

COMMUNITY COLLEGE OF DENVER

Form: Notification Form

References: Academic Standards

Purpose of Form:

This form serves to notify Academic Standards of course or program changes that must be reflected in the upcoming catalog but do not require approval by the curriculum committee.

COURSE NOTIFICATIONS

This form can be used for the following course-level notifications:

- An approved change by SFCC for a course currently in the catalog (title, prefix, number, description, and/or GT status)
- An approved archival by SFCC of a course currently in the catalog

Course Title _____

Course Prefix _____ Course Number _____

Please state change(s): _____

PROGRAM NOTIFICATIONS

This form can be used for the following program-level notifications:

- A provost- or president-signed MOU between CCD and one or more college(s) for program transfer of a general education degree.
- A change in the elective options for a program of study. Please state change(s): _____

_____ Other. Please state change(s): _____

Name of Credential and the Credential level students obtain at CCD:

Associate of Arts Public Health

Name of Credential and the Credential level students will obtain at the receiving institution (if relevant):

Bachelor of Arts Public Health

Total Credits of Program at CCD: 60-62

Total Contact Hours of Program at CCD (if CTE): _____

I have reviewed this notification and attachments.

Academic Standards Center Representative (print): Kimberly Gottfredsen

Signature: Kimberly J. Gottfredsen Digitally signed by Kimberly J. Gottfredsen
Date: 2023.10.02 14:45:25 -06'00' Date: _____

I am notifying Academic Standards of this change as the program chair.

Program Chair (print): Michelle Hoffer

Signature: Michelle L Hoffer RDH, MPH Digitally signed by Michelle L Hoffer
RDH, MPH
Date: 2023.09.28 14:00:05 -06'00' Date: 9/28/23

I have read and approved this notification.

Dean (print): Fida Obeidi

Signature: Fida Obeidi Digitally signed by Fida Obeidi
Date: 2023.10.03 16:59:24 -06'00' Date: _____

This notification has been reviewed by the Academic Standards Committee.

Academic Standards Chair (print): Amanda O'Sullivan

Signature: Amanda O'Sullivan Digitally signed by Amanda O'Sullivan
Date: 2023.10.23 09:38:39 -06'00' Date: _____

Please attach the following information if relevant:

- A copy of the course description exactly as it is to appear on the website and within the catalog
- The Curriculum Template for all program notifications
 - If the change is an MOU, it must have all eight semester courses from both institutions laid out, indicating when a student will transfer.
 - The signed original MOU ***AND*** indicate if there is a previous MOU that has now been expired or replaced
 - If this is a CTE program, the advisory committee meeting minutes where this was discussed and approved

PROGRAM NAME**Associate of Arts in Public Health****Transfer degree Metropolitan State University of Denver (MSU Denver)****PROGRAM CREDIT HOURS: 60-62 PROGRAM CONTACT HOURS: 930-960****First Semester: (summer/fall/spring)**

Course Code	Course Name	Credit Hours	Contact Hours	Banner Schedule Type
MAT 1260	Intro to Statistics GT-MA1	3	45	LEC
PBH 2015	Intro to Public Health	4	60	LEC
	{Choose 1 Elective course below}	3	45	LEC
HWE 1050	Human Nutrition			LEC
HPR 1000	Introduction to Health			LEC
	{Choose 1 GT CO1 course below}	3	45	LEC
ENG 1021	English Composition 1 GT-CO1			
ENG 1020	Technical Writing GT-CO1			
	Communication {Choose one from the three courses below}	3	45	LEC
COM 1150	Public Speaking			
COM 1250	Interpersonal Communication			
COM 2200	Intercultural Communication GT-SS3			
Total		16	240	

Second Semester: (summer/fall/spring)

Course Code	Course Name	Credit Hours	Contact Hours	Banner Schedule Type
PSY 1001	General Psychology 1 GT-SS3	3	45	LEC
ENG 1022	English Composition II GT-CO2`	3	45	LEC
BIO 1016	Intro to Human Disease***	3	45	LEC
HPR 1039	Medical Terminology	2	30	LEC
	Natural and physical science SCI{Choose one course below}	4-5	75-90	LEL
BIO 1111	General College Biology I with Lab GT-SC1*			
BIO 1005	Science of Biology w/Lab GT-SC1**			

PROGRAM NAME**Associate of Arts in Public Health****Transfer degree Metropolitan State University of Denver (MSU Denver)****PROGRAM CREDIT HOURS: 60-62 PROGRAM CONTACT HOURS: 930-960**

Total	15-16	240-255
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*If you choose this course, you have to continue with BIO 1112 in the pathway

