

CENTRAL TEXAS COLLEGE  
COVE CHARTER ACADEMY  
DUAL CREDIT AGREEMENT 2021-2022

A. This agreement is made August 4, 2021, between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as “CTC” and Cove Charter Academy, a private high school, 2205 FM 3046 Copperas Cove, Texas, 76522 hereinafter referred to as “CCA”.

B. Upon approval by the Texas Education Agency, the purpose of this Agreement is to approve the mechanism for the establishment of a dual credit partnership between CTC and the CCA. The DCA is defined as an agreement between CTC and CCA that sets forth 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, thus accelerating the transition from high school to post-secondary education. Dual credit is also referred to as concurrent course credit; the terms are equivalent. The terms “faculty” and “instructor” are used interchangeably.

C. This agreement 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. CCA Role and Responsibilities:

1. CCA will provide classroom space, equipment and other peripherals on its campus as needed and applicable to enhance the online education process.
2. All instructional materials, such as books, handouts, calculators, etc., will be provided by CCA.
3. CCA will purchase course material and pay tuition to CTC as outlined in this agreement and shall pay all invoices received by CTC for funds owed under this agreement within thirty (30) calendar days of the date of the invoice.
4. Student transportation will be solely provided and paid for by CCA.
5. CCA will adhere to CTC’s spring and fall start and end dates.

E. CTC’s Role and Responsibilities:

1. CTC will hire all instructors to teach the courses subject to the terms of this agreement
2. CTC will ensure that instructors and the curriculum meet the requirements of CTC, SACSCOC and the THECB.

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. All instructors paid by CTC will be obligated to sign a CTC adjunct instructor Part-Time Employment Agreement.

4. CTC will provide classroom space, equipment and other peripherals on its campus as needed and applicable to enhance the education process.

5. CTC will ensure that all dual credit courses, whether taught at CTC or online 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 dual credit courses will be sufficient to ensure student success in subsequent courses.

6. CTC will provide academic and college support services to students as outlined in H.6. below.

7. CTC will bill CCA for each student at CTC's current in-district tuition rate. The invoice will be delivered to CCA via mail before the class end date. In the event any student is unable to complete a course during a semester or term and officially withdraws from the course(s), CTC will refund CCA in accordance with CTC's standard tuition and fee refund policy.

F. CTC and CCA 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 program shall be made readily available by both CTC and CCA through their marketing materials to include student handbooks, rack cards, and shall also be available on a designated dual credit page on the Central Texas College website, [www.ctcd.edu](http://www.ctcd.edu).

H. Under this agreement the following conditions must be met in order for the student to receive college credit at CTC:

1. CTC Eligible Courses and Degree Programs:

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 to CCA will be amended annually by CTC as necessary, and are attached to this document and shall be incorporated herein as they are amended. CTC shall present the list of offered courses to CCA no later than 5 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. Students who are taking CTC courses on a full-time status may be able to complete the associate degree within two years. Eligible students may be allowed to continue in the program to earn more than 60 credits with prior signed, written permission from CTC and CCA

## 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- 9. 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.

## 3. Location of Classes:

CTC offers dual credit courses to CCA students at the CTC Central Campus and by electronic means through CTC distance learning. CCA will provide use of a computer lab at their campus for completion of CTC distance learning coursework.

## 4. Student Composition of CTC Classes:

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 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, Obligations, and Pay:

CTC shall make all faculty teaching assignments and faculty may be assigned to teach on CTC Central Campus or through CTC distance learning. All faculty must meet the minimum requirement of the Southern Association of Colleges and Schools, Commission on Colleges and institutional requirements. All faculty approvals will be determined by the appropriate CTC administrator following the approval procedures outlined in *CTC Instructor Qualification and Approval Procedures*, CTC Human Resources Policy #160. CTC shall evaluate dual credit faculty using the same procedures used for faculty at the CTC Central Campus.

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

All faculty will conform to all CTC policies and procedures.

All faculty will ensure dual credit courses held at CCA meet the contact hours required and that extracurricular activities do not interfere with students completing the required contact hours.

A. Adjunct Instructors (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. Failure to do so will result in the following consequences:

1. The first time it happens the instructor will receive a warning.
2. The second time it happens, the instructor will finish the current semester but will no longer teach college courses taught for dual credit.

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

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

G. Attend trainings provided by the Public Education department and CTC.

H. Complete all mandated online training by the due date. Failure to do so will result in not being rehired to teach a dual credit course.

I. Communicate with dual credit students through CTC email only.

J. Must attend the adjunct faculty training at the beginning of each semester. (Two options will be offered, and faculty must attend one of the two meetings.)

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.

CTC Academic advising will be available to all students throughout their enrollment with Central Texas College. In addition, all CTC support services, such as the library services, tutoring, etc. are offered to students, with the goal being the student successfully completing the dual credit courses.

All students are required and expected to maintain the highest standards of academic honesty in preparation of all coursework and during examinations. Students guilty of academic dishonesty will be subject to CTC disciplinary action consistent with CTC's policies on academic misconduct, which may include a failing grade, and/or suspension or expulsion.

CTC Disability Support Services: Disability support services are available to 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 CCA may not be consistent with such support services offered at the college level.

7. Before enrollment, the student must obtain signed written approval from parent/guardian and high school counselor for each new course enrollment request.

