



Early College Program Agreement 2024-2025

- 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 based on a contracted rate as set forth here in this agreement.
- 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.
- 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 and Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. 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. 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 and dual credit/early advising plan. In addition, the student must complete the Dual Credit/Early Admissions Advising Plan for each semester that they enroll in dual credit courses.

8. **Transcripting of Credit:**

College course grades and associated 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. **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 the 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: Killeen 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, computers etc., required for learning will be provided or paid for 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-g. 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 state-approved alternative ID (Alt ID) is required.
 - 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
- f) Cumulative GPAs
- g) Texas Student Data System (TSDS) Unique ID

- 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.



Mr. 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

Attachment
Comprehensive Listing of Dual Credit Courses

Interdisciplinary Studies (AA.IDS4)

Associate of Arts Degree

Endorsement Multidisciplinary Studies

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Grade 9				
Learning Frameworks	EDUC 1100	1	College Readiness & Study Skills	0.5
Suggested Grade 10				
Public Speaking or Business and Professional Communication	SPCH 1315 or SPCH 1321	3	Professional Communication	0.5
Creative Arts – Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1
United States History	History 1301 and HIST 1302	6	US History A and US History B	1
Suggested Grade 11				
Composition I and II	ENGL 1301 and ENGL 1302	6	English 3A or 4A or English 3B or 4B	1
College Electives	2 College Electives	6	High School Elective	1
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC and Social Studies Advanced Studies	1
Social & Behavioral Science	ECON 2301	3	Economics	0.5
College Elective	College Elective	3	High School Elective	0.5
Suggested Grade 12				
Language/Philosophy/Culture	ENGL 2322	3	English 4B	0.5
Life and Physical Science (030)	BIOL, CHEM, ENVR, GEOL, PHYS	8	Scientific Research and Design, Environmental Science, Special Topics or Anatomy and Physiology Option	1,2
College Algebra	MATH 1314 or MATH 1414	3,4	College Algebra A or College Algebra B	0.5
College Electives (090)	2 College Electives	6	High School Elective	1
College Elective	College Elective	3	High School Elective	0.5
Elective Options				
<i>Students may select 18 semester credit hours from the list below.</i>				
ARTS 1303, ARTS 1304, BIOL 1411, BIOL 2401, BIOL 2402, BIOL 2420, BUSI 1301, CHEM 1406, CHEM 1407, CHEM 1411, CHEM 1412, COSC 1301, DRAM 1310, DRAM 2361, DRAM 2366, ECON 2302, ENGL 2322, ENGL 2327, ENVR 1401, GEOG 1301, GEOG 1302, GEOG 1303, GEOL 1403, GEOL 1404, GERM 1411, GERM 1412, HIST 2301, HIST 2311, HIST 2312, HIST 2381, MATH 1332, MATH 1342, MATH 2412, MATH 2413, MUSI 1306, MUSI 1307, PHIL 1301, PHIL 1304, PHIL 2306, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, PSYC 2301, PSYC 2308, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319, SPAN 1411, SPAN 1412				

Teacher Education (TEAE2.AAT)**Associate of Arts in Teaching****Endorsement Public Service**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to the Teaching Profession	EDUC 1301	3	Instructional Practices in Education and Training	1
College Algebra	MATH 1314	3	College Algebra A	1
Composition I	ENGL 1301	3	English 3A or 4A	0.5
Public Speaking or Business & Professional Communications	SPCH 1315 or SPCH 1321	3	Professional Communication	0.5
General Psychology	PSYC 2301	3	Psychology	0.5
Composition II	ENGL 1302	3	English 3B or 4B	0.5
Suggested Year 2				
Mathematics for Teacher I	MATH 1350	3	Independent Studies in Math	1
United States History I	HIST 1301	3	US History A	0.5
Biology or Chemistry Option (From Core)	CHEM or BIOL	8	Scientific Research and Design or Anatomy and Physiology Option	2,1
Creative Arts Selection (From Core)	ARTS, DRAM, HUMA, MUSI Selection	3	Art Appreciation, Visual Media Analysis, Audio/Video Production, Art Appreciation, Music Appreciation	1,0.5
United States History II	HIST 1302	3	US History B	0.5
Suggested Year 3				
Mathematics for Teacher II	MATH 1351	3	Independent Studies in Math	1
Biology or Chemistry Option (From Core)	CHEM or BIOL	4	Scientific Research and Design or Anatomy and Physiology Option	1,0.5
American Literature I	ENGL 2327	3	Advanced Studies in English	1
Federal Government	GOVT 2305	3	Government	0.5
Introduction to Special Populations	EDUC 2301	3	Instructional Practices in Education and Training	1
Texas Government	GOVT 2306	3	Social Studies Advanced Studies	0.5
American Literature II	ENGL 2328	3	Advanced Studies in English	1

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

CTC	CTC	CTC Credits	ISD	ISD Credits
ARTS 1303	Art History I	3	Art I Appreciation (SEM. 1)	1
ARTS 1304	Art History II	3	Art I Appreciation (SEM. 2)	1
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
BIOL 1409	Biology for Non-Science Majors II	4	Scientific Research & Design II	1
BIOL 2401	Anatomy and Physiology I	4	Anatomy and Physiology (SEM. 1)	1
BIOL 2402	Anatomy and Physiology II	4	Anatomy and Physiology (SEM. 2)	1
BIOL 2420	Microbiology for Non-Science Majors	4	Medical Microbiology	1
CHEM 1406	Introductory Chemistry I	4	Scientific Research & Design I, II, III	1
CHEM 1407	Introductory Chemistry II	4	Scientific Research & Design I, II, III	1
CHEM 1411	General Chemistry I	4	Scientific Research & Design I, II, III	1
CHEM 1412	General Chemistry II	4	Scientific Research & Design I, II, III	1
DRAM 1310	Theater Appreciation	3	Visual Media Analysis & Production	1
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
EDUC 2301	Introduction to Special Populations	3	Instructional Practices in Education & Training	2
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
ENGL 2328	American Literature II	3	Advanced Studies in English	1
ENVR 1401	Environmental Science I	4	Environmental Science	1
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
HUMA 1315	Fine Arts Appreciation	3	Art Appreciation	1
MATH 1314	College Algebra	3	College Algebra A	1
MATH 1342	Elementary Statistical Methods	3	Statistics	1
MATH 1350	Mathematics for Teachers I	3	Independent Studies in Math	1
MATH 1351	Mathematics for Teachers II	3	Independent Studies in Math	1
MATH 1414	College Algebra	4	College Algebra B	1
MATH 2320	Differential Equations	3	Independent Studies in Math	1
MUSI 1306	Music Appreciation	3	Music Appreciation 1	1
PHIL 1301	Introduction to Philosophy	3	Special Topics in Language and Culture	1
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
PHYS 1402	College Physics II	4	Scientific Research & Design I, II, III	1
PHYS 2425	University Physics I	4	Scientific Research & Design I, II, III	1
PHYS 2426	University Physics II	4	Scientific Research & Design I, II, III	1
PSYC 2301	General Psychology	3	Psychology	0.5
PSYC 2314	Life Span Growth and Development	3	Human & Growth Development	1
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