**If you choose this course, you must take ANT 1005 in the pathway

Third Semester: (summer/fall/spring)

Course Code	Course Name	Credit Hours	Contact Hours	Banner Schedule Type
HCI 4000	Epidemiology & Biostats	4	60	LEC
	Natural and physical science SCI{Choose one course below}	4-5	75-90	LEL
BIO 1112	General College Biology II with Lab GT-SC1			
ANT1005	Bio Anthropology w/LabGT-SC1			
Choices (GT-AH1~GT-AH4)	Arts & Humanities {Choose one from the six courses below}	3	45	LEC
ART1110	Art Appreciation GT-AH1			
HUM1015	World Mythology GT-AH2			
MUS1020	Music Appreciation GT-AH1			
LIT 2059	Survey African American Lit GT-AH2			
PHI 1011	Intro to Philosophy GT-AH3			
LIT 2005	Race, Ethnicity, Culture GT-AH2			
Choices (GT-SS1~GT-SS3)	Social and Behavioral Science {Choose one from the three courses below}	3	45	LEC
ANT2550	Medical Anthropology GT-SS3*			
PSY 2222	Psychology of Death/Dying GT-SS3			
SOC 2037	Sociology of Death & Dying GT-SS3			
Total		14-15	225-240	

PROGRAM NAME

Associate of Arts in Public Health

Transfer degree Metropolitan State University of Denver (MSU Denver)

PROGRAM CREDIT HOURS: 60-62 PROGRAM CONTACT HOURS: 930-960**Fourth Semester: (summer/fall/spring)**

Course Code	Course Name	Credit Hours	Contact Hours	Banner Schedule Type
	{Choose 1 Elective course below}	3	45	LEC
HWE1050	Human Nutrition			LEC
HPR 1000	Introduction to Health			LEC
HCI 4030	Research Methods in Healthcare			LEC
Choices (GT-HI1)	History {Choose one from the six courses below}	3	45	LEC
HIS 2110	African American History GT-HI1			
HIS 2015	20 th Century World History GT-HI1			
HIS 1110	The World: Antiquity-1500 GT-HI1			
HIS 1120	The World: 1500-present GT-HI1			
HIS 2200	History of Latin America GT-HI1			
HIS 2510	Modern Middle East GT-HI1			
Choices (GT-SS1~GT-SS3)	Social and Behavioral Science {Choose one from the three courses below}	3	45	LEC
PSY 2440	Human Growth & Dev.GT-SS3			
PSY 2552	Abnormal Psychology GT-SS3			
ANT 2550	Medical Anthropology GT-SS3			
	Philosophy {Choose one course below}	3	45	LEC
PHI 1012	Ethics GT-AH3			
PHI 1013	Logic GT AH3			
Choices (GT-AH1~GT-AH4)	Arts & Humanities {Choose one from the six courses below}	3	45	LEC
ART 1110	Art Appreciation GT-AH1			

PROGRAM NAME**Associate of Arts in Public Health****Transfer degree Metropolitan State University of Denver (MSU Denver)****PROGRAM CREDIT HOURS: 60-62 PROGRAM CONTACT HOURS: 930-960**

HUM 1015	World Mythology GT-AH2			
MUS 1020	Music Appreciation GT-AH1			
LIT 2059	Survey African American Lit GT-AH2			
PHI 1011	Intro to Philosophy GT-AH3			
LIT 2005	Race, Ethnicity, Culture GT- AH2			
	Total	15	225	
	Total for entire pathway	60-62	930-960	

Pathway notes

- MOU allows any two GT-AH courses to meet the 6 credit GT-AH requirement
- Natural and Physical Science section allows for BIO 111 and BIO 112 to be used as course subs for BIO 105 and ANT 111 (variable credit section)
- MOU allows for any GT-HI1 course. Recommend HIS courses that meet global diversity/multicultural requirement.

**Community College of Denver
Associate of Arts Public Health
Transfer Degree
MSU Denver
Catalog Description**

PROGRAM OVERVIEW

What is Public Health?

Public health promotes and protects the health of people and the communities where they live, learn, work and play. Public health offers career paths in government, non-profit organizations, healthcare, education, at local community clinics, or can even provide job opportunities outside of the United States. Students may explore career opportunities in the private or public sectors. Public health students develop necessary skills in communication, critical thinking, adaptability and scientific analysis. Students also learn to value difference and diversity, and develop system-thinking skills. Public health students gain an interdisciplinary foundation in biology, psychology, and communication that equips them with the fundamental skills needed to further their health education.

Interested students in this degree pathway should have a passion for promoting health and education, preventing disease, and helping establish healthy communities, with a strong desire to serve diverse and vulnerable populations.

