

# UCC Dual Credit Instructor Approval Process

## Step 1: High School Instructor Approval Packet

- Resume or Application
- Transcripts
- Completed New Dual Credit Instructor Approval Request Form
- Dual Credit Articulation Agreement Signed by Principal

*\*Teachers may be asked to send transcripts first for a quick review by the department chair. This can help avoid unnecessary paperwork if the teacher is not qualified.*

## Step 2: Educational Partnerships Office (EPO) Forwards Following Documentation to Department Chair>Dean>VPI.

- Completed Instructor Approval Packet from Step 1.
- MEMO with checklist.
- UCC Instructor Approval Form

## Step 3: Signed/Approved Documents from Step 2 are returned to Educational Partnerships Office

- EPO sends HS Teacher the course outline and syllabus from the UCC course
- EPO sends HS Teacher syllabus template
- HS Teacher meets with Department Chair about Course Outlines and Syllabus Development to meet UCC outcomes
- Completed Syllabus is submitted to Educational Partnerships Office
- Approved Courses Form is completed and signed by Department Chair

## Educational Partnerships Office:

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