



STEM Academy Dual Credit Agreement 2024-2025

- A. Agreement is made this July 30, 2024 between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereafter referred to as "CTC", and **Killeen Independent School District**, 200 N. WS Young Dr. Killeen, TX 76543, hereinafter referred to as "Killeen ISD" or High School.
- B. The purpose of this Agreement is to approve the mechanism for the establishment of a STEM Academy dual credit partnership. The STEM Academy Dual Credit Agreement is defined as an Agreement between CTC and Killeen ISD that will define the process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. Dual credit is also referred to as concurrent course credit; the terms are equivalent. However, dual (or concurrent) enrollment refers to a circumstance in which a student is enrolled in more than one educational institution (including a high school and a college).

Dual Credit Agreement hereinafter referred to as "DCA".

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.

- C. **DCA Eligible Courses** – Only college level academic courses from the current edition of the Lower Division Academic Course Guide Manual (ACGM) that are found in the CTC course catalog, 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.
- D. **DCA Student Eligibility** – Student eligibility is determined by the requirements in the 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. Students 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 Assistant Superintendent for Curriculum and Instruction staff for approval of any changes requested by the student or the college.

A student wishing to enroll in more than the maximum course load must have at least 2.0 grade point average and receive approval from the Dean of Academic Instruction or the Dean's designee. Students must comply with all CTC policies and standards as outlined in the CTC student handbook and course catalog.

- E. DCA Location of Class** – CTC Offers dual credit courses in Killeen ISD at the CTC Central Texas Campus located in Killeen. Students may be permitted to take courses on their home campus with prior approval from the program director as governed by the CTC/KISD Dual Credit Memorandum of Understanding and are required to fill out the CTC Dual Credit/Early Admissions Advising plan.
- F. DCA Student Composition of Class** – Dual Credit classes held in person on the high school campus, may be taught with only 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 the Title 19 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.
- G. DCA Faculty Selection, Supervision, and Evaluation** – CTC Faculty members must meet the minimum requirements of CTC and the Southern Association of Colleges and Schools, Commission on Colleges. Approval procedures outlined in *CTC Instructor Qualification and Approval Procedures*, Human Resources Policy #160 will be followed. CTC will hire all instructors, including long-term substitutes, to teach the courses subject to the terms of this DCA. CTC shall supervise and evaluate instructors of dual credit courses using the same comparable procedures used for faculty at the Central Campus.

CTC will pay all full time and part time faculty in accordance with policy No. 400: Institutional Employee Compensation.

1. Dual Credit Faculty:
 - a) Be credentialed and hired at sole discretion of CTC.
 - b) Provide students with the course syllabus on the first day of class.
 - c) Maintain college-level rigor of the course.
 - d) Follow the curriculum provided by CTC.
2. Alert the department chair immediately if there is an issue with equipment or textbooks.
3. Follow the protocol for communicating with the department chair on any grading or student conduct items.
4. Submit rosters and grades on time.
5. Check rosters daily to ensure all students in the class are on the college roster. Report discrepancies immediately to the Dual Credit Programs office.
6. Maintain communication with the department chair throughout the semester.
7. Attend and complete trainings provided by Dual Credit Programs department and CTC.
8. Communicate with the dual credit students through CTC email.
9. Attend Faculty Preservice at the beginning of fall semester. Attend Faculty Inservice at the beginning of spring semester.

Payment and benefits to CTC faculty will be in accordance with CTCs regular faculty payroll schedule.

All dual credit faculty will conform to all CTC policies and procedures.

A program director will report to the Killeen ISD Superintendent or his/her designee through the established Killeen ISD governance structure. The director will be the primary contact of and spokesman for the STEM Academy with the community and college. The STEM Director will elevate program concerns to Killeen ISD's Assistant Superintendent for Curriculum and Instruction.

A program director shall be an employee of Killeen ISD and will serve as the administrator in charge of the STEM Academy. Within the rules and guidelines established by Texas Education Agency and Killeen ISD, the director will have the authority to make decisions, subject to approval of Killeen ISD central administration, regarding Killeen ISD:

- Courses
- Staffing
- Budget
- Student disciplinary action
- Student assessments, curriculum and scheduling
- Access to school and student data for STEM Academy college students with permission of CTC and the student in accordance with the Family Educational Rights and Privacy Act (FERPA)
- Parent and community involvement consistent with the mission and needs of the academy.

