

CENTRAL TEXAS COLLEGE & LOMETA SCHOOL DISTRICT  
DUAL CREDIT AGREEMENT  
2024-2025

This Dual Credit Agreement (hereinafter referred to as “Agreement”) is made and entered into by and between the Central Texas College, at 6200 W Central Texas Expy, Killeen, TX 76549, (hereinafter referred to as “CTC”), and LOMETA ISD, located at 100 N. 8<sup>th</sup> St, Lometa, Texas 76853 (hereinafter referred to as “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 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.

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.

**1.1 -DCA Eligible Courses**

Only college-level academic courses in CTC’s core curriculum, Texas Higher Education Coordinating Board’s field of study, and career and technical education courses that apply to a certificate or associate’s degree offered by CTC provided (a) courses are in the Workforce Education Course Manual and (b) courses with the following rubrics listed in the Lower-Division Academic Course Guide Manual: ACCT, AGRI, BCIS, BUSI, COSC, CRIJ, ENGR, and RNSG.

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

**1.2- DCA Student Eligibility**

Student eligibility is 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. 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 ISD. Central Texas College will only enroll students in dual credit courses in accordance with the completed application, signed by ISD staff. CTC staff will contact the ISD counselor for approval of any changes requested by the student or the college. Students who are Dual Enrollment (concurrent enrollment) who wish to take courses not listed in this agreement (see Exhibit A) are subject to all tuition, fees and instructional material costs.

#### 1.3- DCA Location of Class

CTC offers dual credit courses to ISD at its high school campus or by electronic/virtual means only. ISD will provide classroom space for instructional course work for CTC at the following high school address: 100 N. 8<sup>th</sup>, Street, Texas.

#### 1.4- 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

Each course will be taught by an instructor approved by Central Texas College. Faculty members must meet the minimum requirements of CTC and the Southern Association of Colleges and Schools, Commission on Colleges and CTC 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 procedures used for faculty at the Central Campus.

Every instructor will need to go through the entire SB9 Certification process at Texas Department of Public Safety. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment.

All faculty teaching college courses for dual credit are expected to teach assigned courses, with the same level of rigor as a regular college course, according to approved CTC course syllabi, using the standard CTC course materials, and learning outcomes associated with the course. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85(f)]

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

##### A. Adjunct Instructors (Dual Credit Faculty):

1. Be credentialed and hired at the 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. roster. Report any discrepancies immediately to the CTC Site Director.
  - E. Maintain communication with the department chair throughout the semester.
  - F. Attend trainings provided by the CTC Site Director and CTC.
  - G. Complete all mandated online training by the due date. Communicate with dual credit students through CTC email or Blackboard.
  - H. 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.)

#### 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 or by non- ISD instructors to designated ISD campus staff for students assigned to that campus only, based on the grade reporting calendar, as provided by ISD. If an instructor misses 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. Grade changes will be reported by student name and course. CTC and 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.

#### 1.07-DCA Academic Policies and Student Support Services

The student must meet all CTC admissions requirements as published in the current CTC course catalog. The student must obtain approval from parent/guardian and high school counselor for each new course enrollment request before enrollment.

The student must submit a CTC application with high school transcript, qualifying test scores, 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 courses listed as approved in this document are qualified as dual credit courses. 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; preferably two activities. Students that do not adhere to the policy are subject to being dropped.

Students are required to provide their valid social security number on their admission application. If student is not a U.S. citizen or permanent resident, student must provide the state-approved alternative student identification number. Refer to 1.12-Data Sharing for additional information the high schools are required to provide.

#### 1.08-DCA Transcription of Credit

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

#### 1.09-DCA Funding and Payment

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.

**FAST Eligible Students:** Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. Fast eligible students shall not be responsible for tuition or book fees only. 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. There is no cost to ISD for tuition regarding FAST eligible students. ISD 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. Invoices billed to ISD are payable net 30 days.

**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. ISD will be billed per student for tuition, fees, and books for up to 60 credit hours over the course of the student's high school enrollment as approved by ISD. If the ISD does not cover tuition costs, tuition and books will be the responsibility of the non-FAST eligible student. 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.

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: ISD at its sole discretion may choose to require reimbursement from any ISD 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.

All instructional materials, such as books, handouts, calculators, computers for online learning, etc, will be provided by the ISD.

ISD is responsible for all costs of transportation of students as required under this DCA.

#### 1.10-Services for Students with Disabilities

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

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

#### 1.11-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.

#### 1.12-Data Sharing: Student records transferred between CTC and the ISD shall remain the sole

property of the institution that created the records. Data that is transferred must be used consistent with the Family Educational Rights and Privacy Act (FERPA), HIPAA, and the ISD and CTC policies and procedures for managing student education records and other confidential information.

Data shall be provided by ISD to CTC and data shall be provided by CTC to ISD. Information needed is listed in section 1.12 a-g. All information will be provided in a timely manner to meet reporting deadlines set-forth by the Texas Higher Education Coordinating Board.

The ISD 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, provide the state-approved alternative student identification number.
  - 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
- g) Texas Student Data System (TSDS) Unique ID

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

This Agreement may be terminated in whole or in part by either party providing a full 120 days notice in writing to the other party. Such notice shall be sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to students already enrolled, until such time as those students have completed their respective courses.

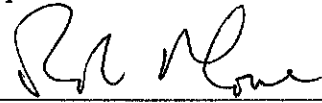
This DCA is executed at Killeen, Texas on the day and year above mentioned. This Agreement supersedes any prior DCA(s), shall commence upon the date of execution, and continue until such time as the Agreement is terminated.

Central Texas College



Dr. Robin Garrett  
Vice Chancellor Academic and Student Success  
Central Texas College

Independent School District



Mr. Rob Moore  
Superintendent  
Lometa Independent School District

8/22/2024

Date

8/16/2024

Date

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

Interdisciplinary Studies (AA.IDS4)  
Associate of Arts Degree  
Endorsement Multidisciplinary Studies

College Course Options	Title Component Area	Credit Hours	High School Course	PEIMS	High School Credit
MATH 1314	College Algebra	3	Business Information Management I	1301140	1.0
MATH 1414	College Algebra	3	Principles of Business, Marketing & Finance	13011200	1.0
MATH 1342	Elementary Statistical Methods	3	Intro to Computer Programming Application	N1302812	1.0
SPCH 1315	Public Speaking	3	DC Public Speaking	3241200	.5
HUMA 1315	Fine Arts Appreciation	3	Art I, Art Appreciation	03500110	1
PSYC 2301	General Psychology	3	Psychology	03350100	.5

Course changes will be done on an annual basis.

**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



Dr. Robin Garrett  
Provost/Vice Chancellor, Academic and  
Student Success Central Texas College

8/22/2024

Date

Independent School District



Mr. Rob Moore  
Superintendent  
Lometa Independent School District

8-16-2024

Date

Exhibit B  
Central Texas College Disability Support Services (DSS)

### **DOCUMENTATION CRITERIA CHECKLIST**

**To qualify for 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, but documentation within the past 5 years will be reviewed on a case by case basis) 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.**