

**University of North Georgia  
CONTRACT ROUTING AND APPROVALS FORM**

REQUESTING DEPARTMENT		
Department Name	Academic Affairs	Phone #
<b>CONTRACT DESCRIPTION / INFORMATION</b>		<b>Matter 240995</b>
Purpose of Contract	<u>MOU with North Georgia Technical College for courses approved for transfer for the Bachelor of Science in Elementary and Special Education after completion of the Associate Degree in Early Childhood Education.</u>	
Contract Amount	N/A	
Contract Monitor	Michael Rogers	
CONTRACT AUTHORIZATION		
Assistant VP for Academic Affairs	Michael Rogers <small>DocuSigned by:</small> <i>Michael Rogers</i>	Date 6/12/2024   10:28:53 AM ET
Vice Provost	Steven Lloyd <small>DocuSigned by:</small> <i>Steven Lloyd</i>	Date 6/12/2024   10:32:21 AM ET
SUPPLEMENTAL APPROVALS (To be completed by OCG if OCG routes for signature or completed by Purchasing if Purchasing routes for signature)		
	Required	Received
Legal (Review of contracts for prohibited terms and all UNG policy compliance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CGE (International Contracts)	<input type="checkbox"/>	<input type="checkbox"/>
University Communications and Marketing (Use of name & marks)	<input type="checkbox"/>	<input type="checkbox"/>
Data Governance (PII, FERPA, PHI, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
IT (Software/Hardware)	<input type="checkbox"/>	<input type="checkbox"/>
Business & Finance (Revenue Acct)	<input type="checkbox"/>	<input type="checkbox"/>
Research (Intellectual Property)	<input type="checkbox"/>	<input type="checkbox"/>
Grants & Contracts (Sponsored Awards)	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources (PSA's involving UNG or USG employees/former employees)	<input type="checkbox"/>	<input type="checkbox"/>

Other (Approval of items unable to be negotiated out of contract and/or outstanding software issues regarding risk/insurance)	<input type="checkbox"/>	<input type="checkbox"/>
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**Procurement Use Only:**

- Background Checks for suppliers having regular interaction with any of these areas: Students, Employees, Minors, Monies, Sensitive/Confidential Data, Mission-Critical Service and/or Facilities
- SWC/SPD Posting (required for purchases \$25K) Solicitation # \_\_\_\_\_
- eVerify/Immigration Affidavit (required for services \$2500 +)
- Tax Compliance approved by Dept. of Revenue **O.C.G.A § 50-5-82** (Required for purchases \$100,000 +)
- Supplier Information Form and W-9 (Required for all NEW vendors to set up in UNG AP system)

## **MEMORANDUM OF UNDERSTANDING COURSE TRANSFER**

'Board of Regents of the University System of Georgia, by and on behalf of the University of North Georgia (the "University"), and North Georgia Technical College (the "College") (each a "Party" and collectively, the "Parties"), agree to facilitate the transfer of specific courses from the College for credit at the University and enter into this Memorandum of Understanding (MOU) on this **1<sup>st</sup> day of June, 2024** (the "Effective Date"). The Parties hereby agree as follows:

### **WITNESSETH**

**WHEREAS**, the University, as a unit of the University System of Georgia, is a regional multi-campus institution and premier senior military college, that provides a culture of academic excellence in a student-focused environment that includes quality education, service, inquiry and creativity; and

**WHEREAS**, the College, as a unit of the Technical College System of Georgia, is a public, multi-campus institution of higher education serving the workforce development needs of Northeast Georgia and providing, among other educational offerings, access to student-focused occupational programs at the associate degree, diploma, and certificate levels;

**WHEREAS**, the Parties believe that cooperative education programs are mutually beneficial to the Parties and their students and that an academic credit transfer agreement will allow for a smooth transition for students transferring between institutions while maximizing allowable credit transfer; and

**WHEREAS**, the Parties desire to encourage and facilitate academic credit transfer opportunities for eligible students by entering into this Agreement;

**NOW, THEREFORE**, for and in consideration of the terms and conditions set forth herein, both the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Transfer Requirements:** The University, in recognition of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") accreditation of the College, hereby agrees to transfer the courses identified on Exhibit A, attached hereto and incorporated herein by this reference, from the College provided that the courses: (i) are taught by faculty as certified by SACSCOC standards; (ii) are completed with a passing grade, as determined by the University, by the students seeking transfer; (iii) have an appropriate corresponding course offering at the University and (iv) meet all the transfer requirements as specified in Exhibit A.
2. **Understandings of the Parties:** Each Party will ensure that it maintains accreditation with the appropriate regional accrediting body and that all operations are in keeping with accreditation requirements. The University will transfer the courses listed on Exhibit A, as may be amended from time to time, into the appropriate Education degree program, as mutually agreed between the Parties from time to time.

