



# High School CTE Dual Credit Course Verification

To be completed EVERY SCHOOL YEAR by the high school instructor teaching eligible CTE Dual Credit classes. Information provided will be used to set up Class Offerings in SERS.

Teacher Name: \_\_\_\_\_

High School: \_\_\_\_\_ District: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

College Course Name & Number	High School Course Name	Course Length (qtr, sem, year)

By filling out and submitting this form, I understand that I am responsible for the following:

- Teaching 100% of competencies outlined in the articulation agreement(s) with Walla Walla Community College (WWCC).
- Informing students of the Dual Credit opportunity and how they can earn credits and get them transcribed on a WWCC transcript.
- Submitting to WWCC a class syllabus that includes the required CTE Dual Credit statement (see below).
- Assist with student course registration in SERS. WWCC is willing to come to classrooms and help with this if needed.
- Submitting final grades into SERS by the June 30<sup>th</sup> deadline.
- **NEW:** Students with an IEP or 504 plan may use high school-provided accommodations to earn CTE Dual Credit, **as long as those accommodations do not lower course standards, alter learning outcomes, compromise safety, or fundamentally change the course.** If a student needs accommodations beyond what is typically allowed in college-level courses and intends to earn college credit, high school staff must consult with the college's Disability Services office on the student's behalf.

Statement that must be included in every CTE Dual Credit class syllabus:

### College CTE Dual Credit Program:

This course is *CTE Dual Credit* approved and articulated with Walla Walla Community College. Students who demonstrate proficiency of the college course competencies with a grade of 'B' (3.0) or better for EACH semester enrolled in the articulated high school class, may earn college credit through the *CTE Dual Credit* program. Only students who meet deadlines and eligibility requirements will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow WWCC student policies for transcription of credit as the high school grading system may not exactly align with the colleges. Credit and/or grades will not be removed once they have been transcribed.

Students may earn credit for the following college courses:

(Course Prefix and Number) (Course Name) - (Number of Credits)

Please complete this form and return by:

**October 25, 2025**

For information contact: Kara Billingsley | 509-527-4619 | [kara.billingsley@wwcc.edu](mailto:kara.billingsley@wwcc.edu)