

ARTICULATION REQUEST CHECKLIST

HIGH SCHOOL _____ INSTRUCTOR NAME _____ ODE ID# _____
(As Listed on ODE Roster)

PHONE _____ EMAIL _____

HS COURSE TITLE _____ LENGTH OF COURSE _____
(As reported to ODE) # Hours per week # of weeks

COLLEGE COURSE(S) REQUESTED FOR ARTICULATION _____

For a complete listing of course descriptions and options available for articulation, visit the online CCC Course Catalog:
http://www.clackamas.edu/uploadedFiles/Resources/PDFs/Documents/catalog_sections/08CourseDescriptions.pdf

College Course Outlines with important course information for your ACC Syllabus (Course Title, Credits, CCC Descriptions, Student Learning Outcomes, etc) are available at the CCC Online Course Outline System: <http://webappsrv.clackamas.edu/courserequest/Default.aspx>
Instructions on how to maneuver in the outline system are available upon request

In compliance with Oregon Dual Credit Standards, Clackamas Community College requires the following from high school teachers applying to grant college credit through the Advanced College Credit (ACC) Program.

Submit each of the following forms/documents electronically through the Dual Enroll.com system. An email invite to create an account will be emailed to you from Dual Enroll, upon notification from CCC to create an account.

- Signed copy of the ACC Articulation Checklist (This Form).

Course Information:

- A Syllabus including CCC's student learning outcomes and all items on the ACC Syllabus Checklist.
- Student placement criteria – What prerequisites are in place and what grade levels take the course.
- Sample key assignments to support meeting the student learning outcomes - # of papers, research req'd.
- Attach a sample mid-term & final exam or project/portfolio to document students have met course reqs.
- Department Specific Requirements – See page 2-3 for additional information needed for specific depts.

Instructor Information: See pages 2-3 for department specific credential requirements.

- A current resume – list any relevant training and life experience, in addition to Employment & Education,
- Copies of official college transcripts (Bachelor's and Master's) – Copies of original officials are fine.
Lower Division Transfer Instructors typically need a Master's Degree in the subject area, or a Master's degree and 24-30 credit hours of related graduate level coursework. (Sponsored DC options may apply.)
Career-Technical Instructors typically need a Bachelor's Degree and related Industry Experience or documentation of specialized training or experience. Specialized training may include, but is not limited to, licensed apprenticeship programs, community college associate degree programs, and/or other professionally certified or licensed training. Instructors of professional/technical courses need an appropriate combination of education and experience for the course being taught.

HS INSTRUCTOR SIGNATURE _____ DATE SUBMITTED _____

HS ADMINISTRATOR SIGNATURE _____ DATE REVIEWED _____