The program director will report to the Killeen ISD Superintendent or his/her designee through the establishment Killeen ISD governance structure. The director will be the primary contact of and spokesman for the STEM Academy with the community and college. The STEM Director will elevate program concerns to Killeen ISD's Assistant Superintendent for Curriculum and Instruction.

The CTC STEM Coordinator will serve as the liaison to the Killeen ISD STEM program director to facilitate effective communication and cooperation between the two parties. The Coordinator is responsible for the day-to-day operation of the STEM program. However, the Coordinator will elevate program concerns, in accordance with CTC's Central Campus organizational reporting structure, to the Associate Dean of Dual Credit Programs.

Dual Credit instructors teaching at a high school campus will need to go through the entire Texas Education Code Chapter 22, subchapter C 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 the assignment.

- H. **DCA Course Curriculum, Instruction, and Grading** – CTC will report student average grades at Interim Progress Report and report card dates provided by Killeen ISD. CTC staff will follow CTC procedures for course requirements and provide numerical grades. Gradebooks will be sent as one document and will include course name, course code, section and synonym. Grade changes will be reported by student name and course. CTC and Killeen ISD utilize different grading scales. As a result, student 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 report grades for the first three week grading period.

All attendance will be performed in accordance with Central Texas College policies for student attendance. Students are expected to be in attendance during times when the Killeen ISD calendar calls for non-instructional days when CTC holds class. Absences due to University Interscholastic League events requires a completed UIL form per course, approved by a Killeen ISD counselor and submitted to a CTC instructor. Absences due to UIL events are at the discretion of the CTC instructor, students are responsible for missed coursework. See Exhibit D.

- I. **DCA Services for Students with Disabilities** – CTC’s Disability Support Services (DSS) office provides reasonable accommodations applicable to college students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Such accommodations will differ from those provided by the ISD. In order for students with disabilities to receive accommodations from CTC’s students must initiate contact to and provide CTC’s DSS office with current (within three years of enrollment at CTC) documentation of the 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 C 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 254-526-1195/1863/1822 to set up an appointment for evaluation of the student’s needs.

- J. **DCA Academic Policies and Student Support Services** – The student must meet all CTC admissions requirements as published 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 documents, and dual credit/early admissions 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. Only complete packets will be accepted. Students are required to provide their social security number on their admission application. Student will not be permitted to register for classes until a social security number is provided. If a student is not a U.S. Citizen or Permanent Resident and does not have a valid social security number, the student’s State Approved Alternative Student ID is required. For FAST eligible students, KISD must provide the student’s Texas Student Data System (TSDS) Unique Identifier.

Students working toward 60 credit hours must be enrolled in an Interdisciplinary Studies degree plan or approved Associate of Science degree plan and may not exceed 60 hours. Under special circumstances. Dual Credit eligible students may be allowed to continue dual credit program to earn more than 60

credits with prior signed, written permission from CTC and the ISD. Students are limited to courses outlined in Exhibits A-B. Only courses listed as approved in this document are qualified as dual credit courses for STEM Academy. Students may be permitted to take summer school courses at CTC or on a KISD campus for high school credit recovery/advancement based on the director and Assistant Superintendent for Curriculum and Instruction. 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, so long as they are not FAST eligible. Non-eligible FAST Students will be responsible for payment of tuition and books for courses taken outside the regular ISD enrollment (concurrent enrollment courses) directly with Central Texas College.

For online instruction, 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 as per faculty requirements. Students that do not adhere to the policy are subject to being dropped. For face-to face instruction, students receive appropriate grade for work completed during the course.

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct sanctions are administered in accordance with policy and procedures set forth in the current CTC Course Catalog.

CTC will work with KISD staff regarding issues of campus safety and behavior requirements. CTC shall be the final decision maker as to the student's eligibility to remain on the CTC campus in issues of safety and security. Students must adhere to the requirements, policies and procedures as set forth in current CTC Student Handbook, CTC Course Catalog, and CTC Safety Policies & Procedures Manual.

K. DCA Transcription of Credit – High school and college credit will be transcribed upon receipt of grades from the instructor.

