



## **ROLES & RESPONSIBILITIES**

### **Advanced College Credit (ACC) Team will:**

1. Offer ACC in compliance with the Oregon State Standards for Dual Credit (DC) and Sponsored Dual Credit (SDC).
2. Establish, maintain, and communicate ACC program procedures and requirements to ACC high school instructors and CCC faculty.
3. Create, maintain, and make available copies of articulation agreements between the high schools and the college.
4. Maintain an informational website for the ACC program that provides program policies, procedures, and other information relevant to high schools, ACC high school instructors, students, parents, and college faculty.
5. Provide access to the student registration system for potential and current students, and assist students with ACC registration due to ACC registration periods.
6. Provide access to student transcripts for all registered ACC students, and share information with students on how to obtain official transcripts and how to print unofficial transcripts from their on-line CCC student accounts.
7. Partner with high school administration, counselors and ACC high school instructors to market the ACC program, disseminate materials for registration, and provide training for the college online registration system.
8. Provide ACC high school instructors with training and access to the college online grading system.
9. Inform ACC high school instructors of available resources at the college (e.g., Moodle, Library, and professional development opportunities).
10. Track ACC high school instructor compliance with state and college policies:
  - a. Required interactions with college faculty based on DC or SDC approval type.
  - b. Submission of ACC course syllabi each term the course is taught.
11. Track ACC high school instructor site visit/observations by college faculty, as needed.
12. If an ACC high school instructor is out of compliance, communicate with the ACC high school instructor and high school administrator stating the non-compliance issue and work toward a positive resolution. If unresolved within 90 days from the initial notification, suspend the articulation and post a registration block preventing registration. May reauthorize suspended articulation once the ACC high school instructor has met the non-compliance issue.
13. Bill students directly for ACC course fees at \$10 per credit. Waive fees for students listed on the ACC Fee Waiver list provided by each high school.
14. Provide annual reports to high school partners and the state on student enrollment and achievement in ACC classes. Reports are available at <https://www.clackamas.edu/academics/academic-offerings/high-school-connections/high-school-partners>.

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### **College faculty will:**

1. Develop discipline-specific standards/qualifications for ACC high school instructors, Dual Credit and Sponsored Dual Credit. Communicate the qualifications to the ACC team every year or as changes occur.
2. Review and approve/deny potential ACC high school instructors and courses based on state, college, and discipline-specific standards, and communicate with the potential ACC high school instructor prior to approval/denial.
3. Determine if the potential ACC high school instructor qualifies for either Dual Credit or Sponsored Dual Credit:
  - a. Dual Credit (DC):
    - i. Master's degree in content area,
    - ii. Master's degree with 30 graduate credits in the content area, or
    - iii. In cases where the high school instructor has demonstrated competencies or served in professional fields and can show documentation (e.g., Associate's or Bachelor's degree, industry certifications, or licensure) to support the individual's high level of proficiency, the Master's degree requirement may be waived by the academic department.
  - b. Sponsored Dual Credit (SDC):
    - i. Qualifications may include, but are not limited to:
      1. Master's degree in Teaching/Education,
      2. Content area specific graduate level credits (# of credits), emphasis area,
      3. Work experience, or
      4. Industry recognized credential.
4. Provide all new ACC high school instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the ACC high school instructor teaching the course.
5. Engage in regular interactions with ACC high school instructors as required by DC and SDC standards. Regular interactions may occur via email, phone, video conference, or in-person. Interactions between the ACC high school instructor and college faculty should consist of course level sharing (e.g., curriculum, assessments, pedagogy, etc.).
  - a. College faculty must interact at least annually with DC approved ACC high school instructors.
  - b. College faculty must interact at least quarterly with SDC approved ACC high school instructors.
6. Document regular interactions with ACC instructors and submit required paperwork to the ACC team quarterly.
7. Conduct site visits/observations as needed at the discretion of the college department chair or lead faculty member. Site visits/observations are an opportunity to observe course content and delivery, curriculum, and assessments, and to provide feedback on course alignment. College faculty may conduct site visits/observations and submit completed visit reports to the ACC team.
8. Support development of and participate in discipline-specific professional development for ACC high school instructors through ACC Instructor Meetings and/or Professional Learning Communities (PLCs).
9. Review and approve/deny renewal of existing ACC articulations on a three-year cycle.