**3. Term:** This Agreement shall remain in force for a period of seven (7) years from the Effective Date (the "Term"); provided, however, that either Party may cancel this Agreement at any time upon not less than ninety (90) days written notice to the other Party. The Parties acknowledge and agree that if this Agreement is cancelled, the University will use good faith efforts to ensure that students currently enrolled will have an opportunity to complete courses in which they are enrolled.

**4. Modification:** This Agreement may be amended or modified by written agreement of the Parties, duly signed by their authorized representatives. The Parties acknowledge and agree that additional courses for transfer may be added to the list shown in Exhibit A. The Parties agree that at any such time when additions or changes to courses approved for transfer are made, the Parties will amend Exhibit A by completing an updated list of courses and having it signed by a duly authorized representative of each Party. The Parties further agree to keep on file with this Agreement at all times throughout the Term a current copy of all courses approved for transfer according to this Agreement.

**5. Funds and Manpower:** This Agreement does not document nor provide for the exchange of funds or manpower between the Parties, nor does it make any commitment of funds or resources.

**6. Notice.** Each Party shall send communications or notices pertaining to this Agreement to the other Party at the relevant address set forth below or to such other address designated by that other Party through written notice.

University of North Georgia	Academic Affairs Attn: Dr. Michael Rogers University of North Georgia 82 College Circle Dahlonega, Georgia 30597 706-946-5461 Michael.rogers@ung.edu
Courtesy copy:	General Counsel University of North Georgia 82 College Circle Dahlonega, Georgia 30597
North Georgia Technical College	Attn: Stephanie Benson 1500 Highway 197 N. Clarksville, Georgia 30523 706-754-7790 Stephanie.benson@northgatech.edu

**7. Independent Status.** Nothing in this Agreement is intended or should be construed as creating the relationship of copartners, joint venturers, or a business relationship among the Parties, nor shall either Party or its employees, agents, students, or representatives be considered employees, agents, or representatives of the other Party.

**8. Trademarks.** Each Party grants, for the Term of this Agreement, a limited, non-exclusive, royalty-free license to use its logo and name (the "Trademarks"), to the other Party, solely for the promotion of this Agreement. Each Party agrees that each time it reproduces and/or republishes the other Party's Trademarks, it shall do so in a form identical to that provided by each Party, without alteration. Each Party agrees to use the other Party's Trademarks in a careful and prudent manner. Except as otherwise set forth in this paragraph, each Party agrees not to use the other Party's name, trademarks, or other intellectual property in any manner whatsoever without prior written consent in each instance. Requests pertaining to the University shall be emailed to the Office of University Relations at graphics@ung.edu. The Parties acknowledge by this Agreement, that they acquire no right, title or interest in and to the other Party's Trademarks whatsoever other than to use the Trademarks in accordance with the term and conditions hereof. The use of each Party's Trademarks may not be assigned, transferred, shared or divided in any manner by the other Party without the prior written consent in each instance.

**9. Governing Law.** This Agreement shall be governed by and construed and applied in accordance with the laws of the State of Georgia.

**10. Counterparts.** This Agreement may be executed in any number of counterparts or through the exchange by facsimile or other electronic means of duly-signed duplicates hereof, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereby have caused this Agreement to be duly executed.

**Board of Regents of the University  
System of Georgia by and on behalf of  
the University of North Georgia**

**North Georgia Technical College**

DocuSigned by:  
*Chaudron Gille*  
BC70CB563235AD0  
Chaudron Gille, Ph.D.  
Its: Provost and Sr. VP for Academic Affairs  
Date: 6/18/2024 | 8:18:38 AM EDT

DocuSigned by:  
*John Wilkinson*  
083945260334FD...  
John Wilkinson  
Its: President  
Date: 6/18/2024 | 5:08:28 AM PDT

DocuSigned by:  
*Stephanie Benson*  
5C23787E9485ADE...  
Stephanie Benson  
Its: Vice President for Academic Affairs  
Date: 6/13/2024 | 12:33:18 PM EDT

## Exhibit A to Transfer MOU

### Courses Approved for Transfer for the Bachelor of Science in Elementary and Special Education after Completion of the Associate Degree in Early Childhood Education

North Georgia Technical College	University of North Georgia <sup>1-3</sup>
ECCE 1101: Introduction to Early Childhood Care and Education	EDUC 2110: Critical and Contemporary Issues in Education (first-year course) <sup>1</sup>
ECCE 1112: Curriculum and Assessment	EDUC 2130: Exploring Teaching and Learning (first-year or sophomore year course) <sup>1</sup>
ECCE 2203: Guidance and Classroom Management	ECSP 3003: Classroom Organization and Management (junior-year course) <sup>1</sup>
ECCE 1103: Child Growth and Development	ECSP 3001: Child Development (junior-year course) <sup>1</sup>
ECCE 2201: Exceptionalities	ECSP 3100: Characteristics of Students with Special Needs (junior-year course) <sup>1-2</sup>