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.

8. The student must submit a CTC application with high school transcript, qualifying test scores, registration form, release of information form, and dual credit application. In addition, the student must complete the dual credit application each semester that they enroll in dual credit courses.

9. Transcribing of Credit:

High school and college credit will be transcribed 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.

10. Sources of Funding for Tuition, Transportation, Textbooks, and Payment

CCA will claim all students in Average Daily Attendance for purposes of state aid. CTC will claim all other funding for all students receiving college credit in dual credit courses.

Tuition & Textbooks: CTC will bill CCA for each student at CTC's in-district tuition rate. Invoices shall be delivered to CCA via mail before the class end date. All invoices are to be paid by CCA within 30 calendar days of the date of the invoice.

In the event any CCA student is unable to complete courses during a semester or term and officially withdraws from the course(s), CTC will refund CCA in accordance with CTC's standard tuition and fee refund policy.

11. 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.

12. Data Sharing: Student data shall be provided by CCA to CTC and data shall be provided by CTC to CCA. Items a-f lists information needed. The data shall be provided in the following format: Either Microsoft Excel or Access.

CCA will provide:

- a. Enrollment information for all students:
  1. First Name, Last Name, Middle Initial;
  2. Social Security Number (SSN) and/or CTC ID or other student record identifier;
  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

13. 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.

I. Term: This agreement shall commence upon the date of its execution and shall continue until such time as the agreement is terminated.

J. Termination: This agreement 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 dual credit 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 a dual credit program under this agreement.

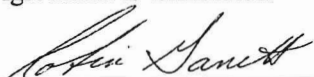
K. To the extent permitted under Texas law and without waving any defenses including governmental immunity, each party to this agreement agrees to be responsible for its own acts or failure to act, including acts of negligence, which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this agreement or any of its activities or from any act or omission of any employee or invitee of the parties of this agreement. The provisions in this paragraph are solely for the benefit of the parties to this agreement 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 agreement shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.

N. This agreement contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This agreement may be revised or modified in any fashion only by signed written agreement between the parties.

This agreement is executed at Killeen, Texas, on the date of the last signature herein. This Agreement supersedes all prior agreement(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.

  
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Robin Garrett, Deputy Chancellor,  
Academic and Student Success  
Central Texas College

6/16/2021  
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Date

  
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Dr. Scott Moger, Superintendent,  
Priority Charter Schools  
Cove Charter Academy

8-4-21  
\_\_\_\_\_  
Date

**Central Texas College**  
**Cove Charter Academy Comprehensive Listing of**  
**Courses**  
**Maintenance Technology Career Field and Interdisciplinary Studies**  
**Business Industry Endorsement**

CTC Course	Credit Awarded	High School Course	Credit Awarded
BIOL 1408 Biology for Non-Science Majors I	4	Biology A 03010200	0.5
BIOL 1409 Biology for Non-Science Majors II	4	Biology B 03010200	0.5
CNBT 1446 Construction Estimating I	4	Construction Management I 13004900	0.5
COSC 1301 Introduction to Computing	3	Business Information Management I 13011400	1.0
CRPT 1429 Introduction to Carpentry	4	Principals of Manufacturing 13032200	0.5
CRPT 1423 Floor Systems	4	Building Maintenance Technician I 13005400 (Semester A)	0.5
CRPT 1411 Roof Systems	4	Building Maintenance Technician II 13005400	0.5
CRPT 1415 Wall Systems	4	Building Maintenance Technician I (Semester B) 13005400	0.5
ELPT 1411 Basic Electrical Theory	4	Electrical Technology I 13005600	0.5
ELPT 1429 Residential Wiring	4	Electrical Technology II 13005700	0.5
ECON 2301 Principles of Macroeconomics	3	Economics 03310300	0.5
ENGL 1301 Composition I	3	English III A 03220300 English IV A 03220400	0.5 0.5
ENGL 1302 Composition II	3	English III 03220300 English IV A 03220400	0.5



ENGL 2322 British Literature I	3	English IV A 03220400	0.5
ENGL 2323	3	English IV B 03220400	0.5
GOVT 2305 Federal Government	3	U.S. Government 03330100	0.5
HIST 1301 United States History I	3	US History A 03340100	0.5
HIST 1302 United States History II	3	US History B 03340100	0.5
HUMA 1315 Fine Arts Appreciation	3	Art Appreciation 03500110	0.5
KINE Physical Activity Course	1	Foundations of Personal Fitness PES000052	0.5
MATH 1332 Contemporary Math	3	Advanced Quantitative Reasoning 03102510	1.0
MBST 1507 Masonry I	5	Masonry Technology I 13006300	0.5
PHIL 1301 Introduction to Philosophy	3	Special topics in Social Studies 03380072	0.5
PFBP 2409 Residential Construction Plumbing I	4	Plumbing Technology I 13006000	0.5
PFPB 2445 Residential Construction Plumbing II	4	Plumbing Technology II 13006100	0.5
PSYC 2301 General Psychology	3	Psychology 03350100	0.5
SOCI 1301 Introduction to Sociology	3	Sociology 03370100	0.5
SPCH 1315 Public Speaking	3	Professional Communications 13009900	0.5
WDWK 1413 Cabinet Making I	4	Mill & Cabinetmaking Technology Semester A 13005300	0.5