

**KLAMATH**  
Community College

Your Path to Teaching Dual Credit:  
Navigating the Dual Credit Experience



# Navigating the Dual Credit Experience

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# Welcome to KCC's Dual Credit & Sponsored Dual Credit Programs

Established in 2007-2008

## KCC Mission

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.

## Core Themes

1. Provides accessible education and services.
2. Provides quality education and services.
3. Meet the diverse needs of the student, business, and community.
4. Support student success in workforce training, academic transfer, foundational skills, and community education.

## Strategic Initiatives

1. Student Success
2. Future Focused Education and Services
3. Organizational Viability
4. Community Engagement
5. Advanced Planning



# Accelerated Learning Department

## Mission Statement

The Accelerated Learning Department is the bridge for high school students to obtain college credit through KCC through Dual Credit, College now and College Online High School programs. We are dedicated to empowering students through clear communication, accessible self-help tools, and personalized support that inspires academic achievement and career exploration. We partner with high schools, students, and their families to support informed decision-making, promote self-directed learning, and guide each learner toward completing a degree or discovering a career path aligned with their passions and strengths. Our mission is to cultivate a culture of motivation, and purpose where every student feels supported in reaching their full potential.



# Getting Started with Dual Credit: Purpose

## What is Dual Credit?

**Dual Credit** allows eligible high school students to enroll in college-level courses and earn both **high school and college credit** simultaneously. These courses are taught by qualified high school instructors who meet the college's academic standards and are supported by college faculty.

## Purpose of Dual Credit for Students

1. **Accelerate Academic Progress:** Earn college credit while still in high school, reducing time and cost to a degree.
2. **Experience College-Level Learning :** Engage in rigorous coursework that mirrors the expectations of postsecondary education.
3. **Build Confidence and Readiness:** Develop the skills, habits, and mindset needed to succeed in college.
4. **Explore Career and Academic Interests:** Try out college subjects early to make more informed decisions about future studies.
5. **Increase Access and Equity:** Provide college opportunities to students who might not otherwise consider or afford them.



# Getting Started with Dual Credit: Purpose

## For High Schools

1. **Enhanced Curriculum:** Offer more advanced coursework
2. **Student Engagement:** Keep student challenged and invested.
3. **College-Going culture:** Promote postsecondary aspirations

## For the Community College

1. **Stronger Partnerships:** Build lasting relationships with local schools
2. **Enrollment Pipeline:** Encourage future full-time enrollment
3. **Mission Fulfillment:** Support access, equity, and educational attainment in the region.

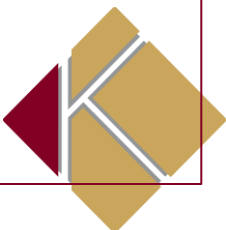
## Program Goals

1. Increase postsecondary attainment
2. Provide rigorous academic opportunities
3. Strengthen partnerships between KCC and high schools



# Definitions & Standards

- **What is Dual Credit vs. Sponsored Dual Credit?**
- **Dual Credit:** “Dual Credit means secondary and postsecondary credit awarded for a course offered in a high school, which course is sufficiently similar to the college or university course as to enable the enrolled students to be described as taking the course from an Oregon community college or public university. The course must be taught by a high school teacher who has been approved by the college or university and who meets the qualifications to teach the course for the college or university.” Dual Credit may include Career and Technical Education courses.
- **Sponsored Dual Credit:** “Sponsored Dual Credit means secondary and postsecondary credit awarded for a course offered in a high school, which course is sufficiently similar to the college or university course as to enable the enrolled students to be described as taking the course from an Oregon community college or public university. The course must be taught by a high school teacher who, in partnership with a sponsoring college or university faculty member, meets the qualifications to teach the course for the college or university.” Dual Credit may include Career and Technical Education courses.
- **Overview of Oregon’s Dual Credit and Sponsored Dual Credit Standards (HECC)**
- [HECC Dual Credit](#)
- [HECC Sponsored DC](#)



# Instructor Qualifications Dual Credit & Sponsored Dual Credit Programs

## Dual Credit Program Qualifications

Hold a master's degree in the subject area (or hold a master's degree in a related area and have completed at least 20 quarter hours of graduate credit in the subject area), **OR**

Hold a bachelor's degree in the subject area (or hold a bachelor's degree in a related area and have completed at least 20 quarter hours of upper division credit in the subject area) and have a minimum of four years of recent full- time non- teaching experience in the subject area, **OR**

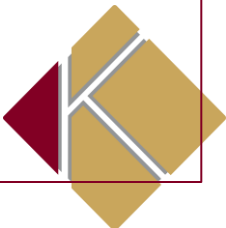
Hold a master's degree in Education or MAT degree and have completed at least 20 quarter hours of graduate credit in the subject area

## Sponsored Program Qualifications

Hold a master's degree in Education or MAT degree in appropriate subject area and three+ years of teaching experience in the subject area, **OR**

Hold a bachelor's degree in an appropriate subject area and three+ years of teaching experience in the subject area **OR**

Have a high level of demonstrable competency gained through a combination of study, teaching experience, and/or professional performance in the subject area and/or have the qualifications set by the licensing or accrediting organization for the subject area.





