



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 as listed on the [ACC Instructor webpage](#) 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 hsconnections@clackamas.edu

Step 1: Identify an Aligned CCC Course

Each CCC department determines which courses may be articulated at the high school level. Teachers are encouraged to visit the [CCC Course Catalog](#) to review course descriptions, and then reach out to hsconnections@clackamas.edu to request a course outline or learn more about a specific course. Each CCC department determines which courses may be articulated at the high school level. The course outline includes required information such as instructional hours, credits, student learning outcomes, and major topic areas. High school courses must meet these minimum requirements to align, and specific information from the CCC course outline must be included on the articulating syllabus.

Step 2: Submit a New ACC Articulation Application

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:

Credential Documents:

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

Curriculum Documents (see [ACC Instructor webpage](#) for links to the referenced document templates):

- Syllabus containing all required elements to articulate as outlined on the ACC Syllabus Checklist & Template.
- Completed ACC Curriculum Map and assessments

Step 3: 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

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

Step 5: 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 2025	May 16 2025* for approval by end of 24-25 year September 6 for approval by Fall 2025 Registration
Winter 2026	September 19 2025
Spring 2026	January 9 2026
Fall 2026	May 15 2026* for approval by end of 2025-26 year September 5 for approval by Fall 2026 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.*

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