L. DCA Funding and Payment – Killeen ISD will claim all student 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. Courses which are considered eligible for Dual Credit funding and payment must be listed in the Exhibits provided as part of this agreement.

L.1. 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. KISD costs for tuition is zero. 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.

L.2. 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 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 Administrative 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.

STEM Academy dual credit students who are licensed and insured drivers and who have been issued a CTC parking permit may park on the CTC campus without charge.

- M. 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.
- N. Term** – 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 is terminated in whole or in part by either party providing a full 120-day 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. At the time of notice of such termination, both parties should immediately cease to enroll students beyond the final term in which students are then enrolled.

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.

O. DCA Assigned Contact

The Killeen ISD contact for students attending school at the CTC campus is the Director for STEM Academy.

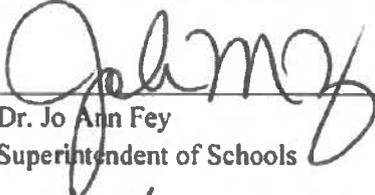
The CTC contact for students attending school at the CTC campus is the CTC STEM Coordinator.

CENTRAL TEXAS COLLEGE

KILLEEN INDEPENDENT SCHOOL DISTRICT



Ted Gonzalez
Vice Chancellor, Finance and Administration



Dr. Jo Ann Fey
Superintendent of Schools

7/30/2024

Date

7/30/2024

Date

Central Texas College and Killeen ISD
Exhibit A
STEM42 Dual Credit Courses 2024-2025

For STEM42 Students – These students are limited to taking no more than 46 credit hours.

STEM42 students are taking coursework aligned with the Multidisciplinary and/or STEM endorsement areas.

Courses toward an Associate of Arts Degree in Interdisciplinary Studies

| College Course Description | College Course | Credit Value | High School Description | Credit Value |
|--|--|--------------|--|--------------|
| Suggested Grade 9 | | | | |
| Learning Framework | EDUC 1100 | 1 | AVID I | 1 |
| Suggested Grade 10 | | | | |
| Public Speaking or Business and Professional Communication | SPCH 1315 or SPCH 1321 | 3 | Speech (English IV) | 0.5 |
| Creative Arts – Fine Arts Appreciation | HUMA 1315 | 3 | Fine Arts | 1 |
| College Algebra | MATH 1414 | 4 | Independent Studies MATH College Algebra | 4 |
| Suggested Grade 11 | | | | |
| Composition I and II | ENGL 1301 and ENGL 1302 | 6 | English III DC | 1 |
| United States History | HIST 1301 and HIST 1302 | 6 | US History DC | 1 |
| Government and Political Science | GOVT 2306 | 3 | HS Elective (0.5) | 0.5 |
| Life and Physical Science Options | BIOL 1406 and BIOL 1407 BIOL 1408 and BIOL 1409 | 8 | Scientific Research & Design Biology | 1 |
| Suggested Grade 12 | | | | |
| Social & Behavioral Science | ECON 2301 | 3 | Economics | 0.5 |
| Government | GOVT 2305 | 3 | Government DC | 0.5 |
| Language/Philosophy/Culture | ENGL 2322/2327/2328 | 3 | English IV | 0.5 |
| | | | | |

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.

Central Texas College and Killeen ISD
Exhibit B
STEM60 Dual Credit Courses 2024-2025

For STEM60 Students – These students are limited to taking no more than 60 credit hours.

STEM60 students are taking coursework aligned with the Multidisciplinary and/or STEM endorsement areas.

