



Partnership Agreement  
Central Texas College  
and Killeen Independent School District  
2025-2026

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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 all Memorandums of Understanding (MOU) and Dual Credit Agreements (DCA) 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 and Texas Administrative Code; Title 19; Part 1; Chapter 9; Subchapter A.*

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), 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 credit and dual enrollment are synonymous.

Early College Education 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 *Texas Education Code 29.908*.

Early College High School refers to the institution or entity designated by the Texas Education Agency as an Early College High School in accordance with §102.1091 Part 2 of this title College and Career Readiness School Models (relating to Early College High Schools), that provides the outreach, curricula, and student learning and support programs that enable the participating student to combine high school courses and college-level courses during grade levels 9 through 12 to earn a high school diploma and up to 60 semester credit hours toward an associate or baccalaureate degree by the fifth anniversary of the student's first day of high school. *Texas Administrative Code; Title 19, Part 1; Chapter 4; Subchapter G; Rule §4.153(5)*.

#### **Statewide Dual Credit Goals**

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

As required by HB 1638 (85<sup>th</sup> 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 a 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 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.
- Dual Credit Instructors will be supervised by the College's respective department chair or designee and evaluated and monitored to ensure quality of instruction and compliance with CTC's policies and procedures, in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools, Commission on Colleges.
- All students have an opportunity to provide feedback by completing an online and end-of-course evaluation for each enrolled course.

**1) STUDENT ELIGIBILITY**

- A) 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)1-5.
- B) The current Central Texas College Course Catalog shall determine all admission and registration requirements.
- C) CTC requires ISD to follow all CTC enrollment procedures and guidelines for dual credit students.
- D) Students may be enrolled in dual credit courses only with the consent of the ISD and approval by CTC.

**2) ELIGIBLE COURSES**

- A) In accordance with Texas Education Code 130.008(a-1) and 28.0095(a)(3), eligible dual credit courses must be:
  - 1. In the college core curriculum; or
  - 2. a career and technical education course listed in the Workforce Education Course Manual (WECM); or
  - 3. a foreign language course; or
  - 4. a requirement in a field of study curriculum
- B) All college courses offered for dual credit shall:
  - 1. Comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);
  - 2. Adhere to the descriptions and content as specified in the current edition of the Academic Course Guide Manual or the Workforce Education Course Manual; and
  - 3. Provide advanced academic instruction that enables students to master the Texas Essential Knowledge and Skills for the corresponding high school course.
  - 4. Developmental courses and those classified as remedial in orientation are not eligible for dual credit.
- C) All students shall be placed on a CTC degree plan or certificate of completion plan, as applicable. The number of credits required for a CTC degree shall not exceed 60 credits, and full-time dual credit students may complete an associate degree within two years.

Under special circumstances, dual credit eligible students may be permitted to earn more than 60 credits with prior written approval from both CTC and the ISD.

### **3) LOCATION OF CLASS AND TEACHING ENVIRONMENT**

#### **A) Location**

1. CTC offers dual credit distance learning courses to ISD on high school campuses located in Killeen, Texas.
2. CTC offers dual credit courses to ISD through in-person instruction at the following campuses:
  - a) Chaparral High School, 4400 Chaparral Road, Killeen, Texas 76542
  - b) Ellison High School, 909 East Elms Road, Killeen, Texas 76542
  - c) Harker Heights High School, 1001 East FM 2410 Road, Harker Heights, Texas 76548
  - d) Killeen High School, 500 North 38<sup>th</sup> Street, Killeen, Texas 76543
  - e) Shoemaker High School, 3302 South Clear Creek Road, Killeen, Texas 76549
3. CTC offers dual credit courses to ISD at the CTC campus located at 6200 West Central Texas Expressway, Killeen, Texas, 76549.

#### **B) Teaching Environment**

1. The ISD will provide classroom space, equipment, and other peripherals on its campus as needed and applicable to enhance the education process.
2. The ISD will provide computers for instructional coursework for CTC distance learning courses.
3. CTC will provide classroom space, equipment, and other peripherals on its campus as needed and applicable to enhance the education process.

