

## ISP 370P

# Advanced College Credit (ACC) Procedure

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### PURPOSE

Allows high school students to receive college credit for approved high school classes that meet CCC articulation requirements. These courses are taught in high schools during regular school hours by approved high school instructors.

### SUMMARY

Clackamas Community College grants college credit for equivalent college classes offered at high schools, taught by approved high school instructors who meet college standards and procedures, as stipulated by the respective academic departments and based on the Oregon Dual Credit and Sponsored Dual Credit (SDC) Program Standards.

### PROCEDURE

The Office of Education Partnerships will:

1. Serve as the initial point of contact for the high schools and will compile the necessary materials and coordinate with appropriate college staff, department chairs/directors, and faculty members for review.
2. Coordinate student registration and data collection processes.
3. Administer and maintain documentation for all signed Advanced College Credit (ACC) articulation agreements between the college and high schools.
4. Track Dual Credit and SDC instructors in the high school to ensure compliance with the following standards:
  - Minimal required interactions between high school instructors and college faculty have occurred and are documented.
    - i. Annual interactions for Dual Credit instructors, and
    - ii. Quarterly interactions (e.g., email, phone, video conference, or in-person) for SDC instructors.
  - Syllabi are submitted each term the class is offered.
  - College course curriculum taught in the high school course is updated and submitted for review every three years. Curriculum documents could include course syllabi, curriculum maps, assessments, or other items as determined by the CCC academic department.
5. Complete the following if ACC instructors are found to be out of compliance:
  - Send an informal warning to the ACC instructor stating compliance within 15 days of being found out of compliance.
  - Send a formal written warning to ACC instructor, administrator, and college department chair stating required actions and timeline within 45 days of non-compliance.

- Suspend the agreement and post a notification on the ACC website, blocking registration if corrective action has not been taken within 90-days from the initial notification.
- May reauthorize suspended agreements once the ACC instructor has addressed the compliance issue.

CCC Department Chairs/Lead Faculty will:

1. Inform the Office of Education Partnerships of credential and curriculum requirements for articulations.
2. Review and approve/deny ACC articulation applications based on state, college, and departmental standards.
3. Determine if the ACC instructor qualifies for either Dual Credit or SDC:
  - a. Dual Credit: To qualify to teach Dual Credit the ACC instructor must meet one of the following:
    - i. A minimum of three years of practical work experience in the field to be taught, plus specialized training or experience. Specialized training may include, but is not limited to, licensed apprenticeship programs, community college associate degree programs, and/or other professionally certified or licensed training.
    - ii. Master's degree in content area,
    - iii. Master's degree with 30 graduate credits in the content area.
  - b. Sponsored Dual Credit: To qualify to teach SDC the ACC instructor must meet:
    - i. Specific qualifications as determined by department. Qualifications may include, but are not limited to:
      1. Industry recognized credential
      2. Work experience
      3. Content area specific graduate level credits (number of credits), emphasis area
4. Master's degree in teaching/education.
5. Engage in regular interactions with ACC instructors as required by Dual Credit and SDC standards, as appropriate. Regular interactions may occur via email, phone, video, or in-person. These interactions will consist of program updates and/or substantive interactions between the ACC high school instructor and college faculty.
  - a. CCC faculty must interact with Dual Credit instructors at least once annually.
  - b. CCC faculty must interact with SDC instructors at least once quarterly.
6. Document regular interactions with ACC instructors.
7. Review ACC agreements every three years.

ACC Instructors will:

1. Engage in regular interactions with CCC faculty under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions will consist of program updates and/or substantive interactions between the ACC instructor and college faculty.
  - a. Dual credit instructors must interact with CCC faculty at least once annually.
  - b. SDC instructors must interact with CCC faculty at least once quarterly.
2. Maintain compliance with required interactions, syllabus submission, and assessment requirements. ACC instructors will be found out of compliance for missed interactions, an incomplete syllabus (a syllabus that does not include all elements, as listed on the ACC Syllabus Checklist), or incomplete assessment materials.

3. Take action to correct compliance issues in a timely manner.
  - a. Corrective action options for interaction requirements will be department-specific and may include:
    - ii. Meeting with the department chair/lead faculty; or
    - iii. Submitting a written reflection on assessment results.
  - b. Corrective action options for interaction requirements will be department specific and may include:
    - i. Submitting the missing syllabus; or
    - ii. Modifying and submitting the incomplete syllabus so that it is deemed complete.

## REVIEW HISTORY

ISP Committee	Adopted	February 28, 2025
College Council	Reviewed	February 15, 2013