



DUAL CREDIT AGREEMENT
AUTOMOTIVE TECHNOLOGY
2024-2025

- A. This Dual Credit Agreement “DCA” shall commence upon the date of its execution and shall continue until such time as the DCA is terminated. The agreement is made between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as “CTC” and **Copperas Cove Independent School District**, P.O. Box 580, Copperas Cove, Texas 76522, hereinafter referred to as “ISD”.
- B. The Purpose of this DCA is to approve the mechanism for the establishment of a dual credit partnership between CTC and ISD. The DCA is defined as an agreement between CTC and ISD that sets forth the process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school, thus accelerating the transition from high school to post-secondary education. Dual credit is also referred to as a concurrent course credit; the terms are equivalent. The terms “faculty” and instructor” are used interchangeably.
- C. The DCA aligns with the statewide dual credit program goals through collaborative outreach efforts, advising, and support services, while maintaining the quality and rigor of dual credit courses.
- D. ISD’s Role and Responsibilities:
1. The ISD will provide classroom space, equipment and other peripherals on its campus as needed and applicable to enhance the education process.
 2. All instructional materials, such as books, handouts, calculators, etc., will be provided by ISD. The cost of books and handouts is included in the program fee.
 3. The ISD will pay tuition to CTC as outlined in this DCA and shall pay all invoices received by CTC for funds owed under this DCA within (30) calendar days of the date of the invoice.
 4. Student transportation, if applicable, will be solely provided and paid for by ISD.
 5. The ISD will adhere to the CTC fall and spring start and end dates.
- E. CTC’s Role and Responsibilities:
1. CTC will hire all instructors including substitutes to teach the courses subject to the terms of this DCA.
 2. CTC will ensure that instructors and the curriculum meet the requirements of CTC, SACSCOC and the THECB.

3. CTC will pay dual credit faculty for each section taught pursuant to Central Texas College's current pay rate. Payment will be twice a month as published on the CTC Payroll Calendar. All instructors paid by CTC will be obligated to sign a CTC adjunct instructor Part-Time Employment Agreement.
 4. CTC will provide classroom space as needed on its campus, and will provide equipment and other peripherals when both parties mutually agree such materials are necessary to support the education process.
 5. CTC will ensure that all dual credit courses taught at CTC or online are equivalent with respect to curriculum, materials, attendance requirements, instruction, method, and rigor as those courses offered the CTC Central Campus. The quality and rigor of the dual credit courses will be sufficient to ensure student success and subsequent courses.
 6. CTC will provide academic and college support services to dual credit students as outlined in H.6. below.
 7. CTC will bill the ISD based on a contracted rate that includes the materials and tuition as established for each particular semester or term. Such invoice shall be delivered to the ISD via mail following the class census date, and before the class end date. In the event any ISD student is unable to complete courses during a semester or term and officially withdraws from the course(s), CTC will refund ISD in accordance with the CTC's standard tuition and fee refund policy.
 8. CTC will offer an Automotive Technician Program.
 - a) Automotive Technician
1 to 50 students: per program year 2024-2025
Note: Maximum beginning students per year is 50.
Optional Program (if justified by enrollments)
 - b) Automotive Technician (Advanced)
1 to 10 students: per program year 2024-2025
 - c) Automotive System Specialist
1 to 10 students: per program year 2024-2025
- F. CTC and the ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- G. Information about the dual credit program shall be made readily available by both CTC and ISD through their marketing materials to include student handbooks, rack cards, and shall also be available on a designated dual credit page on the Central Texas College website, www.ctcd.edu.
- H. Under this DCA the following conditions must be met in order for the student to receive college credit at CTC:
1. CTC Eligible Courses and Degree Programs:

The only courses that may be offered for dual credit are:

- A) Courses in CTC's Core Curriculum;
- B) Foreign Language courses; and
- C) Career and Technical Education courses that apply to any certificate or associate degree offered by CTC including
 - 1) Courses contained in the Workforce Education Course Manual (WECM);
 - 2) Courses with the following rubrics contained in the Academic Course Guide Manual (AGCM): ACCT, AGRI, BCIS, BUSI, COSC, CRIJ, ENGR, HORT, RNSG.

Courses offered for dual credit to ISD will be reviewed annually by CTC in partnership with ISD as part of the agreement revision, and are attached to this document and shall be incorporated herein as they are amended. CTC shall present the list of offered courses to ISD no later than 10 days before the beginning of each fall semester and such list will be applicable for the academic year.

All students shall be placed on a CTC degree plan or certificate of completion plan as applicable. The number of credits for a student to earn a CTC degree may not exceed 60 credits. Dual credit students who are taking CTC courses on a full-time status may be able to complete the associate degree within two years. Dual Credit eligible students may be allowed to continue in the dual credit program to earn more than 60 credits with prior signed, written permission from CTC and ISD.

2. Student Eligibility:

Student eligibility shall be determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, 4.85(b)1-8. The current Central Texas College Course Catalog shall determine all admission and registration requirements.

