



KLAMATH COMMUNITY COLLEGE

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

August 15, 2022

Dual Credit Instructors,

Hope you have enjoyed your summer!

We are approaching another academic year and I am looking forward to continue working with instructors that have been a part of our Dual Credit and Sponsored Dual Credit Programs for many years and welcoming our new instructors.

I want to express appreciation on behalf of myself and KCC for the work that all of you have completed to meet the requirements that participating in our Dual Credit and Sponsored Dual Credit programs entail. The standards that are set by the HECC and that KCC adheres to, allow us to work together to bring opportunities to your students. It is important for you to know that you are part of programs that have set high standards and have integrity.

For those of you that are new to our programs, each year I send out an Annual Letter. This email is important because it provides you with key details about the programs, the requirements, processes and any changes that have been made.

As a reminder, college credits earned through both our KCC Dual Credit and KCC Sponsored Dual Credit programs are free to students in the state of Oregon and offered to students outside the state of Oregon for \$25.00 per credit. If a student is on a Free or Reduced Lunch program the cost is waived.

Dual Credit classes students are generally 16 years of age. If a course you are teaching includes a few underage students, An **Underage packet with instructions is (attached)**. Any student that is not 16 at the time they are enrolled into your course must complete a packet and turn into myself.

Below are links to information from the state defining and sharing key information relevant to “Dual Credit” and “Sponsored Dual Credit”

Below is the link the Oregon Administrative Rule (OAR's 340.31)

[State of Oregon: Policy & Collaboration - College Credit while in High School](#)

The HECC link to website

https://secure.sos.state.or.us/oard/viewSingleRule.action;JSESSIONID_OARD=C3H5A7DTjJUXwdniWwjuCs9UYeqcsI_Bitlc7qZZUN-PCp93WzLY!327936764?ruleVrsnRsn=254468

Dual Credit and Sponsored Dual Credit Programs

When you were approved, you were approved under one of the two programs. Reference the one that applies. Note: It is possible to be teaching a course as a dual credit instructor and to teach a course as a sponsored dual credit instructor. At the time of approval, you were provided the information. If you have any questions, please contact me.

Below are listed the dual credit instructor requirements for each program.

The “Dual Credit” program standard requirements are as follows:

Align course syllabi – This is one requirement that you will be asked to submit to me by Friday, September 9th. A list of information is listed on page 5.

Note: **There is a new Course Syllabus Format (attached)**. We have further simplified the syllabus. Please do not add any additional information to the syllabus than what is requested.

Complete a Dual Credit Instructor Annual Course Assessment

Director of Accelerated Learning will send you the form and provide you with a due date. You will be required to complete the form for **One** course that you teach (if you teach multiple) and turn it in to me.

Attend a mandatory Professional Learning Community (PLC) Workshop

Note: Only for instructors teaching general education courses.

They are approximately 2 hours and held through Zoom. These generally are scheduled by our faculty leads in February or March. We are required to schedule these during the hours you are scheduled to work. If you require any support from your administration to have coverage during this time, please let me know. Most administration is aware of requirements and are very supportive.

“Sponsored Dual Credit” program standard requirements are as follows:

Align course syllabi

This is the information that you will be asked to submit to me by Friday, September 9th. A list of information is listed on page 5.

Note: **There is a new Course Syllabus Format (attached)**. We have further simplified the syllabus. Please do not add any additional information to the syllabus than what is requested.

Complete a Sponsored Dual Credit Certification & Course Review. The Director of Accelerated Learning, will send you a form with instruction for **One** of the courses that you teach. In the **fall** an approximately 30-minute zoom meeting will be set up with your faculty lead to review.

Complete a Sponsored Dual Credit Course Assessment Form

Director of Accelerated Learning, will send you a Sponsored Dual Credit Course Assessment form with instruction either at the end of winter or end of spring depending on your schedule of courses. This is directly related to the form you completed in the fall. A 15-minute zoom meeting will be set up with your faculty lead to review.

Attend a mandatory Professional Learning Community (PLC) Workshop

They are approximately 2 hours and held through Zoom. These generally are scheduled by our faculty leads in February or March. We are required to schedule these during the hours you are scheduled to work. If you require any support from your administration to have coverage during this time, please let me know. Most administration is aware of requirements and are very supportive.

