

For more information, refer to the [HECC Website](#) and Oregon Administrative Rule (OAR) 715-017-0005.

Dual Credit Process Overview

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:** You will receive an email with the results of your application review and the next steps.
5. **Approval:** Information will be provided on whether you are approved under the Dual Credit Program or the Sponsored Dual Credit Program. Each program has specific requirements.

Dual Credit Program Requirements:

- Align course syllabi
- Provide a Course Outline
- Complete Course Learning Outcome form (specific to each course)
- Complete a Dual Credit Instructor Annual Course Assessment
- Attend a mandatory Professional Learning Community (PLC) Workshop

Sponsored Dual Credit Program Requirements:

- Align course syllabi
- Provide a Course Outline
- Complete Course Learning Outcome form (specific to each course)
- Coordinate with faculty lead for a Sponsored Dual Credit Certification & Course Review (completed in the Fall via Zoom)
- Attend a mandatory Professional Learning Community (PLC) Workshop
- Coordinate with faculty lead for a Sponsored Dual Credit Course Assessment (completed in the Spring via Zoom)