

Klamath Community College 2025-2026 Sponsored Dual Credit Program General Timeline

For Sponsored 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 Assessment (SLO) Plan-Fall**

- Instructor will receive a **course** specific form for only **one** of your courses (if teach more than one) with instructions and a due date.
- Dual Credit instructor will be asked to complete and review in a 30-minute Zoom with their faculty lead.

- **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 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

- **PLC Professional Learning Community 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)**.

March

- **Student Learning Outcome Assessment Results (SLO) 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 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.