Designed for transfer to a four-year university. A full-time student can complete the A.A. Public Health degree in two years. Career paths in the public health workforce are diverse and include epidemiology, environmental health, health education, research, public health policy and administration, and community health. The current and projected growth of public health careers is strong. To learn more about careers in public health, visit the APHA.org website

Program highlights:

The Community College of Denver (CCD) has developed an A.A. in Public Health with an articulation agreement to our partner 4-year university. Students can complete an A.A. in Public Health at the Community College of Denver and transfer to complete a) B.A. in Public Health from Metropolitan State University of Denver (MSU Denver).



TRANSFER ARTICULATION AGREEMENT

Between the Community College of Denver: Associate of Arts Transfer Degree in Public Health and Metropolitan State University of Denver: Bachelor of Arts Public Health

Introduction to Specify Programs and Institutions

In accordance with Colorado Commission on Higher Education principles that Colorado public institutions facilitate the transfer of students among them, Metropolitan State University of Denver (MSU Denver) and Community College of Denver (CCD) enter into this agreement to meet transfer policy goals and enhance mutual cooperation. This document serves as a transfer agreement to identify the courses a student at Community College of Denver (CCD) must complete as part of an Associate of Arts in Public Health to be guaranteed a junior standing with no more than 60 credits remaining credits to meet the graduation requirements for a Bachelor's of Arts in Public Health.

Statement of Intent

The intent of this agreement is to facilitate the successful transfer of a student from a Sending Institution upon earning a credential to a Receiving Institution to earn a baccalaureate degree within a 2+2 timeframe. The Sending Institution will identify students who are part of this Agreement in their student information system.

Statement of the Basic Agreement

Receiving Institution agrees to accept credits for students who have completed an Associate of Arts: Public Health degree as outlined in the attached program map. These documents are hereby incorporated as part of this agreement. This agreement does not apply to students transferring with a different degree or choosing a different major or program at the Receiving Institution. Completing the program within the timeframe outlined in this program map is dependent on the student following the prescribed degree map. Any variances or changes in majors/pathway by the student, may result in additional time to finish the degree at the Receiving Institution.

Guarantees & Limitations

This transfer agreement and accompanying worksheets identify the CCD course (HCI 4000) and the MSU Denver course (PUB 3020) that may be taken as part of an inter-institutional agreement that constitute the first 60-62 semester hours toward a B.A. degree in Public Health at MSU Denver. The guarantees and limitations below describe the minimum requirements to which the participating institutions have agreed upon.

Successful completion of courses outlined in the advising transfer guide provides the following guarantees.

CCD students will:

- Be able to transfer and apply at least 60-62 credit hours toward a B.A. Public Health degree.
- Attain junior standing at MSU Denver upon admission with no more than additional 60 credits to meet the graduation requirements for a Bachelor of Arts in Public Health degree.
- Be able to transfer and apply any CCD GT-HI or GT-AH1~4 courses that meet MSU Denver requirements.

Successful completion of courses outlined in the advising transfer worksheets has the following limitations for CCD students transferring to MSU Denver.

- Completion of the curriculum prescribed within this agreement does not guarantee admission to MSU Denver. Students must meet all admission and application requirements at MSU Denver including the submission of all required documentation by stated deadlines.



- Only courses with grades of C- (1.7) or higher are guaranteed to transfer.
- To transfer under this agreement to Receiving Institution, students must have graduated from the Sending Institution.
- A change of major at or after transfer will negate these guarantees and may result in CCD transfer credits being considered as elective credits.
- Students are not guaranteed completion of General Studies requirements upon transfer to MSU Denver with this agreement.
- The credit and course transfer guarantees described in this agreement apply to the specific degree program covered by this agreement. MSU Denver will evaluate application of the courses designated in this agreement to other degree programs on a course-by-course basis.

Changes in Curriculum or Program Requirements

This Agreement constitutes the entire Agreement between the parties. This Agreement shall be reviewed every five years by the parties unless significant curriculum and/or program changes mandate an earlier review—in which case, the institution will notify the other party to this Agreement in writing that changes impacting (or potentially impacting) this Agreement have occurred. If deemed appropriate, a new agreement Each Partner Institution assumes responsibility for informing their students of curricular revisions that would impact student planning and/or degree completion. In the event graduation requirements for the bachelor’s or master’s degree at Receiving Institution change within this time, students who have declared this program at the Sending Institution will have their academic plan honored for 2 years beyond the date of the change.

Signatures

The parties hereto have executed this Agreement on the day and year of the last date accompanying the signatures.

