DEPARTMENT: **SEMESTER:**

POSTSECONDARY / ADJUNCT			REQUIRED BY LOCAL BOT AGREEMENT 2023-2029					OTHER REQUIREMENTS									ADDITIONAL REQUIREMENTS FOR DISTANCE ED COURSES							
1. Course Number & Section	2. Date Received	3. Instructor	4. Contact Information (Instructor's Name, GCC Email, Contact Number)	8. Course Requirements	9. Evaluation Criteria (w/ Grading Scale)	19. Sample Course Schedule / Outline	14. Emergency and Evacuation Procedures	5. Course Description (Extracted verbatim from catalog)	6. Student Learning Outcomes (SLOs)	7. Required Textbook	11. Academic Integrity	12. Accommodative Services	13. Computer Use Disclaimer	Late Work & Make Up Policy	15. FERPA Notice	17. Title IX	LMS Platform, Online Class Code & Meet Link (Description of how the course will work, how to navigate the course and how to get started with the course)	16. Student Authentication	Netiquette	10. Expectations for class participation and attendance	Technical Requirements & Required Software (technology students must have to successfully complete the course)	Minimum Technical Skills to successfully complete the course	Resources (Contact information for student services can be found on MyGCC)	Technical Support