

**CENTRAL TEXAS COLLEGE - KILLEEN INDEPENDENT SCHOOL DISTRICT
DUAL CREDIT AGREEMENT
SCHOOL YEAR 2023-2024**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU" or "Agreement") is made and entered into by and between the Central Texas College (hereinafter referred to as "CTC"), and Killeen Independent School District, (hereinafter referred to as "Killeen ISD"), collectively referred to as the "Parties," pursuant to the authority granted in compliance with section 29.908 of the Texas Education Code.

Dual Credit Agreement hereinafter referred to as "DCA" and made in conjunction with the Partnership Agreement dated July 11, 2023 which is incorporated fully herein. Should a conflict arise in the interpretation of the Partnership Agreement and this Agreement, unless otherwise agreed to herein, the Dual Credit Agreement shall prevail. Under this DCA the following conditions are hereby set forth. These conditions must be met in order for the student to receive college credit at CTC.

1.01 – DCA Eligible Courses

Only courses in the CTC Core, Foreign Language, Field of Study or Career Technical Education courses may be offered as dual credit. Courses considered remedial, developmental and/or orientation in content will not be considered for dual credit.

Courses offered for dual credit to Killeen ISD will be amended annually as necessary and are attached to this document. Killeen ISD will ensure that the registered courses for students are in the students' Individual Graduation Plan. Killeen ISD will ensure approved CTC courses count toward required credit for high school graduation.

1.02 – DCA Student Eligibility

Student eligibility is determined by the requirements outlined in Title 19, Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, 4.85(b)1- 8. Refer to the admission and registration requirements as listed in the current Central Texas College Course Catalog. Student may be enrolled in dual credit courses only with the consent of Killeen ISD. Central Texas College will only enroll students in concurrent or dual credit courses in accordance with the completed Dual Credit Early Admissions application packet, signed by ISD staff and adhering to CTC's deadlines, policies and procedures. CTC staff will contact the Killeen ISD College, Career and Military Readiness staff for approval of any changes requested by the student or the college.

1.03 – DCA Location of Class

CTC offers dual credit courses to Killeen ISD at the CTC Central Campus located in Killeen, at the Killeen ISD high school campus and by electronic means. Killeen ISD will provide classroom space for instructional course work for CTC.

1.04 – DCA Student Composition of Class

Dual Credit Classes, held in-person on the high school campus, may only be taught with dual credit high school students enrolled. CTC, at its discretion, may enroll dual credit 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 Title 19, Texas Administrative Code, Chapter 4, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, Section 4.85(d)1- 3 and SACSCOC rules relating to Dual Credit.

1.05 – 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 or 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 with the college 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.

E. Check rosters daily to ensure all students in the class are on the college roster. And report any discrepancies immediately to the Dual Credit Programs office.

F. Maintain communication with the department chair throughout the semester.

G. Attend and complete 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 or through Blackboard messages.

J. Must attend the Faculty Preservice at the beginning of fall semester. Must attend Faculty Inservice at the beginning of spring semester.

Dual credit instructors teaching at a high school campus will need to go through the entire Texas Education Code Chapter 22, Subchapter C. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment.

Faculty must report absences to their respective department chair. CTC will make every effort to find a substitute. All substitutes must meet established minimum qualifications.

Killeen ISD DC faculty must ensure dual credit courses held at the high school campus meet the contact hours required and that extracurricular activities do not interfere with students completing

the required contact hours.

1.06 – DCA Course Curriculum, Instruction, and Grading

CTC will ensure that all dual credit courses are equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation as those courses offered at the Central Campus.

CTC will report numerical grades for courses taught online, face to face, or by non-Killeen ISD instructors to designated Killeen ISD campus staff for students assigned to that campus only, based on agreed upon grade reporting calendar as provided by Killeen ISD. The district will receive one grade book extract per program. If an instructor misses the gradebook deadline, the campus will be notified, and grades will be sent upon receipt from instructor. Gradebooks will be sent as one document and will include course name, course code, section and synonym number. Grade changes will be reported by student name and course. CTC and Killeen ISD utilize different grading scales. As a result, students receiving a final grade of 60 or higher in the college course will receive high school credit for the course. Due to the two week disparity between Killeen ISD and CTC spring start dates, CTC will not deliver grades for the first three week grading period.

1.07 – DCA Academic Policies and Student Support Services

The student must meet all CTC admissions requirements as published in the current CTC course catalog.

Academic Integrity

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.

The student must obtain approval from parent/guardian and high school counselor for course 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, residency documentation, release of information form, and Dual Credit/Early Admissions Advising and Registration form. In addition, the student must complete the Dual Credit/Early Admissions Advising and Registration form for each semester that they enroll in dual credit courses. Only complete packets will be accepted.

Students are required to provide their social security number on their admission application. Students will not be permitted to register for classes until a social security number is provided.

Students may enroll in courses as approved by Killeen ISD. In the event that additional criteria are met, students may enroll in additional courses as approved and funded by Killeen ISD. Only courses listed as approved in this document are qualified as dual credit courses. See Exhibit A. Killeen ISD will be billed for tuition and books approved by the District prior to enrollment. Tuition and books for courses not District approved, will be paid by the student.