Dual Credit and Sponsored Dual Credit Requirements

Refer to the Higher Education Coordinating Commission (HECC) website link below for more information on these requirements and what KCC's responsibilities are as the partnering institution.

Dual Credit program standards

[DC Oregon Dual Credit Standards 2019.pdf](#)

Sponsored Dual Credit program standards

[SDC Oregon Sponsored Dual Credit Standards 2019.pdf](#)

Reference the link below which is to Instructor Guide to Dual Credit, page 11 to review Non-Compliance information

https://www.klamathcc.edu/kcc_new/media/Admissions/High%20School%20Information/21-22/2021-2022-DC-GB-Instructor.pdf

Dual Credit and Sponsored Dual Credit Program Due Dates

These **due dates (attached)** are important and provide you with the registration, drop/withdrawal dates and dates system will be open for entry of grades.

All related forms are to be received by these designated due dates in order to be approved for processing.

How to determine the due dates for your dual credit course/s:

The due date for each instructor's dual credit course is determined by the end date of your course/s and where it falls into KCC's Academic Calendar. EX: If your course begins in September and ends in the middle of January, you would reference **KCC's Academic Calendar (attached)** and refer to your winter term due dates. Once you have determined which term your course falls in, refer to the dual credit due dates and refer to either semester or trimester chart for dates.

Dual Credit Registration Form

Dual credit registration forms are not a generic form. They are made specifically for you and include, the current academic year, instructor name, dual credit course (KCC's name), and the name of the course at the high school. Once your required paperwork is turned in to me in September, I will send the registration form/s to you directly. A **Drop/Withdraw form is (attached)** if needed.

All registration forms are sent directly to me for processing.

Notice of Change to Registration Form: ALL dual credit registration forms must be complete and written legibly. If a student is 18 years of age or older, a parent/guardian signature is not required. Students are required to include a middle name or initial. There are many students with common last names, and this will assist in accuracy of enrollment and of a student's transcript.

Students are required to provide their personal email and not a parent's or school email. A registration form will be returned if does not include this email. There are many reasons why students should have their own email such as, logging into their MYKCC account in order to take on campus or online courses, viewing grades, ordering transcripts, and taking advantage of student supports available to them.

Drop/Withdrawal Form

Forms are sent directly to me for processing. There are two parts to the form; the first asks for information specific to the course, and the second part is for the student to read and understand the SAP (Satisfactory Academic Progress) report. Students are required to sign the second part acknowledging they understand. As part of KCC's dual credit programs, they are students of KCC. Students should understand that dropping or withdrawing from too many courses may result in receiving a SAP letter from KCC. They could receive a warning, probation or suspension.

Link to KCC's SAP Compliance Information <https://www.klamathcc.edu/Admissions/Financial-Aid/Maintaining-Your-Financial-Aid/Satisfactory-Academic-Progress-Policy>

Drop and withdrawal dates are important which is why setting up reminders is recommended. This will provide ample time to update a student's grade or to have a discussion to ensure that the grade earned will be what they would want on a college transcript.

Recommendation: Put all due dates on your calendar in addition to reminder dates, two weeks prior to due dates for registration forms, seven to ten days prior to withdrawal dates, and one week prior to grade entry. If you would like to turn in registration forms early, please feel free to do so. I will save them until registration opens for that term.

Note: Once your registration forms have been processed, take the time to log onto your MYKCC account to view your class roster/s and verify that all registration forms have been turned in and information is accurate.

Failure to verify may impact participation in KCC's Dual Credit Programs.

Dual Credit Request for Updated Instructor Information Form

Each year I provide an **Update of Instructor Information form (attached)** to fill out **if** your personal information has changed. If this applies to you, forward it to me, and I will update in our system.

Class Building Information Form

In order for me to complete the registration form and email it to you for your students to complete, fill out a **class building form (attached)** for each course you are teaching. If you are teaching the same course during several class periods, indicate on the space provided. The form was designed to accommodate more than one class period of information.

Be specific when filling out the forms. Include days and specific times of each class.

When completing the class building form, it is important that you provide the name of the dual credit course **at the high school**. This information is reported to the state and accuracy is important.

Change to Dual Credit Syllabi and Additional Supporting Information

KCC requires a copy of your updated Syllabi for each course/s you are teaching even if the syllabus is the same as last year. Ensure the syllabus is in the **new course syllabus format (attached)** and has updated information such as current year and term.

