



KLAMATH COMMUNITY COLLEGE

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

August 8, 2021

Dual Credit Instructors,

Welcome to Klamath Community College's Dual Credit and Sponsored Dual Credit Programs. For those of you I have had the pleasure of working with these past years, thank you for continuing to be a part of our program/s, and for those of you who are joining our program/s for the first time, welcome.

These last 15 months brought us many challenges. Despite them, I was continually impressed by your passion and creativity in the delivery of college rigor courses. I do realize that some of you were not able to provide dual credit, and I know it was a difficult decision to make. As always, you thought about what was best for your students and for you as instructors.

I was thankful for all of the communication and questions. Our highest priority is to assist you in overcoming the challenges that arise so that we can continue to offer opportunities for your students.

As a reminder, college credits earned through both our KCC Dual Credit and KCC Sponsored Dual Credit programs are free to students in the state of Oregon and offered to students outside the state of Oregon for \$25.00 per credit. If a student is on a Free or Reduced Lunch program the cost is waived.

This annual email is of importance because I will point out some important details, key things to remember, and provide you with changes that have been made to either program.

Dual Credit and Sponsored Dual Credit Changes in Requirements

Program standards have been adjusted. Looking for innovative ways of teaching while keeping to the standards is challenging. The standards assist us in ensuring we are consistently supporting the delivery of college rigor courses.

At KCC, we are required to meet the HECC requirements and to ensure Dual Credit and Sponsored Dual Credit instructors are supported to meet the same standards. It is KCC's responsibility to assist all of you in the delivery and content of material you are teaching.

Note: Those of you who taught last year are familiar with the changes in expectations and process that are being fully implemented for 2021-2022 school year. These changes were conveyed throughout the year by our faculty leads and myself.

Below is the link the Oregon Administrative Rule (OAR's 340.31)
[State of Oregon: Policy & Collaboration - College Credit while in High School](#)

The HECC link to website

https://secure.sos.state.or.us/oard/viewSingleRule.action;JSESSIONID_OARD=C3H5A7DTjJUXwdniWwjucs9UYeqcs!_Bitlc7qZZUN-PCp93WzLY!327936764?ruleVrsnRsn=254468

When you were approved, you were approved under one of the two programs. Reference the one that applies. Note: It is possible to be teaching a course as a dual credit instructor and to teach a course as a sponsored dual credit instructor. At the time of approval, you were provided the information. If you have any questions, please contact me.

Below are listed the dual credit instructor requirements for each program.

The “Dual Credit” program standard requirements are as follows:

Align course syllabi – This is the information that you will be asked to submit to me by September 30th. A list of information is listed on page 5.

Complete a Dual Credit Instructor Annual Course Assessment
K-12 Support Coordinator, will send you information

Attend a mandatory Professional Learning Community (PLC) Workshop
Note: Only for instructors teaching general education courses.
They are approximately 2 hours and held through Zoom.

“Sponsored Dual Credit” program standard requirements are as follows:

Align course syllabi

This is the information that you will be asked to submit to me by September 30th. A list of information is listed on page 5.

Complete a Dual Credit Instructor Annual Course Assessment. The K-12 Support Coordinator, send you information

Coordinate with faculty lead on a Sponsored Dual Credit Certification & Course Review.

The K-12 Support Coordinator, will send you information

Attend a mandatory Professional Learning Community (PLC) Workshop
They are approximately 2 hours and held through Zoom.

Coordinate with faculty lead on a Sponsored Dual Credit Course Assessment

Refer to the Higher Education Coordinating Commission (HECC) website link below for more information on these requirements and what KCC's responsibilities are as the partnering institution.

Dual Credit program standards

[DC Oregon Dual Credit Standards 2019.pdf](#)

Sponsored Dual Credit program standards

[SDC Oregon Sponsored Dual Credit Standards 2019.pdf](#)

Non-Compliance – See Instructor Guide to Dual Credit page 11

Dual Credit and Sponsored Dual Credit Program Due Dates

These due dates are important and provide you with the registration, drop/withdrawal dates and dates system will be open for entry of grades.

All related forms are to be received by these designated due dates in order to be approved for processing.

How to determine the due dates for your dual credit course/s:

The due date for each instructor's dual credit course is determined by the end date of your course/s and where it falls into KCC's Academic Calendar. EX: If your course begins in September and ends in the middle of January, you would reference KCC's Academic Calendar (attached) and refer to your winter term due dates. Once you have determined which term your course falls in, refer to the dual credit due dates and refer to either semester or trimester chart for dates.