Students will not be accepted into programs or courses after CTC late registration date.

3. Location of Classes:

CTC offers dual credit courses to ISD at the CTC Central Campus located in Killeen, Texas, and by electronic means through CTC distance learning. The ISD will provide computers for instructional coursework for CTC distance learning courses.

4. Student Composition of CTC Classes:

The Parties shall make good faith efforts to create dual credit courses composed of only dual credit students. In those cases where there are insufficient dual credit students to conduct the class, CTC, at its discretion, may enroll dual credit students attending classes on CTC Central Campus with mainstream college students and/or with high school students. All such enrollments shall be governed by the criteria set forth in the Texas Administrative Code, Chapter 4, *Rules Applying to All Public Institutions of Higher Education*. Chapter 4, Subchapter D, Section 4.85(d)1-3 and SACSCOC rules relating to Dual Credit.

5. Faculty Selection, Supervision, and Evaluation:

Faculty members must meet the minimum requirements of the Southern Association of Colleges and Schools, commission on Colleges and Central Texas College. Approval procedures outlined in CTC *Instructor Qualification and Approval Procedures*, Human Resources Policy #160 will be followed. CTC shall hire, supervise, and evaluate instructors of dual credit courses using the same comparable procedures used for faculty at the Central Campus.

A) Dual Credit Faculty:

- 1) Be credentialed and hired at sole discretion of CTC.
 - 2) Provide students the course syllabus on the first day of class.
 - 3) Maintain college-level rigor of the course.
 - 4) Follow the curriculum provided by CTC.
- B) Alert the department chair immediately if there is an issue with equipment or text books.
- C) Follow the protocol for communicating with the department chair on any grading or student conduct items.
- D) Submit rosters and grades on time.
- E) Check rosters daily to ensure all students in the class are on the college roster. Report any discrepancies immediately to the Dual Credit Programs office.
- F) Maintain communication with the department chair throughout the semester.
- G) Attend trainings provided by the Dual Credit Programs department and CTC.
- H) Complete all mandated online training by the due date.
- I) Communicate with dual credit students through CTC email and Blackboard.
- J) Attend the Faculty Preservice at the beginning of fall semester. Attend Faculty Inservice at the beginning of spring semester.

Payment and benefits to CTC faculty will be in accordance with CTC's regular faculty payroll schedule.

All dual credit faculty will conform to all CTC policies and procedures.

6. Academic Policies and Student Support Services:

The student must meet all CTC admissions requirements as published in the current CTC Course Catalog.

Student must adhere to the requirements, policies, and procedures as set forth in current CTC Student Handbook and CTC Course Catalog.

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct sanctions are administered in accordance with policy and procedures as set forth in the current CTC Course Catalog.

CTC Academic Advising will be available to all students throughout their enrollment with Central Texas College. Advisors will research student records, discuss obstacles, course sequence, prerequisites, career choice and fulfill a variety of other duties. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and as applicable, with the goal being the student successfully completing the dual credit courses. CTC Disability Support Services: Disability support services are available to dual credit students while taking dual credit courses and shall be administered consistent with the disability services afforded to college level students. Disability Support provided by ISD may not be consistent with such support services offered at the college level.

7. Student Program Entry Requirements:

Students must obtain approval from parent/guardian and high school counselor for enrollment each semester. The student must obtain approval from the high school counselor for all dual credit course changes and each new course enrollment request before enrollment.

The student must submit a CTC application with high school transcript, qualifying test scores, registration form, release of information form, and the dual credit/early admissions advising plan. In addition, the student must complete the dual credit/early admissions advising plan each semester that they enroll in dual credit courses.

8. Transcriptions of Credit:

College credit will be transcript upon a student's completion of the course as defined in the current Central Texas College Course Catalog and Central Texas College Student Handbook, and in accordance with the Texas Administrative Code: Title 19, Part 1, Chapter 4, Subchapter D, rule 4.85.

9. Sources of Funding for Tuition, Transportation, Textbooks, and Payment:

ISD will claim all students in Average Daily Attendance for purposes of state aid. CTC will claim all other funding for all students receiving college credit in dual credit courses.

Tuition & Textbooks: CTC will bill the ISD in accordance with CTC's negotiated rate listed in this Agreement. Such invoice shall be delivered to the ISD via mail following the class census

date, and before the class end date. All invoices are payable by the ISD within 30 calendar days of the date of the invoice.

FAST Eligible Students: Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. Eligibility will be further determined based on certification reports and data provided by the Texas Higher Education Coordinating Board. Tuition for FAST eligible students is zero per credit hour to the ISD and student, and zero cost of books to the student. There is no cost to ISD for tuition regarding FAST eligible students. ISD is however responsible for the cost of books, differential tuition, instructional materials, and supplies such as computing devices or other items not specifically provided for within this agreement.