Please attach to your syllabus the information listed below

- 1. Your syllabus** - Use the **new Course Syllabus Format (attached)**
List only the Course Outcomes in your Syllabus. Course Learning Outcome Form will be what you will use to fill in details of what you completed to achieve each particular outcome.
- 2. Course Outline** – EX: Chapters 1 (what topic/s did you cover) and so forth. List projects, tests, etc. you plan to complete with your students. There is a sample of a **Course Outline (attached)** which may not be the subject you are teaching but will provide you with an idea of information we are requesting.
- 3. Course Learning Outcome Form** – You should have a Course Learning Outcome Form for each of the courses that you are teaching. If you do not have one, please contact me and I can send to you. They are all specific to each course. There is a sample of a **Course Learning Outcome Form (attached)** to assist you in completing several areas that instructors occasionally need assistance with.

Referencing the due dates will provide you with the appropriate term to list at the top of your syllabus.

On page **8** of this letter I have created a list of information I am requesting from each Instructor. This includes a class building form. Required paperwork for **ALL** courses that you are teaching during the 2022-2023 school year is due by Friday, September 9th.

On page **9**, I have created a list of attached forms and some information I have referenced in this letter. I also have put together and attached an “**Estimated Time Line**” for the process beginning with this letter. This will assist with the new process and what is expected from KCC and instructors.

Open Educational Resources (OER's)

If you would like to look into these options for your Dual Credit course, have this conversation with your faculty lead to see if they are available in your course subject area. This is a wonderful opportunity, and it may assist with the challenges of costs associated with books necessary in delivering a college rigor course.

The website link: <https://openstax.org/>

You are able to create an account using your school email address.

Dual Credit and Sponsored Dual Credit Articulation Agreements

Once you have completed the required syllabus, course outline and course learning outcome form, an Articulation Agreement is typed up by me. Articulation Agreements are signed by our faculty lead, you as a dual credit instructor, and our Vice President of Academic Affairs. This agreement ensures that all of us are complying and following the standards of articulation of a dual credit course. *I will be sending these out towards the end of 2022.* **Samples of both agreements (attached)** Only for you to see the two different agreements. One is a Dual Credit Articulation Agreement and one is Sponsored Dual Credit Articulation Agreement. These are **Only** samples. Once the agreements are signed, you have completed the alignment process of your syllabus.

MYKCC Account

Existing dual credit instructors have a MyKCC account. New instructors will be sent their instructor number and information on how to create your MYKCC account. In order for a new instructor to log into MYKCC for the first time, they have to be connected to a course. Once I build your course and we are in the first term you are teaching, I will send out an email AND/OR the system will send you an email notifying you that you may now log into MYKCC and providing you with instruction on how to do so. You may contact me any time if you have any questions.

The **MYKCC Guide for Instructors (attached)** uses the same instruction (RESET PASSWORD) whether you are logging in for the first time or if you have forgotten your password and need to reset. Students that log into MYKCC will be using the same process, but of course, their information will differ from yours as an instructor. The guide will provide step by step instructions on logging in, accessing Accelerated Learning Hub (title will be on the left of screen in the menu) and provide access to your class roster and enter grades when the time comes.

Important Information Accessed Through MYKCC Account

Once you have logged in to your MYKCC account you will need to know how to access your class roster/s and how to enter your grades. Reference your MyKCC Guide for Instructors for instruction.

Helpful Hint – When viewing your courses, ensure that you are on the correct **academic** term otherwise your courses will not show up.

Entry of Grades

It is important to know which academic term your course falls under and to reference the **KCC Academic Calendar (attached)** to make that determination.

Note: You will only be allowed to enter the grades into our system for each term during the times listed below and NOT before OR after. It is important that you are aware of the following dates and mark your calendar. There will be no exceptions to the dates listed below, as these are the dates set by our registrar for the entire college faculty.

Fall Term Entry of Grade Dates December 5 through December 12, 2022 by noon

Winter Term Entry of Grade Dates March 20 through March 27, 2022 by noon

Spring Term Entry of Grade Dates June 12 through June 19, 2021 by noon

Grading Tips

Enter grades A- F. Pluses or minuses are not necessary, nor are percentages.

