



Partnership Agreement
Central Texas College
and Killeen Independent School District
2024-2025

The purpose of this Agreement is to approve the mechanism for the establishment of a dual credit partnership between Central Texas College (CTC) and Killeen Independent School District (KISD) 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. The institutions named above seek to expand access to higher education and workforce training in their local communities through college credit, certificate, or non-certificate courses agreed upon by the institutions. Both parties agree to adhere to the policies and procedures of each organization, to work expediently to resolve any situations in which the institutional policies or procedures may conflict, and to review the relationship represented in the Agreement each year. This agreement pertains to Memorandums of Understanding for all dual credit programs established between both parties.

Dual Credit Program Definitions

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.83.

Dual credit is defined as a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, applicable sections of these rules, §4.84(a) and §4.85(a), (b), (g), (h), (i) of this title (relating to Dual Credit Partnerships), apply irrespective of location or mode of delivery. Dual credit is also referred to as concurrent course credit; the terms are equivalent.

Dual Enrollment - Rule 4.83(8); (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.

Early College Program refers to a program developed via an institutional agreement in partnership between a public institution of higher education and high schools or school districts in which a student enrolls in courses that are part of a defined sequence of courses leading to a Board-approved certificate, AA, AS, or AAS degree program as defined in *Title 19, Part 1, Chapter 9, Rule 9.1- Definitions of Texas Administrative Code*.

STATEWIDE DUAL CREDIT GOALS

Reference: Texas Education Code; Section 28.009; (b-1) and (b-2)

As required by HB 1638 (85th Legislature, Regular Session) and codified in the Texas Education Code, Sec. 28.009, the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) collaboratively developed statewide goals for dual credit programs in Texas. These goals provide guidance

to institutions of higher education (IHEs) and independent school districts (ISD's) on components that must be in place to ensure that quality dual credit programs are provided to Texas high school students.

Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

CTC and KISD alignment:

- CTC will hold an annual counselor's meeting that will provide the latest information regarding dual credit best practices, upcoming deadlines, legislative requirements, and CTC policies affecting dual credit learners.
- CTC will provide Dual Credit Information Sessions at the high school or college campus for parents and potential students. Information sessions will include information about the benefits and potential consequences of dual credit.
- KISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.
- CTC and KISD will post the Partnership Agreement and Memorandum of Understanding that reflect the most current dual credit program information, including enrollment and policy information on their website.
- CTC and KISD will hold Dual Credit (DC) meetings (alternating locations) that allow IHE and ISD staff to collaboratively address any ongoing dual credit issues and to further align dual credit goals. The DC meetings will be scheduled at least once per quarter.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

CTC and KISD alignment:

- CTC will provide semi-annual Dual Credit Orientation Sessions at the high school or college campus for parents and registered students. Orientation sessions will include information about CTC student policies, best practices for successful adaptation to college curriculum, and e-learning orientation to assist student access to provided online portals and student support.
- KISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

CTC and KISD alignment:

- CTC will provide an online service for student advising access and support for all dual credit students once the student reaches 15 college credit hours. CTC will provide virtual or in-person advising once per semester.
- CTC and KISD will collaborate to provide (1) Dual Credit Pathways guides that align high school pathways (endorsements), including dual credit courses, with Central Texas College academic or career and technology certificates and degree programs, (2) program maps showing a clear pathway to completion, further education, and employment in fields of importance to the region, and (3) transfer pathways developed by the THECB or transfer institutions, to optimize the applicability of earned college credit.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

CTC and KISD alignment:

- CTC endeavors to ensure quality and rigor of all college credit courses by upholding SACSCOC accreditation standards in hiring of faculty.
- All college faculty are evaluated every three years by the relevant department chair in accordance with the college's policy, located in Central Texas College's Administrative Regulations.
- All students have an opportunity to provide feedback by completing an online and end-of-course evaluation for each enrolled course.

STUDENT ELIGIBILITY

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

A high school student is eligible to enroll in academic dual credit courses if the student:

1. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.57* of this title (relating to the College Ready and Adult Basic Education (ABE) Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.56* of this title (relating to Assessment Instrument); or
2. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.54* of this title (relating Exemptions, Exceptions, and Waivers).
3. A student while in high school is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
 - A. Courses that require demonstration of TSI college readiness in Writing and Reading:
 - i. if the student achieves a minimum score of 4000 on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
 - ii. if the student achieves a combined score of 460 on the Evidenced-Based Reading and Writing (EBWR) test of the Redesigned PSAT/NMSQT exam.
 - iii. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - B. Courses that require demonstration of TSI college readiness in mathematics:
 - i. if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and a passing grade in the Algebra II course; or
 - ii. if the student achieves a score of 510 on the mathematics test of the Redesigned PSAT/NMSQT exam; or
 - iii. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or mathematics score of 431 on the ACT-Aspire.
4. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level I certificate program, or a program leading to a credential of less than a Level I certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.

