

## CENTRAL TEXAS COLLEGE DUAL CREDIT AGREEMENT

Agreement is made this August 24, 2017 between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as "CTC", and Richland Springs, Independent School District hereinafter referred to as "Richland Springs ISD".

The purpose of this Agreement is to approve the mechanism for the establishment of a dual credit partnership. The Dual Credit Agreement is defined as an Agreement between CTC and the secondary Richland Springs 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.

### 1.01 – DCA Eligible Courses

Only college level academic courses from the current edition of the Lower Division Academic Course Guide Manual (ACGM) and workforce education courses from the current edition of the Workforce Education Course Manual (WECM) that are found in the CTC course catalog, will be offered for dual credit. Courses considered remedial, developmental and/or orientation in content will not be considered for dual credit.

Courses offered for dual credit to Richland Springs ISD will be amended annually as necessary and are attached to this document.

### 1.02 – 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.

### 1.03 – DCA Location of Class

CTC offers dual credit courses to Richland Springs ISD at the CTC Central Campus located in Killeen, at the Richland Springs ISD high school campus and by electronic means. Richland Springs ISD will provide classroom space for instructional course work for CTC. Specialized facilities for courses such as Culinary Arts and Welding will be provided by Richland Springs ISD prior to the start of the courses. Facilities will include course-essential equipment and adequate work space.

#### 1.04 – DCA Student Composition of Class

Optimally dual credit courses will be composed of dual credit students. In those cases where there are insufficient dual credit enrollments for conducting the class, the students may be enrolled with mainstream college students, at the discretion of Richland Springs ISD. Exceptions for a mixed class, which would also include high school credit-only students, will be made using the criteria set forth in The Texas Administrative Code, Chapter 4, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, Section 4.85(d)1- 3.

#### 1.05 – DCA Faculty Selection, Supervision, and Evaluation

Each course will be taught by a mutually acceptable instructor. Faculty members must meet the minimum requirements of 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 shall supervise and evaluate instructors of dual credit courses using the same comparable procedures used for faculty at the central campus.

#### 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.

#### 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, registration form, release of information form, and dual credit/early admissions application. In addition, the student must complete the Dual Credit/Early Admissions application and registration form each semester that they enroll in dual credit courses.

Students are limited to two courses per semester (fall, spring, summer), unless additional criteria is met, as stated on the dual credit application.

#### 1.08 – DCA Transcribing of Credit

High school and college credit will be transcribed immediately upon a student's completion of the performance required in the course.

1.09 – DCA Funding and Payment

Richland Springs 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.

CTC will pay the CTC and Richland Springs ISD faculty for each section taught at Central Texas College's current part-time teaching rate.

Tuition will be either billed to Richland Springs ISD or paid by the student at time of registration, at the out-of-district rate. Instructional materials, such as books, calculators, etc., will be provided by Richland Springs ISD or purchased by the student, unless already included as part of a lab fee.

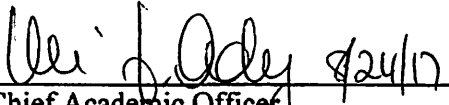
1.10 – DCA Accreditation and Standards

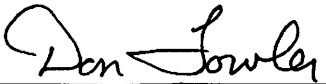
The educational partners to this agreement are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this agreement shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

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 thirty (30) 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.

  
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Chief Academic Officer  
Central Texas College

  
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Superintendent,  
Richland Springs Independent School District

**Central Texas College  
Richland Springs ISD  
Dual Credit Courses**

**Academic**

ENGL 1301  
ENGL 1302



MEMORANDUM OF UNDERSTANDING  
CENTRAL TEXAS COLLEGE  
AND  
RICHLAND SPRINGS INDEPENDENT SCHOOL DISTRICT  
COLLEGE PREP MATHEMATICS AND ENGLISH LANGUAGE ARTS COURSES  
2017 - 2018

This Memorandum of Understanding ("MOU") is entered into on August 24 2017, between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as "CTC", and Richland Springs Independent School District hereinafter referred to as "Richland Springs ISD".

