

Clatsop Community College  
Dual Credit Programs  
College Now  
&  
Coastal Commitment  
Instructor Program Manual  
2025-2026

Clatsop Community College

Our Mission:

“Empowering all students to reach their full potential.”

Our Values:

Accessibility, Collaboration, Community, Inclusivity, Integrity

Our Vision:

We envision Clatsop Community College as a diverse, dynamic center for education, workforce development, and community enrichment.

Strategic Priorities:

1. Improve Student Access: Expanding outreach, simplifying the enrollment process, and maximizing financial support to ensure more students can access opportunities
2. Increase Student Success: Enhancing support systems, improving academic resources, and fostering a sense of belonging to ensure students stay on track and achieve their goals.
3. Strengthen Our Reputation: Showcasing academic excellence and the college's impact on enrichment and economic development in the region.
4. Increase Organizational Effectiveness: Improving internal processes and communication to support faculty and staff in delivering high quality education and services.
5. Build and Sustain Partnerships: Developing and maintaining strong collaborations with high schools, universities and industry to create successful pathways for students.

1651 Lexington Ave, Astoria, OR 97103 [www.clatsopcc.edu](http://www.clatsopcc.edu)

An affirmative action, equal opportunity institution

Accredited by the Northwest Commission of College & Universities

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# College Now / Coastal Commitment Dual Credit Program

## PROGRAM MANUAL FOR HIGH SCHOOL INSTRUCTORS

### Introduction

This program is designed to clarify and inform high school teachers about the process and requirements necessary to participate in the program.

High school students can earn college credit through **Clatsop Community College** in four ways:

### Dual Credit Programs

1. **College Now**
  - Primarily Career Technical Education (CTE) courses
  - Taught by high school teachers and training center instructors in the high school environment
2. **Coastal Commitment**
  - Primarily Lower Division Transfer (LDT) courses
  - Taught by high school teachers in the high school environment

### Additional Programs

For students attending college classes on campus or online, taught by CCC faculty:

3. **Simultaneous Enrollment**
  - High school students attending CCC classes (on campus or online) taught by college faculty
4.
  - For Washington State high school students attending CCC classes (on campus or online) taught by CCC faculty

### Goals of Coastal Commitment and College Now Dual Credit Programs

- Promote **Credits with a Purpose**
- Build student **self-confidence** in college-level courses
- Increase the likelihood of students completing a degree in four years or less
- Encourage more high school students to attend college
- Strengthening partnerships between high schools and Clatsop Community College

## **State Definitions**

- **Dual Credit:**
- In Dual Credit courses, the high school instructor is qualified to act as a proxy faculty member for the college or university when teaching the course. These courses are sufficiently similar to enable the student to be described as “taking a course” from the postsecondary institution.
- **Sponsored Dual Credit:**
- In Sponsored Dual Credit courses, a high school instructor partners with a sponsoring faculty member at a college or university to offer the course. These courses are sufficiently similar to enable the student to be described as “taking a course” from the postsecondary institution. Through ORS 340.310, HECC was charged with developing standards for these sponsored dual credit programs.

## **Course Approval Process**

The approval process for Coastal Commitment and College Now courses involve collaboration between high school and college representatives to ensure curriculum alignment and compliance with state standards.

### **Key Participants:**

- High school administrators, counselors, and instructors
- CCC Instructional Department representatives
- College Now / Coastal Commitment program representatives
- College faculty and sponsoring faculty for dual credit courses

### **Discussion Topics:**

- Curriculum alignment and any necessary revisions to high school curriculum
- Textbooks and learning materials
- Prerequisites and assessment practices
- Registration and grading processes

## **How to Become a Dual Credit Instructor**

For instructors in **Clatsop and other partnering counties:**

1. Discuss participation with your principal, high school administrator, or school counselor(s).

2. Contact the Clatsop Community College- College Now/Coastal Commitment programs for details and identify possible courses.
3. Ensure all dual credit courses align with current, state-approved courses.
4. High school and college courses must share content, assessments, and learning outcomes and meet college-level standards.
5. Classes take place at the local high school; students enroll in high school classes. Courses must be approved by CCC for college credit.

