



## THE LEARNING HOUSE, INC.

### ELEARNING ESSENTIALS MASTER SERVICES AGREEMENT

Client School Information:					
Name:	Albany State University ("Client")				
Address:	504 College Drive, Albany, GA 31705				
Attention:	Dr. Everette J. Freeman, President				
Telephone:	(229) 430-4605	Fax:	(229) 430-3836	Email:	Everette.freeman@asurams.edu
Learning House Information:					
Name:	The Learning House, Inc., a Kentucky corporation ("TLH")				
Address:	427 South Fourth Street, Suite 300 Louisville, KY 40202				
Attention:	David T. Richardson, President & Chief Executive Officer				
Telephone:	(502)589-9878	Fax:	(502)589-9825	Email:	drichardson@learninghouse.com
Agreement Terms:					
Effective Date:	January 1, 2013	Term:	One (1) year term, with the option to renew the Agreement for four (4) additional one (1) year terms subject to the terms of the Agreement		
Fee(s):	<ul style="list-style-type: none"><li>• \$100.00 (per enrollment, per three (3) credit hour course) for the services listed in Exhibit A excluding Section VII and Section VIII</li><li>• \$300.00 (per enrollment, per three (3) credit hour course) for all services listed in Exhibit A for the following programs:<ol style="list-style-type: none"><li>1) Bachelor of Science in Business Information Systems</li><li>2) Master of Science in Criminal Justice</li><li>3) Master in Early Childhood Education</li><li>4) Additional degree programs or certificates mutually agreed upon by TLH and Client</li></ol></li><li>• \$20.00 (per enrollment, per three (3) hour credit course) for all enrollments in all Certificate Programs</li></ul>				

This MASTER SERVICES AGREEMENT (the “Agreement”) is made and entered into as of the effective date set forth above (the “Effective Date”), by and between Client and TLH.

WHEREAS, TLH has the expertise, capacity and experience to provide online learning services for associate, undergraduate, graduate and doctoral degrees and professional development and certificate programs; and

WHEREAS, TLH desires to provide the Services (as defined below) to Client, and Client desires to utilize the Services, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises, the mutual promises, covenants and conditions contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. **SERVICES**. During the Term (as defined below) and subject to the terms and conditions of this Agreement, Client hereby retains TLH, and TLH agrees to provide to Client, the services set forth on Exhibit A attached hereto and incorporated herein by reference (collectively, the “Services”). Client will perform all obligations in Exhibit B in a timely manner to ensure TLH’s delivery of the Services.

2. **FEES**. As consideration for the Services, Client will pay TLH for each student that is enrolled in each online course provided by TLH and purchased by Client (each an “eCourse” and collectively, the “eCourses”) at the Fee set forth under Agreement Terms/Fees above multiplied by the number of enrollments in such eCourse (collectively, the “Fees”); provided, however, that the Fees will be prorated based on the number of credit hours for any eCourses with greater/fewer than three (3) credit hours; and provided further that no Fee will be lower than one third (1/3) of the fee set forth under Agreement Terms/Fees. The Fees will be payable upon Client’s receipt of TLH’s invoice. TLH will invoice Client for the Fees fifteen (15) days after the start of each eCourse.

3. **TERM**. Subject to the termination provisions hereof, the term of this Agreement will begin on the Effective Date and end after the number of years indicated under Agreement Terms/Term above (the “Term”). This Agreement may be terminated by either party [A] immediately by written notice to the other party if the other party fails to cure such other party’s breach of this Agreement within thirty (30) days of being notified thereof; [B] by mutual agreement of the parties; or [C] failure of sufficient annual appropriations awarded to Client by the state legislature. Client and TLH may enter into four (4) additional one (1) year terms. Prior to the expiration of any term, Client must provide TLH ninety (90) days written notice whether they will enter into an additional one (1) year term..

4. **ECONTENT OWNERSHIP**.

A. TLH shall have and retain exclusive ownership of all eContent provided by TLH (the “TLH-Owned eContent”).

B. Any materials written by one of Client's faculty members or other designated Client contact shall be owned in accordance with the agreement, if any, between Client and such individual as to the development and ownership of such materials (collectively, "Client-Owned eContent").

C. Client hereby acknowledges TLH's exclusive right, title and interest in all TLH-Owned eContent and disclaims any interest or right therein. Client agrees not to, at any time, do or cause to be done any act or thing contesting or in any way impairing or attempting to impair any part of such right, title and interest. Client agrees not to lease, sell or in any way transfer any TLH-Owned eContent to any other natural person or entity without the prior written consent of TLH. Client further agrees not to re-write or in any way modify any TLH-Owned eContent without the prior written consent of TLH.

D. TLH hereby acknowledges the applicable owner's exclusive right, title and interest in all Client-Owned eContent and disclaims any interest or right therein. TLH agrees not to, at any time, do or cause to be done any act or thing contesting or in any way impairing or attempting to impair any part of such right, title and interest. TLH agrees not to lease, sell or in any way transfer any Client-Owned eContent to any other natural person or entity without the prior written consent of Client. TLH further agrees not to re-write or in any way modify any Client-Owned eContent without the prior written consent of Client.

E. Any materials developed by a third party shall remain the exclusive property of the third party.

5. **INFRINGEMENT**. TLH warrants that the TLH-Owned eContent does not and will not infringe on the intellectual property rights of any natural person or entity. Client warrants that the Client-Owned eContent do not and will not infringe on the intellectual property rights of any natural person or entity. Each party will give the other party timely notice of any known infringement and the party that owns the applicable eContent will have the option to undertake and conduct the defense of any claim, demand, action, suit or proceeding in connection with any such infringement. If eContent or a part thereof becomes the subject of an infringement claim, the party that owns such eContent, at its option, may [A] modify or replace such eContent to make it non-infringing, or [B] procure the right to permit the continued usage of such eContent.

6. **CONFIDENTIALITY**.

A. **Definition**. For purposes of this Agreement, "Confidential Information" means all technical, business, customer, marketing, financial, and other confidential, proprietary or non-public information relating to the business of a party which is disclosed by such party (the "Disclosing Party") to the other party (the "Receiving Party").

B. **Protection**. As permitted by law, The Receiving Party will not, without the Disclosing Party's prior written consent, disclose any Confidential Information to any natural person or entity. If Receiving Party is required by legal process to disclose any of

the Confidential Information, Receiving Party will provide the Disclosing Party with prompt notice of such requirement so that the Disclosing Party may seek a protective order or other appropriate remedy or waive compliance with the provisions of this Agreement. Whether a protective order or other remedy is obtained or the Disclosing Party waives compliance with the provisions of this Agreement, Receiving Party will disclose only that portion of the Confidential Information which Receiving Party is legally required to disclose.