The purpose of this Agreement is to establish a partnership between Richland Springs ISD and CTC to meet the requirements as mandated by The State of Texas to develop and provide courses in college preparatory mathematics and English language arts. Both parties agree to enter into a collaborative agreement to create seamless pathways for students to enter into college level work in mathematics and English Language Arts without further remediation as long as the student meets Texas State testing requirements at the end of the course.


1. **Scope of Services:** Richland Springs ISD and CTC agree to collaborate to develop and maintain developmental mathematics and English language arts courses that meet the terms of this agreement as outlined in the Support and Services section of this MOU. Richland Springs ISD and CTC will meet regularly to maintain the integrity of the program and to evaluate its effectiveness.

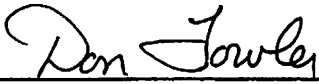
2. **Support and Services:** Richland Springs ISD and CTC agree to the following conditions:

- A. CTC agrees to the following in both mathematics and English language arts courses:
  - a. Share data and provide feedback regarding student success;
  - b. To ensure that students are counseled regarding all courses that require mathematics and English language arts and college readiness;
  - c. Grant Texas State testing requirements complete status to students who enrolled in the Richland Springs ISD developmental studies course(s) and meet testing requirements as outlined in sections E and F of this memorandum of understanding.
- B. CTC agrees to the following for the college preparatory mathematics course:
  - a. To provide the Student Learning Outcomes;
  - b. To provide the syllabi for the courses being offered;
  - c. To provide exams equivalent to the departmental final exams for the courses;

- d. To randomly check exams of students enrolled in this course to ensure proper grading procedures.
- C. CTC agrees to the following for the college preparatory English language arts course:
- a. To provide the Student Learning Outcomes;
  - b. To provide the syllabi for the courses being offered;
  - c. To provide exams equivalent to the departmental final exams for the courses;
  - d. To provide the types of essays required and the rubric for grading those essays;
  - e. To randomly check exams of students enrolled in this course to ensure proper grading procedures.
- D. Richland Springs ISD agrees to the following for both the mathematics and English language arts course:
- a. To provide highly qualified instructors for the courses being taught;
  - b. To identify students who are not college ready as stated in HB 5;
  - c. To provide professional development and resources required to teach the mathematics and English language arts courses;
  - d. To identify successful completion of the course(s) on the student transcripts as determined by the State of Texas PEIMS number;
  - e. To provide curriculum for the course that are consistent with CTC Student Learning Outcomes;
  - f. To require students enrolled in these courses to take CTC departmental final exams, and a pre-TSI.
- E. Richland Springs ISD agrees to the following for the college preparatory mathematics course:
- a. To administer the CTC departmental final exam and a pre- TSI. A post-TSI is not required by CTC but encouraged.
  - b. To ensure transferability of the exam grade(s) to CTC, the student's grade for the departmental final exam must be at least 70%. Documentation verifying the exam grade(s) needs to be forwarded to CTC;
  - c. To provide random samples of completed student exams as requested by CTC.
  - d. To maintain student exams for a period of one year.
- F. Richland Springs ISD agrees to the following for the college preparatory English language arts course:
- a. To administer the CTC departmental final exam and a pre- TSI. A post-TSI is not required by CTC but encouraged;
  - b. To teach and grade the required essays according to the rubrics provided by CTC;
  - c. To ensure transferability of the exam grade to CTC, the student's grade on the departmental final exam must be at least 70/5 on the essay or 60/6 or better on the essay. Documentation verifying the exam/essay grade needs to be forwarded to CTC;
  - d. To provide random samples of completed student exams as requested by CTC.
  - e. To maintain student exams for a period of one year.

- **Term.** Provided the named parties have executed this MOU and CTC has entered into an agreement within 30 days of the Effective Date herein, this MOU shall continue for an initial term of one year.
- **Renewal.** After the initial term, this MOU will automatically renew for one-year increments.
- **Termination.** Either party may terminate the MOU by providing written notice 30-days prior to its intent to withdraw. Upon receipt of the 30 day notice to terminate all enrolled students for the current term will be allowed to complete that term and gain the benefits of this MOU.
- **Amendments.** The terms of this MOU may be amended only by written agreement of the parties, effective after both parties sign.

  
Dr. Tina Ady  
Deputy Chancellor, U.S. Campus Operations  
Central Texas College

  
Superintendent, Don Fowler  
Richland Springs ISD