## **Required Qualifications for Dual Credit Instructors**

Qualifications depend on the course type:

### **Lower Division Collegiate**

- **Option 1:** Master's degree in the primary subject area taught; OR
- **Option 2:** Master's degree in another subject + 30 graduate quarter credits in the primary subject area.

### **Career-Technical Dual Credit**

- **Option 1:** Master's degree in education or related subject area; OR
- **Option 2:** Bachelor's degree in education or related subject area + 3 years recent full-time work experience in the subject area; OR
- **Option 3:** Bachelor's degree + nationally recognized certification in the subject area.
- Must also have **state/national industry licensure/certification** essential for practice in the field.

## **Sponsored Dual Credit Qualifications**

### **Lower Division Collegiate**

- Bachelor's degree in content area and: Master's in any subject OR
- Enrolled in graduate program in content area OR
- Actively applying for graduate programs OR
- 3+ years work experience in content area or related field.

### **Career-Technical**

- Professional certifications or degree in content area or related field OR
- 3+ years work experience in content area or related field.

### **For CTE instructors who do not meet full dual credit instructor qualifications:**

- Must work toward meeting required qualifications **within 3 years** of initial approval.
- If not met within 3 years, the college may discontinue course offerings.
- 

### **CCC Application Process**

The application process for Dual Credit and Sponsored Dual Credit (under “Articulated Instructors”) is available on the main CCC website:

1. Go to the CCC homepage and click “Jobs at CCC” at the bottom of the CCC homepage.
2. This will take you to the CCC Human Resources job openings page.
3. Click on Job Openings.
4. In the categories, select “Articulated Instructor” and apply.

### **Required Documentation:**

- Resume
- Transcripts
- Background, education, and employment experience
- Professional certificates, endorsements, or other materials to substantiate qualifications

### **Need help?**

Contact CCC Human Resources at **503-338-2406** or email **[ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu)**

### **After Submission**

Once you submit your application, please contact:

Dual Credit – Coastal Commitment/ College Now program:

Teena Toyas – [ttoyas@clatsopcc.edu](mailto:ttoyas@clatsopcc.edu) phone number, 503-338-2445

Rinda Johansen – [rjohansen@clatsopcc.edu](mailto:rjohansen@clatsopcc.edu) phone number, 503-338-2347

### **Review Process:**

Your application will be reviewed and approved as Dual Credit or Sponsored Dual Credit by:

Coastal Commitment/ College Now Dual Credit – CCC VP/Provost: Teena Toyas.

## **Clatsop CC Instructor Account Information:**

Once approved you will be contacted for information to create your Clatsop CC instructor account. This is where you will be able to check your course rosters and enter grades when your course is finished.

You will be contacted to provide your full name, home address, personal email, and personal phone. Once CCC has this information your account will be created and an email welcome will be sent to you along with a three word password. Be sure to check your junk or clutter email if you do not see it on your main email.

To login to your account you will go to the college main webpage, scroll down to the bottom of the page and click on Employee Portal, from here you can go see your courses and grade your students.

If you have issues with your CCC instructor account please contact Rinda Johansen at 503-338-2377 or Rjohansen@clatsopcc.edu

## **Sponsored Faculty/Instructor Partnership Responsibilities**

The **Higher Education Coordinating Commission (HECC)** defines the role of the Sponsoring Faculty in the Sponsored Dual Credit Standards:

The sponsoring faculty member from the sponsoring college or university is responsible for the college credit offered and awarded. They oversee orientation, training, and implementation to ensure the sponsored dual credit course aligns with the colleges or university's courses. The institution is responsible for identifying a sponsoring faculty member who has the qualifications and experience to provide appropriate leadership and oversight and who is committed to connecting, communicating, and collaborating with high school teachers and other faculty in the partnership.

## **CCC Faculty Responsibilities in Alignment with HECC Standards**

The Coastal Commitment / College Now program at Clatsop Community **College** outlines these responsibilities for CCC Faculty instructors:

- Ensure course alignment through exchange and review of syllabi.
- Act as a mentor and collaborator in curriculum development.
- Share instructional resources and professional development opportunities relevant to course content and instructional practices.
- Interact regularly with the sponsored dual credit instructor.

