2025-2026 Dual Credit Checklist of Required Documents

**The following documents are required for each course that you are teaching.**

* **Class Building Form** - Submit a completed form for each course section.
* **Syllabus** – Use the official KCC syllabus template provided.
* **Course Outline** – Include a detailed outline of course content

**Lab Component (if applicable)** – If your course includes a lab, please provide

separate outlines for the **lecture** and **lab** components.

* **Course Learning Outcome form -**This form must be specific to the course you are teaching. It will be provided to you by Kelly Kandra, Director of Accelerated Learning. You may contact her at [kandra@klamathcc.edu](mailto:kandra@klamathcc.edu) or call 541-880-2337 if you do not have it already.