Dual Credit Registration Form

Dual credit registration forms are not a generic form. They are made specifically for you and include, the current academic year, instructor name, dual credit course (KCC's name), and the name of the course at the high school.

All registration forms are sent directly to me for processing.

Notice of Change to Registration Form: ALL dual credit registration forms must be typed out and signed by both the student and the parent/guardian for students under the age of 18. If a student is 18 years of age or older, a parent/guardian signature is not required. Students should include a middle name or initial. There are many students with common last names, and this will assist in accuracy of enrollment and of a student's transcript.

Students are required to provide their personal email and not a parent's email. There are many reasons why students should have their own email such as, logging into their MYKCC account in order to take on campus or online courses, viewing grades, ordering transcripts, and taking advantage of student supports available to them.

Drop/Withdrawal Form

Forms are sent directly to me for processing. There are two parts to the form; the first asks for information specific to the course, and the second part is for the student to read and understand the SAP (Satisfactory Academic Progress) report. Students are required to sign the second part acknowledging they understand. As part of KCC's dual credit programs, they are students of KCC. Students should understand that dropping or withdrawing from too many courses may result in receiving a SAP letter from KCC. They could receive a warning, probation or suspension.

Link to KCC's SAP Compliance Information

<https://www.klamathcc.edu/Admissions/Financial-Aid/Maintaining-Your-Financial-Aid/Satisfactory-Academic-Progress-Policy>

Drop and withdrawal dates are important which is why setting up reminders is recommended. This will provide ample time to update a student's grade or to have a discussion to ensure that the grade earned will be what they would want on a college transcript.

Recommendation: Put all due dates on your calendar in addition to reminder dates, two weeks prior to due dates for registration forms, seven to ten days prior to withdrawal dates, and one week prior to grade entry. If you would like to turn in registration forms early, please feel free to do so. I will save them until registration opens for that term.

Note: Once your registration forms have been processed, take the time to log onto your MYKCC account to view your class roster/s and verify that all registration forms have been turned in and information is accurate.

Failure to verify may impact participation in KCC's Dual Credit Programs.

Dual Credit Request for Updated Instructor Information Form

Each year I provide a form for instructors to fill out if your personal information has changed. If this applies to you, forward it to me, and I will update in our system.

Class Building Information Form

In order for me to complete the registration form and email it to you for your students to complete, fill out one of these forms for each course you are teaching. If you are teaching the same course during several class periods, indicate as much on the space provided. The form was designed to accommodate more than one class period of information.

Be specific when filling out the forms. Include days and specific times of each class.

When completing the class building form, it is important that you provide the name of the dual credit course at the high school. This information is reported to the state and accuracy is important.

Change to Dual Credit Syllabi and Additional Supporting Information

KCC requires a copy of your updated Syllabi for each course/s you are teaching even if the syllabus is the same as last year. Ensure the syllabus has current updated information such as current year and term. If you are a brand-new instructor, check that you are using our Course Syllabus Format and are filling out the correct information at the top. The course syllabus format has been the same for several years and is attached to this email.

Please attach to your syllabus the information listed below

- 1. Your syllabus** - Use the Course Syllabus Format attached (it has not changed in several years). List only your Course Outcomes in your Syllabus. Number 3 will be what you will use to fill in details of what you completed to achieve each particular outcome.
- 2. Course Outline** – EX: Chapters 1 (what topic/s did you cover) and so forth. Include projects, tests, etc. you plan to complete with your students.
- 3. Course Learning Outcome Form** – I will forward each of you a course learning outcome form for each course/s you are teaching. They are all specific to each course. Those who taught Spring of 2020 or 2020-2021 school year are familiar with using them.

I have attached a sample to assist you in completing several areas that instructors occasionally need assistance with.

Referencing the due dates will provide you with the appropriate term to list at the top of your syllabus.

If you are a newly approved instructor, and the work is not complete, contact me as soon as possible so that I can assist you in completing this work in time. When school starts, if you are planning to teach in the fall, it will be too late as your information is required to be completed prior to the first day of school.

If you are not starting the dual credit class until the second semester or later in the year, then it is okay to start the process in the fall, but it is important that it be completed before you begin to teach the class in order for students to receive credit. Plan ahead and reach out to our faculty in advance and not at the last minute.