## **Dual Credit and Sponsored Dual Credit High School Instructor Responsibilities:**

- Submit appropriate documentation for instructor approval to the Dual Credit program.

- College Now / Coastal Commitment courses must cover the same student learning outcomes, content, and expectations as the corresponding CCC course.
- Create a syllabus using the CCC syllabus template following the official course outline.
- Submit course syllabus before the course begins in the approved CCC format for review and approval by (sponsored) faculty and the dual credit CCC Office of Instruction.
- The syllabus is a contract between the instructor and the student and is housed by the Office of Instruction for accreditation and program review purposes. Once students receive a syllabus, instructors must adhere to stated policies.
- CCC will communicate updates; instructors must revise syllabi and resubmit to both CCC (sponsored) faculty and College Now/Coastal Commitment dual credit program.
- Every dual credit course must have a syllabus recorded for every term and every section is being taught that term.
- Provide access, accommodations, flexibility, and additional /supplemental services for special populations and protected classes of students.
- Facilitate student registration, observing timelines and deadlines in the Dual Credit Annual Academic Calendar as directed by CCC College Now/Coastal Commitment representatives.
- Hold Dual Credit students to the same standards of achievement as those expected of students in on-campus sections and ensure that students are assessed using similar methods as their on-campus counterparts.
- Ensure that course grades are submitted on time according to CCC Satisfactory Academic Progress Policy following the Dual Credit Calendar.
- Instructors teaching Dual Credit sections are required to be part of continuing collegial interaction through professional development, seminars, site visits, and ongoing communications with their CCC faculty cohorts. This interaction addressed issues such as course content, course delivery, assessment, evaluation, and professional development as required by the Oregon Dual Credit Standards (F3 Faculty).
- Attendance at annual and quarterly meetings is required. Annual Meetings are coordinated by College Now/Coastal Commitment programs in partnership with high school administrators and CCC departments.
- Additional meetings may be scheduled as needed, notifications will be sent via email.
- Dual Credit observations will be scheduled during the course term. Notification will be made via email.
- Understand and follow FERPA regulations.

- Sponsored dual credit high school instructors are required to meet with sponsored dual credit faculty at least once per term.
- Will use [earlycollege@clatsopcc.edu](mailto:earlycollege@clatsopcc.edu) when asking for specific student information.

## Instructor Non-Compliance

If an instructor fails to meet responsibilities for dual credit or sponsored dual credit courses, or does not comply with Oregon standards for accelerated college credit partnerships (as adopted by the Higher Education Coordinating Commission), the following steps will occur:

### Steps Taken

1. **Initial Contact**
  - CCC will contact the high school dual credit instructor to explain concerns and potential repercussions, including possible denial of future course articulation.
  - A high school administrator may be included if necessary.
2. **Action Plan**
  - A plan of action and timeline will be implemented to address the issue.
  - CCC Office of Instruction will monitor progress toward resolution.
3. **If Unresolved**

If the issue is not resolved within the agreed timeframe, the instructor's course articulation will be suspended until compliance is achieved.

## Change of Instructor

- **If an approved College Now or Coastal Commitment instructor relinquishes their class (due to illness, schedule change, retirement, etc.), the replacement instructor is not automatically approved.**
- The new instructor must:
  - Submit an instructor application.
  - Complete the approval steps outlined elsewhere in the manual.

## Grading Standards for Dual Credit Courses

Dual credit courses follow the same grading standards as Clatsop Community College (CCC) courses, as outlined in AP 4230 Grading and Academic Record Symbols.

## Evaluation Symbols

- A – Excellent
- B – Commendable
- C – Satisfactory
- D – Minimal (Less than satisfactory)
- F – Unacceptable

### **Textbook Requirements**

- Coastal Commitment/ College Now courses must use the same or similar textbook(s) or supplemental materials as the CCC course.
- Alternative texts may be used only if approved by the CCC Faculty member.

### **College Prerequisites:**

- A prerequisite is a course or requirement that must be fulfilled before a student can enroll in a more advanced course or participate in certain academic programs. Prerequisites are designed to ensure that students possess the necessary background knowledge and skill to succeed in higher-level course work.
- The most common type of prerequisite is when students have to complete specific courses with a minimum grade before enrolling in the subsequent courses. An example is MTH-251Z before MTH252Z.
- Prerequisite waiver must have instructor approval.