### **4) STUDENT COMPOSITION OF CLASS**

- A) Dual Credit Classes, held in-person on the high school campus, may only be taught with dual credit high school students enrolled.
- B) A dual credit course may be composed of dual credit students only or of a mixture of dual credit and college 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.

### **5) FACULTY SELECTION, SUPERVISION, EVALUATION, DEVELOPMENT**

- A) Faculty members must meet the minimum requirements of CTC and 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 will hire or qualify all instructors to teach the courses subject to the terms of this Agreement. Each approved Dual Credit Instructor will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with CTC's policies and procedures, in accordance with the standards established by the State of Texas and SACSCOC.
- B) ISD faculty approved as Dual Credit Instructors will be cleared by CTC's office of Human Resources to teach college courses.

- C) The certification process outlined in Texas Education Code Chapter 22, administered by the Texas Department of Public Safety, is a mandatory requirement for all Dual Credit Instructors. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment
- D) Dual Credit Instructors will submit all required reporting documents such as roster verifications, student learning outcome results, syllabi/section outlines, and submission of grades (pass/fail and numeric) by deadline(s) set by CTC.
- E) Dual Credit Instructors will provide students the course syllabus on the first day of class.
- F) Dual Credit Instructors will alert the department chair immediately if there is an issue with equipment or textbooks.
- G) Dual Credit Instructors will follow the curriculum provided by CTC.
- H) Dual Credit Instructors will follow the protocol for communicating with the department chair on any grading or student concerns.
- I) Dual Credit Instructors will maintain communication with the department chair throughout the semester.
- J) Dual Credit Instructors will attend training provided by CTC.
- K) Dual Credit Instructors must comply with CTC faculty training/certification requirements.
- L) Dual Credit Instructors must communicate with dual credit students through CTC email or Blackboard.
- M) CTC will pay Killeen ISD for Dual Credit instruction provided by Killeen ISD teachers.
- N) All dual credit faculty will conform to all CTC policies and procedures.

#### **6) COURSE CURRICULUM, INSTRUCTION, AND GRADING**

- A) CTC will ensure that all dual credit courses, whether taught at CTC, online, blended or at the ISD, are equivalent with respect to curriculum, materials, 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.
- B) CTC will report numerical grades for courses to designated ISD staff based upon an agreed-upon grade reporting calendar provided by the ISD. If an instructor misses the grade report deadline, the ISD will be notified, and grades will be sent upon receipt from the instructor. 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 as shown in Exhibit 2.
- C) CTC will provide a list of textbooks 21 days in advance of the start of the semester for college courses taught by CTC instructors at the high school campus to ensure purchase prior to the school year/term.
- D) The ISD will ensure that all dual credit students have books ~~by~~ on the first day of class.
- E) To accommodate exchange of information among CTC, ISD teachers instructing college courses will receive e-mail accounts from respective institutions.

#### **7) ACADEMIC POLICIES, ADVISING, AND STUDENT SUPPORT SERVICES**

- A) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit students.
- B) Course performance will be part of students' permanent academic records at CTC and ISD.

- C) Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the CTC Course Catalog and are subject to the penalties defined by such standards.
- D) Students must adhere to CTC's census date policy by completing an academically related activity (graded or non-graded) prior to the census date. Students that do not adhere to the policy are subject to being dropped.
- E) 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 the Data Sharing section for additional information that ISD is required to provide.
- F) CTC Academic advising will be available to all students throughout their enrollment with CTC. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and applicable, with the goal being the student successfully completing the dual credit courses.
- G) ISD will ensure that the registered courses for students are in the students' Individual Graduation Plan.
- H) CTC and ISD will ensure students meet TSI eligibility requirements as detailed in Exhibit 1.
- I) ISD will ensure approved CTC courses count toward required credit for high school graduation.
- J) CTC and ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- K) CTC will provide an orientation for first-time dual credit students.
- L) 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, student must initiate contact and provide CTC's DSS office with the current (within three years of enrollment at CTC) documentation of disability. Documentation consists of a statement or evaluation from an appropriate and recognized health 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. High school personnel will ensure students are aware of these requirements and instruct students who wish to seek accommodation to contact DSS at (254) 501-3006 to set up an appointment for evaluation of the student's needs.
- M) Information about the dual credit program shall be made readily available by both CTC and the ISD through their marketing materials and shall also be available on a designated dual credit page on the Central Texas College website, [www.ctcd.edu](http://www.ctcd.edu).