The system may allow you to enter an “I” for incomplete or a “W” for withdrawal but this is NOT an option with Dual Credit, and your grades will end up being rejected if that happens. All withdrawal forms have to be submitted by the “Withdraw” date.

A grade entry will be necessary for each student.

If you enter an “F” grade, you will notice that the system will ask you for the last day the student attended class. Please fill in what date that was. Again, the grades will not be accepted if not complete.

Accelerated Learning through KCC Website

From the KCC Home page, click on High School Programs on the bottom right.

Below is the direct link to the website:

<https://www.klamathcc.edu/Admissions/High-School>

You will notice there is a designated area for **Prospective Students & Families** and one for **High School Professionals**. Reference **High School Professionals** side and refer to **Dual Credit Instructor Resources**. You will see listed **Instructor Guide to Dual Credit**. This is a very useful tool and addresses any inquiries you may have regarding our Dual Credit programs.

Student Information

It is important for students to learn how to log in to their MyKCC account.

When you pass out the KCC Syllabus to your students, I would appreciate if you would provide them with a copy of the **MyKCC Guide for students (attached)** and the **How College is Different from High School Handout (attached)**.

If your students do not know their student number, please feel free to let me know and I can provide it to them. If, as a class, you would like to have your students log in to MyKCC as an assignment or in class, if you provide me a list of students a few days in advance, I can provide you with their student number. Students numbers can be accessed when you as an instructor log into MyKCC and view your class rosters.

Additional information for students regarding Dual Credit is available on the **Accelerated Learning through KCC website**. Select from the above website, **Prospective Students & Families**. You will see the **Parent/Student Guide to Dual Credit**. Please refer students to the guide book for any questions they may have.

Student Course Evaluations

Towards the end of the school year, students participating in KCC's dual credit or sponsored dual credit programs will receive a student course evaluation by email. These evaluations will address course delivery and content and are not an evaluation of the instructor.

IMPORTANT Dual Credit Instructor Request

List of required information to be turned in no later than Friday, September 9th

1. **Class Building Information Form-** One for each course/s you are teaching
2. **Syllabus** – One for each course/s you are teaching
3. **Course Outline** – EX: Chapters 1 (what topic/s did you cover) and so forth. Include projects, tests, etc. you plan to complete with your students.
4. **Course Learning Outcome Form** – One for each course you are teaching
5. **FERPA FORM** - If you are a new instructor and have not signed the **FERPA form (attached)**, please do so and return it to me. This is requested when you first join one of our dual credit programs. If you have any questions please contact me.

Note: Once I receive the above information from you, I will complete your registration form/s with the high school name of your course/s and send your registration form/s. I require your information in order to create your registration form/s.

Additional Supports

As a college, we are always looking into processes or ways that we can further support our dual credit instructors. I have been working with our Center for Teaching and Learning (CTL) They have innovative information regarding teaching that you may be interested in. Please let me know if you are interested in connecting with them.

Another added benefit is that I send out friendly reminders. I realize how busy all of you are and in hopes this helps.

List of Attachments

Note: Please dispose of all previous Dual Credit & Sponsored Dual Credit program related forms.

Underage Student Packet
Course Syllabus Format – To use for creating your syllabus
KCC Dual Credit and Sponsored Dual Credit Due Dates
2022-2023 KCC Academic Calendar
Drop/Withdrawal Form
Update of Instructor Information Form
Class Building Form
Sample of **Course Learning Outcomes** and **Course Learning Outcome Form – Same Attachment**
Estimated Dual Credit and Sponsored Dual Credit Estimated Timelines
Sample Dual Credit Articulation Agreement
Sample Sponsored Dual Credit Agreement
MYKCC Instructor Guide
MyKCC Student Guide
Handout – How College is Different from High School
FERPA Form

Special Request

I would appreciate it if you would send me pictures of you teaching your dual credit courses. It could be students working on a project, etc.

Wonderful things are happening in your classes and I would like to share on our high school website.

Two requests:

1. Pictures would be posted on website. Please ensure parent or guardian and students approve.
2. Please list course and small detail of what you or the students are doing.

If you have any questions, please feel free to contact me.

Looking forward to working with all of you and having a successful year!

Sincerely,

Kelly A. Kandra

(Formerly Kline)

Director of Accelerated Learning

Klamath Community College

541-880-2337