

**CENTRAL TEXAS COLLEGE  
COPPERAS COVE INDEPENDENT SCHOOL DISTRICT  
EARLY COLLEGE PROGRAM AGREEMENT  
(Commencing effective Academic Year 2023-2024)**

- A. This Early College Program Agreement “ECPA” 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, 408 South Main Street, Copperas Cove, Texas, 76522 hereinafter referred to as “ISD”.
- B. The purpose of this ECPA is to approve the mechanism for the establishment of an Early College Program partnership between CTC and the ISD. The ECPA is defined as an agreement between CTC and the ISD that sets forth the process by which a high school student will be allowed to earn both a high school diploma and an associate's degree, or two years of college credit toward a bachelor's degree, thus accelerating the transition from high school to post-secondary education.
- C. This ECPA 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 campus as needed and applicable to enhance the education process.
  2. All instructional materials, such as books, handouts, calculators, etc., will be provided by the ISD.
  3. The ISD will pay tuition to CTC as outlined in this ECPA and shall pay all invoices received from CTC for funds owed under ECPA 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 CTC’s spring and fall semester 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 ECPA.
  2. CTC will ensure that instructors, substitutes, and the curriculum meet the requirements of CTC, the Southern Association of Colleges and Schools Commission on Colleges and the Texas Higher Education Coordinating Board.

3. CTC will pay all dual credit faculty for each section taught pursuant to Central Texas College's current teaching rate. Payment will be twice a month as published on the CTC Payroll Calendar. Adjunct 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 Central 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 Early College Program courses, whether taught at CTC, online, blended or at the ISD, are equivalent with respect to curriculum, materials, attendance requirements, instruction, method, and rigor as those courses offered at the CTC Central Campus. The quality and rigor of the Early College Program courses will be sufficient to ensure student success in subsequent courses.
  6. CTC will provide academic and college support services to Early College Program students as outlined in H.6. below.
  7. CTC will bill the ISD for each Early College Program student at CTC's regular, in-district tuition rate 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. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds are calculated effective the date Dual Credit Programs Office receives notification of student withdrawals from the ISD.
- 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 early college 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 ECPA the following conditions must be met in order for the student to receive college credit at CTC:
1. CTC Eligible Courses and Degree Programs:  
Courses that may be offered for dual credit are
    - a) Courses in an active field of study curriculum (developed by the Board under Section 61.823) or program 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 contained in the 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 an attachment no later than 10 days before the beginning of 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. Early College Program students who are taking CTC courses on a full-time status may be able to complete the associate degree within two years. Under special circumstances, Early College eligible students may be allowed to continue in the Early College 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 a program after CTC late registration date.

## 3. Location of Classes:

CTC offers early college program courses to the ISD at the CTC Central Campus located in Killeen, Texas, at the ISD high school campus, 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:

Early College Program Classes, held in-person on the high school campus, may be taught with only Early College Program high school students enrolled. CTC, at its discretion, may enroll Early College Program students attending classes on CTC Central Campus or through distance learning with mainstream college students and/or with other 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 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 Early College Program students through CTC email or Blackboard.
- j. Must attend the Faculty Preservice at the beginning of Fall Semester and Inservice at the beginning of Spring Semester.

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 Catalog.

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct and student code of conduct 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 Early College Program courses.

**CTC Disability Support Services:** Disability support services are available to Early College Program 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 approval from parent/guardian and high school counselor for enrollment each semester. The student must obtain approval from the high school counselor for all Early College Programs 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 dual credit/early admissions application. In addition, the student must complete the Dual Credit/Early Admissions application and registration form for each semester that they enroll in dual credit courses.

8. **Transcripting of Credit:**

College course grades and associated credit will be transcribed 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:**

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.

**Tuition & Textbooks:** CTC will bill the ISD for each Early College Program student at its regular, in-district tuition rate 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. All invoices are payable by the ISD within 30 calendar days of the date of the invoice.

All instructional materials, such as books, handouts, calculators, computers for online learning, etc, will be provided by the ISD.

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

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. Accreditation and Standards:

The educational partners to this ECPA 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 ECPA shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

12. Data Sharing: Data shall be provided by CCISD to CTC. Information needed is listed in section 12 a-f. The data shall be provided in either Microsoft Excel or Access format.

CCISD 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 CTC ID or other student record identifier may be used.
  - 3) Date of Birth (DOB);
- 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; and
- f) Cumulative GPAs

- I. Term: This ECPA shall commence upon the date of its execution and shall continue until such time as the ECPA is terminated.
- J. Termination: This ECPA 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 early college program 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 an early college program under this ECPA.

- K. To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party to this ECPA 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 ECPA or any of its activities or from any act or omission of any employee or invitee of the parties of this ECPA. The provisions in this paragraph are solely for the benefit of the parties to this ECPA 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 ECPA shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- N. This ECPA contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This ECPA may be revised or modified in any fashion only by signed written agreement between the parties.
- O. This ECPA is executed at Killeen, Texas, on the date of the last signature herein. This Agreement supersedes all prior ECPA(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.



