

Substitution requests will have a two-week auto-approval at the faculty level.

Revisit Course Substitution Procedure in Spring 2022.

Credit by Exam Process and New Language for Catalog

CCI approved: October 03, 2017

Credit by Examination may be offered on a limited basis at the discretion of the respective instructional division. Students who are currently enrolled in at least one course (other than the course to be challenged) and in good academic standing are eligible to seek "credit by examination." Students may inquire in the respective division office regarding eligible courses. If approval is granted, a Petition for Credit by Examination should be completed and submitted to the instructor and division office. A grade of pass or no pass will be awarded, and the course will be identified as a "Credit by Examination" on the transcript.

Once the petition is approved by the dean and the instructor, student will need to file the petition with Enrollment Services, make payment no later than the third week of the semester, and meet with the instructor to take the examination. Exam grades are final and will be posted to the transcript. Failure to successfully complete the examination will result in an unsatisfactory grade. Students should not enroll in the course to be taken as Credit by Examination. The course credit is clearly identified on the student's transcript and designated as "Credit by Examination." Since Credit by Examination may not transfer to other institutions, students are strongly encouraged to make an appointment with a counselor. Transfer ability of Credit by Examination is subject to review and approval by other colleges and universities. Units earned by examination are excluded from enrollment verifications, Financial Aid eligibility and the college's residency requirements for associate degrees.

Curriculum Login Procedure

CCI approved: February 16, 2021

1. All new GWC full-time faculty will be automatically added to CurricUNET for access to their assigned disciplines.
2. All GWC full-time faculty will be automatically removed when they retire or leave GWC.
3. Part-time faculty may request CurricUNET logins through their department chair and will be added with a one-year end date. (Access can be renewed).

NOTE:

1. All current GWC full-time faculty will retain login rights to their discipline area(s).
2. Some full-time faculty and administrators are assigned to more than one area / role and may be listed more than once.
3. All part-time faculty will be removed from CurricUNET and may request new access if they remain employed at GWC.

Distance Education/Online Addendum Recommended Language

CCI reviewed: October 18, 2022

Please do not check the For Emergency Campus Closure box (this field is for use at OCC only). Submitted Distance Education addendums through CurricUNET will allow a course to be offered as Distance Education as a regular course offering (not emergency only). To allow courses to be taught in DE for emergency only,

please list these courses in the Emergency DE Addendum list.

Delivery Methods <Only choose Hybrid and/or Online. If you choose only one option, please explain why in the Need/Justification area under item 1.>

- ✓ Hybrid (A combination of online and face to face) LiveInteractive2-way
- ✓ On-line (NO on campus requirements)
- ✓ Telecourse
- ✓ Other

Need/Justification <Please cut and paste the following statement into the Need/Justification area. Additional language may be added.>

Offering this course utilizing distance education technology will provide greater flexibility and increase availability for students.

Instructor/Student Contact <There are 2 steps to complete for this requirement. **First**, cut and paste the following statement into the area for Instructor/Student Contact. **Second**, complete the drop-down boxes by clicking "Instructor-Student Contact" in the Course Checklist to specify interaction types, then copy/paste the blurbs for each type. You'll find the blurbs below in Step 7. Additional language may be added.>

This distance education course will maintain course quality standards equal to that of the face-to-face course. This distance education course will comply with Title 5 (CA Code of Regulations). It will establish and maintain regular and substantive interaction (RSI) by including components detailed below to achieve instructor-initiated contact and interaction and among students where applicable. This course will also comply with copyright as it relates to distance education.

Technical Issues

Are additional resources required to offer this course in a distance learning mode?

<Please select one of the following examples, as applicable to your course. Additional language may be added>

- Students must have access to a Canvas compatible computer with a reliable internet connection.
- Students must have access to a Canvas compatible device such as a PC, Mac, or Chromebook. They must also have access to a webcam and microphone. This course uses Respondus, a proctoring software, that will need to be downloaded for the duration of this course.
- Students must have _____ software downloaded onto their computer for the duration of this course.

Accommodations for Students with Disabilities Will this course, as designed, accommodate students with disabilities? **X Yes** No (Faculty MUST check YES and only YES.)

The Course Management System has been designed to be compliant with requirements for access by students with disabilities. Instructors will ensure that course materials are compliant with the American