museum professionals and to engage in practical, hands-on experiences in an accredited museum setting. Each of these courses will include practicum experiences at the AHC.

Theory and Methods of Material Culture Studies will be taught by the UWG public history faculty, using the collections at the AHC for some of our field experiences.

Students can pursue their Internship experiences at the AHC or, with approval from the Public History Coordinator, they may select another museum.

We predict that the majority of the students who will pursue the museum studies certificate will be students in the M.A. in History program at UWG, but most will need to take one or two extra beyond the required 36 hours for the M.A. to receive the certificate. We will also accept students into our program who wish to add the Museum Studies Certificate to train for a museum career, if the students already have an M.A. in History or a closely related field.

Justification:
2. Material Culture, a graduate seminar offered on the UWG campus and taught by a UWG public history faculty member (3 hours).

3. Museum Internship, a 150-hour internship in a museum setting, which may be at the Atlanta History Center or another museum. (3 hours) A UWG public history faculty member will be responsible for overseeing the internship for the university. Students who have at least two years full-time experience working in a museum may elect to pursue one of the following options in lieu of the internship course:
   a. complete an internship in another museum setting,
   b. take another museum studies course, or
   c. take another public history course offered at UWG.

Program schedule

The Museum Studies Certificate Program is designed so that students may complete it over a two-year academic cycle, including the summer semesters.

The program offers two museum studies seminars at the Atlanta History Center each academic year and thus a total of four museum seminars over a six-semester period. UWG is currently offering one museum seminar at the AHC in the summer semester and one in either the fall or spring semester each year. All of these courses are offered during the normal business hours at the AHC so its staff need not come in during non-work hours.

Material Culture is offered at night on the UWG campus during one of the other semesters. The required internship course is offered every semester.

UWG is flexible in scheduling these courses. If there is a semester when the AHC staff members are unable to help teach because of their regular work load at the museum, we will adjust the schedule accordingly. For example, one year UWG moved the Museum Exhibits class from the summer to the fall semester because AHC staff was busy with the installation of the Olympics exhibit that summer. These schedule changes need to be made one calendar year in advance if possible.

Eligible students

While the program is administered through UWG and the majority of the students presently come from UWG, the program is also open to graduate students from other schools as well as AHC staff and volunteers. Enrollment for each class is capped at 20 students.

Those eligible to participate in the program include:

1. Students who applied to and were accepted into the Museum Studies Certificate Program through the UWG Graduate School.

2. Any current UWG history graduate students in good standing, including those pursuing a public history concentration, a Public History Certificate, a Museum Studies Certificate, or a public history minor field as well as those pursuing a traditional history program.
3. Graduate students in good standing at other universities in Georgia or other states who wish to (1) take individual museums classes or (2) complete the entire Museum Studies Certificate and add it to their degree.

   a. Graduate students within the ARCHE Consortium (Atlanta Regional Council on Higher Education) can cross-register for the museum seminars through their home institutions. See Appendix A.

   b. Graduate students from other schools outside the ARCHE consortium may register as transient students at UWG with documentation that they are in good standing at their home institutions. See Appendix B.

   c. Those wishing to complete the Certificate must apply for the Certificate program through the UWG Graduate School. The ARCHE program requires that students complete at least half of their hours for any program at the home institution which offers the degree or certificate. Consequently, those wishing to complete the Museum Studies Certificate may enroll in six hours at their home institution through the ARCHE system, but the remaining nine hours must be completed as a registered UWG student.

4. Volunteers and staff at the Atlanta History Center may apply to take classes in the “Non-Degree/Personal Enrichment” admissions category. This category allows students to take up to nine hours of courses, which will be recorded on a graduate transcript. See Appendix B.

5. Other graduate students in good standing at UWG may request to take museum studies seminars with the approval of the UWG program coordinator. In the past, we have had students in the education program take and make good use of this class content within their classrooms. Other potential students might come from the fields of art, public administration, or planning.

