

## **Roles and Responsibilities of High School Instructors**

- Provide all necessary information and forms to students for the Dual Credit or Sponsored Dual Credit program as supplied by the Director of Accelerated Learning.
- Assist students with the application and registration process according to the due dates outlined in the program.
- Submit grades according to KCC's due dates. Additional information is provided under "Grading Procedure."
- Meet annually with KCC academic department personnel and fulfill any additional requirements for offering dual credit to students.
- Provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
- Adhere to the KCC Syllabus Template.