C. **Use.** The Receiving Party covenants and agrees to use the Confidential Information solely for purposes of this Agreement and its obligations under this Agreement and will not use the Confidential Information for any other purpose.

D. **Compliance with FERPA by TLH.** TLH warrants and covenants that it will comply with all state and federal laws and regulations with respect to protection and nondisclosure of legally confidential information including, but not limited to, "personally identifiable information" and "education records" as defined in the Family Educational Rights and Privacy Act of 1974, and "personal information" as defined in Ga. Code Ann. §10-1-910.

7. **NON-SOLICITATION.** During the Term and for twelve (12) months thereafter, Client agrees that it will not, without TLH's prior written consent, directly or indirectly, including through any one or more of Client's affiliates or otherwise,

A. [1] entice, induce, solicit, or attempt to cause any officer or employee of TLH to terminate his or her employment with TLH, or [2] hire or employ any such officer or employee; or

B. [1] entice, induce, solicit or encourage any individual or entity that is a client, partner, supplier, or contractor of TLH, or has another business relation with TLH, to cease doing business with TLH, or [2] in any way to interfere with the relationship between such individual or entity and TLH.

8. **INDEMNIFICATION.**

A. **By Client.** Client shall be responsible for its negligent acts and omissions the negligent acts and omissions of its employees and agents, to the extent allowed by law.

B. **By TLH.** TLH shall be responsible for its negligent acts and omissions the negligent acts and omissions of its employees and agents, to the extent allowed by law.

9. **NOTICE.** All notices, correspondence and other communications required by this Agreement will be in writing and will be deemed given when received and may be sent by U.S. mail, courier, or fax (in each case with proof of delivery), to the appropriate party at the address for such party set forth under Client Information or TLH Information above, as applicable.

10. **DISCLAIMER OF WARRANTIES; LIMITATION OF LIABILITY.** The Services and eContent are provided to Client "as is". Except as otherwise provided in this Agreement, TLH expressly disclaims, and Client hereby expressly waives all warranties, express or implied, in connection with the Services and eContent provided by TLH. TLH shall have no liability with respect to its obligations under this Agreement, or otherwise, for indirect, consequential, exemplary, incidental, or punitive damages, even if it has been advised of the possibility of such damages. In no event shall TLH's liability under this Agreement exceed the fees paid by Client under this Agreement.

11. **RESTRICTIONS ON SERVICES.**

A. **Restrictions.**

[1] Client hereby warrants that all content uploaded to Client's Learning Management System ("LMS") hosted by TLH (the "Upload Materials") shall be owned or properly licensed by Client and shall not adversely impact the Services or violate any rights of any third parties. Client is responsible for ensuring that all Upload Materials will function properly and as intended. Client is responsible for all activity originating from Client's website. Client assumes responsibility for all material on Client's LMS that may be uploaded by a third party. Use of the Services requires a certain level of knowledge in the use of Internet languages, protocols, and LMS, which can vary depending on Client's anticipated use and desired content of its LMS, and includes, but is not limited to, the following: knowledge of HTML, properly locating and linking documents, FTP-ing web contents, graphics, text, sound, image mapping, etc. TLH provides a self-paced LMS Administrator training course to ensure that Client has the basic knowledge to create, modify and maintain its LMS. TLH assumes no responsibility to provide Client with additional training beyond what is available in the course.

[2] In connection with the Services, TLH may provide for Client's use certain tools and software, including, but not limited to, certain specialty scripting software, custom development scripts, and/or certain programming language software for designing websites. To the extent that such tools are provided to Client, Client is granted a nonexclusive, nontransferable license to use the tools for Client's internal use, solely in connection with the Services provided under this Agreement. All custom work remains the property of TLH, including, but not limited to themes, scripts, modules, blocks, etc. (excluding course content provided by Client).

[3] TLH reserves the right to monitor its systems electronically and to access and disclose any information as permitted or required by any law, regulation or other governmental request to operate its systems properly, to protect itself or its clients for any other reason it in good faith deems necessary. TLH will fully cooperate with law enforcement authorities in investigating suspected lawbreakers and reserves the right to report to law enforcement any

suspected illegal activity it becomes of which it becomes aware. It is not TLH's intention that the Services or facilities be used in contravention of the Communications Decency Act of 1996 (the "CDA") or any other applicable law.

[4] Client agrees to comply with the requirements of the CDA and the Digital Millennium Copyright Act (the "DMCA") and acknowledges that TLH is a "service provider" under the DMCA and is, therefore, immune from liability under the DMCA, including 17 U.S.C. § 512. Consistent with the DMCA, TLH will accommodate standard technical measures used to identify and protect copyrighted works, and, as further described herein; TLH has a policy that may ultimately eliminate eContent with copyright infringement.

**B. Use and Misuse of the Services.**

[1] All complaints of abuse, violation and misuse of the Services, whether described in this Section or otherwise, shall be investigated promptly. If Client is not sure if actions constitute abuse, violation or misuse, please consult with TLH first.

[2] Client will use its best efforts in managing Client's website to prevent the misuse and abuse of it's website by promoting Best Practices.

[3] Client will use the Services only for lawful purposes, in compliance with all applicable laws. Illegality includes, but is not limited to, drug dealing; attempting without authorization to access a computer system; pirating (distributing copyrighted material in violation of copyright law, specifically MP3s, MPEGs, ROMs, and ROM emulators); gambling; schemes to defraud; trafficking in obscene material; sending a message or having content that is obscene, lewd, lascivious, filthy, or indecent with intent to annoy, abuse, threaten, or harass another person; threatening bodily harm or damage to individuals or groups; violating U.S. export restrictions; stalking; or violating other state or federal law, such as the Electronic Communications Privacy Act, the Computer Fraud and Abuse Act, or the Economic Espionage Act. Linking to illegal material is also prohibited.

[4] When TLH becomes aware of possible violations of this Agreement, TLH may initiate an investigation that may include gathering information from Client and the complaining party, if any, and examination of material on TLH's servers. TLH, in its sole discretion, will determine what action will be taken in response to a violation on a case-by-case basis. Violations of this Agreement may subject Client to civil or criminal liability.