**Program administration and teaching staff**

1. The UWG Public History Coordinator will be responsible for administering the program.
2. The AHC will appoint a staff person to serve as AHC Program Coordinator.
3. The four Museum Studies seminars will be taught by a public history faculty member at UWG with assistance from AHC staff members, as well as other speakers in the museum and public history field.
4. The Public History faculty at UWG will teach the Material Culture seminar and provide administrative supervision for all internships.
5. Some AHC staff members may sponsor internships for students who apply to and are accepted to intern at the AHC.
Administrative responsibilities

1. The UWG Public History Coordinator will:
   a. administer the Museum Studies program through UWG;
   b. schedule all Museum Studies classes in cooperation with the AHC Program Coordinator;
   c. serve as a point of contact for all potential students;
   d. recruit students to the program;
   e. review all applications and make admissions decisions;
   f. maintain records for all current Museum Certificate students and graduates;
   g. submit paperwork to the Graduate School when students complete their certificates and send certificates to these students;
   h. conduct a review of the program and curriculum, as needed; and
   i. complete any necessary paperwork for program/course changes through the appropriate university committees.

2. The AHC Program Coordinator will:
   a. coordinate class schedules with UWG Public History Coordinator on an annual basis;
   b. arrange classroom space for each class;
   c. assist in teaching, scheduling, and other administrative tasks, as needed; and
   d. serve as a point of contact for the AHC regarding the program.

Teaching responsibilities

The four museum studies seminars will be team-taught by a UWG public history faculty member and AHC staff members. UWG faculty and AHC staff will divide the work as follows:

1. The UWG faculty member will:
   a. assume primary administrative and teaching responsibility for the class;
   b. produce the course syllabus and make it available in class and on the web;
   c. create and maintain a list-serve for communication with the class;
   d. maintain responsibility for grading all student work and assigning class grades;
   e. hold office hours to meet with students about the class, at the AHC and UWG;
   f. supervise student practicum and assignments, as identified in syllabus;
   g. order books and put reading materials on reserve, as needed; and
   h. make arrangements for guest speakers.

2. The AHC faculty members will:
   a. assist in developing the class syllabus and weekly schedules, including the list of topics and possible speakers for each class day;
   b. assist in creating class projects;
   c. provide resource material, as needed, for student projects and assignments; and
   d. assist in teaching specific topics or exercises and make class presentations as mutually agreed upon in the syllabus.
Marketing

1. UWG will market museum studies as a collaborative program with the Atlanta History Center. The Atlanta History Center will be credited as a partner for the program in every piece of literature and every article written about the program. UWG will also emphasize cross-registration in the ARCHE Consortium, making every effort to ensure that the museum studies program is marketed to students in ARCHE member institutions.

2. The UWG Public History Coordinator will:
   a. produce brochures and other promotional materials for the program;
   b. send or e-mail downloadable versions of these brochures to interested students (including those who contact the Graduate School office at UWG and others recommended by the AHC);
   c. take brochures to academic and professional conferences such as GAMG, SEMC, AASLH, NCPH, to promote the program;
   d. provide copies of these brochures including virtual or downloadable versions to the AHC for distribution to potential students, at the admissions desk, and through contact on its website; and
   d. maintain a website about the program and include a link to the AHC website.

4. The AHC will:
   a. announce the program on its website and link to the UWG program website;
   b. provide brochures for distribution at the front admissions desk and through contact on its website and elsewhere as appropriate;
   c. promote the program in other ways, as appropriate; and
   d. share the brochure and other program information with people who contact the AHC requesting information on museum studies training or programs.

Additional benefits to the Atlanta History Center

1. Training and educational opportunities for staff and volunteers:
   a. AHC staff members and volunteers may attend individual class sessions with approval from the AHC program coordinator or staff instructor and from their supervisors. These sessions include presentations by guest speakers.
   b. With approval from their supervisors and both program coordinators at UWG and the AHC, AHC staff members and volunteers may enroll in and receive credit for Museum Studies courses upon application to the UWG Graduate School. (See Appendix B)

1. Those interested in taking courses for personal enrichment should select the category “Non-Degree/Personal Enrichment.”
2. Those who think they might be interested in pursuing either the Museum Studies Certificate or the M.A. in history at UWG may apply through Non-degree/Master's category.