## 8) TRANSCRIPTION OF CREDIT

- A) For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course.
- A)B) The ISD agrees that the transcription of grades for applicable courses will align with CTC grading policies, in accordance with the Texas Education Agency (TEA) regulation, specifically for courses subject to State of Texas Assessments of Academic Readiness (STAAR) End-of Course (EOC) examination requirements.

~~B) The ISD transcription of grades for courses may differ from CTC's based on Texas Education Association policies, specifically those relating to courses required to have the End of Course State of Texas Assessment of Academic Readiness exams.~~

## 9) FUNDING

- A) The ISD will claim contact hours for purposes of state reporting. CTC will claim all other funding for all students receiving college credit in dual credit courses.
- B) 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 and book fees. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1) and (2) and the rules promulgated 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, instructional materials, fees, 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.
- C) Non-FAST Eligible Students: For students that do not meet the criteria for FAST eligibility as prescribed above, the FAST tuition rate will be prescribed by the Texas Higher Education Coordinating Board and approved by the Central Texas College Board of Trustees. ISD will be billed per student for the current FAST tuition rate, fees, supplies, 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, fees, supplies, and books will be the responsibility of non-FAST eligible students. Tuition, fees, supplies 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 the Dual Credit Programs Office or CTC Site Director receives notification of student withdrawal from the ISD.
- D) 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 CTC to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.
- E) If applicable, ISD is responsible for all costs of transportation for students.
- F) When applicable, the use of free or low-cost open educational resources will be considered as a means to enhance accessibility and reduce financial barriers for learners.

## 10) DATA SHARING

- A) Data shall be provided by ISD to CTC. Data will be transmitted using secure methods that adhere to accepted cybersecurity standards. Information needed is listed below as items 1-7, all information will be provided in a timely manner to meet reporting deadlines set forth by the Texas Higher Education Coordinating Board.
  - 1. Enrollment information for all students: First Name, Last Name, Middle Initial; Date of Birth (DOB); 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.

2. High school attending;
3. Date of high school graduation;
4. Endorsement areas of each student;
5. Special group identification, for example Early College Program or STEM;
6. Cumulative GPAs; and
7. Texas Student Data System (TSDS) Unique ID

#### **11) ACCREDITATION AND STANDARDS**

The educational partners to the 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.

#### **12) RENEWAL AND TERMINATION**

- A) This Agreement shall be in effect from August 1, 2025 to July 31, 2026.
- B) This Agreement supersedes any prior Agreement(s).
- C) This Agreement may be terminated in whole or in part by either party providing ninety (90) calendar days written notice 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 the students already enrolled, until such time as those students have completed their respective courses. At the time of such termination, both parties should immediately cease to enroll students beyond the final term in which students are enrolled.

#### **13) LIABILITY**

- A) To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party 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 the 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.
- B) 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.
- C) This Agreement shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- D) 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.



CENTRAL TEXAS COLLEGE

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Dr. Tamara Clunis  
Vice Chancellor, Instruction and  
Workforce Education

KILLEEN INDEPENDENT SCHOOL DISTRICT

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Dr. Jo Ann Fey  
Superintendent of Schools

Exhibit 1  
Texas Success Initiative

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
<b>Exemption Scores (minimum scores listed)</b>				
<b>Test</b>	<b>Combined/Composite Requirement</b>		<b>Exempts English Language Arts and Reading</b>	<b>Exempts TSI Math</b>
ACT	None		English and Reading: 40	Math: 22
SAT	None		Evidenced-Based Reading/Writing: 480	Math: 530
STAAR EOC	None		English III: Level 2 (4000)	Algebra II: Level 2 (4000)
<b>Non-Testing Exemptions</b>				
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.				

Exhibit 2  
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 for non-major related coursework.
59 and below	Student will receive a numerical grade (59 and below) assigned by CTC Instructor