Students will be responsible for payment of tuition and books for courses taken outside the regular ISD enrollment (concurrent enrollment courses).

Students must adhere to CTC's census date policy by completing an academically related activity (graded or non-graded) prior to the census date; preferably two activities. Students that do not adhere to the policy are subject to being dropped.

1.08-DCA Transcription of Credit

High school and college credit will be transcribed upon receipt of grades from the instructor.

1.09 – DCA Funding and Payment

Killeen 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.

CTC will pay CTC faculty for each section taught at Central Texas College's current pay rate. CTC will remit payment for KISD faculty to the school district.

CTC tuition will be billed to the Killeen ISD at the current in-district tuition rate for the academic year. Killeen ISD will be responsible for providing appropriate instructional materials as outlined in the syllabus. Invoices to Killeen ISD are payable net 30 days. Killeen ISD will be billed per student for tuition, fees, and books for up to 40 credit hours over the course of the student's high school enrollment as approved by Killeen ISD. Tuition, fees, and books for additional courses will be billed to the student. 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. See 1.07 DCA.

1.10 – DCA Services for Students with Disabilities

CTC's Disability Support Services (DSS) office provides reasonable accommodations to students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In order for students with disabilities to receive accommodations from CTC, students must initiate contact to and provide CTC's DSS office with current (within three years of enrollment at CTC) documentation of disability. Documentation consists of a statement or evaluation from an appropriate and recognized health care professional. The Individualized Education Plan used for public school students does not qualify as a substitute for documentation from an appropriate and recognized health care professional. See Exhibit B for CTC's DSS documentation criteria checklist.

High School personnel will ensure students are aware of these requirements and instruct students who wish to seek accommodations to contact DSS at (254) 526-1863, (254) 526-1822 or (254) 526-1195 to set up an appointment for evaluation of the student's needs.

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

Killeen ISD will provide:

A. Enrollment information for all students:

1. First Name, Last Name, Middle Initial:

2. Social Security Number (SSN);
 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

1.12 – DCA Accreditation and Standards

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

The partnership agreement between Killeen Independent School District and Central Texas College is overarching this Dual Credit agreement.

This agreement shall commence upon the date of execution of this agreement and shall continue until such time as the agreement is terminated.

This Agreement may be terminated in whole or in part by either party providing a full 120 days notice in writing to the other party. Such notice shall be 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 students already enrolled, until such time as those students have completed their respective courses.

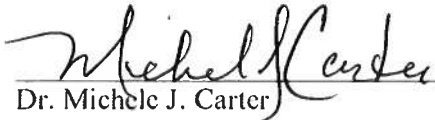
This DCA is executed at Killeen, Texas on the day and year above mentioned. This Agreement supersedes any prior DCA(s), shall commence upon the date of execution, and continue until such time as the Agreement is terminated.

1.13- DCA Assigned Contact

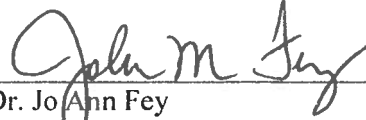
The Killeen ISD contact for students enrolled in dual credit courses is the Chief College, Career and Military Readiness Officer.

CENTRAL TEXAS COLLEGE

KILLEEN INDEPENDENT SCHOOL
DISTRICT



Dr. Michele J. Carter
Chancellor



Dr. JoAnn Fey
Superintendent

9/7/2023

Date

7/11/2023

Date

Exhibit A
Central Texas College- Killeen ISD
Course List for Dual Credit Students

Note: Dual Credit students are limited to taking no more than 40 hours.

College Course Options	Credit Hours	Core 42 Component Area
ENGL 1301	6	Communication (010)
ENGL 1302		
MATH 1314 or 1414	3 - 4	Mathematics (020)
BIOL 1406 or BIOL 2401	8	Life and Physical Science (030)
BIOL 1407 or BIOL 2402		
ENGL 2322	3	Language, Philosophy and Culture (040)
HUMA 1315	3	Creative Arts (050)
HIST 1301	6	American History (060)
HIST 1302		
GOVT 2305	6	Government/Political Science (070)
GOVT 2306		
ECON 2301	3	Social and Behavioral Sciences (080)
SPCH 1315 or 1321	3 - 4	Component Area Option (090)
PSYC 2301, SOCI 1301, MATH 2412, MATH 1342, PSYC 2314, BIOL 2401 or BIOL 2402, GEOL 1405		

Computer Information Technology and Systems:

College Course	Credit Hours	Core Component Area
ITCC 1314 (CCNA 1: Introduction to Networks)	3	N/A
ITNW 1316 (Network Administration)	3	N/A
ITSY 1342 (Information Technology Security)	3	N/A
ITSY 2401 (Firewalls and Network Security)	4	N/A
ITSC 1316 (Linux Installation and Configuration)	3	N/A
COSC 1301 (Introduction to Computing)	3	Component Area Option (090)
ITSY 2345 (Network Defense and Countermeasures)	3	N/A