3. A staff member or volunteer who is age 62 or above and a Georgia resident may take courses as a regular student and be exempt from tuition fees as space allows, according to Constitutional Amendment #23 (Appendix D). S/he must still apply to the Graduate School for admission.

c. With approval from their supervisors and both program coordinators at the AHC and UWG, AHC staff members or volunteers may audit a Museum Studies seminar. Interested individuals must follow the university procedures for auditing. Auditors will receive credit for auditing the class on their UWG transcript. Auditors must be willing to participate in the team projects where much of the learning takes place and must follow expectations set forth by the instructors.

d. AHC staff members and volunteers may also complete the full fifteen-hour Museum Studies Certificate. To do so, they must apply to the UWG Graduate School, meet the admissions standards, be formally accepted to the program, and complete the certificate requirements.

e. Any staff member or volunteer may also apply for the M.A. program and pursue the Museum Studies Certificate as a specialization in the Public History concentration.

f. As an incentive for professional development, AHC staff members who choose to pursue any of the options in this category (b) or (c) above and who are properly admitted and/ or approved to do so, will be allowed an appropriate number of hours per week for class and study time as determined by their supervisors. These hours will be considered part of the employee's regular work schedule. Any hours in excess of the determined number will be charged as paid time off.

2. **Trained interns:** UWG encourages (but does not require) students to pursue internships at the AHC, thus providing a source of trained interns for the institution.

3. **National recognition in the field of museum studies and public history education:** The UWG/AHC program has already attracted attention in the public history field as an innovative, collaborative graduate program. Meister and McCleary wrote an article about the program for *Perspectives* that is currently on-line on the American Historical Association website. The UWG public history faculty will continue to promote the program in academic and professional publications and conferences whenever possible, thus providing more promotion for the Atlanta History Center.

4. **Networking opportunities:** Museum Studies graduates go on to work in museums around the country, further expanding the networking opportunities for the AHC and enhancing its reputation.
5. **Potential employees:** At least five students and graduates from the program have accepted positions at the AHC in the past five years. This program allows AHC staff to get to know students and their class work well before they ever apply for paid positions.

6. **Assistance from the UWG public history faculty:** In recognition of the time that the AHC professional staff dedicate to this Museum Studies Certificate program, the UWG public history faculty are ready, willing, and able to volunteer to help the AHC in whatever way possible by serving on committees, consulting on museum projects, or helping in other areas, as requested.

**Conditions of this agreement:**

1. **Compensation**

   In recognition of the program expenses that the AHC incurs including (1) the commitment of staff time to co-teach the courses and (2) the use of AHC classroom facilities, the University of West Georgia offers two forms of compensation:

   1. UWG will provide financial compensation to the AHC according to a separate contract approved for this purpose, a copy of which is included as Appendix E.
   2. UWG will exempt the tuition fees required of AHC staff members who would like to audit the museum seminars offered at the AHC (see Appendix C for standard audit payment schedules).
   3. The amount and form of compensation shall be re-negotiated on an annual basis.

2. **Exclusivity**

   The Atlanta History Center agrees that the Museum Studies Certificate program with the University of West Georgia will be the only museum studies program in which the AHC officially participates as an institution. It is understood that AHC staff members may participate with other museum studies programs at other institutions on an informal basis.
AGREED TO BY:

Sandra Stone, Acting
Vice President for Academic Affairs
University of West Georgia

Behzad N. Sethna, President
University of West Georgia

Salvatore G. Cilella, CEO
Atlanta History Center

10/30/09
Date

OCT 30 2009
Date

Sept 21, 2005
Date
Appendix A
Cross Registration in the ARCHE Consortium
Source: http://www.atlantahighered.org/AboutARCHE/tabid/392/Default.aspx

The Cross-Registration Program through the Atlanta Regional Council for Higher Education (ARCHE) allows students at member institutions to broaden their academic experience by registering for courses at other member colleges and universities. It shares the vast resources of ARCHE member specialties by offering students access to courses not offered at their home institution and allows them a chance to experience a different campus environment.

Registration is handled through a student’s home institution. Students must contact their college or university’s Cross-Registration Coordinator.

Who is eligible to cross-register?
Students are eligible for cross registration if they are in good academic standing at their home institution and meet all program eligibility requirements set by the home and host institutions. At the time of cross registration, students must currently be enrolled at their home institution in at least one course at the undergraduate, graduate, or professional level in a program for which academic credit is awarded (the definition of "program" is determined by your institution). Students also must meet program application deadlines: July 26 for Fall Semester, December 1 for Spring Semester, and May 5 for Summer Term.

