



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

Institutional Syllabus

Americans with Disabilities Act (ADA) Statement

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation should make an appointment with the instructor as early as possible but no later than the first week of the term. Students may also wish to call [Disability Services](#) in Barber Library at 541-383-7583 or email disabilityservices@cocc.edu.

Class Recording Policy

Students must consult with the instructor before making any auditory or visual recording of any portion of the class. Recording of class sessions will be allowed only with prior permission and within parameters set by the instructor. Recordings are for personal academic use only. It is a violation of Oregon state law and the Family Education Rights and Privacy Act (FERPA) to share or post any information that identifies a student or students from a class recording. Students with an accommodation regarding class recordings from the Office of Disability Services will make this known to their instructor.

Enrollment Deadlines

The following deadlines apply to full term courses; for part-of-term courses, see [Academic Calendar - Important Dates by Term](#). The table below applies to full-term courses only.

Enrollment Deadline	Deadline Information
First week of term	Mandatory attendance. Students not in attendance or absent without instructor approval are administratively withdrawn.
Friday of second week 5 pm	Last day to drop with full refund.
Friday of seventh week 5 pm	Last day to drop with no grade on transcript or to change to an audit. Does not require instructor approval.
Wednesday of last week of regular classes 6 pm	Last day to drop. Requires instructor approval. Shows as W on transcript.

Final Exams

See the [Academic Calendar and Exam Schedule](#) page for:

- Final exam schedule
- Policies for rescheduling final exams
- Final exam policies

Rescheduling exams is available in specific circumstances and requires advanced planning.

Non-Discrimination Policy

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy, or any other protected classes under federal and state statutes in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer c/o COCC's Human Resources office at 541-383-7216 or hr@cocc.edu.

Student Rights and Responsibilities

All students should review [Student Rights and Responsibilities](#).

Technology Assistance

- For Canvas assistance, contact 24/7 Canvas support by [live chat](#) or call the support hotline at 541-508-7271.
- For online assistance, see the [Online Student Resources](#) page.
- For technology support (login, password reset, username, etc.), visit the [Student Tech Support](#) page.
- Visit the library's [Technology Lending](#) page for laptops, hotspots, and other equipment.
- For individual assistance, visit one of the computer labs, email techhelp@cocc.edu, or call 541-383-7716.

Title IX Statement

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff, and students to realize their full potential. To assist in this, the College adheres to federal Title IX and state of Oregon sexual harassment laws, noting that this includes sexual harassment, sexual assault, domestic or dating violence, or stalking.

The College's [policies](#) and [procedures](#) related to Title IX and State of Oregon sexual harassment laws are included in the College's Policies and Procedures. Individuals wanting more information or who need to report a Title IX or sexual harassment incident are encouraged to contact the College's Title IX coordinator at 541-383-7211 or to file an [incident report](#).