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 KISD. Central Texas

College will only enroll students in concurrent or dual credit courses in accordance with the fully completed application and dual credit advising plan, signed by ISD staff and reviewed by CTC. CTC staff will contact the respective KISD point of contact for approval of any changes requested by the student or the college.

Students may add courses during the official add/drop period.

Students may drop courses up to the designated census date for the course, and the dropped course will not be reflected on the student's transcript.

After the designated census date for the course, students may withdraw from the course up to the established withdrawal date with KISD approval. Withdrawals are reflected on the student's transcript.

The policies and procedures for late registration in distance learning courses are published in CTC's course catalog. The course catalog is available online at www.ctcd.edu.

A student requesting to enroll in more than the maximum course load must have at least a 2.0 grade point average and receive approval from either the Dean of Academic Instruction or the Dean's designee. Reference CTC's Course Catalog for maximum course load procedures.

TSI Test Exemptions and Waivers

TSIA2	None		English Language Arts and Reading 945+ w/5+ essay OR 910+ w/Diag 5+ w/Essay5+	950+OR below 950 w/Diag 6
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Exemption Scores (minimum scores listed)

Test	Combined/Composite Requirement		Exempts English Language Arts and Reading	Exempts TSI Math
ACT (2/15/2023 and After)	None		English and Reading: 40	Math: 22
SAT (3/5/2016 and After)	None		Evidenced-Based Reading/Writing: 480	Math: 530
STAAR EOC	None		English III: Level 2 (4000)	Algebra II: Level 2 (4000)

Temporary Waivers for Dual Credit Enrollment (minimum scores listed)

Student must pass college class before graduating from high school in order to be TSI complete.

Test	Combined/Composite Requirement		Waives TSI English Language Arts and Reading	Waives TSI Math
ACT-Aspire	None		English: 435	Math: 431
PLAN	23	AND	English: 19	Math: 19

PSAT/NMSQT (After 10/15/2015)	None	English: 460	Math: 510
STAAR EOC	None	English II EOC: 4000	Algebra I EOC: 4000 and Algebra II Course \geq 70%

Non-Testing Exemptions

A student who has graduated with an associate or baccalaureate degree from an institution of higher education

A student who transfers to an institution from a public, private, or independent institution of higher education or accredited out of state institution of higher education and who has satisfactorily completed college level coursework as determined by the receiving institution

A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in math, institutions may choose to require prep coursework/interventions for Algebra intensive courses.

A student who is serving on active duty as a member of the armed forces of the United States or the Texas National Guard

A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

FACULTY SELECTION, SUPERVISION, AND EVALUATION

Reference: Texas Administrative Code: Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

1. The college shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college. Approval procedures outlined in CTC Instructor Qualification and Approval Procedures, Human Resources Policy # 160 will be followed.
2. The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.
3. Faculty must report absences to their respective department chair. CTC will make every effort to find a substitute. All Substitutes must meet the established minimum qualifications.
4. Faculty must ensure dual credit courses held at KISD meet the contact hours required and that extracurricular activities do not interfere with students completing the required contact hours.
5. Dual Credit Faculty
 - A. Be credentialed and hired at sole discretion of CTC.
 - B. Provide students the course syllabus on the first day of class.
 - C. Maintain college-level rigor of the course.
 - D. Follow the curriculum provided by CTC.
6. Alert the department chair immediately if there is an issue with equipment or text books.
7. Follow the protocol for communicating with the department chair on any grading or student conduct items.
8. Submit rosters and grades on time.

9. Check rosters daily to ensure all students in the class are on the college roster. Report discrepancies immediately to the Dual Credit Programs office.
10. Maintain communication with the department chair throughout the semester.
11. Attend trainings provided by the Dual Credit Programs department and CTC.
12. 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.
13. Communicate with dual credit students through CTC email.
14. Attend Faculty Preservice at the beginning of fall semester. Attend Faculty Inservice at the beginning of spring semester.