### **Deadlines and Academic Calendar**

- Grading deadlines will be communicated at the annual meeting.
- The **Dual Credit Academic Calendar** will include:
  - Student registration dates
  - Drop/withdraw deadlines
  - Grade submission deadlines (aligned with CCC Academic Calendar)

### **Articulation Agreements**

- Purpose: Signifies the high school's intent to offer dual credit courses for an academic year. Ideally processed the previous year.
- Contents:
  - CCC course name and number
  - High school equivalent course
- Signatures Required:
  - High school instructor
  - College dual credit sponsor faculty
  - High school principal

- College administration
- Commitment: All parties acknowledge responsibility for maintaining State Standards and supporting the high school/college partnership.

## **FERPA Privacy Policy**

**FERPA** (Family Educational Rights and Privacy Act) is a federal law protecting student educational records.

Under FERPA, CCC **cannot release**:

- Financial records
- Grades and GPA information
- Class schedules, times, and locations
- Personal identifying information (e.g., ID numbers, SSNs, birth dates)

## **Credit with a Purpose: A Smart Start for High School Students at Clatsop Community College.**

Credit with a Purpose is a guided opportunity for high school students to earn college credit while still in school—helping them take meaningful steps toward their future. At Clatsop Community College, this program encourages students to choose college courses that align with their interests, career goals, and graduation requirements.

For students, it is a chance to explore college-level learning, build confidence, and get a head start on a degree or certificate. For parents, it is a way to support their child’s growth while saving time and money on future college costs. Every course taken through Credit with a Purpose is selected intentionally, ensuring that students are not just earning credit—but building a foundation for success.

Whether your student is interested in healthcare, business, trades, or the arts, Credit with a Purpose helps them make informed choices and begin their journey with clarity and confidence.

## **Dual Credit Students’ Rights and Responsibilities**

As a dual credit student at Clatsop Community College, you are both a high school and collegestudent. This unique opportunity comes with important rights and responsibilities to help you succeed academically and personally.

Student Rights:

- Access to College Resources: You have the right to use college services such as tutoring, advising, library resources, and student support programs.
- Academic Freedom: You are entitled to learn in an environment that encourages inquiry, expression, and respect.

- **Privacy Protection:** Your educational records are protected under FERPA (Family Educational Rights and Privacy Act). This means your college records are private and can only be shared with your consent.
- **Equal Opportunity:** You have the right to a learning environment free from discrimination and harassment.

#### Student Responsibilities

- **Meet Academic Expectations:** You are expected to attend class, complete assignments on time, and meet the standards set by your instructors.
- **Follow College Policies:** You must adhere to Clatsop Community College’s student code of conduct, academic integrity policies, and classroom behavior guidelines.
- **Communicate Proactively:** If you need help or accommodation, it’s your responsibility to reach out to instructors or student services.
- **Manage Your Time:** College courses require strong time management and self-discipline.
- **Plan ahead and stay organized.**
- **Understand the Impact:** Grades earned in dual credit courses become part of your permanent college transcript and may affect future financial aid or college admissions.

#### Commitment to Equity

Clatsop Community College (CCC) actively uses the **Oregon Equity Lens** to guide outreach and support for underserved students and learners. This approach emphasizes that:

**“Equity is both the means to educational success and an end that benefits us all.”**

#### Our Commitment:

- Partner with local high schools to offer dual credit courses that promote college readiness.
- Provide opportunities for students who may not see themselves as college-bound.
- Ensure that post-secondary education and training serve as pathways to:
  - Higher lifetime incomes
  - Family-wage careers
  - Economic mobility

This commitment is integrated into all aspects of dual credit course support—for students, teachers, administrators, and the college community.

#### Definition of Underserved Students

Refer to the **Oregon Equity Lens** for the official definition:

<https://www.oregon.gov/highered/policy-collaboration/Documents/equity/HECC-Equity-Lens-2021.pdf>

### **Instructor Resources:**

As a dual credit instructor, you are also eligible for use of the Patriot Hall gym, library, and Bandit Food Bank and tutoring. Dual credit instructors are eligible to take credit classes with no tuition charge, fees will still apply.

