

### **COURSE APPROVAL PROCESS**

**PRINCIPLE 1:** Courses that have passed academic review and/or received provisional approval at the host/teaching university do not need further academic scrutiny at other universities.

**PRINCIPLE 2:** Faculty/instructors who carry faculty or instructor status at their home institutions do not need to provide further documentation to other institutions.

### **COURSE DEVELOPMENT PROCESS**

**PRINCIPLE 3:** The host/teaching university's policies and practices will be followed regarding course development, course assessment, course revision, intellectual property, etc.

**PRINCIPLE 4:** The host/teaching university determines the technology to be used to deliver the course and is responsible for all course-related student services (e.g., CMS help desk, remote library resources, etc.) related to the distance delivery of the course, unless otherwise mutually agreed.

**PRINCIPLE 5:** If more than one school agrees to co-develop or co-teach a shared course, those participating schools will come to separate agreement regarding which will serve as the "host" institution as well as any sharing of development costs and intellectual property rights or other such issues.

### **COURSE DELIVERY PROCESS**

**PRINCIPLE 6:** The host/teaching university establishes the parameters by which the course will be taught (time/day(s), max/min students, grading policies, tutors/teaching assistants, etc.) unless otherwise negotiated between the participating schools.

**PRINCIPLE 7:** To help insure a shared course's ongoing availability to participating universities, the host/teaching university agrees to teach the course to an agreed upon minimum enrollments for an agreed upon duration. If for some reason during that cycle, the host university does not have faculty available to teach the course, other schools will be recruited to serve as the host school for that term.

### **STUDENT ENROLLMENT IN COURSES**

**PRINCIPLE 8:** Students admitted as degree seeking students at a participating Big Ten Academic Alliance university and who have completed required prerequisite courses, or are otherwise at an appropriate level to participate in the class, will be accepted by the host/teaching university.

**PRINCIPLE 9:** Each student participating in a shared course will follow his/her own university's deadlines, procedures, and policies used for its other degree seeking students related to enrollment, adding, dropping, withdrawing, and other enrollment-related functions.

### **COST-SHARING**

There is no cost sharing for participation in Big Ten Academic Alliance CourseShare. Specifically, tuition will remain at the students' home campuses and the host/teaching campus will be responsible for any costs related to teaching the course. The Deans reviewed a fee system, and found the money exchange was negligible. Participating students do not pay any additional fees or tuition. The Big Ten Academic Alliance office tracks student participation in shared courses by campus and report regularly to the Deans.