ARCHE member institutions:
Agnes Scott College
Brenau University
Clark Atlanta University
Clayton State University
Columbia Theological Seminary
Emory University
Georgia Institute of Technology
Georgia State University
Interdenominational Theological Center
Kennesaw State University
Mercer University, Atlanta
Morehouse College
Morehouse School of Medicine
Savannah College of Art and Design—Atlanta
Southern Polytechnic State University
Spelman College
University of Georgia
University of West Georgia

Appendix B
Graduate Admissions Categories
Source: 2008-9 University of West Georgia Graduate School Catalog (51-4)

Graduate School admission categories relevant to students interested pursuing in the Museum Studies Certificate Program or completing Museum Studies seminars:

1. Regular (Master's). A student who has a cumulative undergraduate grade point average of at least 2.5 on a 4.0 scale on all work taken at all colleges/universities, satisfactory scores on the appropriate admission test, the recommendation of the department or program concerned, and who has completed all prerequisites required for admission into the proposed field of specialization satisfies minimal regular admission standards for the Graduate School. Some programs have higher standards.

2. Provisional (Master's). A person failing to meet one or more of the standards required for admission as a regular student may be eligible for admission under conditions specified at the time of admission by the appropriate department chair or program director and approved by the Dean of the Graduate School. Graduate courses completed by a provisional student may be counted toward a degree after the student has been reclassified as a regular student. Individuals applying to master's degree programs in the arts & sciences must submit Graduate Record Examination (GRE) scores of at least 350 on appropriate sections and must also have a grade point average of at least 2.2. Applicants submitting GRE analytical writing scores must obtain a score of at least 3.0 on this test as an additional requirement for provisional admission. The grade point average and GRE scores meeting test score and grade point average minimums are entered into the following formula: 100 multiplied by the grade point average plus the GRE score (verbal + analytical or quantitative for test taken prior to October 2002) must total at least 1000 points. GRE scores submitted after October 2002 require verbal and quantitative scores and an analytical writing score of at least 3.0 to be considered for provisional admission. In all cases, the GRE score must be at least 350 on both verbal and quantitative or analytical sections. These are minimal criteria for provisional admission. The History Department requires a 2.75 GPA Meeting test score and grade point average requirements is no guarantee of admission. Applicants may also be admitted provisionally for reasons other than, or in addition to, grade point average and GRE test scores.

3. Transient. An applicant in good standing at another recognized graduate school may be accepted as a transient student provided an approved transient letter or transient form is obtained from the dean or appropriate college official of the school where the student is currently enrolled. Enrollment as a transient student is limited to one semester. Applications as a transient student for a second semester must be submitted to the Dean of the Graduate School. If a transient student later elects to transfer to West Georgia, a formal application for admission must be submitted to the Graduate School. A petition must be made to have credit earned as a transient student applied toward the master's degree.

4. Non-degree/Masters. Applicants whose clear purpose is to seek a master's degree may be admitted in this category temporarily to take a limited number of courses while awaiting admission to the master's degree program of their choosing. The number of hours students will
be allowed to take in a non-degree status will be determined by their likelihood of admission to a master’s degree program. Likelihood of admission is determined by undergraduate grade point average, graduate admission test scores, and other criteria required for admission by the program a student seeks to enter. Under normal circumstances, the maximum number of hours students will be allowed to take as a non-degree student will be 9; however, some students will not be allowed to take 9 hours. Those students attempting to gain admittance to a degree program should make every effort to take the appropriate admissions test as soon as possible. No more than 9 semester hours of credit earned in this category may subsequently be applied toward meeting the requirements of the master’s degree provided that provisional or regular admission requirements are met. Students will have a hold placed on their registration after they have registered for their 9th hour.

6. Non-degree/Personal Enrichment. Individuals admitted under this category must have at least a 2.0 undergraduate grade point average on all undergraduate work attempted. Individuals clearly in a position to seek a graduate degree will not be admitted under this category and must meet the criteria set forth in the Non-degree/master’s admissions category. No more than 9 hours of credit earned in this category may subsequently be applied toward meeting the requirements of the master’s degree provided that provisional or regular admission requirements are met.