If you have any concerns contact me and I will do my best to assist in the coordination efforts with the faculty lead in your course subject area to ensure this crucial part of the process is completed in time.

On page 5 of this letter I have created a list of information I am requesting from each instructor. The due date for this information is Thursday, September 30th. Earlier is appreciated. Note: Once I receive the information from you, I can complete your student registration form/s and email them to you.

On page 10, I have created a list of forms and information I have referenced in this letter. I also have put together and attached an “**Estimated Time Line**” for the process beginning with this letter. This will assist with the new process and what is expected from KCC and instructors.

Open Educational Resources (OER's)

If you would like to look into these options for your Dual Credit course, have this conversation with your faculty lead to see if they are available in your course subject area. This is a wonderful opportunity, and it may assist with the challenges of costs associated with books necessary in delivering a college rigor course.

The website link: <https://openstax.org/>

You are able to create an account using your school email address.

Dual Credit and Sponsored Dual Credit Articulation Agreements

Once you have completed the required syllabus and additional requirements for each of your course/s, an Articulation Agreement is typed up by me. Articulation Agreements are signed by our faculty lead, you as a dual credit instructor, and our Vice President of Academic Affairs. This agreement ensures that all of us are in compliance and following the standards of articulation of a dual credit course. I will be sending these out towards the end of 2021. A sample is attached for you to see the two different agreements. One is a Dual Credit Articulation Agreement and one is Sponsored Dual Credit Articulation Agreement. These are ONLY samples. Once the agreements are signed, you have completed the alignment process of your syllabus.

MYKCC Account

Existing dual credit instructors have a MyKCC account. New instructors will be sent their instructor number and information on how to create your MYKCC account. In order for a new instructor to log into MYKCC for the first time, they have to be connected to a course. Once I build your course and we are in the first term you are teaching, I will send out an email AND/OR the system will send you an email notifying you that you may now log into MYKCC and providing you with instruction on how to do so. You may contact me any time if you have any questions.

The MYKCC guide that is attached is the same instruction (left column) RESET PASSWORD that you would use whether you are logging in for the first time or if you have forgotten your password and need to reset. Students that log into MYKCC will be using the same process, but of course, their information will differ from yours as an instructor. Below is a video that will take you step by step on how to log into MYKCC if you prefer this to the MYKCC Guide.

Access to instructional video on how to create a MYKCC account:

<https://www.youtube.com/watch?v=1C5R2SS1wss>

Entry of Grades

It is important to know which academic term your course falls under and to reference the KCC Academic Calendar to make that determination.

Note: You will only be allowed to enter the grades for each term during the times listed below and NOT before OR after. It is important that you are aware of the following dates and mark your calendar. There will be no exceptions to the dates listed below, as these are the dates set by our registrar for the entire college faculty.

Fall Term Entry of Grade Dates	December 6-	December 13, 2021	by noon
Winter Term Entry of Grade Dates	March 14 -	March 21, 2022	by noon
Spring Term Entry of Grade Dates	June 6 -	June 13, 2021	by noon

Grading Tips

Enter grades A- F. Pluses or minuses are not necessary, nor are percentages.

The system will allow you to enter an “I” for incomplete or a “W” for withdrawal but this is NOT an option with Dual Credit, and your grades will end up being rejected if that happens.

A grade entry will be necessary for each student.

If you enter an “F” grade, you will notice that the system will ask you for the last day the student attended class. Please fill in what date that was. Again, the grades will not be accepted if not complete.

Important Information Accessed Through MYKCC Account

Once you have logged in to your MYKCC account you will need to know how to access your class roster/s and how to enter your grades.

Log in to your MYKCC account

Select **Faculty** tab at the top

Select on the left from the menu the words “**Dual Credit** “

This will take you to the Dual Credit page

You should see in burgundy my contact information and several how to videos. There is information on how to view your course list and how to enter your grades.

Helpful Hint – When viewing your courses, ensure that you are on the correct academic term otherwise your courses will not show up.

Office 365 Account

Each dual credit instructor has an option of receiving a FREE Office 365 account. Information on how to access the account is provided by me. If you would like an Office 365 account, please let me know and I will provide you with one.

Accelerated Learning through KCC Website

From the KCC Home page, click on High School Programs on the bottom right. Below is the direct link to the website:

<https://www.klamathcc.edu/Admissions/High-School>

You will notice there is a designated area for **Prospective Students & Families** and one for **High School Professionals**. Reference **High School Professionals** side and refer to **Dual Credit Instructor Resources**. You will see listed **Instructor Guide to Dual Credit**. This is a very useful tool and addresses any inquiries you may have regarding our Dual Credit programs.

