



eMajor Affiliate Letter of Intent and Commitment

Statement of Commitment: **DALTON STATE COLLEGE** (institution) intends to participate as an eMajor Affiliate beginning **FALL Semester 2013**. We agree that the institution will commit to full participation and support of the eMajor degree program identified as **BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP**, and has obtained faculty endorsement of the identified eMajor curriculum through existing governance processes.

The eMajor Administrative Unit coordinates support for students and faculty, technical support, test proctoring, bookstore, course maintenance and assisted development, faculty preparation, marketing, and overall program evaluation. Per SACSCOC guidelines, institutions must ensure that their online students receive the same level of support (e.g., financial aid, counseling, admissions, advising, etc.) as campus-based students.

Tuition is set by USG eMajor and approved by the BOR, and is the same for all affiliates. Affiliates retain 20% of tuition revenues generated by their students and are billed for the remaining amount after the midpoint of each semester (based on enrollment at census date). If an affiliate is contributing courses to eMajor as a teaching institution, the affiliate receives 40% of the revenues generated by the courses taught by that institution.

eMajor Affiliate Responsibilities:

We understand that, as a USG eMajor Affiliate, we accept the following responsibilities:

Collaborative Partnerships

1. Provide a notice of at least three semesters to both the eMajor CEO and all partnered institutions, if the institution(s) decides to terminate its affiliation with eMajor.
2. Adopt common titles, course descriptions, course prefixes and numbers, credit hours, co-/pre-requisites, and syllabi across all partnered institutions.
3. Agree to accept all relevant eMajor courses, within the context of the existing degree(s), offered by partnered affiliates for credit toward degree completion.
4. Submit for USG review and approval, all program-related materials required by the University System of Georgia.
5. Obtain SACSCOC approval for online delivery of the program, and jointly submit notification of program collaboration, with other affiliates to the Board of Regents.
6. Allow future partnerships and affiliation by other USG institutions seeking affiliate status.
7. Require all faculty to complete the eMajor Faculty MOU prior to teaching their first eMajor course and on an annual basis thereafter.
8. All eMajor faculty are required to complete one eMajor Faculty Workshop, and faculty are encouraged to participate in professional development opportunities offered throughout the year. The eMajor administrative unit will provide workshop schedules for eMajor faculty.
9. Establish and maintain a course rotation schedule to facilitate student program planning and graduation.

10. Communicate with collaborative institutional partners regularly, coordinate necessary changes, and notify the eMajor Administrative Unit of any pending or finalized changes.
11. Agree to maintain or establish a connection to the INGRESS System.
12. Prospective affiliate institutions must be members of the Adult Learning Consortium (ALC) or agree to abide by and implement policies and procedures institution-wide which align with the [ALC Statement of Commitment to Adult Learners](#)
13. Commit to scale program offerings in response to student demand.
14. Affiliate institution will abide by the eMajor financial model including tuition revenue allocation structure, faculty compensation at \$1,200 per credit hour, and established e-tuition rate of \$250 per credit hour.

Shared Governance

15. Vice President of Academic Affairs agrees to serve as a member of the eMajor Subcommittee who will serve in an evaluative and advisory capacity for the eMajor programs including on-going review of student opinion of instruction for all eMajor faculty.
16. Evaluate institutional student achievement through eMajor, and use these findings to provide input to the eMajor Subcommittee and eMajor Administrative Services in ensuring student success.
17. Designate an academically qualified representative for membership on the eMajor Subcommittee, who provides cross-campus faculty oversight and assurance of appropriate faculty accountability of the eMajor program.
18. Provide a list of qualified program faculty and associated credentials to the eMajor CEO at least one month prior to the beginning of each semester. The VPAA at each affiliate institution agrees to review and approve/deny faculty lists from all partnered institutions and to return said approvals to the eMajor CEO prior to the beginning of each term.

Student & Administrative Support

19. Appoint the following roles:
 - a. ***eMajor Advisor***: To serve as a single point of contact for prospective institutional eMajor students; provide academic and administrative advising to eMajor students; contact at-risk eMajor students; collaborate with other affiliate eMajor advisors; and serve as the primary point of contact for the eMajor Administrative Unit regarding student issues/concerns.
 - b. ***eMajor Academic Program Lead***: To serve as the primary point of contact for partnered institutions; provide internal oversight to eMajor faculty; and work with eMajor Administrative Unit to ensure document submission in accordance with eMajor program guideline.
 - c. ***INGRESS Administrator/Banner Representative***: Initial course entry into Banner each semester; Update course information, as needed; monitor campus INGRESS connectivity; issue registration reports to faculty at home institution; and participate in periodic testing and implementation of systems (peak times: initial affiliation on-boarding and system modifications).

Course Development

20. Utilize the eMajor course template in all eMajor courses to ensure a consistent visual identity and branding for eMajor students across all courses.
21. eMajor Academic Program Lead will file a common syllabus for each course with the eMajor CEO, and update the document on file when substantive changes are made to this document.
22. Affiliate institution agrees to provide a schedule of courses (including: subject code, course code, section number, course title, course description, credit hours, part of term, maximum seats, CIP code, program of study and restrictions, required or elective status, receiving institutions, textbooks, and instructor) to the eMajor CEO at least a six weeks prior to the beginning of registration each term.

Program Data Sharing & Analysis

23. Establish processes to ensure timely and accurate registration in line with the official Common Academic Calendar, withdrawal, fee payment, and grade processing of eMajor students utilizing cross-institutional procedures and tools, and to implement gated registration for eMajor students, to provide timely information regarding student withdrawals, and non-attending students to eMajor Administrative Services.
24. Exchange overall enrollment, performance, and demographic data with the eMajor administration related to eMajor courses for the purposes of assessing program and course quality and retention.

The affiliate institution also understands that it holds responsibility for notifying or seeking substantive change approvals from the Board of Regents and SACSCOC for online programs as needed.

Affiliate Signatures

Institution Initiating the Application for Affiliation - Dalton State University



Vice President for Academic Affairs



Academic Program Head or Department Chair

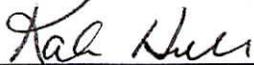


Registrar



Chief Information Officer

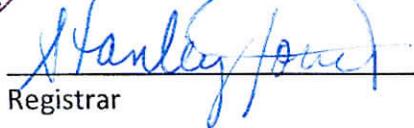
eMajor Affiliate Partner - Valdosta State University



Vice President for Academic Affairs

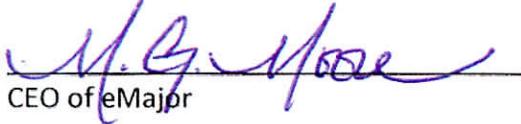


Academic Program Head or Department Chair



Registrar

USG eMajor Signature



CEO of eMajor