

## Advanced College Credit (ACC) New Articulation Request Process

The ACC program at CCC operates under [Oregon's High School Based College Credit Standards](#) for dual credit and sponsored dual credit, adopted in June 2016. ACC classes are college courses taken at the high school and taught by approved high school instructors. High school instructors must meet [College Credential Requirements](#) and align coursework to the college class. If you are interested in establishing a new articulation, please follow the steps below. If you have any questions about the ACC articulation process or how to get started, contact [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu)

**Step 1:** High school instructor completes the [ACC New Articulation Request Application](#). As a part of the application, High School Instructors will be asked to upload the following documentation in the application:

Credential Documents:

- Current Resume
- Undergraduate and Graduate Transcripts
- Other supplemental/relevant credential documentation such as certifications and/or credentials

Curriculum Documents (see page 2 for more information/instructions):

- Syllabus containing all required elements to articulate as outlined on the [ACC Syllabus Checklist](#)
- Completed ACC [Curriculum Map](#) and assessments

**Step 2:** The ACC Coordinator will notify the CCC department chair and lead faculty (if applicable) via email of the new articulation request. The department chair and lead faculty (if applicable) will be sent:

- High School Instructor credential documents (resume, transcripts, additional credentials, etc.)
- High School Syllabus
- Completed ACC Curriculum Map and assessments
- ACC Articulation Request Review Form
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**If approved,** department chair completes and sends back Articulation Review form to ACC Coordinator

**If more edits or information is needed from the high school instructor,** department chair or lead faculty notifies ACC coordinator and ACC coordinator reaches out to the instructor for additional needs

**If denied,** department chair sends back Articulation Review form with denial feedback. ACC Coordinator notifies instructor

**Step 3:** ACC Coordinator creates ACC articulation agreement in signNow and sends to CCC department chair, High School Instructor and High School Administrator for signatures.

**Step 4:** ACC Coordinator will send the High School Instructor a final articulation approval email, letting them know of registration information and deadlines, orientation information, course information and other helpful resources related to ACC articulation.

## ACC Articulation Submission Deadlines

It is recommended to start the new articulation process well in advance of the last day to submit to ensure courses are approved and ready for registration in the desired start term.

Desired Term to Articulate	Last Day to Submit Articulation Application
Fall 2024	May 17 2024* for approval by end of 23-24 year September 6 for approval by Fall 2024 Registration
Winter 2025	September 13 2024
Spring 2025	January 10 2025
Fall 2025	May 16 2025* for approval by end of 2024-25 year September 12 for approval by Fall 2025 Registration

*\*We understand that teaching assignments may change over summer break and that new teachers are hired. For new fall term requests that are needed due to summer shift, there is an additional September deadline. We will do our best to accommodate late requests, but articulation is not guaranteed past the deadline.*

## Syllabus and Curriculum Map Requirements for new ACC Articulation Requests

In order to articulate a course in the Advanced College Credit (ACC) program, the curriculum documents below are required to be submitted with the ACC articulation application for each college course requested. Please follow the instructions in order to complete the documents for review. Incomplete documents will not be accepted as part of the application, and may delay your articulation review. If you have any questions about completing these documents, please contact [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu)

### ACC Course Syllabus:

In order to articulate, the syllabus of an ACC course must contain certain elements required in a college course syllabus. Please review the online [ACC Syllabus Checklist](#) that outlines all the required elements needed in an articulated syllabus. You can format your syllabus as you wish, but all required elements must be included, at minimum. Some instructors prefer to download and use the [ACC Syllabus Template](#) to ensure that their syllabus is complete.

### Curriculum Map:

A curriculum map outlining how your high school course aligns and assesses the CCC course learning outcomes is required for all new ACC articulations. A blank copy of the curriculum mapping document is available online [here](#) in both a Microsoft Word and fillable PDF format. You will be asked to map each CCC student learning outcome to the specific assessment you use in your high school course, and include assignments/assessments demonstrating each outcome. The CCC student learning outcomes can be found on the CCC course outline. Please email [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu) to request a copy of the CCC Course Outline. Please combine the completed curriculum map with your assessments in one PDF file to upload into the ACC application.