**C. Use and Misuse of Materials.**

[1] Materials in the public domain (e.g., programs, text and images) may be uploaded or downloaded using the Services. Client may also re-distribute

materials in the public domain. Client assumes all risks regarding the determination of whether the material is in the public domain.

[2] Client is prohibited from storing, distributing or transmitting any unlawful material through the Services. Examples of unlawful material include, but are not limited to, threats of physical harm, child pornography, and copyrighted, trademarked and other proprietary material used without proper authorization. Pornography and sex-related merchandising, or links to such material, even if legal, are not acceptable uses of TLH's servers. Client may not post, upload or otherwise distribute copyrighted material on TLH's servers without the consent of the copyright holder.

[3] Unacceptable uses of website content also include the presence of the following programs or the activities associated with them, regardless of whether or not any actual intrusion results in the corruption or loss of data: server broadcast messages or any message sent on an intrusive basis to any directly or indirectly attached network; attempts to circumvent any user authentication or security of host, network, or account; accessing data not intended for user; probing the security of any network; or any other action deemed to be outside the scope of reasonable LMS use. Additional examples of unacceptable activities include posting private information about a person without his or her consent, defaming a person or business, and knowingly making available code that will have a deleterious effect on third-party computers.

**D. System Security.**

[1] Client is prohibited from utilizing the Services to compromise the **security of system resources or accounts on TLH's servers or at any other site.** Use or distribution of tools designed for compromising security or containing viruses or trojans are prohibited. Examples of these tools include, but are not limited to, password guessing programs, cracking tools or network probing tools.

[2] If Client is involved in violations of system security, TLH will, if feasible, notify Client of any suspected violations, but reserves the right to release all usernames of users involved in such violations to system administrators at other sites in order to assist them in resolving security incidents. TLH will also fully cooperate with law enforcement authorities in investigating suspected lawbreakers.

**E. Additional Guidelines.**

[1] **Commercial Advertising - Email.** Spamming, or the sending of unsolicited email, from TLH's server or using an email address or domain that is maintained on TLH's machine as reference is strictly prohibited. TLH will be the sole arbiter as to what constitutes a violation of this provision.

[2] **Chat Rooms.** TLH does not allow Client to install its own chat applications without TLH's prior written approval.

[3] **Additional Software.** TLH does not allow any additional software to be loaded onto the LMS without TLH's prior written approval.

[4] **Domain Pointing.** Domain pointers are to be used for the purpose of having more than one way to find the same site, not for the purposes of sharing an account among multiple sites. A domain pointer may not be set up to reference a subdirectory within an existing Web hosting account served by us or any other provider.

**[5] Refusal of Service.**

[a] TLH reserves the right to refuse, cancel or suspend service at its sole discretion in the event of system threats from Client's campus or related emergency. Any suspension of service will be communicated to Client contact immediately and, if at all possible, prior to the suspension.

[b] All Sub-Networks, distributive hosting sites and dedicated servers TLH operates must adhere to the above policies.

[c] Failure to follow any term or condition of this Agreement will be grounds for course termination.

**12. MISCELLANEOUS.**

A. **Relationship of the Parties.** With respect to and for the purposes of this Agreement, Client's relationship with TLH will be that of an independent contractor. Client and TLH are not formal equity partners or joint venturers and nothing herein will be construed so as to make them formal equity partners or joint venturers or impose any liability as such on either of them.

B. **Governing Law; Jurisdiction; Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Georgia, without regard to its choice of law principles.

Prior to bringing any such action or proceeding, the parties agree that if they are unable to resolve a dispute or controversy related to this Agreement, they will submit the dispute or controversy to non-binding mediation. The parties will select a mutually agreeable mediator. All discussions with the mediator will be treated as compromise and settlement negotiations. Nothing said or disclosed during the mediation that is not otherwise independently discoverable, will be offered or received as evidence or used for impeachment or any other purpose in any litigation. Each party shall pay its own costs in connection with such mediation, provided, however, that the fee of the mediator will be shared equally by the parties.

C. **Entire Agreement.** This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and replaces and supersedes all prior agreements or understandings between the parties, including any proposals which may have been submitted by TLH to Client.

D. **Amendments.** No amendments or modifications of this Agreement will be made or deemed to have been made unless in writing and executed by each of the parties to this Agreement.

E. **Waiver.** No provision of this Agreement will be modified, waived or discharged unless the modification, waiver or discharge is agreed to in writing and signed by the parties hereto. No waiver by either party hereto of any breach of, or of compliance with, any condition or provision of this Agreement by the other party will be considered a waiver of any other condition or provision or of the same condition or provision at another time.

F. **Assignment.** This Agreement may be assigned by a party upon providing prior written notice to the other party and upon the written agreement of the assignee to be bound by all of the provisions of this Agreement. This Agreement will be binding on each party's successors and assigns.

G. **Severability.** If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provision(s) will be excluded from this Agreement and the balance of the Agreement will be interpreted as if such provision were so excluded and will be enforceable in accordance with its terms.

H. **Headings; Construction.** The headings contained in this Agreement are for convenience only and will not be deemed a part of this Agreement in construing or interpreting the provisions hereof. All words used in this Agreement will be construed to be of such gender or number as the circumstances require. Unless otherwise expressly provided, the word "including" does not limit the preceding words or terms.

I. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same document. The exchange of copies of this Agreement and of signature pages by facsimile transmission or other electronic means will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile or other electronic means will be deemed to be their original signatures for any purpose whatsoever.

[END OF TEXT; SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the parties have executed this eLearning Essentials Master Services Agreement effective as of the Effective Date.

**“Client”**

ALBANY STATE UNIVERSITY

By:

  
Dr. Everette J. Freeman  
President

12/20/12

**“TLH”**

THE LEARNING HOUSE, INC.