# Instructor Qualifications

## Career Technical Education (CTE) Dual Credit Program

### Career Technical Instructor Approval Criteria

**Master's Degree:** Hold a master's degree in the subject area (or hold a master's degree in a related area and have completed at least 20 quarter hours of upper division credit in the subject area) and have a minimum of three years of recent full-time non-teaching experience in the subject area.

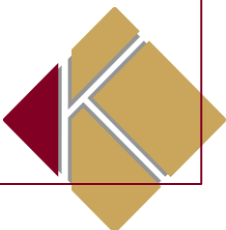
**Bachelor's Degree:** Hold a bachelor's degree in the subject area (or hold a bachelor's degree in a related area and have completed at least 20 quarter hours of upper division credit in the subject area) and have a minimum of four years of recent full-time non-teaching experience in the subject area.

**Certification:** Hold a bachelor's degree in the subject area (or have a state or nationally recognized license or certification, such as a CTE endorsement, in the subject area) and have a minimum of four years of recent full-time non-teaching experience in the subject area.

**Associate's Degree:** Hold an associates of Applied Science degree in the subject area (or have a nationally recognized license or certification, such as a CTE endorsement, in the subject area) and have a minimum of five years of recent (less than 4 years old) full-time non-teaching experience in the subject area.

**Associate's Degree:** Hold an associates of applied science degree in the subject area, and have a minimum of five years of recent (less than 4 years old) full-time non-teaching experience in the subject area.

**Competency:** Have a high level of demonstrable competency gained through a combination of study, teaching experiences and/or professional performance on the subject area, and/or have the qualifications set by the licensing or accrediting organization for the subject area, and have a minimum of five years of recent full-time non-teaching experience



# Dual Credit & Sponsored Dual Credit Application Process

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

1. **Contact:** Reach out to the Director of Accelerated Learning, Kelly Kandra, at 541-880-2337 or via email at [kandra@klamathcc.edu](mailto:kandra@klamathcc.edu). You will receive a Dual Credit Inquiry letter and application.
2. **Submit Application:** Complete the dual credit application and submit it along with an up-to-date resume, copy of transcripts, and any additional relevant information to the Director of Accelerated Learning for processing.
3. **Review:** Your application will be reviewed by the Director of Accelerated Learning, the Faculty Lead for specific course area, and the Vice President of Academic Affairs. If further clarification is needed, you will be contacted.
4. **Notification:** You will receive an email with the results of your application review and the next steps.
5. **Approval:** Information will be provided on whether you are approved under the Dual Credit Program or the Sponsored Dual Credit Program. Each program has specific requirements.



# Instructor Responsibilities

## **Dual Credit Instructor Requirements:**

Provide Class Building form for each course.

Align Course Syllabi (using KCC format).

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.

Turn in program related paperwork by Due Dates provided.

## **Sponsored Dual Credit Instructor Requirements:**

Provide Class Building form for each course.

Align course syllabi (using KCC format).

Provide a Course Outline.

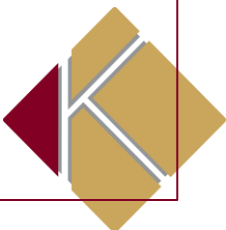
Complete Course Learning Outcome Form (specific to each course).

Coordinate with faculty lead for a Student Learning Outcome Assessment Plan (Fall) – (Completed through Zoom).

Attend a mandatory Professional Learning Community (PLC) Workshop.

Coordinate with faculty lead for a Student Learning Outcome Assessment Results (Spring) (Completed through Zoom).

Turn in program related paperwork by Due Dates provided.



# Instructional Expectations

1. Communication with the Director of Accelerated Learning
2. Ongoing Communication as necessary with Faculty Lead
3. Technology Setup with KCC Information Services (IS) Department
4. Registrar Orientation: Grading – Instruction and Video provided
5. Maintaining College-level rigor.
6. Use of approved syllabi and assessments.
7. Grading standards and academic integrity.



# Course Alignment & Articulation

## Maintaining Course Alignment & Non-compliance

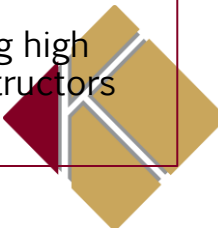
- Klamath Community College and partnering school districts share the objective of providing consistent, exceptional learning experiences and support for students transitioning from high school to college or university. These partnerships require collaboration, communication, cooperation, and good faith effort to maintain healthy relationships and avoid non-compliance concerns. While keeping up with 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 ensure academic rigor, quality of instruction, and alignment of course content with KCC's requirements. Our goal is to support high school partners in meeting these requirements to ensure their course is sufficiently similar to the same course 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.

