

eCore Affiliate Letter of Intent and Commitment

Statement of Commitment: _____ (institution) intends to participate as an eCore Affiliate beginning _____ Semester 20 _____. We agree that the institution will commit to full participation and support of the eCore program, and has obtained faculty endorsement of the eCore curriculum as a parallel curriculum through existing governance processes.

USG eCore coordinates students and faculty support, technical support, test proctoring, bookstore, course development and maintenance, faculty preparation, marketing, and overall program evaluation. Institutions should ensure that its online students receive the same level of support (financial aid, counseling, admissions, etc.) as campus-based students.

Tuition is set by USG eCore and approved by the BOR, and is the same for all affiliates. Affiliates retain 20 percent of tuition, and are billed for the remaining amount after the midpoint each semester (based on enrollment at census date).

Affiliate Responsibilities: We understand that, as an eCore affiliate, we accept the following responsibilities:

1. To establish processes to ensure timely and accurate registration in line with the official GeorgiaOnMyLine calendar (<http://www.georgiaonmyline.org/gomlcalendars/master.phtml>), withdrawal, fee payment, and grade processing of eCore students utilizing cross-institutional procedures and tools, and to implement gated registration for eCore students; to provide timely information regarding student withdrawals, and non-attending students to eCore Administrative Services.
2. To appoint an eCore advisor responsible for serving as a single point of contact for institutional eCore students, advising eCore students, contacting at-risk eCore students, and collaborating with other affiliate eCore advisors and eCore Administrative Services in ensuring student success.
3. To evaluate institutional student achievement through eCore, and use these findings to provide input to the eCore Subcommittee and eCore Administrative Services for course or program improvement.
4. To exchange overall enrollment, performance and demographic data with the eCore administration related to eCore courses for the purposes of assessing program and course quality and retention.
5. To appoint a Banner representative to periodically participate in testing and implementation of eCore registration systems, primarily during the initial phases of affiliation and during system changes.
6. To designate an academically qualified representative for membership on the eCore subcommittee, who provides cross-campus faculty oversight and assurance of appropriate faculty accountability of the eCore program.
7. To provide a notice of at least three semesters if the institution decides to terminate its affiliation with eCore.

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

Affiliate Signatures:

Vice President for Academic Affairs **Date**

Registrar **Date**

Chief Information Officer **Date**

USG eCore Signature:

Dean of eCore **Date**