For Pre-Nursing Students Only:

College Course	Credit Hours	Core Component Area
HPRS 2300 (Pharmacology for Health Professions)	3	N/A

For Education & Training Students Only:

College Course	Credit Hours	Core Component Area
ENGL 2327 (American Literature I)	3	Language, Philosophy and Culture (040) or Component Area Option (090)
ENGL 2328 (American Literature II)	3	Language, Philosophy and Culture (040) or Component Area Option (090)
EDUC 1301 (Introduction to the Teaching Profession)	3	N/A
EDUC 2301 (Introduction to Special Populations)	3	N/A

NOTE: It is imperative for students to review the Core 42 course list for the university or college they plan to attend after high school. The Core 42 course list varies based upon the requirements of each institution.

Exhibit B

Central Texas College
Disability Support Services (DSS)
Building 215, Room 111
(254)526-1863/1822/1195; Fax (254)526-1700; Website: www.ctcd.edu/disability-support

DOCUMENTATION CRITERIA CHECKLIST

To qualify for college accommodations through DSS, students must have a qualifying disability as defined by the Americans with Disabilities Act (ADA). ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one (or more) major life activity. Students are responsible for obtaining necessary testing to document the existence of a disability. Postsecondary institutions are not required to conduct or pay for an evaluation to document a student's disability or provide referrals for evaluations.

All documentation must be signed and current (less than 3 years old is preferred) and be from a licensed/certified professional who is qualified/trained to perform valid testing to support his/her diagnosis within the specific area for which you will be identifying a disability (i.e. visual impairment = ophthalmologist; medical condition = medical doctor; mental/emotional/behavioral/cognitive/learning condition = psychologist/psychiatrist/school psychologist/educational diagnostician).

Documentation must clearly identify a specific disability diagnosis(es) with appropriate diagnostic codes (i.e. DSM, ICD, and/or ICF codes), list of tests conducted/summary of test results used to determine the diagnosis/disability, explain which major life activity is substantially limited due to the disability, statement explaining the current impact your disability has in an educational setting, and recommended classroom accommodations in accordance with the diagnosis/disability along with a description of why the recommended accommodation is needed (see *back page for additional information*). IEP/ARD paperwork, treatment progress notes, and VA Ratings Forms are not considered sufficient documentation at a postsecondary educational level and will not be accepted by DSS.

Documentation from an appropriately licensed/certified professional, for example:

- Medical Doctor
- Psychiatrist – Psychologist - Educational Diagnostician - Licensed Specialist in School Psychology
- Speech Pathologist
- Ophthalmologist – Audiologist - Neurologist
- Evaluation/Testing, Statement & History of Diagnosis of Disability, for example
 - ADD/ADHD
 - Dyslexia
 - Learning or Intellectual Disabilities

- Autism Spectrum/Asperger's Disorder
- Psychological/Emotional Disorders
- Hearing Impairment
- Visual Impairment
- Medical Conditions that impede activities/daily living
- Neurological Disorders
- Traumatic Brain Injury

Use the following **Documentation Criteria Checklist** as a guide to ensure your documentation contains all necessary information to substantiate your qualified disability under ADA. Classroom accommodations cannot be provided to students until appropriate documentation has been submitted and approved by DSS. Documentation that does not contain **ALL** of the following required information will **NOT** be accepted by the DSS office.

- Documentation must be current (less than 3 years old is preferred, but documentation within the past 5 years will be reviewed on a case by case basis)
- Documentation must be typed and on an official letterhead
- Evaluator must be a licensed or certified professional who is qualified/trained to perform valid testing to support his/her diagnosis within the specific area for which you will be identifying a disability (see front page for additional information)
- Documentation must clearly identify a specific diagnosis(es) with all appropriate diagnostic codes (i.e. DSM, ICD, and/or ICF codes) for the disability when applicable
- Documentation must contain a list of all tests and/or exams that were conducted and used to determine the specific diagnosis/disability (tests/exams that are normed for children cannot be accepted – tests must be normed for older adolescents/adults)
- Documentation must contain a summary/explanation of all test/exam results/findings
- Documentation must specifically state which major life activity or activities are substantially limited as a result of the disability
- Documentation must contain a statement explaining the current impact the student's disability/diagnosis has in an educational setting and overall academic performance
- Documentation must also contain recommended classroom accommodations in accordance with the diagnosis/disability
- Documentation must also contain an explanation/rationale of why the

recommended accommodations are needed and related to the documented disability

- Documentation must be signed by the evaluator with respective license number, certification number, or TEA number**

***If a student has a state certificate of blindness and/or deafness, no further disability documentation will be required by the DSS office.**

Students are also required to complete the DSS Student Intake and Accommodation Request e-forms found in eRetrieve. Please contact the DSS office at (254)526-1863, (254)526-1822 or (254)526-1195 if you need assistance with these required forms. All DSS policies, procedures, and DSS Student Handbook can be found at Website: www.ctcd.edu/disability-support