By:

  
David T. Richardson  
President & Chief Executive Officer



**Exhibit A**  
to  
**Master Services Agreement**

**SERVICES TO BE PROVIDED BY TLH**

TLH will provide Client with the following services:

**I. Online Course Curriculum Development Services:** TLH may provide services to Client to develop customized courses, which meet Client's learning objectives. Content for the courses may be developed several ways including:

- A. Curriculum and Course Strategy Consulting:** TLH may provide Client with a curriculum and course strategy review. A review may be presented to the Client during the first year of the agreement. The content of the strategy review may contain the following:
  1. Review of current and proposed courses
  2. Analysis of current and proposed degree programs
  3. Evaluation of applicable online policies and procedures
- B. Course Development:** According to the agreed upon course schedule, a TLH Course Designer (CD) may collaborate with Client faculty members or another designated point of contact to design and develop each course. The plan (including timeline and actions required) for course development will be customized based upon the unique needs of each course and may include a combination of any or all of the following elements:
  - 1. TLH Written Courses:** Client may request course content from the TLH eCourse Library, after which a TLH Course Designer (CD) will notify assigned faculty member or other designated point of contact that the course is available to them on Client's Learning Management Systems ("LMS") portal. The faculty member or other designated point of contact may collaborate with the CD to insert additional content, remove or modify content. The faculty member or other designated point of contact must provide all course change requests in writing to the CD in accordance with the timeline agreed upon by TLH and the Client. Additionally, TLH may contract with a subject matter expert who may write original content for a course that Client requests. TLH staff will work directly with Client's faculty member or other designated point of contact to ensure that the course content meets curriculum needs. Once the TLH team has completed the course design, it will be placed on Client's LMS portal. The faculty member or other designated point of contact may request the CD to insert additional content, remove or modify content. The faculty member or other designated point of contact must provide all



course change requests in writing to the CD in accordance with the timeline agreed upon by TLH and Client

2. **Client Content:** Client's faculty members or other designated point of contact may write original course content. Client will then provide the course materials to a TLH Course Designer who will work with a team of TLH Instructional Media Designers. Together they will design the online course and place it on Client's LMS portal. The faculty member or other designated point of contact may request the CD to insert additional content, remove or modify content. The faculty member or other designated point of contact must provide all course change requests in writing to the CD in accordance with the timeline agreed upon by TLH and Client. Additionally, TLH may migrate materials from the Client's existing LMS to the LMS hosted by TLH for use in fully online courses. Client must provide TLH with an account with sufficient privileges on existing LMS to facilitate migration of materials. TLH Course Designer will notify assigned faculty member or other designated point of contact that the course is available to them on Client's TLH hosted LMS. The faculty member or other designated point of contact may collaborate with the CD to insert additional content, remove or modify content. The faculty member or other designated point of contact must provide all course change requests in writing to the CD in accordance with the timeline agreed upon by TLH and the Client.

- C. **Multimedia Content Services:** TLH will collaborate with Client's faculty member or other designated point of contact to produce multimedia content for courses. Client must provide content for multimedia product to be inserted into course. TLH will convert content into multimedia product and insert the content into the course. Multimedia may include the following:

1. Audio
2. Video
3. Interactive games
4. Slide presentations
5. Other multimedia as mutually agreed upon by TLH and Client

- D. **Course Quality Reporting:** TLH will conduct a quality review of each course placed on Client's LMS portal using a quality review rubric developed by TLH and based in industry standards. The results of the review will be posted for viewing on the Client Portal. A comprehensive summary of the results will be presented quarterly to the Client in the form of the Quality Review Report. The report will include the following:

1. Executive summary outlining report's major points and important industry trends
2. Explanation of rubric
3. Course quality trends during the assessed time period
4. Course trends by program
5. Recommendations for improvement

## **II. Online Program Marketing Services**

- A. Online Campus Web-site:** TLH will create an Online Campus web site that will be designed to match the look and feel of the Client's web site. The purpose of the Online Campus is to provide a single source for all online program information. The Client will have authority to approve all content for this web site.
- B. eLearnPortal.com Listing:** TLH will provide a listing on its proprietary online lead-generation directory. This listing will advertise Client's online degree programs for the purpose of generating leads.
- C. Lead Management System:** TLH will provide a customized Lead Management System as part of our Partner Portal (see III. C below) which serves as a database of potential students who express interest in the Client's online degree programs. TLH will provide training for the access and use of the Lead Management System to Client's admission's team.
- D. Admissions Review:** TLH will assess Client's current admissions practice and recommend "Best Practices" to Client in the handling of Online Program Leads with the intent to increase Client's lead-to-enrollment conversion.
- E. Design of Marketing Media:** Upon request, TLH will aid in the design of marketing media, which may include the following: flyers, posters, brochures, direct mail, billboards, email ads, online banner ads, displays, and other materials as mutually agreed upon. Client's marks and proprietary materials will be used by TLH only after written approval by Client and solely for the marketing and website references authorized by this Agreement.

## **III. Online Education Infrastructure Development and Management**

- A. Learning Management Systems (LMS):** The following are services and features of the LMS:
  1. Provides a secure environment through unique usernames and passwords
  2. Delivers content and multimedia on TLH servers
  3. Provides attendance data and reports on each student enrolled in courses
  4. Provides registrar, administrator and instructor access to the back-end LMS

5. Enables students to direct questions to an instructor via embedded messaging features
  6. Enables faculty to send messages to one or all students
  7. Enables faculty and students to post questions and responses on a discussion board
  8. Enables faculty and students to talk with each other via text-based chat rooms
  9. Enables students to take quizzes, pre-tests and post-test exams
  10. Enables faculty to post announcements and calendar for the course
  11. Enables faculty to offer Web links, FAQs and other references on the LMS
  12. Enables faculty to place students into groups
  13. Enables faculty to organize student work through the group's function
  14. Provides a unique portal reflecting the look and feel of the Client online campus
  15. Maintains a grade book for tracking student progress through quizzes, exams, and assessments for the instructor
  16. Enables faculty with editing rights to update and change content within a course
  17. Enables faculty to provide links to recorded presentations or upload presentation files
  18. Enables faculty to conduct surveys of student opinions
  19. Enables faculty to grade essay exams within the LMS
  20. Enables faculty to deliver and record instruction via a Live Virtual Classroom
- B. Live Virtual Classroom:** The following features are provided as part of the Live Virtual Classroom: Multi-way audio and video, public and private text chat, flexible content area, electronic whiteboard, polling, quizzes and surveys, application sharing and achievable presentations.
- C. Partner Portal** - Our Partner Portal is a web-based dashboard reporting tool that provides timely information regarding the progression of online courses and programs. The portal allows you to organize and monitor course launches, retention, recruiting and instructor training. The features include:
1. **HOME** - The homepage is composed of widgets designed to give you a quick glance at the information that's most important to you. You can customize the page to your preference. Some examples of homepage widgets include:
    - Course Outlook by Month
    - Courses Starting Over Next 7 Days
    - Top 5 Courses with Least Enrollments
    - Top 5 Courses with Most Enrollments
    - Untrained Instructors with Courses Launching Over Next 30 Days
    - Lead Volume Over the Past 6 Months
  2. **ROTATIONS** - The Rotations page gives you a month-to-month look at pending and active courses.
  3. **RECRUITING** - The Recruiting pages act as a customer relationship management (CRM) tool for incoming leads. Within the pages, you can view leads, schedule lead follow-ups, attach notes to leads and update lead statuses.



