

ACC Syllabus Checklist and Template



You are free to format your syllabus however it works best for you and your students, or use the ACC Syllabus Template, but your articulated syllabus **must** include all required items as listed below. If you have any questions, email hsconnections@clackamas.edu

ACC Syllabus Checklist

Course Information

- High School Name and Academic Year
 - EXAMPLE: Canby High School 2025-26
- High School and CCC Course Titles
 - EXAMPLE: High School Title: AP Pre-Calculus, CCC Course Title: Pre-Calculus I: Functions
- CCC Course Prefix and Number
 - EXAMPLE: MTH-111Z
- High School and CCC Number of Credits offered
 - EXAMPLE: 0.5 HS Credit, 4 CCC Credits
- Length of Course (e.g., 1 trimester, 2 trimesters, full year, 1 semester)
 - EXAMPLE: full year course

ACC Teacher Information

- ACC Teacher Name
- ACC Teacher High School Email Address
- ACC Teacher High School Phone Number
- ACC Teacher Office Hours
- High School Course Website or URL (if applicable)
- ACC Website Reference: www.clackamas.edu/acc/register

Course Outline Information

- ACC Course Description, including both high school and CCC course descriptions, labeled and listed separately
- High School and CCC Course Prerequisites. If none, write "None"
- High School and CCC Course Student Learning Outcomes
 - Include all CCC learning outcomes DIRECTLY (copy & posted) from the CCC course outline. Your class may include additional outcomes, but do not include them in the CCC course outcome list. Instead, list them in a High School Student Learning Outcome list.

Required Course Materials

- Textbook Information (title, author, edition, ISBN)
- Required Supplies

Grading Criteria

- Grade options and grading scale

- Explanation of how college grades are calculated if different from high school grade
 - EXAMPLE: 2 semester grades will be averaged for the final college credit grade.
- Exams and relation to grade
- Quizzes and relation to grade
- Homework and relation to grade
- Projects and relation to grade
- Class participation and relation to grade
- Include statement:
 “College grades should be checked at the end of each course by logging into my.clackamas.edu, clicking ‘Account Information’ and ‘Unofficial Transcript.’ If a grading error is found, contact your high school instructor and/or hsconnections@clackamas.edu”

Class Policies

- Attendance requirements and relation to grade
- Academic dishonesty policy
- Reference to student handbooks (include statement):
 “Because this class is an ACC class, earning high school and college credit, students are held to student conduct policies for both the high school and Clackamas Community College. Please refer to:
 - Your High School Student Handbook
 - ACC Student Handbook at www.clackamas.edu/acc/register
 - CCC Student Handbook: <https://www.clackamas.edu/about-us/accreditation-policies/student-rights>”
- CCC Learning Center access statement (if applicable):
 “Students registered for college credit have access to free tutoring and academic supports through the CCC Learning Center: www.clackamas.edu/LearningCenter”
- Optional CCC Library support statement:
 “Research assistance is available in person at the Reference Desk (Dye Learning Center), by phone (503-594-6042), by email (reference@clackamas.edu), and online 24/7 via live chat at library.clackamas.edu.”

Weekly Course Schedule

- Weekly schedule from Week 1 through end of course, including topics, activities, projects, tests, quizzes, and final exams
- Include statement: “This schedule and syllabus are subject to revision at the discretion of the ACC instructor or the college.”

Advanced College Credit (ACC) Information

- This class and instructor are approved to grant college credit for students who qualify. Students are held to the same outcomes, rigor, and expectations of that in the equivalent college course at Clackamas Community College (CCC).
- **College Credit Option:** Students may choose to earn CCC college credit in this ACC course by registering for the college credit through CCC. The ACC program is an Opt-In program, meaning students who would like to register for the credit MUST do so following the ACC registration process and deadlines at www.clackamas.edu/acc/register. The cost is \$10 per credit, with a fee waiver option available for qualifying students.
- **Responsibilities:** Students are responsible for reading and following the ACC Student Handbook at www.clackamas.edu/acc/register. College credit grades are official and posted to the CCC transcript.

ACC Syllabus Template

ACC SYLLABUS TEMPLATE INSTRUCTIONS: PLEASE READ AND REMOVE FROM FINAL SYLLABUS:

- All text in red is instructional and should be edited/removed from your submitted syllabus
- All items marked with an asterisk (*) throughout this document, indicates this information is available from the CCC Course Outline, email hsconnections@clackamas.edu to request a CCC course outline if needed

Course Name | High School Name | Term and Year (i.e. Fall 2026)

College Credit is available for this course, through Clackamas Community College

High School Course Title/Crs #	*College Course Title /* Crs. # copy and paste DIRECTLY from the CCC course outline
High School Credits/ Instructional Hrs.	*College Credits / *Instructional Hrs.: copy and paste DIRECTLY from the CCC course outline
High School Prerequisites:	*College Prerequisites: copy and paste DIRECTLY from the CCC course outline
Length of Course: i.e.: 18 weeks or 11 weeks	High School Grade Level(s): i.e 11th and-12th

Instructor Information:

Instructor Name:	Phone:
E-mail:	Office Hours: i.e: 7:45am – 8:25am in room 202
HS Course Website: (if applicable)	ACC Website: www.clackamas.edu/acc/register

Course Information:

HS Course Description:

HS Learning Targets/Outcomes:

*CCC Course Description: copy and paste DIRECTLY from the CCC course outline(s)

*CCC Student Learning Outcomes: copy and paste DIRECTLY from the CCC course outline(s)

Textbook Information:

Required Supplies: This Item is Optional. If no supplies are required, delete this section

Grading Policies: High School & CCC Grade Calculation (if different than high school grades) i.e.. CCC grades will be calculated using an average of 1st Semester and 2nd Semester grades, or SPN101 will reflect 1st Semester Grade, SPN102 will reflect an average of 1st and 2nd semester grades, SPN103 will reflect 2nd semester grade.

