

## DISTANCE LEARNING ORIENTATION POLICY

### I. Policy Section

8.0 Students

### II. Policy Subsection

8.32 Distance Learning Orientation for New Students

### III. Policy Statement

All students who are new to distance learning at GRCC are required to complete a distance learning orientation before they can enroll in an online or hybrid class.

### IV. Reason for the Policy

This policy is written to define student online expectations prior to enrollment in an online or hybrid course.

### V. Entities Affected by this Policy

Faculty, Students, and Staff

### VI. Who Should Read this Policy

Faculty, Students, and Staff involved in the Distance Learning

### VII. Related Documents

College Catalog

### VIII. Contacts

Policy Owner: AGC  
Distance Learning Faculty Advisory Board  
Provost Office  
Dean of Instructional Support

### IX. Definitions

A. *Distance Learning* – Any online or hybrid course

- B. *Online* – A course delivered via the web using the College’s designated course management system.\*
- C. *Hybrid* – An online course that includes scheduled classroom instruction (scheduled classroom instruction shall not exceed fifty percent of the contact hours for the course.)\*

\*source: Faculty Association Contract, Article 6.H. (pg 20)

- X. Procedures  
Testing and piloting of the program will take place during the 15-16 academic year with full implantation for Fall 2016.
- XI. Forms  
N/A
- XII. Effective Date  
Fall 2015 (testing & piloting of program)
- XIII. Policy History  
Approved by AGC on December 9, 2014
- XIV. Next Review/Revision Date  
Fall 2018