Student Information

It is important for students to learn how to log in to their MyKCC account.

When you pass out the KCC Syllabus to your students, I would appreciate if you would provide them with a copy of the **MyKCC Guide** and the **How College is Different from High School Handout**.

If your students do not know their student number, please feel free to let me know and I can provide it to them. If, as a class, you would like to have your students log in to MyKCC as an assignment or in class, if you provide me a list of students a few days in advance, I can provide you with their student number.

Additional information for students regarding Dual Credit is available on the **Accelerated Learning through KCC website**. Select from the above website.

Prospective Students & Families. You will see the **Parent/Student Guide to Dual Credit**. Please refer students to the guide book for any questions they may have.

Standards of Satisfactory Academic Progress (SAP)

KCC, in compliance with Federal Regulation 668.34, requires that students maintain SAP to continue eligibility to enroll in classes and receive federal financial aid (grants and loans). SAP means maintaining a term GPA of 2.00 and a 66.67% or higher completion rate. The completion rate is based on the number of credits that a student is enrolled in as of the published add/drop deadline. A grade of W, I, or F does not count as successful completion of a class. KCC will apply the SAP standards at the completion of each term after final grades are posted. Below is the link to the KCC Website regarding SAP.

<https://www.klamathcc.edu/en-US/Admissions/Financial-Aid/Maintaining-Your-Financial-Aid/Satisfactory-Academic-Progress-Policy>

When students are enrolled in dual credit, it is important to track students that are having challenges. Please take the time to discuss with students, assisting them in making the determination whether they should drop or withdrawal from a class when necessary. Please reference drop and withdrawal dates on the Dual Credit Due Dates information provided.

Student Course Evaluations

At the end of each term, students participating in KCC's dual credit or sponsored dual credit programs will receive a student course evaluation by email. These evaluations will address course delivery and content and are not an evaluation of the instructor.

IMPORTANT Dual Credit Instructor Request

List of required information to be turned in no later than Friday, September 30th.

- 1. Class Building Information Form-** One for each course/s you are teaching
- 2. Syllabus** – One for each course/s you are teaching
- 3. Course Outline** – EX: Chapters 1 (what topic/s did you cover) and so forth. Include projects, tests, etc. you plan to complete with your students.
- 4. Course Learning Outcome Form** – One for each course you are teaching
- 5. FERPA FORM** – If you are a new instructor you are required to review the attached FERPA form and return it to me signed. This is requested when you first join one of our dual credit programs. If you have any questions please contact me.

Note: Once I receive the above information from you, I will complete your registration form/s with the high school name of your course/s and send your registration form/s.

Additional Supports

As a college, we are always looking into processes or ways that we can further support our dual credit instructors. I have been working with Edis Worden, our Instructional Innovation Trainer into ways that we can do so. If you have any questions or would like to reach out to Edis regarding the support that she is able to offer she can be reached at worden@klamathcc.edu or by calling her directly at 541-880-3340.

Another added benefit is that I send out friendly reminders. I realize how busy all of you are.

List of Attachments

Note: Please dispose of all previous Dual Credit & Sponsored Dual Credit program related forms.

Dual Credit and Sponsored Dual Credit Program Due Dates
2021-2022 KCC Academic Calendar
Drop/Withdrawal Form
Update of Instructor Information Form
Class Building Form
Course Syllabus Format – To use for creating your syllabus
Sample of Course Learning Outcomes
Sample Syllabi
Sample Dual Credit Articulation Agreement
Sample Sponsored Dual Credit Agreement
MYKCC Guide
Handout – How College is Different from High School
Sample Student Course Evaluation
FERPA Form

Estimated Timeline for Dual Credit and Sponsored Dual Credit Programs

Special Request

I would appreciate it if you would send me pictures of you teaching your dual credit courses. It could be students working on a project, etc.

Amazing things are happening in your classes and I would like to share on our high school website.

Two requests:

- 1. Pictures would be posted on website. Please ensure parent or guardian and students approve.**
- 2. Please list course and small detail of what you or the students are doing.**

If you have any questions, please feel free to contact me.

Looking forward to working with all of you and having a successful year!

Sincerely,

Kelly A. Kline

KCC K-12 Support Coordinator

541-880-2337