## Resolution Steps for Non-Compliance

- 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 the 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 make the necessary corrections. The Director of Accelerated Learning will follow up to confirm that the issues have been resolved. 3. Failure to comply with the communicated plan of corrective action within the time frame will result in suspension of the high school instructor's course articulation until concerns are resolved. Notification of suspension will be communicated by the Director of Accelerated Learning. Klamath Community College non-compliance issues are handled in strict accordance with the current Klamath Community College collective bargaining agreement and individual department policy. If it is brought to the attention of the Director of Accelerated Learning that there is a problem with a KCC Faculty Lead, the Director of Accelerated Learning will contact the college Dean. If the issue is not resolved, the Dean may remove a Faculty Lead and assign a new faculty member. All efforts to correct an issue should be made before removal of a faculty lead. For more information, refer to the FERPA regulations and Oregon Administrative Rule (OAR) 715-017-0005.

## Purpose of Articulation Agreements

- These agreements enable high school students to earn transcribed college credit from Klamath Community College (KCC) by completing high school courses that are equivalent to corresponding KCC courses. The agreements specify the eligible courses and the high school instructors authorized to teach them.



# Family Educational Rights and Privacy Act (FERPA)

As a Dual Credit Instructor in KCC's Dual Credit or Sponsored Dual Credit program, you are required to uphold FERPA law.

FERPA, is a federal law that governs the privacy of and access to personal 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 their parent.

Refer to the link below for access to the FERPA Consent Form.

[Student FERPA Form](#)

[Dual Credit & Sponsored Dual Credit Instructor FERPA Form](#)



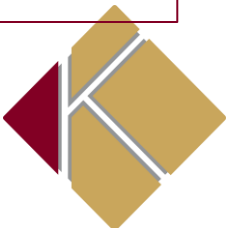
# Student Eligibility and Enrollment

## Student Eligibility

- Students must be high school students and at least 16 years of age. If under the age of 16, students should see their guidance counselors for the approval process.
- There are no costs for high school students participating in dual credit program at Klamath Community College if they reside in Oregon. The cost is \$25.00 per credit for students who reside out of state unless they are on the Free or Reduced Lunch Program.
- KCC does not allow retroactive enrollment

## Enrollment

- Director of Accelerated Learning will provide the high school dual credit instructor as part of the dual credit process, the necessary registration form for their students. The high school dual credit instructor will submit the completed forms to the Director of Accelerated Learning for processing once signed by the student and parent if under 18 years of age.



# Grading

## Grading Procedures

See link below to Instructor Guide to Dual Credit

[Instructor Guide to Dual Credit](#)

## Drop/Withdrawal

Student is responsible for dropping and withdrawing from Dual Credit Program courses by the program due dates on the course syllabus provided by the instructor during the first week of class.





# Transcripts

## KCC Unofficial Transcripts and Official Transcripts

### Unofficial Transcripts

An unofficial transcript is a record of a student's classes and grades that can be viewed or printed by the student themselves. It contains the same information as an official transcript, like the courses taken and grades earned, but it is not signed or sealed by the school. Because it is not certified, it is usually only used for personal reference or informal situations. Unlike an official transcript, it cannot be used for official purposes like applying to college or jobs.

Unofficial transcripts are temporarily unavailable through the MyKCC student portal. To request a copy of your unofficial transcript, please contact Klamath Community College's front desk at [kcc@klamathcc.edu](mailto:kcc@klamathcc.edu) or call **541.880.2204**

### Official Transcripts

Official transcripts are documents that are produced by the registrar's office. Whether issued as secure .pdf documents or printed on tamper proof security paper, official transcripts are important to third parties so that they can be assured of authenticity (originating directly from the College/University) and content accuracy. Official transcripts are issued in Landscape/Portrait format and contain the seal of the college/university and the signature of the College/University Registrar.

### Order official KCC transcripts online at the National Student Clearinghouse.

Klamath Community College has authorized the National Student Clearinghouse to provide electronic transcript ordering through its official website. You can order your official transcript 24/7 using any major credit card. For each recipient that is requested, there is a processing fee. Charges to your card are only incurred once your order is complete.

[Click here to place your order for official transcripts log in to the National Student Clearinghouse.](#)



# Resources & Supports

- Dual Credit Faculty Lead: Course area specific
- Center for Teaching and Learning (CTL):**CTL**
- Learning Resource Center (LRC):**LRC**
- Registrar's Office: Edis Worden, [worden@klamathcc.edu](mailto:worden@klamathcc.edu)
- Technology & Help Desk: **541-880-2226**
- Tutoring, library, and testing services: [Tutoring Center, Library, Testing Center](#)



# Contact Information

- **Director of Accelerated Learning, Kelly Kandra**
- [kandra@klamathcc.edu](mailto:kandra@klamathcc.edu)
- 541-880-2337
- [Accelerated Learning Website](#)