You also have the option to assign leads to individual admission representatives at your institution. In addition, you have the ability to track:

- Lead Counts By Program
  - Lead Counts by Education Level
  - Lead Counts by Source
  - Lead Counts by State
  - Lead Counts by How Heard
4. **RETENTION** - The Retention page identifies students that are at a high risk of dropping out. We compare students to their classmates; students that are not completing the same amount of work as their peers are flagged on the Retention page for your follow up.
  5. **TRAINING** - The Training page indicates the type of training each instructor has completed.
  6. **CONTACTS** - The Contacts page provides you with TLH team contact information as well as the contact information of instructors and administrators at your school.
  7. **REPORTS** - The Reports page pulls information regarding Moodle activities, including:
    - Instructor Training Report
    - Instructor Activity Report
    - Support Issues
    - User Access Report
    - Survey Results by Course(s)
    - Detailed User Activity Report

#### D. Hosting Services:

1. **Server Operations:** The servers are physically located in a facility which is a Tier 4 Data Center that is protected with 24/7/365 security that includes key code and biometric access. All personnel are monitored by Closed Circuit Television. TLH also guarantees that all IT systems and processes are FERPA compliant.
2. **Server Performance:** Server performance is monitored 24/7/365 by TLH's managing host provider. Additionally TLH monitors all production systems by two (2) independent monitoring services. TLH monitors a variety of criteria including CPU utilization, disk usage, bandwidth and Web traffic. Web site performance measured in response time is analyzed weekly to ensure performance meets or exceeds industry standards. TLH uses a third party application to consistently measure website performance and uptime. TLH systems are guaranteed to maintain 99.9% uptime excluding scheduled maintenance.
3. **Network Connectivity and Architecture:** The production of the LMS infrastructure is designed to provide a safe and secure environment for client data. The infrastructure is designed to be PCI-DSS compliant. TLH performs quarterly PCI-DSS verification scans by an independent third party and promptly makes adjustments if any vulnerability is discovered. All access to client data is restricted to TLH staff. All web traffic (HTTP and HTTPS, FTP, SFTP, VPN,

SSL, SSH) is routed through a firewall and is monitored 24/7/365. Anti-virus scans are performed daily on all file systems, databases, web servers, and workstations. The network consists of multiple, redundant network components and has safeguards in place in the event of hardware failure or connectivity loss. TLH also connects to multiple carrier networks, which allow high performance and reliable network uptime. TLH ensures that all production systems are current with the latest OS patches and updates.

4. **Disaster Recovery:** TLH has processes and procedures for recovery of essential systems as a result of natural disasters and catastrophic events. Regular simulation testing of disaster recovery procedures, critical systems and back-up services, such as generator power, are performed.
5. **Back Up and Recovery:** 24/7/365 back-up and recovery services are maintained for course content. Backups are performed daily (daily incremental and weekly full). Weekly backups are encrypted (256 advanced encryption standard) and stored off-site.
6. **Data Storage:** Course content and data is archived for the term of this agreement.
7. **Personnel:** All systems are monitored by TLH's managing host provider and are administered by dedicated TLH personnel. Background checks are conducted on all employees in accordance with applicable laws and/or company policies

#### **IV. Faculty, Staff, Student Training**

##### **a. Faculty:**

- i. **LMS Training:** TLH requires all faculty to receive LMS training prior to receiving access to their course. While TLH staff are available to provide technical assistance throughout the term, faculty are responsible for performing all tasks related to course delivery, including grading assignments, creating any necessary student groups, opening and closing lessons and individual activities, operating chat sessions, operating the Live Virtual Classroom, and placing class announcements in the LMS. The required LMS training is provided via a self-paced course, which include documentation and on-demand tutorials, and advanced training is available via regularly scheduled Webinars.
- ii. **Pedagogical Training:** A series of instructor-led best practices ("BP") courses are available to faculty. A series of instructor-led courses that target best practices for teaching online as well as how to create an online course are provided to all Client-institution faculty members as part of the per-enrollment fee.

##### **b. Staff:**

- i. Registrars, Program Coordinators and other administrative staff are provided training via one-on-one sessions with TLH trainers; scheduled live, online sessions; and on-demand tutorials. This training provides instruction on registration procedures and how to access user reports.

c. **Students:**

- i. Documentation and on-demand tutorials are easily accessed by students via links provided in the LMS. An on-demand Student Orientation introduces students to the LMS, and targeted training materials provide detailed instructions for participating in an online course.

V. **24/7 Technology Support:** TLH provides online students and instructors with 24/7/365 technology support delivered in four methods - phone, e-mail, chat and the TLH online knowledge center.

A. **Student support:** TLH provides technical support to students related to their ability to access courses in the Moodle learning management system and participate in course activities.

B. **Faculty support:** TLH provides technical support to faculty related to their ability to deliver courses in the Moodle learning management system and participate in course activities.

C. **Delivery Modes:**

- Phone: 24/7
- Text-based live chat: 8:30am-midnight, Monday-Friday; 10am-midnight, weekends/holidays
- Email: 24/7
- Searchable Knowledgebase: 24/7

D. **Target Service Level:**

- Support issues resolved within 24 hours: >90%
- First-contact resolution rate: >85%
- Response times for inbound contact:
  - Phone/Text-chat: Average 60 seconds
  - Email: Average 60 minutes

E. **Faculty Access to Services:** A Help Center link is located on the Client LMS login page containing a searchable knowledgebase and information for accessing support services. In addition, faculty members are provided with a toll-free Instructor Hotline. The Instructor Hotline ensures calls are prioritized and are resolved by our most experienced support staff

F. **Student Access to Services:** A Help Center block is located on the institution's LMS login page containing login information and a searchable knowledgebase. Once students have logged in, they have full access to all support services.



## VI. Online Education Consulting Services

- A. **Best Practices Consulting Services:** TLH offers best practices advice in online education development, delivery and growth.
- B. **Evaluation Services:** These services will provide course evaluation information and evaluation archiving for future accreditation reviews. The evaluation archiving is maintained during the term of the agreement. TLH will prepare an online course evaluation survey based on Client's survey instrument and insert the evaluation survey into Course with notice to student.