Final College Grades: College grades should be checked at the end of each course by logging into my.clackamas.edu and clicking 'Account Information' and 'Unofficial Transcript'. If a grading error is found, contact your high school instructor and/or hsconnections@clackamas.edu right away.

Class Policies:

Attendance Policy: Sample policy— Please edit to reflect your course attendance policies

Attendance is mandatory for this class. Any missed days must be excused through the school. Unexcused absences result in no credit being given for work done that day. Excessive absences, even excused, may result in no credit from the course.

Assignment Policies: Please edit to reflect your course assignment policies

Work must be done in a manner that is easy enough for another student to follow. This means you are **REQUIRED TO SHOW WORK ON ALL PROBLEMS** and stay organized.

- Graded assignments will be worth 10 – 20 points each.
- Work that is “due” must be submitted at the beginning of class (1st two minutes) to be considered on time. Please respect this deadline.
- Class time will not be used for make-up work.
- Credit will not be given for assignments missed due to unexcused absences.
- Special circumstances do arise. You need to speak with me individually for any possible exceptions.
- Tests/Quizzes must be taken on the assigned date.
- Missing a review day is not grounds for skipping a test.
- If you have an excused absence on the day of a test you must make that test up within one week. (Maximum score of 80% of your score on the test after one week)
- Credit will not be given for assessments missed due to unexcused absences.

Daily participation points: (Example – Please edit to reflect your course participation points)

To earn full participation points:

- 1) Be on time and prepared for class. A tardy reduces your participation points for the day.
- 2) Students are expected to work “bell to bell” with their BEST effort, engaged in the lesson or assigned problem set.
- 3) Be courteous and respectful to all members of the class.
- 4) NO HEADPHONES, CELL PHONES, GAMES, or other electronic disturbances during instruction. Electronic use that impedes learning will reduce class participation points and parents will be notified.

Academic Dishonesty Policy

Insert the HS Academic Dishonesty Policy and clarify ramifications for high school credit and for college credit—the ramifications can be different for high school credit and for college credit.

Student Handbooks: Because this class is an ACC class, earning high school and college credit, students are held to conduct policies for the high school and Clackamas Community College. Please refer to these documents:

- Your High School Student Handbook: [link to HS handbook](#)
- ACC Student Handbook: www.clackamas.edu/acc/register
- CCC Student Handbook at: <https://www.clackamas.edu/about-us/accreditation-policies/student-handbook>

Student Success and Supports

Suggestions for Student Success: **Optional Section, Edit as you wish, but do include the CCC Resources**

- 1.) Actively engage yourself in the class
- 2.) Consistency is the key to studying for any subject.
- 3.) Make up work immediately after an absence and get the notes from someone who was in attendance.
- 4.) Ask questions. Ask questions. Ask Questions!
- 5.) DO NOT MISS CLASS. All the students I’ve seen struggle in class, started struggling due to missed class time.
- 6.) Take advantage of the resources at Clackamas Community College:

CCC Learning Center Access: If registered for college credit, you have access to free tutoring and supports at www.clackamas.edu/LearningCenter/

CCC Library Assistance: Need credible sources but don't know where to start? Searching for a book, article, or data to support your argument? Need to cite a source in your bibliography? Ask a librarian! Research help is available in person, at the Reference Desk (in the Dye Learning Center), by phone (503-594-6042), by email (reference@clackamas.edu), and online 24/7 via the live chat box (library.clackamas.edu).

CCC Student ID Card: To access CCC Services on campus, you will need your CCC Student ID. To get your CCC ID card, you must be registered in the current term. Visit any CCC Campus (Oregon City, Harmony or Wilsonville) and go to the Student Registration Counter with picture ID to get your picture taken for the CCC Student ID card.

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- **Responsibilities:** Students are responsible for reading and following the ACC Student Handbook at www.clackamas.edu/acc/register. College credit grades are official and posted to the CCC transcript.
- Students are responsible for meeting all registration, drop, and payment deadlines for their ACC college classes. Registration instructions and deadlines are found at: www.clackamas.edu/acc/register

Sample Weekly Schedules for Trimester and Semester Schools

Please delete the schedule that you will not be using

Trimester Course Schedule

Week	Topic/Activities	Homework/Assignments/Assessments	Due Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
	Final Exam	Final Project Due	

***PLEASE NOTE:** The calendar and syllabus are subject to revision at the instructor's discretion.

Semester Course Schedule:

Week	Topic/Activities	Homework/Assignments/Assessments	Due Date
1			

2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18	Final Exam	Final Project Due	

***PLEASE NOTE:** The calendar and syllabus are subject to revision at the instructor's discretion.