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 or call 541-880-2337 if you do not have it already.