#### Transfer Requirements:

1. Completion of the Associate Degree in Early Childhood Care and Education at North Georgia Technical College is required for courses to transfer as part of the transfer agreement (i.e., partial completion of a program at North Georgia Technical College would not result in course credit at the University of North Georgia).
2. Completion of ECCE 2201: Exceptionalities with a “B” or higher is required to receive credit for ECSP 3100: Characteristics of Students with Special Needs, as this is a requirement of the Georgia Professional Standards Commission for teacher certification. Any grade lower than a “B” for ECCE 2201 will result in students having to retake ECCE 2201 at NGTC or having to take ECSP 3100 at the UNG until the required grade of “B” or higher is attained (or until the threshold for re-taking courses is reached).
3. Students must have an overall GPA of 2.5 or higher to matriculate into the Elementary and Special Education Bachelor of Science program, in line with our published admissions standards. Additionally, students must complete the Core IMPACTS courses specific to their education program prior to progressing to the upper division.

**Certificate Of Completion**

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Source Envelope:  
Document Pages: 6 Signatures: 5 Envelope Originator:  
Certificate Pages: 5 Initials: 0 April Robinson  
AutoNav: Enabled April.Robinson@ung.edu  
Envelope Stamping: Enabled IP Address: 168.30.18.138  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

**Record Tracking**

Status: Original Holder: April Robinson Location: DocuSign  
6/10/2024 5:37:04 PM April.Robinson@ung.edu

**Signer Events**

Michael Rogers  
michael.rogers@ung.edu  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
*Michael Rogers*  
C71F94FDD0F74C0...  
Signature Adoption: Pre-selected Style  
Using IP Address: 24.75.169.162

**Timestamp**

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Viewed: 6/12/2024 10:27:50 AM  
Signed: 6/12/2024 10:28:53 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Steven Lloyd  
steven.lloyd@ung.edu  
Vice Provost  
University of North Georgia  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Steven Lloyd*  
99870B34AE7F485...  
Signature Adoption: Pre-selected Style  
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Signed: 6/12/2024 10:32:21 AM

**Electronic Record and Signature Disclosure:**  
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Stephanie Benson  
stephanie.benson@northgatech.edu  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Stephanie Benson*  
5C23787E946E4DE...  
Signature Adoption: Pre-selected Style  
Using IP Address: 72.162.16.240

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Viewed: 6/12/2024 11:05:02 AM  
Signed: 6/13/2024 12:33:18 PM

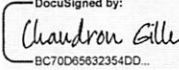
**Electronic Record and Signature Disclosure:**  
Accepted: 6/12/2024 11:05:02 AM  
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John Wilkinson  
john.wilkinson@northgatech.edu  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*John Wilkinson*  
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Signature Adoption: Pre-selected Style  
Using IP Address: 72.162.16.240

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Viewed: 6/18/2024 8:08:18 AM  
Signed: 6/18/2024 8:08:28 AM

**Electronic Record and Signature Disclosure:**  
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ID: 9e9ca68e-5ae2-40a5-bafb-046f30ad3410

Signer Events	Signature	Timestamp
Chaudron Gille chaudron.gille@ung.edu Provost Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: Chaudron Gille BC70D65632354DD...</p> Signature Adoption: Pre-selected Style Using IP Address: 168.31.54.236	Sent: 6/18/2024 8:08:30 AM Viewed: 6/18/2024 8:18:23 AM Signed: 6/18/2024 8:18:38 AM

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In Person Signer Events	Signature	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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April Robinson  
 april.robinson@ung.edu  
 Security Level: Email, Account Authentication (None)

**COPIED**

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Michael Rogers  
 michael.rogers@ung.edu  
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

Stephanie Benson  
 stephanie.benson@northgatech.edu  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 6/18/2024 8:18:41 AM

Electronic Record and Signature Disclosure:  
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	6/18/2024 8:18:23 AM
Signing Complete	Security Checked	6/18/2024 8:18:38 AM
Completed	Security Checked	6/18/2024 8:18:41 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, University of North Georgia (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact University of North Georgia:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [helpdesk@ung.edu](mailto:helpdesk@ung.edu)

### **To advise University of North Georgia of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [helpdesk@ung.edu](mailto:helpdesk@ung.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from University of North Georgia**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [helpdesk@ung.edu](mailto:helpdesk@ung.edu) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with University of North Georgia**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [helpdesk@ung.edu](mailto:helpdesk@ung.edu) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify University of North Georgia as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by University of North Georgia during the course of your relationship with University of North Georgia.