

**West Virginia University
Web Course License for West Virginia Higher Education Policy Commission
Community Colleges, Colleges and Universities**

Terms and Conditions for Non-credit Course Licensure

1. WVU will license selective web courses to accredited higher education institutions.
2. Higher education institutions shall have the right to acquire copies of the Web course under one or more licensing arrangements as stated below.
3. The license agreement is for one year and may be renewed for successive years.
4. WVU shall not be liable for failure to deliver course(s) due to circumstances beyond its control.

The license agreement entitles the higher education institution to...

5. A \$400 course “package” which includes: CD with the course content, paper syllabus, textbook information and instructional course overview. Instructions for course installation and overview of basic course management are also included in the standard license. Consultation services for installation is available for an additional license fee.
6. Use the course exclusively for non-credit at the licensed institution.
7. Pay a license fee and remit student enrollment fees in proportion to course cost.

Additional license options...

- A) WVU will host the course on the WVU LMS server, provide a URL for student access at the licensing institution, and perform on-going maintenance for the technical operations of the course. This service is available at an additional cost of \$100 per year per course in addition to the license fee.
- B) WVU will provide installation assistance of the Web course on the licensing institution’s server (based upon compatibility) and on-going system administration consultation for an additional cost of \$100 per course per year. This is not to exceed 5 hours of audio and email consultation, any consultation beyond 5 hours will be assessed at \$50 per hour.
- C) WVU Extended Learning will provide Continuing Education Units (CEUs) for non-credit courses that are approved by the department. There will be a cost to the licensing institution of \$2 for each participating student that requests CEUs registered in the non-credit course. A cost of \$6 will be charged to the student for a transcript that will list the total CEU courses taken by the student through WVU Extended Learning.

The license agreement does not entitle the higher education institution to...

9. Duplicate the complete course, CD or any portion of the course content without written permission from West Virginia University Dean of Extended Learning.
10. Use beyond one year without license renewal.
11. Collect general and administrative fees from the student if utilizing WVUs Extended Learning eServices, an online student registration and payment process. Student will be assessed processing fee at time of registration.

WVU Web Course License Agreement Authorization

Name of College or University _____

Address _____

Fax Number: _____ Phone Number: _____

Name(s) of Courses to be licensed: _____

Term dates: _____ Year _____

Cost:

Standard License: \$ _____ X Number of courses _____

Options:

A. WVU (circle one) Host/ Installation -- \$100 X Number of Courses _____

B. If WVU Instruction \$ _____ X Number of Courses _____

C. Continuing Education Units (CEUs) -- \$ 2 X Number of Students _____

D. General & Administrative Fee -- \$ 28 X Number of Students _____

Total \$ _____

If more than one course is included in the license agreement, please attach a separate page that identifies the appropriate options requested for each course.

Name: _____ Title: _____

Signature: _____ Date: _____
West Virginia University

Name: _____ Title: _____

Signature: _____ Date: _____
Licensing College or University

Please return the completed pages of this form to:

West Virginia University
Extended Learning
PO Box 6800
Morgantown, WV, 26506-6800
Phone (304) 293-2834 or 1-800-2LEARN2 (253-2762)
Fax: (304) 293-4899

NOTE: An Invoice from WVU Extended Learning will be sent to the licensing institution within 30 days of receiving this signed Agreement.