

CENTRAL TEXAS COLLEGE DUAL CREDIT AGREEMENT

THIS Dual Credit Agreement (hereinafter referred to as "Agreement") is made and entered into by and between the Central Texas College (hereinafter referred to as "CTC"), and Richland Springs Independent School District, (hereinafter referred to as "Richland Springs 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 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 in CTC's core curriculum, workforce education courses from the current edition of the Workforce Education Course Manual (WECM) that apply to a CTC certificate or associate degree, and Coordinating Board designated career and technical education courses in the Academic Course Guide Manual (ACGM) and found in CTC's course catalog, will be offered for dual credit.

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

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. Student may be enrolled in dual credit courses only with the consent of Richland Springs ISD. Central Texas College will only enroll students in concurrent or dual credit courses in accordance with the completed application, signed by ISD staff. CTC staff will contact the RSISD counselor for approval of any changes requested by the student or the college.

1.03- DCA Location of Class

CTC offers dual credit courses to Richland Springs ISD at the Richland Springs high school campus and by electronic means. Richland Springs ISD will provide classroom space for instructional course work for CTC.

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 and Central Texas College. 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.

Every instructor will need to go through the entire SB9 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 assignment.

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-Richland Springs instructors to designated RSISD campus staff for students assigned to that campus only, based on agreed upon grade reporting calendar as provided by Richland Springs ISD. If an instructor misses the gradebook deadline, the campus will be notified, and grades will be sent upon receipt from 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 RSISD 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, 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.

Students are generally limited to two courses per semester (fall, spring), unless additional criteria are met, as stated on the dual credit application. In the event that additional criteria are met, students may enroll in additional courses as approved by Richland Springs ISD. Only courses listed as approved in this document are qualified as dual credit courses. See Exhibit A.

Students will be responsible for payment of tuition and books for courses taken outside the regular ISD enrollment (concurrent enrollment courses).

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.

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

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 tuition will be either billed to the Richland Springs ISD or paid by the student at time of registration. A rate of \$45.00 per semester hour will be paid for in class face to face instruction at RSISD facilities using CTC approved RSISD faculty. RSISD will be compensated by RSISD to those instructors. Dual Enrollment students taking classes online or at the CTC Main Campus in Killeen or at RSISD by non RSISD faculty will pay the standard out rate. Instructional materials, such as books, calculators, etc., will be provided by the ISD or purchased by the student, unless already included as part of a lab fee.

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

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

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.

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

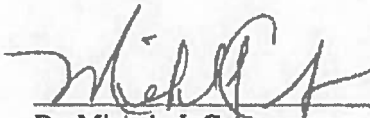
This Agreement may be terminated in whole or in part by either party providing a full 120 days notice in writing to the other party. Such notice shall be sent by certified mail, return receipt

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.

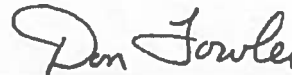
This DCA is executed at Killeen, Texas on the day and year above mentioned. This Agreement supersedes any prior DCA(s), shall commence upon the date of execution, and continue until such time as the Agreement is terminated.

Central Texas College

Richland Springs Independent School
District



Dr. Michele J. Carter
Deputy Chancellor, Finance and Administration



Mr. Don Fowler
Superintendent

10/6/2020
Date

October 6, 2020
Date

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

Note: Dual Credit students are limited to taking no more than 40 hours.

College Course Options	Title Component Area	Credit Hours	High School Course	PEIMS	High School Credit
ENGL 1301	Composition I Communications	3	DC English 3 (Semester 1)	03220300	.5
ENGL 1302	Composition II Communications	3	DC English 3 (Semester 2)	03220300	.5
SPCH 1315	Public Speaking Communications	3	DC Public Speaking 1315	3241200	.5
ENGL 2322	British Literature I Language, Philosophy & Culture	3	DC English 4 (Semester 1)	03220400	.5
ENGL 2323	British Literature II Language, Philosophy & Culture	3	DC English 4 (Semester 2)	03220400	.5
GOVT 2305	Federal Government Government/Political Science	3	DC Government	03330100	.5
HIST 1301	U. S. History I American History	3	DC U. S. History (Semester 1)	03340100	.5
HIST 1302	U. S. History II American History	3	DC U. S. History (Semester 2)	03340100	.5
MATH 1414	College Algebra Mathematics	4	DC College Algebra	03102500	.5
MATH 1342	Elementary Statistical Methods Mathematics	3	DC Elementary Stats	03102501	.5
MATH 1332	Contemporary Mathematics	3	DC College Mathematics	3102501	.5
MATH 2412	Pre-Calculus Math Mathematics	4	DC Pre-Calculus	03102500	.5
ECON 2301	Principles of Macroeconomics Component Area Option	3	College Economics	3310300	.5
PSYC 2301	General Psychology Component Area Option	3	DC Psychology	03350100	.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.

Exhibit B

Central Texas College Disability Support Services (DSS)

Building 111, Room 207

(254)526-1863/1822; Fax (254)526-1700; Website: www.ctcd.edu/disability-support

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.**