## VII. Student Enrollment Management

TLH will provide Client with the following services with respect to the degree program(s) listed under Agreement Terms/Degree Program(s) above:

- TLH will assist Client with lead generation by developing and implementing marketing campaigns;
- TLH will conduct outreach campaigns to non-converted leads and applications collected by Client(lead recycling campaigns);
- TLH will provide an appropriate number of contact agents dedicated to Client("CA(s)") and responsible for handling inbound and outbound contacts through the TLH student development services call center (the "TLH Call Center"); the CA(s) will make at least seven (7) attempts to contact every new lead with the first attempt commencing within twenty-four (24) hours of the lead being produced; the CA(s) will track and classify all inbound and outbound contacts for reporting purposes; the CA(s) will be employed by TLH and stationed at the TLH Call Center;
- The TLH Call Center will be staffed between the hours of 9:00 a.m. and 8:00 p.m. Eastern Time or such longer hours as TLH deems necessary and will be available to assist potential students with application questions, admissions procedures and program information;
- TLH will provide an appropriate number of online enrollment counselors ("EC(s)") dedicated to Client including one (1) EC that will be stationed on Client's campus; the EC(s) will be employed by TLH;
- The EC(s) will disseminate to potential students information regarding the online programs offered by Client, admissions procedure, financial aid procedure, tuition, the online modality description and Client policies;



- The EC(s) will assist potential students with all document collection needed by Client for rendering an admissions decision;

The Services will be subject to the following restrictions:

- (a) TLH will honor all Do Not Call requests made by leads and will not contact them on behalf of Client again if they request to be removed from the calling list.

### **VIII. Retention Services**

- TLH's student development services team (the "TLH Retention Team") will assist Client's office of financial aid with document collection needed to process potential students' financial aid;
- The TLH Retention Team will develop an online orientation based on Client's learning management system and will conduct such orientation prior to the first day of classes for each new online student;
- The TLH Retention Team will ensure that each student is able to log into their online classroom on their first day of classes and has been made aware of how to find their syllabus, the online library and other resources offered by Partner;
- The TLH Retention Team may create, monitor, and facilitate social networking sites dedicated to the online students enrolled by Client (such as Facebook, My Space and Twitter);
- The TLH Retention Team will create a twelve (12) month "retention outreach" program consisting of periodic voice-to-voice contact with each student in addition to surveys and social networking contacts;
- The TLH Retention Team will create and collect periodic student satisfaction surveys and will provide Client with monthly reports based on such survey results; and
- TLH will provide Client a detailed list outlining the retention services that will be provided to students.

**Exhibit B**  
to  
**Master Services Agreement**

**CLIENT RESPONSIBILITIES**

**I. Administrative Best Practices and Policies**

- Use its best efforts to design and develop new programs to be one-hundred (100%) fully online.
- Hire adjunct faculty members as the number of students and course demand increases
- Create, manage, and supervise faculty performance expectations
- Periodically review online program offerings

**II. Marketing**

- Contribute to building size and scope of non-converted lead lists
- Continue with current marketing initiatives while including and collaborating with TLH and any third party vendors
- Allow for .edu backlinking strategies on <http://www.asurams.edu>
- Allow TLH to contribute to social media sites and create new sites

**III. Enrollment Management**

- Allow TLH to collect official transcripts consistent with standard requirements imposed on institutions of higher education
- Forward electronic applications to the TLH Enrollment Counselor or adopt new online application or adopt TLH's online application
- Add TLH enrollment staff to the admissions contact information provided by Client to prospective students interested in the fully online programs.
- Turn over non-converted leads from the past three to five years to the TLH enrollment team
- Commit to program readiness for the prospective student

**IV. Student Success**

- Provide student information system read-only access to designated Success Coaches to efficiently and effectively support students
- Provide access to log-in reports and visitor access to online courses in the LMS
- Provide a Client email address for respective Success Coaches
- Establish a Client point person for retention matters

**AMENDMENT #2**  
**to the ELEARNING ESSENTIALS MASTER SERVICES AGREEMENT**  
**BY and BETWEEN**  
**THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF**  
**GEORGIA**  
**ON BEHALF OF ALBANY STATE UNIVERSITY (ASU)**  
**AND**  
**THE LEARNING HOUSE, INC.**

This Amendment is made effective this 16<sup>th</sup> day of September, 2013, by and between The Board of Regents of the University System of Georgia on behalf of Albany State University (ASU), hereinafter referred to as "Client", and The Learning House, Inc., hereinafter referred to as "TLH", hereinafter collectively referred to as the "Parties".

**WITNESSETH:**

**WHEREAS**, Client and TLH entered into the **ELEARNING ESSENTIALS MASTER SERVICES AGREEMENT**, dated the 1<sup>st</sup> day of January, 2013, and

**WHEREAS**, Client and TLH wish to continue their collaborative efforts to ensure that exemplary online instructional services are available for students and prospective students of Client who desire to earn academic credit through the Fall of 2013; and

**WHEREAS**, Client and TLH wish to memorialize their agreement regarding the Course Migration, the final course launches for August 2013 and October 2013, and the requirements of the Enrollment Counselor through December 31, 2013; and

**WHEREAS**, Client and TLH agree that all courses created by ASU faculty involved substantial investment by Client faculty, as indicated in the attached list, marked Appendix "A" and incorporated by reference as though fully set forth herein; and

**WHEREAS**, TLH agrees to return to Client the original content and any substantial enhancements made to course content that the Parties agree involved extensive investment by Client faculty while utilizing the Moodle Learning Management System; and

**WHEREAS**, TLH agrees to transmit the most recent substantive content of each of the courses listed in Appendix A in a separate zip file, using the same course prefix as used during the life of the eLearning Essentials Master Agreement and as displayed in Appendix A; and

**WHEREAS**, TLH agrees to package each zip file in one encrypted portable drive which contains all course files prepared by Client faculty, as reflected in Appendix A; and

**WHEREAS**, TLH agrees Client owns the intellectual property to all materials that are listed in Appendix A under this Amendment, and, upon transmission of all said materials to Client, TLH warrants that any and all copies of said materials will be discarded so as to prevent use by TLH or any third parties; and

**WHEREAS**, TLH and Client acknowledge that those courses listed in Appendix B are courses to which a third party, namely the Nebraska Institute of Forensic Science, owns the intellectual property; and

**WHEREAS**, TLH agrees to transmit the most recent substantive content of the courses listed in Appendix B to Dr. Matthias I Okoye, Nebraska Institute of Forensic Sciences (NIFS), Inc., 6940 Van Dorn Street, Suite 105, Lincoln, Nebraska 68506; and

