

Klamath Community College

2026-2027 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: Monday, September 7, 2026**
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 7th – 11th 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 15th – 19th by 12:00 PM (noon).

June

- **Spring Term Grades Due:**
Enter grades in the system between June 7th – 11th by 12:00 PM (noon).

General Timeline for Sponsored Dual Credit Instructors

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:**
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:**
- 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

Enter grades in the system between December 7th – 11th by 12:00 (noon).
Refer to the Accelerated Learning website for detailed due dates.

February-March

- **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 15th – 19th 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 7th-11th 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 or KCCDualCredit@klamathcc.edu.