SENDING INSTITUTION:

RECEIVING INSTITUTION:

Institution: Community College of Denver

Institution: Metropolitan State University Denver

Provost DocuSigned by:
 By (Sign) Peter Lindstrom
 Name: Peter Lindstrom
 Title: Provost and VP Academic Affairs
 Date: September 1, 2023 | 9:23:20 AM MDT

Provost DocuSigned by:
 By (Sign) Marie P. Mora
 Name: Dr. Marie P. Mora
 Title: Provost Ad Interim and Executive Vice President for Academic Affairs
 Date: August 31, 2023 | 9:42:58 PM MDT

Dean DocuSigned by:
 By (Sign) Fida Obeidi
 Name: Fida Obeidi, Ph.D., PMP
 Title: Dean, Center Natural and Health Sciences
 Date: August 31, 2023 | 10:03:03 PM MDT

Dean DocuSigned by:
 By (Sign) Hope Szypulski
 Title: Dean
 Name: Hope Szypulski, Ph.D.
 Date: August 16, 2023 | 2:37:28 PM MDT

Program Director DocuSigned by:
 By (Sign) Michelle Laffer
 Name: Michelle Laffer RDH, MPH
 Title: Program Director Health and Wellness
 Date: August 31, 2023 | 9:01:50 PM PDT

Program Director DocuSigned by:
 By (Sign) Erin Seedorf
 Name: Erin Seedorf, DrPH, MPH
 Title: Public Health Program Coordinator
 Date: August 16, 2023 | 2:27:22 PM MDT



Curriculum map

Sending Institution

CCD

Receiving Institution

MSU Denver

Degree

Associate of Arts: Public Health

Degree

Bachelor of Arts: Public Health

Sending Institution (60-62 Credits)

Semester 1 (or First 16 Credits)

Course	Course Title	Corresponding Course	Credits
ENG 1021 or ENG 1020 *choose 1	English Composition I GT- CO1 OR Technical Writing GT-CO1	ENG 1009 OR ENG 1010 (Both GS Written Comm)	3
COM 1025, COM 1150 or COM 2300 *choose 1	Public Speaking, Interpersonal Communication GT-SS3 OR Intercultural Communication GT-SS3	COMM 1010 (GS Oral Comm)	3
HWE 1050 or HPR 1000 *choose 1	Human Nutrition OR Introduction to Health	NUT 2040 (GS N&P Science) OR ITP 1500 (GS S&B Sciences)	3
MAT 1260	Intro to Statistics GT-MA1	MTH 1210 (GS Quant Lit)	3
PBH 2015*	Introduction to Public Health GT- SS3	PUB 1000 (3 credit)	4
Total Credits			16

Semester 2

Course	Course Title	Corresponding Course	Credits
ENG 1022	Core Composition II GT-CO2	ENG 1020 OR ENG 1021 (GS Written Comm)	3
PSY 1001	General Psychology I GT-SS3	PSY 1001 (GS S&B Sciences)	3
BIO 1016	Introduction to Human Disease	ITP 1500 (GS S&B Sciences)	3
BIO 1111** or BIO 1005 **	General College Biology with Lab GT-SC1 OR Science of Biology w/Lab GT-SC1	BIO 1080 (GS N&P Science)	4-5
HPR 1039	Medical Terminology	ITP 1700	2
Total Credits			15-16

*If you choose this course, you have to continue with BIO 1112 in the pathway

**If you choose this course, you must take ANT 1005 in the pathway

Receiving Institution (60-62 Credits)

Semester 5 (or First 15 Credits)

Course	Course Title	Credits
HCM 2010	Global Health Systems	3
ITP 3450 OR ITP4600	Dynamics of Disease OR Clinical Pathophysiology	3
PUB 3000	Health Behavior Theory	3
SLHS 2990 OR COMM 2010	Introduction to Health Communication	3
Gen Elective	Any course	3
Total Credits		15

Semester 6

Course	Course Title	Credits
PUB 3010	Comm Health Assess & HI Planning	3
ITP 3200	Ethics in Health Care	3
PUB 3030	Essent of Enviro Health in PH	3
HCM 3700	Health Disparities in the US	3
Gen Elective	Any course	3
Total Credits		15

Semester 7

Course	Course Title	Credits
PUB Core Option (UD suggest)	Pick one of the approved list	3
PUB Core Option (UD suggest)	Pick one of the approved list	3
PUB 4000	Health Policy	3
PUB Elective (UD suggest)	Pick one of the approved list	3
PUB Elective (UD suggest)	Pick one of the approved list	3
Total Credits		15

