



DUAL CREDIT AGREEMENT  
HOSPITALITY MANAGEMENT/CULINARY ARTS  
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 and entered into by and 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 the ISD. The DCA is defined as an agreement between CTC and the 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 concurrent course credit; the terms are equivalent. The terms “faculty” and “instructor” as used interchangeably.
- C. This 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. ISDs Role and Responsibilities:
1. The ISD will provide classroom space, equipment and other peripherals on its high school campus located at 400 S. 25<sup>th</sup> Street, Copperas Cove, TX 76522S as needed and applicable to enhance the education process.
  2. All instructional materials, such as books, handouts, calculators, uniforms, food, etc., will be provided by the ISD.
  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 thirty (30) calendar days of the date of the invoice.
  4. Student transportation, if applicable, will be solely provided and paid for by the 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 and substitutes to teach the courses subject to the terms of this DCA.

2. CTC will ensure that instructors, substitutes, and the curriculum meet the requirements of CTC, SACSCOC, and the THECB.
  3. CTC will pay all 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, whether taught at CTC, online, or blended, are equivalent with respect to curriculum, materials, attendance requirements, instruction, method, and rigor as those courses offered at the CTC Central Campus. A CTC course taught in a blended format is taught partially online and partially in-person on our site. The quality and rigor of the dual credit courses will be sufficient to ensure student success in subsequent courses.
  6. CTC will provide academic and college support services to dual credit students as outlined in H.6. below.
- F. Upon schedule availability, 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 the 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](http://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) The only courses that may be offered for dual credit are:
    - A) Courses in an active field of study curriculum (developed by the Board under Section 61.8235);
    - B) Courses in CTC's Core Curriculum;
    - C) Foreign language courses; and
    - D) 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 in the Lower Division Academic Course Guide Manual (ACGM) ACCT, AGRI, BCIS, BUSI, COSC, CRIJ, ENGR, HORT, RNSG

Courses offered for dual credit to the ISD will be reviewed annually by CTC in partnership with the 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 the ISD as a revised attachment no later than 10 days before the beginning of fall semester and such list will be applicable for that 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 the 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 classes or a program after CTC late registration ends.

3) Location of Classes:

CTC offers dual credit courses to CCISD at the Copperas Cove High School Campus located in Copperas Cove and by electronic means through CTC distance learning.

4) Student Composition of CTC Classes:

In those cases where there are insufficient dual credit students to conduct the class, CTC, at its discretion may enroll the dual credit students attending through distance learning with mainstream college students and/or with Early College High School or STEM 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) DCA 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 student 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 Office and CTC.
- h) Complete all mandated online training by the due date.
- i) Communicate with dual credit students through CTC email and Blackboard messages.
- j) Attend 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 the current CTC Student Handbook and CTC Course Catalog.

Academic misconduct sanctions are administered in accordance with policy and procedures set forth in the current 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 set forth in the current CTC Course Catalog.

CTC Academic advising will be available to all students throughout their enrollment with Central Texas College. 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 or college courses only and shall be administered consistent with the disability services afforded to college level students. Disability Support provided by the ISD may not be consistent with such support services offered at the college level.

- 7) The student must obtain written approval from parent/guardian and high school counselor for course enrollment each semester. The student must obtain written 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, and the dual credit/early admissions advising and registration plan. In addition, the student must complete the dual credit/early admissions advising and registration ~~form~~ plan each semester that they enroll in dual credit courses.

- 8) Transcribing of Credit:

College credit grades and associated credit will be transcribed upon a students' 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

The 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.

**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 for book costs 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, food, uniforms, etc, will be provided by ISD.

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

ISD is responsible for purchase and cost of food.

ISD is responsible for items listed in the cost chart.

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 measure in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.

11) Data Sharing: A portion of the relevant student data shall be provided by ISD to CTC and a portion of the data shall be provided by CTC to ISD. The data shall be provided in the following format: Either Microsoft Excel or Access.

ISD will provide:

- a) Enrollment information for all students:
  - 1) First Name, Last Name, Middle Initial;
  - 2) Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, then the state-approved alternative ID (Alt ID) is required.
- b) High school Attending;
- c) Date of High School graduation;
- d) Endorsement areas of each student;
- e) Special group identification, for example Early College Program or STEM
- f) Cumulative GPAs

g) Texas Student Data System (TSDS) Unique ID

12) 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 a 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 of its activities or from any act or omission of any employee or invitee of the parties of this DCA. The 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.



Mark Harmsen  
Vice Chancellor Finance and Administration  
Central Texas College

06/11/2024  
Date



Dr. Joe Burns  
Superintendent,  
Copperas Cove Independent School District

07/16/24  
Date



## Exhibit A

### HOSPITALITY MANAGEMENT/CULINARY ARTS COURSE OFFERING

This ISD Program of Study is aligned with the Business & Industry endorsement and with the Level One Certificate of Completion, Restaurant Skills (HMR13) and Level One Certificate of Completion, Baking (HMBK9), offered at Central Texas College.

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Fall Suggested Year One New Students</b>				
Sanitation & Safety	CHEF 1305 (ServSafe Manager Certification) 3-0-3	3	Culinary Arts B	1
Basic Food Preparation	CHEF 1301 1-5-3	3	Culinary Arts A	1
<b>Fall Suggested Year Two Returning Students</b>				
Fundamentals of Baking	PSTR 1301 2-4-3	3	Practicum in Culinary Arts I	1
Principles of Food & Beverage Operations	HAMG 2301 3-0-3	3	Principles of Hospitality & Tourism B	0.5
<b>Spring Suggested Year One Returning New Students</b>				
Principles of Healthy Cuisine	CHEF 1302 1-5-3 (Prerequisite CHEF 1301)	3	Introduction to Culinary Arts 8106	1
Introduction to the Hospitality Industry	HAMG 1321 3-0-3	3	Principles of Hospitality and Tourism A	0.5
<b>Spring Suggested Year Two Returning Students</b>				
Cake Baking and Production	PSTR 1302 2-4-3 (Prerequisite PSTR 1301)	3	Culinary Arts 8091	1
Menu Management	RSTO 1321 3-0-3	3	Menu Management	0.5

### Cost Chart

Item	Cost
Chef Hat	\$17.50
Chef Jacket	\$41.75-\$50.75 (depends on size)
Chef Pants	\$32.25-\$41.25 (depends on size)
Chef Knives	\$148.25
Aprons	\$6.99
Thermometers	\$8.50