

AP 4120 - College Credit Now

Secondary School Representative

1. Requests information regarding the programs from Chemeketa's College Credit Now Office.

College Credit Now Office

1. Responds to secondary school requests for information.
2. Explains timelines, course selection, teacher requirements, textbooks, registration, and grading.

Secondary School Administrator

1. Selects classes to be offered from approved list or requests a new course offering.
2. Recommends teachers.

Instructional Department Dean/Director

1. Determines if the recommended teacher meets minimum qualifications according to academic program standards, in collaboration with the program's College Credit Now liaison.
2. Approves the candidate for specific courses in recruitment software.
3. Approves equivalent placement or prerequisites.
4. Annually accepts or declines courses requested at the secondary school as per Policy #4050.

College Credit Now Office and College Credit Now Program Liaisons

1. Notifies the secondary school administrator of instructor and course approval(s).
2. Convenes secondary teachers and college liaisons for meetings.
3. Expedites hiring and syllabus approval.

Secondary School Students

1. Apply for admission through the online College Credit Now admission application.
2. Take the Chemeketa placement assessment or equivalent test (which might be state approved or mandated).
3. Register for classes.

June 25, 1985

Adopted by College Council

April 6, 2024; May 10, 2026; July 26, 2027; May 22, 2020; April 10, 2026

Revised by College Administration