Semester 8

Course	Course Title	Credits
PUB 4010	Health Prog Planning & Evaluation	3
HCM 4610	Health Professions Internship	3
Gen UD Elective	General Elective (3000/4000 level)†	3



Semester 3

Course	Course Title	Corresponding Course	Credits
HCI 4000	Epidemiology & Biostatistics	PUB 3020	4
BIO 1112 *or Ant 1005 **	General College Biology II w/lab GT-SC1 OR Bio Anthropology w/lab GT-SC1	BIO 1081 (GS N&P Science)	4-5
ANT 2550, PSY 2222, or SOC 2037	Medical Anthropology GT-SS3, Psychology of Death & Dying GT-SS3, OR Sociology of Death & Dying	ANT 1010 (GS N&P Science) OR GS S&B Sciences GT SS3	3
GT-AH1~4 ****	Choose one GT Pathways Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	GS A&H GT AH1-4	3
Total Credits			14-15

**Refer to sequence requirements in semester 2

***Student can choose any GT-AH1-4 course to transfer. Above courses are recommendations. Second AH course must be from a different AH category.

Semester 4

Course	Course Title	Corresponding Course	Credits
HWE 1050, HPR 1000, or HCI 4030 *choose 1	Human Nutrition, Introduction to Health, OR Research Methods in Healthcare	NUT 2040 (GS N&P Science) OR ITP 1500 (GS S&B Sciences) OR HCM 3500	3
PHI 1012 or PHI 1013	Ethics GT-AH3 OR Logic GT-AH3	PHI 1020 OR PHI 1110	3
GT-AH1~4 ****	Choose one GT Pathways Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	GS A&H GT AH1-4	3
PSY 2440, PSY 2552, or ANT 2550 *choose 1	Human Growth & Development GT-SS3, Abnormal Psychology GT-SS3, Medical Anthropology GT-SS3	GS S&B Sciences GT SS3 OR ANT 1010 (GS N&P Science)	3
GT-HI1 ***	Choose one GT Pathway History course (GT-HI1)	GS Hist GT-HI1	3
Total Credits			15
Total Credits for A.A.			60-62

***Student can choose any GT-AH1-4 course to transfer. Second AH course must be from a different AH category.

**** Student can choose any GT-HI course to transfer.

‡ For equivalent courses, the receiving institution will award and apply extra credit(s) upon transfer, for PBH 2015 Introduction to Public Health 4 credit (PUB 1000 Principles of Public Health 3 credit) & BIO 1111 General College Biology with lab 4+1 credit (BIO 1080 GS N&P Science 4 credit).

Gen Elective	Any course	3
Gen Elective	Any course	3
Gen Elective	Any course	1
Total Credits		16

Total Credits for Bachelor's Degree		120
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Certificate Of Completion

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Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	CCD Credentialing Mailbox
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	1201 5th Street
	Campus Box 211, PO Box 173363
	Denver, CO 80217-3363
	Credentialing@ccd.edu
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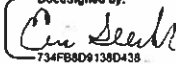
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Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: Community College of Denver	Location: DocuSign

Signer Events

Erin Seedorf
 eseedorf@msudenver.edu
 Security Level: Email, Account Authentication (None)

Signature

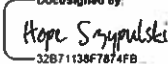
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Timestamp

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 Signed: 8/16/2023 2:27:22 PM

Electronic Record and Signature Disclosure:
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Hope Szypulski
 hszypuls@msudenver.edu
 Security Level: Email, Account Authentication (None)

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Marie T. Mora
 mmora16@msudenver.edu
 Provost Ad Interim & Executive VP for Academic Affairs
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 457571798DFE480
 Signature Adoption: Uploaded Signature Image
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 ID: b2279d2e-7891-4f36-aaf0-fbedda4573ff

Michelle Hoffer
 michelle.hoffer@ccd.edu
 Program director
 Security Level: Email, Account Authentication (None)

DocuSigned by:

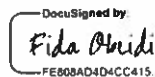
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Signer Events	Signature	Timestamp
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Fida Obeidi
 Fida.Obeidi@ccd.edu
 Dean for Center for Health and Natural Sciences
 Security Level: Email, Account Authentication
 (None)

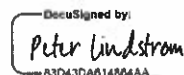


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Peter Lindstrom
 Peter.lindstrom@ccd.edu
 Security Level: Email, Account Authentication
 (None)



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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	9/1/2023 9:22:49 AM
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Completed	Security Checked	9/1/2023 9:23:20 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Community College of Denver (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Community College of Denver:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ccd.edu

To advise Community College of Denver of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ccd.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Community College of Denver

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ccd.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Community College of Denver

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ccd.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Community College of Denver as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Community College of Denver during the course of your relationship with Community College of Denver.