Non-FAST Eligible Students: For students that do not meet the criteria for FAST eligibility as prescribed above, the tuition rate is \$55.00 per credit hour, and will be adjusted as prescribed by the Texas Higher Education Board and approved by the Central Texas College Board of Trustees, for the academic year. Invoices billed to ISD are payable net 30 days. ISD will be billed per student for tuition, differential tuition, and books for up to 60 credit hours over the course of the student's high school enrollment as approved by ISD. Tuition, differential tuition, and books for additional courses will be billed to the student for courses and materials outside of this agreement. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds for student withdrawal are calculated effective the date Dual Credit Programs Office receives notification of student withdrawal from the ISD.

Students who take courses which are not approved under this agreement are obligated to pay the full in-district tuition rate and are responsible for all books and material costs. Dual enrollment or concurrent enrollment under the Texas Admin Code section 4.83 is defined as follows: "Dual enrollment (previously referred to as dual or concurrent enrollment)—Refers to a system under which a student is enrolled in more than one educational institution (including a high school and a public institution of higher education). When a student in a dual enrollment system enrolls in courses that student earns appropriate course credit from each distinct educational institution that offered the course. Dual Enrollment is not equivalent to dual credit."

Student Reimbursement: ISD at its sole discretion may choose to require reimbursement from any student that is not FAST-eligible for tuition, fees, books, or other course materials paid for by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by the College to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.

All instructional materials, such as books, handouts, calculators, uniforms, etc, will be paid for or provided by ISD.

ISD is responsible for all costs of transportation of students as required under this DCA.

10. Metrics: The following metrics will be maintained by CTC:


- A) Student enrollment in postsecondary after high school;
- B) Time to degree completion;
- C) Semester credit hours to degree; and
- D) Analysis of measures of enrollment in and persistence through postsecondary education, disaggregated by student sub-population.

11. Accreditation and Standards:

The educational partners to this DCA are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this DCA shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

- I. Term: This DCA shall commence upon the date of its execution and shall continue until such time as the DCA is terminated.
- J. Termination: This DCA may be terminated by either party providing thirty (30) calendar days' written notice to the other party. Such notice shall be hand delivered or sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to courses that have already begun and such courses shall be allowed to finish the term already begun. Likewise, courses which have not yet begun, but in which dual credit students are actually enrolled at the time of receipt of the notice of termination, shall be allowed to commence and finish that particular course for that particular term/semester. Upon receipt of notice of termination, the parties shall immediately cease to enroll students in a dual credit program under this DCA.
- K. To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party to this DCA agrees to be responsible for its own acts or failure to act, including acts of negligence which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this DCA or any provisions in this paragraph are solely for the benefit of the parties to this DCA and are not intended to create or grant any rights, contractually or otherwise to any third party.
- L. Limitation of Liability. FOR BREACH OF ANY PROVISION HEREIN, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY AND ALL OTHER DAMAGES AND REMEDIES ARE WAIVED. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES IN TORT, CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE.

- M. This DCA shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- N. This DCA contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This DCA may be revised or modified in any fashion only by signed written agreement between the parties.
- O. This DCA is executed at Killeen, Texas, on the date of the last signature herein. This Agreement supersedes all prior DCA(s), verbal, and/or written agreements made between the parties as to the subject matter herein and shall commence upon the date of execution, and continue until such time as the Agreement is terminated.



Mr. Mark Harmsen
Vice Chancellor, Finance and Administration
Central Texas College

06/11/2024

Date



Dr. Joe Burns
Superintendent,
Copperas Cove Independent School District

7/16/24

Date

AUTOMOTIVE TECHNICIAN COURSE OFFERINGS

Basic Automotive Technician (AUB13.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Automotive Technology	AUMT 1405	4	Automotive Basics B	0.5
Theory of Automotive Engines	AUMT 2305	3	Automotive Basics A	0.5
Suggested Year 2				
Automotive Electrical Systems	AUMT 1407	4	Automotive Technology IA	1
Automotive Brake Systems	AUMT 1410	4	Practicum in Transportation Systems Ext IA	1.5
Suggested Year 3 (Advanced)				
Automotive Suspension and Steering Systems	AUMT 1416	4	Automotive Technology II Automotive Service	2

Upon successful completion of AUMT 1416 (Automotive Suspension and Steering Systems), student meets all requirements to graduate with a Certificate of Completion in Basic Automotive Technician (AUB13).

Automotive System Specialist (AUSS5.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Automotive Electronics	AUMT 2337	3	Auto Technology IB	1
Automotive Climate Control Systems	AUMT 1445	4	Auto Technology II	1
Suggested Year 2				
Automotive Drive Train and Axles	AUMT 2413	4	Practicum in Transportation Systems Ext IB	1.5
Automotive Automatic Transmission and Transaxle	AUMT 2425	4	Automotive Technology II Automotive Service + Advanced Transportation Systems Laboratory	3
Suggested Year 3				
Automotive Engine Repair	AUMT 1319	3	Automotive Basics	1

Upon successful completion of AUMT 1319 (Automotive Engine Repair), student meets all requirements to graduate with a Certificate of Completion in Automotive System Specialist (AUSS5.CC1)