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### **ACC High School Instructor will:**

1. Provide the college with course and instructor information needed to establish and maintain ACC articulation and online registration in compliance with Oregon State Standards for Dual Credit (DC) and Sponsored Dual Credit (SDC).
2. Participate in college faculty provided course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to teaching an ACC articulated course.
3. Engage in regular interactions with college faculty. Regular interactions may occur via email, phone, video conference, or in-person. Interactions with college faculty should consist of course level sharing (e.g., curriculum, assessments, pedagogy, etc.). DC approved instructors must interact with college faculty at least once annually and SDC approved instructors must interact with college faculty at least quarterly.
4. Submit course syllabi with the college required elements as listed on the ACC Syllabus Checklist for all articulated courses taught each term. Syllabi submission via Dual Enroll must occur during the first week of the term the course is taught. ACC high school instructors will be out of compliance for missing syllabi.
5. Comply with required interactions and syllabus submission. ACC high school instructors will be out of compliance for missed interactions or missing syllabi. Failure to remain in compliance can result in cancellation of articulation. If out of compliance, ACC high school instructors must take corrective actions.
  - a. Corrective actions for required interactions will include meeting with college faculty.
  - b. Corrective actions for a syllabus submission include submitting a complete syllabus that meets all required elements on the ACC Syllabus Checklist.
6. Participate in site visits/observations as requested by the college department. Site visits/observations provide college faculty an opportunity to observe course content and delivery to ensure courses offered through ACC are equivalent to on-campus courses. Note: ACC Instructors are also invited to observe CCC college courses by request.
7. Assist the college in marketing the ACC program to students and parents. Make all necessary information supplied by the college available to students/parents, including the ACC registration webpage [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register).
8. If student accommodations are needed, high school counselor will contact the CCC Disability Resource Center to determine reasonable accommodations. Reasonable accommodations in teaching and/or assessment aligned with college policy may be available to students with a documented disability. All students must meet the student learning outcomes and the rigor of assessments for the course in order to be eligible for college credit.
9. Monitor student registration in ACC courses during the ACC registration period each term and prior to posting grades to assure accuracy of student registrations. Notify the ACC team if an error is found.
10. Submit ACC grades in myClackamas online for each term an ACC course is offered. ACC grades are due the same day that grades are due at the high school. Failure to submit grades on time can result in articulation suspension.
11. Notify the college of instructor absence of more than three weeks and work with the college on solutions to maintain ACC articulation. Failure to notify of extended absences and long-term substitutes in an articulated class can result in loss of articulation for the current term or year.

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### **Students will:**

1. Read and follow the information provided in the ACC Student Handbook, including the rules of student conduct at the high school and at the college for ACC classes. The ACC Student Handbook is available at [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections). The CCC student handbook can be found at [www.clackamas.edu/student-rights](http://www.clackamas.edu/student-rights).
2. Apply for a CCC Student ID number and maintain their CCC student account with accurate contact information. All CCC students must have a CCC student account before registering for college credit classes. This ID number becomes the permanent CCC ID number for ACC and for any future registration or business with the college.
3. Keep track of CCC Student ID number, username/CCC email address, and password. This information is needed to log into myClackamas for registration, payment, grades, transcripts, etc.
4. Meet course prerequisites for ACC courses, as posted at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register).
5. Register for college credits that apply toward degrees/certificates that align with future goals. Understand that grades and credits earned through ACC courses can impact future financial aid and scholarship eligibility. Connect with a college advisor, [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu) or 503-594-3252, for more information.
6. Meet registration, drop, and payment deadlines, as posted at [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register). It is the student's responsibility to know this information from reading the ACC Student Handbook. Registration assistance is available at [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu) or 503-594-3499.
  - a. Register for college credits accurately and within registration periods. Students must currently be taking the course to register. Registering for a previous term/year is not allowed.
  - b. Drop college course(s) by the drop deadlines for each term to prevent a class and/or low grade from posting to the college transcript.
  - c. Pay the \$10 per credit fee for ACC credits upon registration or by the payment deadline. If on free or reduced lunch, talk to high school counselor to be added to the ACC fee waiver list.
  - d. Holds will be placed on student accounts for unpaid balances, preventing further registration and access to transcripts until the balance is paid in full.
7. If accommodations are needed, notify the ACC high school instructor and high school counselor, who will work with the CCC Disability Resource Center to determine reasonable accommodations. Reasonable accommodations in teaching and/or assessment aligned with college policy may be available to students with a documented disability. All students must meet the student learning outcomes and the rigor of assessments for the course in order to be eligible for college credit.
8. Understand how to access CCC student services (e.g., advising, tutoring, library, etc.) as needed. This information is available in the ACC Student Handbook
9. Check CCC grades at the end of each term to verify grades are accurate. Notify the ACC high school instructor and the ACC team right away, if an error is found.
10. Order official CCC transcripts if transferring credits to another college/university, [www.clackamas.edu/transcripts](http://www.clackamas.edu/transcripts).