Deputy Chancellor, Academic and Student Success  
Central Texas College

6/21/2023

Date



Superintendent,  
Copperas Cove Independent School District

7/11/23

Date

**Attachment**

**Early College Program Agreement between Central Texas College and Copperas Cove  
Independent School District**

**Courses taken toward the following degrees: Interdisciplinary Studies (IDS4), and Teacher  
Education (TEAE2). Courses taken under the following high school endorsements: Public Service  
and Multi-Disciplinary Studies.**

**Comprehensive Listing of Early College Program Courses**

<b>CTC</b>	<b>CTC</b>	<b>CTC Credits</b>	<b>ISD</b>	<b>ISD Credits</b>
ARTS 1303	Art History I	3	Art I Appreciation (SEM. 1)	1.0
ARTS 1304	Art History II	3	Art I Appreciation (SEM. 2)	1.0
BIOL 1406	Biology for Science Majors I	4	Scientific Research & Design	0.5
BIOL 1407	Biology for Science Majors II	4	Scientific Research & Design	0.5
BIOL 1408	Biology for Non-Science Majors I	4	Scientific Research & Design I	1.0
BIOL 1409	Biology for Non-Science Majors II	4	Scientific Research & Design II	1.0
BIOL 2401	Anatomy and Physiology I	4	Anatomy and Physiology (SEM. 1)	1.0
BIOL 2402	Anatomy and Physiology II	4	Anatomy and Physiology (SEM. 2)	1.0
BIOL 2420	Microbiology for Non- Science Majors	4	Medical Microbiology	1.0
CHEM 1406	Introductory Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1407	Introductory Chemistry II	4	Scientific Research & Design I, II, III	1.0
CHEM 1411	General Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1412	General Chemistry II	4	Scientific Research & Design I, II, III	1.0
DRAM 1310	Theater Appreciation	3	Visual Medial Analysis & Production	1.0
DRAM 2366	Film Appreciation	3	Audio/Video Production I	0.5
ECON 2301	Principles of Macroeconomics	3	Economics	0.5
ECON 2302	Principles of Microeconomics	3	Economics Advanced Studies	0.5
EDUC 1301*	Introduction to the Teaching Profession	3	Instructional Practices in Education & Training	1.0
EDUC 2301*	Introduction to Special Populations	3	Instructional Practices in Education & Training	2.0
ENGL 1301	Composition I	3	English 3A or 4A	0.5



ENGL 1302	Composition II	3	English 3B or 4B	0.5
ENGL 2327	American Literature I	3	Advanced Studies in English	1.0
ENGL 2328	American Literature II	3	Advanced Studies in English	1.0
ENVR 1401	Environmental Science I	4	Environmental Science	1.0
GEOL 1403	Physical Geology	4	Special Topics in Social Studies	0.5
GEOL 1404	Historical Geology	4	Special Topics in Social Studies	0.5
GOVT 2305	Federal Government	3	Government	0.5
GOVT 2306	Texas Government	3	Social Studies Advanced Studies	0.5
HIST 1301	United States History I	3	US History A	0.5
HIST 1302	United States History II	3	US History B	0.5
MATH 1314	College Algebra	3	College Algebra A	1.0
MATH 1342	Elementary Statistical Methods	3	Statistics	1.0
MATH 1350*	Mathematics for Teachers I	3	Independent Studies in Math	1.0
MATH 1351*	Mathematics for Teachers II	3	Independent Studies in Math	1.0
MATH 1414	College Algebra	4	College Algebra B	1.0
MATH 2320	Differential Equations	3	Independent Studies in Math	1.0
MUSI 1306	Music Appreciation	3	Music Appreciation 1	1.0
PHIL 1301	Introduction to Philosophy	3	Special Topics in Language and Culture	1.0
PHIL 1304	Introduction to World Religions	3	Special Topics in Social Studies	0.5
PHIL 2306	Introduction to Ethics	3	Special Topics in Social Studies	0.5
PHYS 1401	College Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 1402	College Physics II	4	Scientific Research & Design I, II, III	1.0
PHYS 2425	University Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 2426	University Physics II	4	Scientific Research & Design I, II, III	1.0
PSYC 2314	Life Span Growth and Development	3	Human & Growth Development	1.0
SOCI 1301	Introduction to Sociology	3	Sociology	0.5
SOCI 2301	Marriage and The Family	3	Special Topics in Social Studies	0.5
SOCI 2319	Minority Students	3	Special Topics in Social Studies Ethnic Studies	0.5
SPCH 1315	Public Speaking	3	Professional Communication	0.5
SPCH 1321	Business and Professional Communications	3	Professional Communication	0.5

\*Denotes courses not eligible for state funding.