How the Dual Credit Process Works

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. You will receive a Dual Credit Inquiry letter and application.

2. **Submit Application:** Complete the dual credit application and submit it along with your resume, 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, and the Vice President of Academic Affairs. If further clarification is needed, you will be contacted.

4. **Notification:** An email will be sent to you with the results of your application review and the next steps.

5. You will be notified whether your application has been approved or not. The notification will also indicate whether your approval falls under the **Dual Credit Program** or the **Sponsored Dual Credit Program**, as each program has its own specific requirements.

Dual Credit Program Requirements for Each Course Taught:

- **Class Building Form**
- **Course Syllabus** aligned with and using KCC format
- Provide a **Course Outline**
- Complete **Course Learning Outcome (CLO) Form** (specific to each course)
- Complete a **Student Learning Outcome Annual Course Assessment**
- Attendance Required at **Professional Learning Community (PLC) Workshop**
- Turn in program related paperwork by Due Dates provided

Sponsored Dual Credit Program Requirements for Each Course Taught:

- **Class Building Form**
- **Course Syllabus** aligned with and using KCC format
- Provide a **Course Outline**
- Complete **Course Learning Outcome (CLO) Form** (specific to each course)
- Coordinate with faculty lead to complete a **Student Learning Outcome Assessment Plan** (completed in the Fall via Zoom)

- Attendance Required at **Professional Learning Community (PLC) Workshop**
- Coordinate with faculty lead to review the **Student Learning Outcome Assessment Results** (completed in the Spring via Zoom)
- Turn in program related paperwork by Due Dates provided

For more information, refer to the Higher Education Coordinating Commission (HECC) [HECC website](#) and [Oregon Administrative Rule (OAR) 715-017-0005](#).

Dual Credit and Sponsored Dual Credit Programs 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.

Renewal of Existing Articulation Agreements

Articulations are reviewed annually. Dual credit high school instructors must submit an updated course syllabus before the fall term begins for all courses to be taught for dual credit in the upcoming year. The syllabus will be reviewed by the appropriate KCC departmental faculty lead for alignment.

If changes are necessary, the Director of Accelerated Learning or the faculty lead will contact the instructor. Once approved, an articulation agreement is signed by the high school instructor, departmental faculty lead, and the Vice President of Academic Affairs.

Dual Credit and Sponsored Dual Credit Programs: Due Dates

The due dates for the Dual Credit and Sponsored Dual Credit programs indicate when high school instructors must submit student registration forms, drop/withdrawal forms, and enter grades into MyKCC. These dates are provided by the Director of Accelerated Learning, Kelly Kandra.

For more details, refer to the Accelerated Learning website under **Instructor Resources → Program Due Dates**. [Accelerated Learning Website - Instructor Resources](#) .

KCC Supported Dual Credit Courses Available for Articulation

KCC offers a wide selection of courses eligible for dual credit articulation.
For a complete list, refer to Instructor Guide to Dual Credit:
[Instructor Guide to Dual Credit](#) , page 34