9. Post-Graduate Admission. Students in this category who have not applied for another degree program but wish to take courses for certification or personal enrichment must have a graduate degree from an accredited college. No more than 9 hours of graduate credit earned in this classification may be applied toward meeting the requirements of a graduate degree at an institution in the University System.
Appendix C
UWG Graduate School Policy on Auditing
Source: 2008-9 Graduate School Catalog

Special Students and Auditors (page 41)

In-state students or auditors registering for less than twelve semester-hours are charged $122 per semester hour for tuition. Out-of-state students are charged for out-of-state tuition at the rate of $488 per semester hour.

Students registering for programs conducted at off-campus centers (which includes the Museum Studies Certificate Program) should note that:

a. In the case of full-time students taking classes off and on campus, the maximum tuition is the full-time rate for on-campus. For students taking less than a full-time load, the above hourly rates apply.

b. Off-campus students are required to pay the technology fee of $50.
Appendix D
Constitutional Amendment No. 23
Source: 2008-9 UWG Graduate School Catalog (46)

Pursuant to the provisions of an amendment to the Georgia Constitution adopted on November 2, 1976, the Board of Regents established the following rules with respect to enrollment of persons 62 years of age or older in units of the University System. Persons 62 years of age or older who meet the following provisions are exempt from payment of certain fees for resident credit:

1. Must be residents of Georgia, 62 years of age or older at the time of registration and must present a birth certificate or other comparable written documentation of age to enable the registrar to determine eligibility.

2. May enroll as regular students in courses offered for resident credit on a “space available” basis without payment of fees, except for supplies, laboratory, or shop fees. Space available will be determined by the institution. Students enrolled for credit who elect to participate in the campus health program, student activities program, or to use the parking facilities may be required to pay the appropriate fees.

3. Must meet all System and institutional admission requirements to include high school graduation, SAT scores, and Developmental Studies.
Appendix E

Compensation of Services to the Atlanta History Center

From the University of West Georgia

For the Museum Studies Program

In association with the Memorandum of Understanding for the Museum Studies Program between the Atlanta History Center and the University of West Georgia, the University of West Georgia agrees to pay the Atlanta History Center $4,000 for co-teaching and providing services (described in the MOU) for two museum studies classes to be taught in the 2009-10 academic year. The payment will be made at the completion of the second class in December 2009.

This payment will be $4,000 annually for two classes during the academic year. Either party reserves the opportunity to renegotiate the amount at the beginning of each academic year.
**Faculty Roster for the Museum Certificate offered at the Atlanta History Center**  
**University of West Georgia**

<table>
<thead>
<tr>
<th>Instructor (Full or Part Time)</th>
<th>Course</th>
<th>Academic Degree</th>
<th>Other Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ann McCleary (Full Time)</td>
<td>Theory and Methods of Material Culture Studies</td>
<td>PhD American Civilization, Brown University, May 1996</td>
<td></td>
</tr>
<tr>
<td>Dr. Ann McCleary (Full Time)</td>
<td>HIST 6301 Administration of Museums and Historic Sites</td>
<td>PhD American Civilization, Brown University, May 1996</td>
<td></td>
</tr>
<tr>
<td>Dr. Ann McCleary (Full Time)</td>
<td>HIST 6302 Collections Management in Museums</td>
<td>PhD American Civilization, Brown University, May 1996</td>
<td></td>
</tr>
<tr>
<td>Dr. Ann McCleary (Full Time)</td>
<td>HIST 6303 Education and Interpretation at Museums and Historic Sites</td>
<td>PhD American Civilization, Brown University, May 1996</td>
<td></td>
</tr>
<tr>
<td>Dr. Ann McCleary (Full Time)</td>
<td>HIST 6304 Exhibits at Museum and Historic Sites</td>
<td>PhD American Civilization, Brown University, May 1996</td>
<td></td>
</tr>
<tr>
<td>Dr. Ann McCleary (Full Time)</td>
<td>HIST 5486 Public History Internship</td>
<td>PhD American Civilization, Brown University, May 1996</td>
<td></td>
</tr>
</tbody>
</table>

Dr. Ann McCleary serves as the Program Coordinator for the University of West Georgia

Dr. Gordon Jones serves as the Program Coordinator and Senior Military Curator for the Atlanta History Center