### **Student Resources**

**CCC Dora Badollet Library:** Has both in person and online resources for all CCC students.

How to log in to your CCC library account and renew materials Accessing your library account is easy and fun.

Start at the Dora Badollet Library webpage: [clatsopcc.edu/library](http://clatsopcc.edu/library)

You can access the library catalog of holdings by clicking the “Online Catalog—Library Account Access” button under the Books & DVDs tab in the central search hub. Alternately, you can get to the catalog from the “Library Quicklinks” area on the left.

There’s a link in this section to Login/Renew Items. Both methods lead you to Koha, the catalog that shows books, DVDs and other physical objects held at the Dora Badollet Library as well as the other libraries in the Chinook Library Network.

If you have any questions about your account, go by the library and ask, or call the library at (503) 338-2462.

### **Tutoring:**

All registered Clatsop Community College, Adult Basic Skills/GED, Dual Credit and Simultaneous Enrollment students (that means you’re in high school taking college classes also) can receive free tutoring for all academic courses through the Tutoring Center.

Tutoring is a quarter-long, weekly commitment and represents an agreement between students, tutors, and the college to determine appropriate assistance in order to help students reach their academic goals.

### **Bandit Food Pantry:**

The bandit food pantry is supported and funded by AmeriCorps VISTA. A national service program is designed to alleviate poverty. Originally founded by President John F. Kennedy in 1965 and formally funded by President Bill Clinton in 1993. We are also supported by Clatsop Community College Foundation and the Ford Foundation.

The Bandit Food Pantry is:

- Welcome to students and employees of Clatsop Community College
- Open & willing to help with your hunger needs.
- Aware of different food requirements & tries to provide alternative choices like plant-based proteins.
- Non-Profit & USDA compliant.

**Dual Credit Students will need to get a Student ID from the CCC First stop- 503-338-2485 to use the food bank.**

Open Tuesday, Wednesdays & Thursdays  
from 11 – 2 pm  
in the CCC Services building

### **Tutoring Options for All Academic Courses**

#### **Tutoring Services**

**(503) 338-2455**

Tutoring is available most days and times of the week. Once matched with a tutor you will determine the best days and times to meet.

Some programs have a schedule that fluctuates weekly, in which case you will meet for a determined block of time, but on different days at different times.

### **Online or in person?**

This is decided together with your tutor. Most tutors are available both in person and online over Zoom. If you have a preference for only meeting in person or online, please

make a note of that when you make your request The tutoring center will do it's best to match you with someone available in that format.

### **Group or One-on-One?**

Both group study sessions and one-on-one tutoring is available for students. Let us know what your preference is when you request a tutor The tutoring center will do its' best to match you with someone providing that format.

### **Math Assistance Center (MAC)**

**Location: Towler 211**-Services provided for math assistance and tutoring

#### **Days/Times:**

Mondays – 10:30 AM-1:00 PM

Tuesdays – 10:30 AM-2:00 PM and 3:00 PM-5:00 PM

Wednesdays – 10:30 AM-1:00 PM and 3:00 PM-5:00 PM

Thursdays – 10:30 AM-2:00 PM

Fridays – 10:30 AM-1:30 PM

### **Promote the Dual Credit Programs**

High school instructors play a key role in encouraging students to participate in dual credit courses. These programs are especially valuable for students who may lack home support for higher education. By promoting dual credit opportunities, you help:

- Expand academic horizons for all students.
- Provide equitable access to college-level learning.
- Support students who may question their ability to succeed in college.

Your advocacy is essential to helping students explore their options and build confidence in their academic future.

### **Non-Discrimination Statements**

Non-Discrimination Declaration: It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Anita Jensen, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 102, [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) (503) 338-2450; TDD : Oregon Relay- Dial 711. For Student Access

Services, contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.

Accommodations: Students having questions about or a request for classroom accommodations should contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313. Community members having questions about or a request for special needs and accommodation should contact Anita Jensen, Lower Library, Suite 102, [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) (503) 338-2450; TDD: Oregon Relay- Dial 711. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación: Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Anita Jensen, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 102 , [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Para servicios de acceso para estudiantes, comuníquese con Faith Forster localizada en Columbia Hall, oficina número 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.