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

LOCATION AND STUDENT COMPOSITION OF CLASSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

1. Dual credit classes may be taught on the college campus, on the high school campus, or via distance online learning. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance. In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically.
2. Dual credit courses may be composed of dual credit students only or of dual and college credit students. See Memorandum of Understanding for program specific details.

ELIGIBLE COURSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

1. Courses offered for dual credit by public two-year associate degree-granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as a college-level workforce education course in the current edition of the Workforce Education Course Manual adopted by the Board.
2. A college course offered for dual credit must be:
 - A. In the core curriculum of the public institution of higher education providing the credit;
 - B. A career and technical education course; or
 - C. A foreign language course
 - i. This provision does not apply to a college course for dual credit offered as part of an approved early college education program established under TEC Section 29.908 or an early college program as defined in this Subchapter.
 - ii. Any college course for dual credit offered as part of an early college program as defined in this subchapter must be a core curriculum course of the public institution of higher education providing the credit, a career and technical education course, a foreign language course, or a course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program, or FOSC, or POSC.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. A course that is approved for dual credit must be listed in the Exhibit Course List incorporated into the agreement to be eligible for Financial Aid for Swift Transfer (FAST), and meet the criteria identified in *Texas Education Code; Title 2; Subtitle F; Chapter 28; Subchapter A; Section 28.0095*.

Courses offered for dual credit to KISD will be amended annually as necessary and are included in each Memorandum of Understanding. KISD will ensure that the registered courses for students are in the students' Individual Graduation Plan. KISD will ensure approved CTC courses count toward required credit for high school graduation. KISD agrees to provide a list of college courses students intend to enroll in no later than February first (1) for the following school year so CTC can ensure appropriate and sufficient faculty is available.

COURSE CURRICULUM, INSTRUCTION, AND GRADING

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

The college shall ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class. See Memorandum of Understanding for program specific details.

ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

1. Academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, and academic misconduct.
2. Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded college students on the main campus. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.
3. Academic misconduct sanctions are administered in accordance with policies and procedures as set forth in the current CTC course catalog.

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, and the form entitled dual credit/early admission advising plan. In addition, the student must complete the dual credit/early admission advising plan for each semester they enroll in dual credit courses. See Memorandum of Understanding for program specific details.

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.

TRANSCRIPTING OF CREDIT

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

Dual credit courses, high school, as well as college credit will be transcribed upon receipt of grades from the instructor.

DATA SHARING

A portion of the relevant student data shall be provided by KISD. The data shall be provided in the following format: Either Microsoft Excel or Access.

KISD will provide:

- A. Enrollment information for all students:
 1. First Name, Last Name Middle Initial;
 2. Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, then the CTC ID or other student record identifier may be used.
 3. Date of Birth (DOB);
 4. TSDS Texas Student Data System 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.
- 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

FUNDING

Reference: Texas Administrative Code: Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85

1. The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
2. The college may only claim funding for students getting college credit in the core curriculum, career and technical education, the THECB program of study and foreign language dual credit courses. This provision does not apply to students enrolled in approved early college education programs under TEC 29.908

KISD will claim all students in Average Daily Attendance for purposes of state aid. CTC will claim all other funding for all students enrolled at the time of certification in dual enrollment 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 for tuition, fees, and books for up to 60 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 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.

Student Reimbursement: 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. 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. KISD will be responsible for providing appropriate instructional materials as outlined in the syllabus. Invoices to KISD are payable net 30 days. For any and all refunds where a student has to withdraw from a course or program CTC's standard refund policy will apply. See Memorandum of Understanding for program specific details.

GRADING SCALE

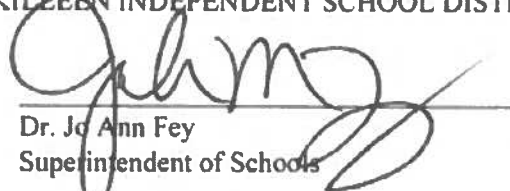
Numeric Final Grade from CTC	Grade Assigned in KISD System
90-100	Student will receive numerical grade (90-100) assigned by CTC instructor
80-89	Student will receive numerical grade (80-89) assigned by CTC instructor
70-79	Student will receive numerical grade (70-79) assigned by CTC instructor
60-69	Student will receive a grade of "CP" to indicate he/she earned a passing grade on the college's grading scale.
59 and below	Student will receive a numerical grade (59 and below) assigned by CTC Instructor

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