

# **Klamath Community College**

## **2025-2026 Dual Credit & Sponsored Dual Credit Program Timelines**

### ***For Dual Credit and Sponsored Dual Credit Instructors***

This document outlines the key requirements, deadlines, and expectations, for instructors participating in Klamath Community College's Dual Credit and Sponsored Dual Credit programs 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.

### **General Timeline for Dual Credit Instructors**

#### **August**

- Welcome email from Kelly Kandra, Director of Accelerated Learning.

#### **September**

- **Required Paperwork Due:**

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

- Class Building Form
- Syllabus
- Course Outline
- Course Learning Outcome Form
- Upon Submission, instructors will receive custom student registration forms for 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 Annual Course Assessment Form (Non-Sponsored Dual Credit). If teaching multiple courses, complete the form for **one course** only. A due date will be provided.
- **Articulation Agreements:**  
Instructors will receive an agreement to sign, confirming that submitted materials 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 9 – 16 by 12:00 (noon).  
Refer to the Accelerated Learning website for detailed due dates.

## **February-March**

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

## **March**

- **Winter term Grades Due:**  
Enter grades in the system between March 17-24 by 12:00 PM (noon).

### **Additional Requirement for Sponsored Dual Credit Instructors**

## **September**

- **Required Paperwork Due by Monday, September 8:**  
Submit the same documentation as listed above for all courses taught during the year.

## **September-October**

- **New Instructor Orientation:**  
Zoom session with Austin Davies (IS Department) for system access and grade entry.

## **October-November**

- **SLO Assessment Plan-Fall**

Instructor will receive a form to complete and review in a 30-minute Zoom with their faculty lead. Complete for one course only. A due date will be provided.

- **Articulation Agreements:**

Issued for signature once paperwork is approved.

## **December**

- **Fall Term Grades Due:**

Enter grades in the system between December 9-16 by 12:00 PM

## **February-March**

- **PLC Workshop:**

Attend a 2-hour session (Zoom or in-person, depending on faculty lead).  
Required for all General Education Sponsored Dual Credit instructors.

## **March**

- **Winter Term Grades Due:**

Enter grades in the system between March 17-24 by 12:00 PM (noon).

- **SLO Assessment Results – Spring:**

Instructors will receive a form and instructions via email. A 20-minute Zoom follow-up with the faculty lead will be scheduled to review the results.

## **June**

- **Spring Term Grades Due:**

Enter grades in the system between June 9-16 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** or contact **Director of Accelerated Learning, Kelly Kandra** at [kandra@klamathcc.edu](mailto:kandra@klamathcc.edu) or [KCCDualCredit@klamathcc.edu](mailto:KCCDualCredit@klamathcc.edu).