



ACADEMIC AFFAIRS

*Electronic Course Agreement / **ADJUNCT Faculty Payment Form ONLY** / Instructor Information Request*

Please fill out this form, obtain all required signatures and send **to Academic Affairs**. No additional information is required. Compensation for online courses is processed per administration procedure ACAD-1 in two payments --- first payment based on enrollment at the close of schedule adjustment. Second payment is based upon the number of non-withdrawal students. The amount compensated per student who completes the course is \$140 for a 3 hour course (this amount is pro-rated for courses that are not 3 hours). **All fields MUST be completed and ALL signatures obtained before this form can be processed. Incomplete forms will not be accepted and will be returned; this may cause your payment to be delayed.**

<b>Department:</b>		<b>All fields must be completed for processing.</b>
<b>Term (example 201802):</b>		
<b>Course (example MKT 230):</b>	<b>Section:</b>	
<b>Course CRN:</b>	<b># of Credit Hours:</b>	
<b>Instructor's Name:</b>		
<b>MU ID No.:</b>		

This certifies that: 1.) The information above is correct. 2.) I have read and will comply with MU Board of Governors Policy # IT-5 regarding E-courses. 3.) I agree to my obligation to perform duties as instructor of the course throughout the period specified on the syllabus. [www.marshall.edu/policies](http://www.marshall.edu/policies)

Instructor's signature \_\_\_\_\_

Date \_\_\_\_\_

Department Chair/Division Head signature \_\_\_\_\_

Date \_\_\_\_\_

Dean's signature \_\_\_\_\_

Date \_\_\_\_\_

**Routing:**

- Department
- College
- Academic Affairs

Office Use Only		
	# of student	\$ amt for payment
1 <sup>st</sup> half payment		
2 <sup>nd</sup> half payment		
I-9 on file		