**WHEREAS**, TLH and Client agree that any courses fully developed by TLH are owned solely by TLH and comprise part of the Learning House library; and

**WHEREAS**, Client agrees that TLH is not required to transfer any of the content developed in courses that comprise part of the TLH library to Client; and

**WHEREAS**, Client launched at least ninety (90) courses for the August 2013 start date and expects to launch forty (40) courses for the October 2013 start date using the Moodle learning management system hosted by TLH; and

**WHEREAS**, Client and TLH agree that Tocarro Davis will continue to work current leads for Client's August 2013 and October 2013 start dates to ensure that the maximum number of leads are processed for admission and matriculation for the courses offered for Terms A and B. Once the registration for courses during the August and October "A" and "B" terms has been completed, but no sooner than October 10<sup>th</sup>, 2013, TLH will transfer all current leads to Client in a CSV or Excel file, and TLH will be relieved of any and all enrollment responsibilities; and

**WHEREAS**, Client will convert to a new Learning Management System for Spring 2014, Client hereby elects not to renew the **ELEARNING ESSENTIALS MASTER SERVICES AGREEMENT** for an additional term; and

**WHEREAS**, both Parties desire to amend the **ELEARNING ESSENTIALS MASTER SERVICES AGREEMENT** only as particularly stated above; and,

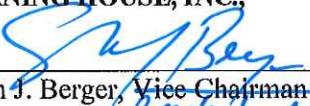
**WHEREAS**, except for the amended terms expressly set forth above, the **ELEARNING ESSENTIALS MASTER SERVICES AGREEMENT** between Client and TLH executed on the 1st day of January, 2013, shall remain unchanged and in full force and effect.

**NOW THEREFORE**, in consideration of the promises and agreements contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree to the above stated Amendment #2 as expressly stated herein.

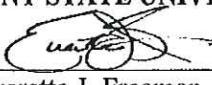
**[EXECUTION ON FOLLOWING PAGE; REMAINDER OF PAGE LEFT BLANK]**

**IN WITNESS WHEREOF**, the Parties hereto have caused this Amendment #2 to be duly executed and delivered as of the date specified above.

**The LEARNING HOUSE, INC.,**

By:   
Steven J. Berger, Vice Chairman & CFO  
*President and CEO*  
Date: 09 10, 2013

**ALBANY STATE UNIVERSITY**

By:   
Everette J. Freeman, President

Date: September 16, 2013

**APPENDIX A**  
**ONLINE COURSES FULLY DEVELOPED BY ASU FACULTY**

ACCT 2101 Accounting Principles I
ACCT 2102 Accounting Principles II
ACCT 3103 Intermediate Accounting III
ARAP 1100 Art Appreciation
ASU 1201 Foundations of College Success
BIOL 1111/BIOL 1111L Intro to Biological Sciences 1 (class and lab)
BIOL 1112/BIOL1112L Intro to Biological Sciences II (class and lab)
BIOL 2411/BIOL 2411/BIOL 2411L Human Anatomy & Physiology I
BISE 2040 Comm for Management
BISE 2010 Fundamentals of Computer Appl.
BISE 3090 Information Systems Frameworks
BISE 3330 Human Computer Interact
BISE 4207 Systems Analysis and Design
BISE 4220 Special Top/Resear in Info Syst
BISE 3100 Info Syst Resource Mgmt
BISE 3350 Telecommunications Management
BISE 4206 Database Management Systems
BISE 4260 e-Commerce
BUSA 3100 Business Internship I
BUSA 4105 International Business
BUSA 6105 International Business
CEBMFS01 Forensic Biology
CEBMFS02 Forensic Chemistry
CEBMFS03 Bloodstain Pattern Analysis
CEBMFS04 Crime Scene Analysis/Reconstruction and Medicolegal Death Investigation
CEBMFS05 Forensic Anthropology, Archeology, Botany, Entomology, Odontology: Discover, Recovery, and Identification of Human Remains
CEBMFS06 Forensic Psychiatry and Psychology
CEBMFS07 Forensic Investigations of Human Rights Abuse and Torture
CEBMFS08 Forensic Science and the Law
COHP 2120 Growth & Dev for Hlth Prof
COHP 2110/NURS 2110 Nutrition
COUN 5500 Theories of Counseling
COUN 5501 Lifespan Development
COUN 5506 Foundations of School Counseling
COUN 5600 Ethical/Legal Issues in Counseling
CRJU 1100 Intro to Criminal Justice

CRJU 2200 Intro to Law Enforcement
CRJU 2210 Intro to Criminal Law & Procedures
CRJU 2400 Report Writing and Research Skills
CRJU 2600 Juvenile Delinquency
CRJU 2700 Police Community Relations
CRJU 2800 American Correction Systems
CRJU 2900 Criminology
CRJU 2910 Org/Adm. Of CRJU
CRJU 3000 Global Terrorism
CRJU 3200 Survey of Juvenile Justice Sys
CRJU 3410 Criminal Justice Research
CRJU 3420 Research Statistics
CRJU 3530 CRJU Ethics and Professionals
CRJU 4350 Treatment/Testing/Eval. In Corr.
CRJU 4360 Community-Based Corrections
CRJU 4520 Drugs and Crime
CRJU 4530 Comparative Criminology
CRJU 5100 Foundations of Criminal Justice
CRJU 5110 Theory & Philosophy of CRJU
CRJU 5200 Fundamentals of Law
CRJU 5400 Org of Adm in CRJU System
CRJU 5600 Research Methodology in CRJU
CRJU 5610 Research Statistics in CRJU
CRJU 6000 Survey of Law Enforcement
CRJU 6110 Soc Serv. Role of CRJU Personnel
CRJU 6200 Management Science
CRJU 6400 Foundations of Corrections
CRJU 6410 Admin. Of Psychology Tests
CRJU 6420 Interviewing and Counseling
CRJU 6430 Rehabilitation and Treatment
CRJU 6440 Management of Correctional Instit.
CRJU 7003 Technology and CRJU
CRJU 7004 CRJU Program Evaluation
CSCI 1101 Intro to Computers
CSCI 1201 Intro to Computer Science
CSCI 4911 Special Topics CSC/CIS
ECEC 5500 Early Childhood Development
ECEC 5512 Cultural Div. in Early Childhood
ECEC 5518 Issues Early Childhood Education
ECEC 5525 Math Exp. for Young Children
ECEC 5527 Sci Experiences Young Children

