

Roles and Responsibilities

All High School Instructors

Make available all necessary information and forms to students for the Dual Credit program or Sponsored Dual Credit program as supplied by Director of Accelerated Learning.

Assist students with the application and registration process and procedures according to the appropriate due dates outlined under Dual Credit and Sponsored Dual Credit Program Due Dates on page 8 in this guide.

Submit grades according to KCC's due dates
(Additional information is provided on page 11 under "Grading Procedure.")

Meet on an annual basis with KCC academic department personnel and any additional requirements of participating and offering dual credit to students.

Provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.

Adhere to the KCC Syllabus Template

Family Educational Rights and Privacy Act (FERPA)

As a Dual Credit Instructor and part of KCC's "Dual Credit" or "Sponsored Dual Credit" program, it is a requirement to uphold the FERPA law.

FERPA is federal law that governs privacy of and access to personally identifiable student records. Under this law, KCC cannot release the following information to anyone other than the student:

- Financial records (accounts, financial aid, and related information)
- Grades and GPA
- Class schedules, times and locations
- Personally identifying information, such as KCC student number, Social Security Number, and date of birth

Students may release information by filling out a consent form and submitting it to Enrollment Services. If approved by the student, parents may call or visit campus to ask about certain types of protected information. A high school instructor may discuss grades with the student and his/her parents.

Refer to the link below for access to **FERPA Consent form**
[FERPA Consent Form](#)

Long-Term Leave Requirements

If a KCC approved dual credit or sponsored dual credit instructor takes a long-term medical leave all long-term substitute high school instructors must be approved by the KCC Dual Credit administration. Notification of a long-term leave must be given at the earliest possible date so that faculty can address the approval process in a timely manner. Contact Director of Accelerated Learning for Assistance.

Dual Credit and Sponsored Dual Credit Instructor Requirements

In order for KCC to maintain state accreditation requirements for the Dual Credit Programs, Director of Accelerated Learning and faculty leads must provide opportunities for collegial interaction and make every effort to work with dual credit instructors.

Maintaining Alignment & Articulation

Non-compliance

Klamath Community College and our partnering school districts share a common objective of providing consistent, exceptional learning experiences, and support for students transitioning from high school to college or a university. These partnerships require collaboration, communication, cooperative and good faith effort to maintain healthy relationships and avoid non-compliance concerns.

While consistently keeping up with the changes in Dual Credit and Sponsored Dual Credit program state requirements, occasional changes to course content, outcomes, and expectations will occur. The purpose is to create opportunities to ensure academic rigor, quality of instruction, and alignment of course content with KCC's requirements. Our goal is to support high school partners transitioning to meet these requirements to ensure that their course is sufficiently similar to the same course being offered on the college campus.

Unfortunately, situations and concerns may develop which could result in the suspension of a course articulation agreement. KCC is committed to working with all parties to resolve and address any concerns that may develop.

At any time, if there is a reason to believe that the high school instructor or partnering school district is not complying with the requirements associated with the course expectations and roles and responsibilities as detailed in this handbook, the following steps shall be followed to resolve non-compliance related issues:

1. The Klamath Community College Dean and Faculty Lead will submit a corrective action advisement email to the Director of Accelerated Learning, the high school instructor and administrator.
2. A plan of action to address the concerns within a reasonable time frame (one semester or less) will be implemented for the high school instructor or district to address and make the necessary corrections. The Director of Accelerated Learning will follow-up to confirm that the issues have been resolved.