

Clackamas Community College

Advanced College Credit

PROCESS FOR APPROVAL OF ACC COURSES

High schools and the College will follow these steps for ACC Course approval:

1. High schools need to communicate to the ACC Coordinator the desire to qualify a course for Advanced College Credit and instruct the teacher of that course to submit the following materials to the ACC Coordinator for consideration:
 - Signed ACC Articulation Checklist
 - Instructor's name
 - Academic transcript(s) (unofficial transcript will be acceptable for initial application)
 - Resume **or** CCC Employment Application
 - Criteria for student placement
 - Course objectives and student outcomes
 - Syllabus, including text and reading/assignment schedule
 - Sample mid-term and final examinations
2. The college department chair will review the content of the course to verify alignment with the college curriculum and review the teacher transcripts and experience to meet college hiring standards. The College may elect to interview the instructor to assist with any necessary curriculum revisions or to clarify the instructor's education and/or experience. Instructor qualifications
3. When approved, the ACC office will create an articulation agreement for signature by the college department, the Associate Dean and the high school. A copy will be provided to the high school. The College will retain all documentation used in the approval process.

PROCESS FOR RENEWAL OF EXISTING AGREEMENTS

Each May/June the College will ask the high school to indicate desire to renew agreements. If no changes have occurred in the content, title, textbook or instructor of a current course, the agreement will be renewed for one year. If changes are planned, the course will need to be reviewed again by the college before it is renewed.