

Last Update: 27 February 2004

INRA Subsurface Science Graduate Program (SSGP)

Elective Course Management Plan

Purpose: To establish policies and procedures for all SSGP elective courses.

- I. Approval of Elective Courses
 - A. Elective courses to be offered as part of the SSGP must be approved in advance of the offering by a majority vote of the INRA Council of Graduate Deans (CGD).
 - B. At the time of approval, the CGD has the authority to define general parameters that govern the offering of the course.
 - C. Elective courses approved by the CGD are referred to as SSGP elective courses.

- II. Definitions
 - A. Teaching University for an SSGP Elective Course
The teaching university for an SSGP elective course is an INRA university that has been approved by the CGD to take primary responsibility for teaching the course.
 - B. Offering University
An offering university is an INRA university that agrees to list an SSGP elective course in its semester class schedule and to assist its students with registration and participation in that course.
 - C. Home University of a Graduate Student
The home university of a graduate student is the INRA university at which the graduate student is enrolled in either degree-seeking or nondegree-seeking status.

- III. Teaching University
 - A. An INRA university that wishes to make one of its courses available as an SSGP elective course may seek CGD approval for that course and thereby be designated the teaching university for that course.
 - B. Designation as a teaching university does not give the teaching university exclusive right to offer the course. Each INRA university retains the right to offer the same course or a similar course at any time and by any delivery method. However, the CGD should avoid approving two essentially identical SSGP elective courses for the same semester unless the student demand is sufficient to support both courses.
 - C. It is possible for multiple INRA universities to share teaching duties for a particular SSGP elective course. However, one university must take primary responsibility and thereby be designated the teaching university.

- D. The graduate dean at a teaching university (or his/her designee) serves as liaison between the SSGP and the local staff responsible for teaching and delivering the SSGP elective course.
 - E. To encourage participation by INRA faculty in the delivery of SSGP elective courses, the CGD recommends that incentives be provided to the instructor and department responsible for the course at the teaching university. Examples of incentives are release time and reassignment of a portion of the compensation provided to the teaching university (see section IX).
- IV. Offering University
- A. Each INRA university retains the right to decide whether or not it wishes to become an offering university for a particular SSGP elective course.
 - B. For a given semester, an INRA university may choose to be an offering university for some, none, or all SSGP elective courses available in that semester.
 - C. If an INRA university becomes an offering university for an SSGP elective course, the course must be listed by the offering university in the semester class schedule using a local numbering convention that is appropriate for the course.
 - D. The graduate dean at an offering university (or his/her designee) serves as liaison between the SSGP and the local staff responsible for administering the SSGP elective course.
- V. Distance Delivery Method
- Although each elective course instructor is encouraged to select distance delivery methods and instructional technology appropriate to the course, such methods and technology are subject to analysis by the SSGP instructional technology coordinator and approval by the CGD (in accord with section I.B).
- VI. Course Enrollment
- A. At the time of CGD approval of an SSGP elective course, the CGD must define the maximum permissible overall enrollment for the course.
 - B. Also at the time of CGD approval of an SSGP elective course, the teaching university must define the minimum overall enrollment necessary to make the course viable.
 - C. In the case of a high demand course, the CGD may establish enrollment quotas at the offering universities. It may be necessary to adjust university enrollment quotas during the registration process to optimize overall course enrollment.
- VII. Registration and Payment of Tuition and Fees
- A. A student wishing to enroll in an SSGP elective course must be a graduate student at one of the INRA universities.
 - B. A student registers for an SSGP elective course at his/her home university and pays tuition and fees to the home university according to the home university's normal tuition/fee schedule.

- C. Each offering university reports registration information to the teaching university on a schedule defined by the teaching university.
- D. Students may add or drop an SSGP elective course according to the schedule in effect at the home university.

VIII. Reporting of Grades

- A. At the end of the semester, the teaching university reports final grades to the graduate dean at each of the offering universities. Each graduate dean receives only the grades for the students registered at his/her university.
- B. The graduate dean reports the final grades to the registrar for proper recording on the student transcript.
- C. The registrar at the offering university is responsible for translating final grades reported by the teaching university to the equivalents of the offering university.

IX. Compensation to the Teaching University

- A. The teaching university for an SSGP elective course is to be reimbursed by those offering universities that have students enrolled in that course.
- B. After the final grades have been reported to the offering universities, the teaching university invoices each offering university. The amount of the invoice for a particular offering university is determined as follows:

$$\text{Amount} = R * N * C$$

where R is the current per credit SSGP elective course reimbursement rate, N is the number of students enrolled in the SSGP elective course, and C is the number of credits offered by the course.

- C. Each offering university pays the invoice amount to the teaching university within 90 days of receiving the invoice.
- D. In the case where multiple INRA universities share teaching duties for an SSGP elective course, the teaching university is responsible for distributing the reimbursement appropriately.