ECEC 5550 Social Studies ECEC
ECEC 5555 Creative Exp. In ECEC
ECON 2105 Principles of Macroeconomics
ECON 2106 Principles of Microeconomics
ECON 2201 Survey of Economics
ECON 3145 Money, Banking & Foreign Exchange
ECON 3205 Econ and Business Statistics
ECON 4705 Economic History of US
ECON 6106 Economics for Managers
EDRG 5594 Intro to Theory & Pedagogy
EDRG 5595 Diag & Prescr. Proc in Reading
EDRG 5596 Rdg Endorse. Content Area Lit
EDUC 2110 Invest Critical/Contemp Issues
EDUC 2120 Exploring Socio-Cult Perspective
EDUC 2130 Exploring Teaching & Learning
EDUC 5000 Prof. Devel. For Accompl. Educators
EDUC 5500 Educational Statistics
EDUC 5502 Action/Classroom Research
EDUC 5509 Philosophy of Education
EDUC 5540 Curriculum Principles
ENGL 1101 English Composition I
ENGL 1102 English Composition II
ENGL 2111 World Literature
ENGL 3106 Technical Writing
FINC 3105 Foundations of Fin Mgt
GEOG 1101 Intro to Human Geography
GEOG 3101 Principles of Geography
HEDP 1001 Intro to Wellness
HEDP 2250 Intro to Drug Education
HEDP 3330 African American Health Issues
HEDP 3660 Current Issues in Health
HEDP 5533 Global Health Issues
HEDP 5576 Multicultural Health Issues
HEDP 5578 Concepts in Health Education
HEDP 5579 Sex Education
HIST 1002 Intro to African Diaspora
HIST 1111 Survey of World History I
HIST 2111 Survey of American History I
HIST 2116 American Military History
ISCI 2001 Life/Earth Science
ISCI 2002 Physical Science

LOGM 3220 Contemporary Logistics
LOGM 3230 Logistics Security
LOGM 4210 Transportation Management
LOGM 4220 Supply Chain Management
LOGM 4225 Warehouse Management
LOGM 4230 Logistics Information Systems
LOGM 4270 Global Logistics
MACO 2001 Survey of Media and Society
MACO 3310 Mass Comm Research Methods
MACO 4222 Philosophy & Ethics of MACO
MATH 1111 College Algebra
MATH 1113 Precalculus with Trig
MATH 1211 Calculus I
MGED 3315 Curriculum Needs and Char. MS Child
MGED 4423 Language Arts in Middle Grades
MGED 4439 Reading in the Middle Grades
MGHC 2220 Medical Terminology
MGHC 3120 Ethical/Legal Issues in Hlth Care
MGHC 3220 Research in Health/Biostatistics
MGHC 3310 Chronic Diseases
MGHC 3411 Quality Mgt in Hlth Care Org.
MGHC 4035 Health Care Management
MGHC 4211 Hlth Care Admin. Practicum I
MGHC 4421 Insurance for Hlth Care Prof
MGMT 4110 Organizational Behavior
MGMT 4125 Human Resource Management
MGMT 4126 Organizational Learning
MGMT 4127 Small Business Management
MGMT 4199 Business Policy
MGMT 6110 Organizational Behavior
MGMT 6125 Human Resource Management
MKTG 3120 Principles of Marketing
MKTG 4180 Marketing Information Systems
MKTG 6170 Marketing Management
MUSC 1100 Music Appreciation
NURS 2600 Health & Medical Terminology
NURS 2601 Intro to Geriatric Nursing
NURS 3136 Women's Health Nursing
NURS 3313 Philosophical Concepts of Nursing
NURS 3320 Pathophysiology
NURS 3510 Assessment in Health Care

NURS 4131 Research
NURS 4140 Principles of Leadership/Management
NURS 4240 Community Health Nursing
NURS 4344 Senior Seminar (RNs)
NURS 4346 RN to MSN Seminar
NURS 4413 RN-MSN Transition
NURS 5110 Advanced Health Assessment
NURS 5111 Nursing Theory Development
NURS 5120 Advanced Nursing Research
NURS 5210 Advanced Pathophysiology
NURS 5220 Family Diversity in Vulnerable Communities
NURS 5410 Intro to Primary Care Nursing
NURS 5421 Primary Care of Children
NURS 5621 Advanced Practice Nursing I
NURS 5910 Advanced Pharmacology
NURS 5950 Curriculum Development in Nursing
NURS 6101 Primary Care of Women
NURS 6211 Primary Care of Adults
NURS 6310 Prim Care Issues/Health Prom/Communities
NURS 6620 Advanced Teaching Practicum
NURS 6622 Advanced Nursing Practice II
NURS 6820 Family Nurse Practitioner Practicum
NURS 6920 Thesis/Scholarly Project
PEDH 3394 Theory/Psychology of Coaching
PEDH 4482 Tests and Measurements in PE
PHIL 2101 Intro to Philosophy
PHYS 3002 Adv. Earth & Space Science
POLS 1101 US & Georgia Government
POLS 2101 Intro to Political Science
POLS 2102 Introduction to Law
POLS 3511 Comparative Government
POLS 3611 Urban Politics
POLS 4513 Issues in Global Politics
PSYC 1101 General Psychology
PSYC 5515 Educational Psychology
SPED 3230 Contemporary Perspectives
SPED 3231 Contemporary Perspectives of Students with Exceptions
SPED 5501 Exceptional Children
SPED 5512 Child/Youth w/ Disabilities
SPED 5530 Counsel. Parents w/Except Children
SPED 5542 Behavior Mod. For SPED Students

SPED 5545 Ed. Assess. Of Exceptional Children
SPED 5547 Behavioral Mgmt. Except Children
SPED 5570 Practicum in Int. Spec. Education
SPED 5590 Clinical Teach Reading/Math
SOCI 2011 Principles of Sociology
SSCI 2101 Intro to Social Science
SSCI 2402 Microcomputers in Social Science

## **APPENDIX B**

CEBMFSO1 Forensic Biology
CEBMFSO2 Forensic Chemistry
CEBMFSO3 Bloodstain Pattern Analysis
CEBMFSO4 Crime Scene Analysis/Reconstruction and Medicolegal Death Investigation
CEBMFSO5 Forensic Anthropology, Archeology, Botany, Entomology, Odontology: Discover, Recovery, and Identification of Human Remains
CEBMFSO6 Forensic Psychiatry and Psychology
CEBMFSO7 Forensic Investigations of Human Rights Abuse and Torture
CEBMFSO8 Forensic Science and the Law