

Dual Credit Process Overview

What is the process for applying to teach dual credit courses?

1. Contact Director of Accelerated Learning, Kelly Kandra at 541-880-2337 or email kandra@klamathcc.edu. A Dual Credit Inquiry letter and a Dual Credit application will be emailed to you.
2. Submit dual credit application along with a resume, **copy** of transcripts, and any additional pertinent information relevant to your teaching experience to Director of Accelerated Learning for processing.
3. Your application will be reviewed by Director of Accelerated Learning, the Faculty Lead and the Vice President of Academic Affairs. When reviewing your information if we have any questions, you will be contacted and asked for further clarification if necessary.
4. A letter will be emailed, providing you with the results of our review of your application and next steps.
5. With the two dual credit options, at time of approval, information will be provided as to whether you were approved under Dual Credit Program standard approval or under the state sponsored option. There are requirements for each program.

The Dual Credit standard requirements are as follows:

- Align course syllabi
- Provide a Course Outline
- Complete Course Learning Outcome form (specific to each course)
- Complete a Dual Credit Instructor Annual Course Assessment
- Attend a mandatory Professional Learning Community (PLC) Workshop

The Sponsored Dual Credit standard requirements are as follows:

- Align course syllabi
- Provide a Course Outline
- Complete Course Learning Outcome form (specific to each course)
- Coordinate with faculty lead a Sponsored Dual Credit Certification & Course Review Completed in the Fall through Zoom
- Attend a mandatory Professional Learning Community (PLC) Workshop

- Coordinate with faculty lead a Sponsored Dual Credit Course Assessment Completed in the Spring through Zoom

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.

Statewide Standards for Dual Credit and Sponsored Dual Credit Programs

Higher Education Coordinating Commission: Accelerated Learning Policy and Pathways:

About Agency Offices: State of Oregon

Articulation Agreements

Dual Credit Program Articulation Agreement & Sponsored Dual Credit Program Agreements

Provides for high school students to receive transcribed college credit from Klamath Community College (KCC) through completion of high school courses that are equivalent to corresponding KCC courses. Courses covered by this agreement, as well as the high school teacher authorized to teach them are listed on the agreement.

Dual Credit Program and Sponsored Dual Credit Due Dates

Dual Credit and Sponsored Dual Credit Due Dates lists the dates the high school instructor is required to turn in student registration, drop/or withdrawal forms and dates you as an instructor are to enter grades into MyKCC. Due Dates are provided by the Director of Accelerated Learning, Kelly Kandra.

Renewal of Existing Articulations

Articulations are reviewed annually. Dual credit high school instructors are required to submit an updated course syllabus before the date school resumes in the fall (EX: current information and academic year listed) for **all** courses that will be taught for dual credit in the upcoming year. Once received, the syllabus will be reviewed by the appropriate KCC departmental faculty lead for alignment. At that time if any changes are necessary to continue alignment of the course Director of Accelerated Learning or the faculty lead will contact the dual credit instructor. Once the syllabus has been approved, an articulation agreement is initiated and signed by the high school instructor, departmental faculty lead, and the Vice President of Academic Affairs.

Klamath Community College “Dual Credit” and “Sponsored Dual Credit” Programs

Supported Dual Credit Courses Available for Articulation

(Refer to page 20 for a full list of courses)