

Klamath Community College 2025-2026 Dual Credit Program General Timeline

For Dual Credit Instructors

This document outlines the key requirements, deadlines, and expectations, for instructors participating in Klamath Community College's Dual Credit program during the 2025-2026 academic year. Please review the following timelines carefully and reach out to the Director of Accelerated Learning, Kelly Kandra, with any questions.

August – Welcome email from **Director of Accelerated Learning, Kelly Kandra**

September

- **Required Paperwork Due September 8, 2025**

Submit the following for **all** courses to be taught during the academic year.

- o Class Building Form
- o Syllabus
- o Course Outline
- o Course Learning Outcome Form

- Upon Submission, instructors will receive custom made registration form for each Dual Credit instructor and specific to each course.

September-October

- **New Instructor Orientation**

KCC's **IS** department (Information Services) will contact new instructors to schedule a Zoom orientation. This session will cover system access. Grade Entry support will be provided by Director of Accelerated Learning, Kelly Kandra in conjunction with KCC's Registrar, Edis Worden.

October/November

- **Student Learning Outcome (SLO) Assessment** • Instructors will receive the Student Learning Outcome Annual Course Assessment Form. If teaching multiple courses, complete the form for **one** course only. Form with instructions and due date will be provided.

- **Articulation Agreements:** Instructors will receive an agreement to sign, confirming that submitted Syllabus, Course Outline and Course Learning Outcome (CLO) form is in alignment with KCC standards and have been approved by the Faculty Lead and the Vice President of Academic Affairs.

December

- **Fall Term Grades Due:**
Enter grades in the system between **December 8th – 12th by 12:00 (noon)**.
Refer to the Accelerated Learning website: [Accelerated Learning](#) for **Dual Credit and Sponsored Dual Credit Program Due Dates**.

February/March

- **Professional Learning Community (PLC) Workshop:**
Attend a 2-Hour Zoom Session. **Required** for all General Education Dual Credit instructors (both Sponsored and Non-Sponsored).

March

- **Winter term Grades Due:**
Enter grades in the system between **March 16th – 20th by 12:00 PM (noon)**

June

- **Spring Term Grades Due:**
Enter grades in the system between **June 8th – 12th by 12:00 PM (noon)**.

For additional resources and updated due dates, please visit the Accelerated Learning Instructor Resources page on the Klamath Community College Accelerated Learning website: [Accelerated Learning](#) or contact Director of Accelerated Learning, Kelly Kandra at kandra@klamathcc.edu or KCCDualCredit@klamathcc.edu.