



Dual Credit Agreement 2024-2025

This Dual Credit Agreement ("DCA") is made and entered into by Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as "CTC" and **Killeen Independent School District**, 200 N. WS Young Drive, Killeen, Texas, 76543-4025, 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 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 as permitted by Title 19, Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Part 1, Chapter 4, Subchapter D, Rule 4.85 may be offered as dual credit. Courses considered remedial, developmental and/or orientation in nature will not be considered for dual credit. Only courses which are provided in the exhibits to this contract will be considered eligible courses.

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*, Part 1, Chapter 4, Subchapter D, Rule 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 Admission form, signed by Killeen 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, the Killeen ISD high school campuses across the ISD, 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, *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

Dual Credit Faculty member 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 the 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. 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 Office 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. Attend Faculty Preservice at the beginning of fall semester and Faculty Inservice at the beginning of spring semester.

Dual Credit Faculty teaching at a high school campus will need to complete the SB9 Certification process at DPS. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment.

Dual Credit 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.

Ensure dual credit courses held at the Killeen ISD 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 missed the gradebook deadline, the campus will be notified, and grades will be sent upon receipt from the 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

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

The student must submit a CTC application for admission, high school transcript, qualifying test scores, residency documentation, and Dual Credit/Early Admission form. In addition, the student must complete the Dual Credit/Early Admission 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.

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.

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, and eligible for Financial Aid for Swift Transfer. See Exhibit A

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

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.

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, Payment, Student Reimbursement

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.

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.

Students will be responsible for payment of tuition and books for courses taken outside the regular ISD enrollment (concurrent enrollment 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 including books is zero per credit hour. There is no cost to KISD for tuition regarding FAST eligible students. KISD 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 Killeen ISD are payable net 30 days. Killeen

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 Killeen 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.

1.10 DCA Support 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 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 to set up an appointment for evaluation of the student's needs.

1.11 DCA 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. Valid Social Security Number (SSN) and TEA-issued Texas Student Data System (TSDS) Unique ID. If student does not have a valid SSN, provide the student's State Approved Alternative Student ID in addition to the TEA-issued TSDS Unique ID.
 - 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. 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 below 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 Director for Advanced Academics. The Central Texas College contact for students enrolled in dual credit courses is the Associate Dean of Dual Credit Programs.

CENTRAL TEXAS COLLEGE

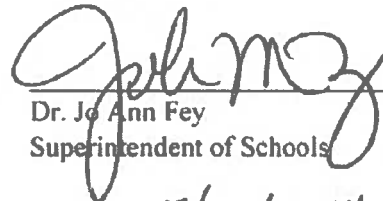


Ted Gonzalez
Vice Chancellor, Finance and Administration

7/30/2024

Date

KILLEEN INDEPENDENT SCHOOL DISTRICT



Dr. Jo Ann Fey
Superintendent of Schools

7/30/2024

Date

Exhibit A
Dual Credit Course List

Courses toward Interdisciplinary Studies (AA.IDS4)

Associate of Arts Degree

Endorsement Multidisciplinary Studies

Note: Killeen ISD limits dual credit students to taking no more than 40 hours.

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Creative Arts – Fine Arts Appreciation	HUMA 1315	3	Fine Arts	1
Public Speaking or Business and Professional Communication	SPCH 1315 or SPCH 1321	3	Speech (English IV)	0.5
Composition I and II	ENGL 1301 and ENGL 1302	6	English III DC	1
Suggested Year 2				
United States History	History 1301 and HIST 1302	6	US History DC	1
College Algebra	MATH 1314 or Math 1414	3 or 4	Independent Studies in Math	0.5
Language/Philosophy/Culture	ENGL 2322	3	English IV	0.5
Suggested Year 3				
Life and Physical Science Options	2 Science Options BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	8	Scientific Research & Design 2	1
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC (0.5) & HS Elective (0.5)	1
Suggested Year 4				
Social & Behavioral Science	ECON 2301	3	Economics	0.5
College Electives	1 College Electives	1	High School Elective	0.5
Elective Options				
<i>Students may select courses from the list below.</i>				
BIOL 2401, BIOL 2402, COSC 1301, GEOG 1301, GEOG 1302, GEOG 1303, GEOL 1405, MATH 1342, MATH 2412, PSYC 2301, PSYC 2314, SOCI 1301				

Courses toward IT Core Fundamentals CC1

Certificate of Completion

Endorsement Technology

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Computing	COSC 1301	3	Computer Science I	0.5
Fundamentals of Networking Technologies	ITNW 1325	3	Fundamentals of Computer Science	0.5
Suggested Year 2				
Introduction to Computer Programming	COSC 1315	3	Computer Science 1	0.5

Courses toward Teacher Education (TEAE2.AAT)

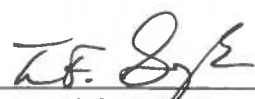
**Associate of Arts in Teaching Degree
Endorsement Public Service**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to the Teaching Profession	EDUC 1301	3	Instructional Pract DC	1
Mathematics for Teachers I	MATH 1350	3	Independent Studies Math/Math for Teachers I	0.5
Suggested Year 2				
American Literature I	ENGL 2327	3	Independent Studies Eng-American Literature I DC	0.5
Introduction to Special Populations	EDUC 2301	3	Instructional Pract DC	1
Suggested Year 3				
Mathematics for Teachers II	MATH 1350	3	Independent Studies Math/Math for Teachers I	0.5
American Literature II	ENGL 2328	3	Independent Studies Eng-American Literature II DC	0.5


For Pre-Nursing Students Only

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Pharmacology for Health Professions	HPRS 2300	3	Pharmacology	1

CENTRAL TEXAS COLLEGE


Mr. Ted Gonzalez
Vice Chancellor
Finance and Administration

KILLEEN INDEPENDENT SCHOOL DISTRICT


Dr. Jo Ann Fey
Superintendent

Date 7/30/2024

Date 7/30/2024

Exhibit B

**Central Texas College
Disability Support Services (DSS)**

Building 215, Room 111

(254)526-1863/1822; 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 or (254)526-1822 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