Associate of Arts degree in Interdisciplinary Studies

| College Course Description | College Course | Credit Value | High School Description | Credit Value |
|--|---|--------------|--|--------------|
| Suggested Grade 9 | | | | |
| Learning Framework | EDUC 1100 | 1 | AVID I | 1 |
| Suggested Grade 10 | | | | |
| Public Speaking or Business and Professional Communication | SPCH 1315 or SPCH 1321 | 3 | Speech (English IV) | 0.5 |
| Creative Arts – Fine Arts Appreciation | HUMA 1315 | 3 | Fine Arts | 1 |
| College Algebra | MATH 1414 | 4 | Independent Studies MATH College Algebra | 4 |
| Suggested Grade 11 | | | | |
| Composition I and II | ENGL 1301 and ENGL 1302 | 6 | English III DC | 1 |
| United States History | HIST 1301 and HIST 1302 | 6 | US History DC | 1 |
| Government and Political Science | GOVT 2306 | 3 | HS Elective (0.5) | 0.5 |
| Life and Physical Science Options | BIOL 1406 and BIOL 1407 or BIOL 1408 and BIOL 1409 or CHEM 1411 and CHEM 1412 | 8 | Scientific Research & Design Biology or Chemistry Option | 1 |
| Suggested Grade 12 | | | | |
| Social & Behavioral Science | ECON 2301 | 3 | Economics | 0.5 |
| Government | GOVT 2305 | 3 | Government DC | 0.5 |
| Language/Philosophy/Culture | ENGL 2322/2327/2328 | 3 | English IV | 0.5 |
| Elective Options | | | | |
| <i>Students may select 18 semester credit hours from the list below.</i> | | | | |
| BCIS 1305, BIOL 1322, BIOL 1411, BIOL 1413, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2420, BIOL 2421, CHEM 1411, CHEM 1412, <i>GHEM 2423**</i> , <i>GHEM 2325**</i> , COSC 1301, COSC 1315, COSC 1336, COSC 1337, COSC 2325, COSC 2336, EDUC 1100, EDUC 1301, EDUC 2301, ENGL 2322, ENGL 2327, ENGL 2328, ENGR 1201, ENGR 2301, ENGR 2302, ENGR 2305, ENGR 2332, ENVR 1401, GEOL 1403, GEOL 1404, GEOL 1405, MATH 1342, MATH 1350, MATH 1351, MATH 2412, MATH 2413, <i>MATH 2320**</i> , <i>MATH 2414**</i> , <i>MATH 2415**</i> , PSYC 2301, PSYC 2308, PSYC/2314, PSYC 2315, PHYS 1401, PHYS 1402, PHYS 1415, PHYS 2425, PHYS 2426, SOCI 1301, SPCH 1315, SPCH 1321 | | | | |

**Denotes courses not eligible for state funding.

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.

CENTRAL TEXAS COLLEGE

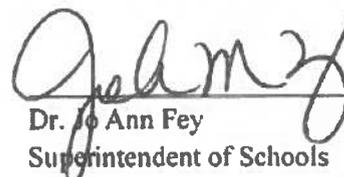


Ted Gonzalez
Vice Chancellor, Finance and Administration

7/30/2024

Date

KILLEEN INDEPENDENT SCHOOL DISTRICT



Dr. Jo Ann Fey
Superintendent of Schools

7/30/2024

Date

**Central Texas College and Killeen ISD
Exhibit C**

**Central Texas College
Disability Support Services (DSS)
Building 215, Room 111
(254) 526-1195/1863/1822; 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 eTrieve. 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

**Central Texas College and Killeen ISD
Exhibit D**

**ISD Absence Form for Central Texas College Courses
(One form per course)**

High School _____ Event _____

| | | |
|--------------------|--------------------|-------------------------------|
| Date | Time | Course & Section # |
| Example: 9/26/2024 | Example: 9:00 a.m. | Example: ENGL 1301 TM001 |

| | | |
|--|--|--|
| | | |
| | | |

Note: It is solely the student's responsibility to obtain the high school counselor's signature first, and then to turn in the form to his/her CTC instructor for signature no less than one week prior to the intended absence. The instructor will return the completed form to the student to turn in to the high school counselor.

Central Texas College Class Attendance Policy

Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting and in the course syllabus.

- Students are required to be in class on time. Instructors may choose to lower a student's grade because of tardiness or absences. Excessive tardiness or absences is disruptive to the educational process.
- Documentation is required to authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.

For more information see CTC Catalog.

A. High School Counselor Signature of Confirmation:

Signature: _____ Date: _____

Print name: _____ Email: _____ Phone# _____

B. Student Signature:

Signature: _____ Date: _____

Print name: _____ Email: _____ Phone# _____

C. CTC Instructor Signature:

Signature: _____ Date: _____

Print name: _____ Email: _____ Phone# _____

Is there a test/major assignment administered on this day? Yes ___ No ___

Can the test/major assignment be made up? Yes ___ No ___

CTC Instructor Comments:
