



Educational Partnerships
Umpqua Community College
PO Box 967
Roseburg, OR 97470
Ph. (541)440-7865 Fax.(541) 440-4637

New Dual Credit Instructor Approval Request

First and Last Name

Date of Birth

High School Name

Social Security # (for IT access)

Home address

Home Phone

Work Phone

Work Email Address

Indicate what course(s) you would like to be approved to teach.

UCC Course Number/Name

High School Course Name

Attach a copy of a UCC Employment Application or resume, transcripts (unofficial are fine), and any other documentation that pertains (subject area relevant conferences, instructor in-service certificates, Native-speaker experience, TSPC Certification, or other content-specific qualifications/trainings that would help UCC faculty evaluate your request for approval).

If you have any questions, please contact Missy Olson, Director of College Transitions at 541-440-7865 or UCC Educational Partnerships Office at (541) 440-7709 or college.now@umpqua.edu.

Return this request with attachments to Missy.Olson@umpqua.edu, or the address or fax number on top of form.



Educational Partnerships Office Dual Credit Course Articulation Agreement

This agreement provides an opportunity for high school students to receive college credit from Umpqua Community College through completion of high school courses that have been found to be equivalent to the corresponding UCC course. All parties involved in this agreement agree to adhere to the Oregon Dual Credit Standards.

High School students must be admitted to UCC and officially registered in courses administered through the Dual Credit program. Students will earn the same grade in the college course as they earned in the high school course. Course credit will be posted to the individual student's transcript at UCC.

This agreement is specific to the instructor indicated. Instructors must meet the college requirements for instruction and be approved prior to articulating a Dual Credit course.

Each course approved will be listed on the Approved Course form. The college must approve any changes in HS courses that affect content, outcomes, assessment or other key elements of instruction as outlined in the UCC Course Outline. Changes to the course outline will be communicated to the HS instructor in a timely manner.

This agreement may be amended or terminated at the discretion of either party for cause (such as the event that any elements of the agreement described below are not being met) with written notification in a timely manner.

Faculty representatives from both institutions agree to:

1. Evaluate the process and materials on an ongoing basis to ensure that UCC courses administered through Dual Credit program reflect the pedagogical, theoretical and philosophical orientation of UCC's sponsoring academic department, that Dual Credit students are assessed using similar methods as their on-campus counterparts, and that Dual Credit students are held to the same standards of achievement as those expected of students in on-campus sections.
2. Engage in continuing collegial interaction, including (but not limited to) professional development, workshops, site visits, and ongoing communication with the departmental faculty and Dual Credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.

The high school agrees to:

1. Provide an instructor, at no cost to the college, to teach the college course in alignment with the on-campus sections.
2. Provide classroom facilities, equipment, and instructional materials in alignment with the on-campus sections.
3. Facilitate student admission and registration to UCC in accordance with the college standards and practices for enrollment, observing timelines and deadlines detailed in annually updated Dual Credit publications.
4. Ensure that course content and minimum requirements are met in accordance with state laws and UCC policies and procedures.

5. Ensure course grades are submitted according to the procedures and timelines outlined by the UCC Office of the Registrar.
6. Follow UCC policies and procedures as outlined in the Dual Credit Program Manual including holding students to the same standard of achievement as those expected of students in on-campus sections.
7. Provide appropriate documentation for college review and approval regarding course content and instructor qualifications including a copy of the current course syllabus to the Educational Partnerships Office.
8. Ensure students receiving credit through this articulation agreement follow the guidelines in the Dual Credit Student Handbook.
9. Provide academic accommodations to Dual Credit students with special needs.

As the high school administrative officer, the Principal warrants that all aspects of the high school commitments will be met, and approves the terms of articulation of the above courses for credit at their institution.

High School Principal (print)

Signature

Date

Umpqua Community College agrees to:

1. Review and give approval to the high school instructor, curriculum, assessment materials, etc
2. Provide course information including a copy of the course outline, syllabus, assessments and textbook information to the Dual Credit teacher in a timely manner.
3. Provide the high school instructor with training and orientation in course curriculum, assessment criteria, course philosophy, and Dual Credit administrative requirements before full approval to teach a Dual Credit course.
4. Provide opportunities for instructors teaching Dual Credit sections to participate in continuing collegial interaction, through professional development, workshops, site visits, and ongoing communication with the UCC faculty and Dual Credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.
5. Ensure every section of a course offered through Dual Credit is regularly reviewed by faculty from that discipline and Dual Credit staff to assure that grading standards meet those in on-campus sections.
6. Grant credit to students for completion of an articulated course and to provide program information to the high school and student related to the course at no charge.

The Division Dean agrees to the above, and additionally warrants that the high school instructor meets UCC's instructor qualifications. Instructor approval forms are kept on file in the UCC Educational Partnerships Office.

Division Dean (print)

Signature

Date

As the chief academic officer the Vice President of Instruction warrants that all aspects of UCC's commitments will be met, and approves the awarding of credit under these terms.

Vice President of Instruction (print)

Signature

Date