

**INSTRUCTIONAL AGREEMENT**  
**BETWEEN**  
**TARRANT COUNTY COLLEGE DISTRICT**  
**AND**  
**CROWLEY INDEPENDENT SCHOOL DISTRICT**  
**DUAL CREDIT PROGRAM**  
**STATE OF TEXAS**

This Agreement (herein so called), made and entered into on July 31, 2023, by and between the **Tarrant County College District**, a Texas political subdivision of higher education, (referred to herein as "COLLEGE DISTRICT") and **Crowley Independent School District**, a Texas independent school district (referred to herein as "SCHOOL DISTRICT") evidences the following:

This Agreement shall be in effect for a period of three (3) years beginning on JULY 31, 2023, and ending on JUNE 30, 2026. Sixty days before the end of the term, SCHOOL DISTRICT may renew this Agreement for a subsequent three-(3) year term upon approval of the COLLEGE DISTRICT (SCHOOL DISTRICT and COLLEGE DISTRICT are sometimes referred to herein as "Party" or collectively as "Parties").

**PURPOSE**

The purpose of this Agreement is to provide students the opportunity to earn both college and high school credit while enrolled in high school (public, private, charter, or home school). The COLLEGE DISTRICT and SCHOOL DISTRICT will approve students meeting program requirements to enroll in courses referenced in this Agreement. Course credit will be awarded through the SCHOOL DISTRICT for high school academic requirements and the COLLEGE DISTRICT for semester credit hours leading to a post-secondary degree or certificate.

**DUAL CREDIT STATEWIDE GOALS**

HB 1638 (85th Legislature, Regular Session), as codified in Texas Education Code, Section 28.009 (b-1) and (b-2), requires the THECB and the TEA to collaboratively develop statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education and independent school districts on components that must be in place to ensure quality dual credit programs are provided to Texas high school students. These statewide goals address enrollment in and acceleration through postsecondary education, performance in college-level coursework, and strong academic advising.

COLLEGE DISTRICT will work in collaboration with SCHOOL DISTRICT to plan and offer outreach efforts including sessions for students and parents that provides information on the benefits, costs, funding, and enrollment policies of dual credit.

The dual credit program will assist high school students in the successful transition to and acceleration through postsecondary education. Students will follow the course offerings established by the COLLEGE DISTRICT'S course crosswalk and be informed on time to degree completion.

COLLEGE DISTRICT will work in collaboration with SCHOOL DISTRICT to provide all students participating in the dual credit program academic and college readiness advising with access to the COLLEGE DISTRICT'S student support services to support students into college course completion.

Dual credit students' performance will meet or exceed the level of quality and rigor on subsequent courses by participating in the dual credit program. Dual credit courses will maintain the COLLEGE DISTRICT'S standards in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Texas Higher Education Coordinating Board (THECB).

### **ELIGIBLE COURSES**

COLLEGE DISTRICT shall establish and conduct courses which are incorporated into this Agreement by reference as Attachment A (Course Crosswalk). Legislation (SB 1091) states dual credit courses must apply to the core curriculum, career and technical education courses toward a TCCD career and technology Certificate or Associate of Applied Science degree, foreign language, or a course that satisfies specific degree plan requirements leading to the completion of a TCCD Associate of Arts, Associate of Science, Associate of Applied Science, Field of Study or Program of Study.

### **LOCATION OF CLASS**

The COLLEGE DISTRICT may offer dual credit courses on South Campus, Northeast Campus, Northwest Campus, Southeast Campus, Trinity River Campus, TCC Connect Campus, or at an approved SCHOOL DISTRICT campus or other location. Regardless of location, all courses offered will meet the standards of equivalent courses taught at the COLLEGE DISTRICT, and any class that has been approved as dual credit through this Agreement shall be considered a dual credit class even if held at a SCHOOL DISTRICT'S campus.

Dual credit courses taught electronically must adhere to the Texas Higher Education [Principles of Good Practice for Courses Offered Electronically](#) and the COLLEGE DISTRICT's standards for distance learning courses.

### **PROGRAM DETAILS**

(1) The COLLEGE DISTRICT and SCHOOL DISTRICT will adhere to all Rules and Guidelines delineated in the Tarrant County College dual credit Guidelines for dual credit Partnerships found in Attachment B of this Agreement.

(2) Program guidelines align with the [Texas Administrative Code Chapter 4; Subchapter D](#). If the Texas Higher Education Coordinating Board (THECB) adopts new guidelines during the term of this Agreement, the new guidelines shall prevail.

(3) Students meeting program requirements for both COLLEGE DISTRICT and SCHOOL DISTRICT and seeking enrollment for coursework enumerated in Attachment A, must submit the following college admission documents:

- a) Consent to Emergency Treatment for Minor Student Form
- b) Family Educational Rights and Privacy Act Waiver (optional)
- c) Meningitis Vaccination Record (if taking courses on a TCC campus)
- d) Residency Questionnaire
- e) If undocumented status, Tuition Waiver for All Non-Citizen Residents Without An I-551 (Immigration Status)
- f) Online Readiness (for online courses)

(4) A high school student will not be allowed to take a college level course if the student does not meet the published passing criteria of the COLLEGE DISTRICT'S placement exam or qualifies for an exemption/waiver as specified by the COLLEGE DISTRICT policy.

(5) Students must complete registration process by completing the following steps:

- a) Admission application
- b) Pre-Assessment Activity (or exemption)

- c) Texas Success Initiative Assessment (TSI-A) (or exemption)
- d) Register for courses
- e) Pay for dual credit courses (refer to **Tuition and Fees** section)

(6) All courses referenced in this Agreement must be taught using the COLLEGE DISTRICT's Syllabus.

(7) The COLLEGE DISTRICT and SCHOOL DISTRICT agree to a recommended minimum of 15 students per class, exceptions can be approved by Vice President for Academic Affairs.

(8) Students will be allowed to attend classes at another COLLEGE DISTRICT campus when a specific course(s) or program(s) is not available at a campus within the students' service area.

(9) Student misconduct in the college course on COLLEGE DISTRICT campuses or SCHOOL DISTRICT campuses will be addressed in accordance with the COLLEGE DISTRICT'S [Student Code of Conduct](#). The COLLEGE DISTRICT shall report disciplinary issues to the SCHOOL DISTRICT. In addition, COLLEGE DISTRICT administration may refuse to admit or continue enrollment of students with disciplinary issues.

(10) The COLLEGE DISTRICT in partnership with the SCHOOL DISTRICT will determine the academic eligibility of students to participate in the program.

(11) To continue in the program, students need to maintain [academic standards](#) of COLLEGE DISTRICT.

(12) Dual credit courses will follow the COLLEGE DISTRICT's academic calendar.

(13) These program requirements may be modified if the COLLEGE DISTRICT's requirements are changed. SCHOOL DISTRICT will be notified of any changes by the date designated on the COLLEGE DISTRICT'S master calendar.

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

Course content and scheduled contact hours will adhere to standards of the Texas Higher Education Coordinating Board (THECB). Dual credit courses will be taught and grades assessed according to standard collegiate practices. Students enrolled in dual credit courses will be provided academic support services, including library resources, available to any other COLLEGE DISTRICT student.

The COLLEGE DISTRICT shall provide a credentialed (meeting SACSCOC requirements) instructor to teach college-level courses, unless the COLLEGE DISTRICT and SCHOOL DISTRICT agree upon the SCHOOL DISTRICT'S providing an instructor for a specific course meeting both the COLLEGE DISTRICT and the SACSCOC accreditation requirements.

### **JOINT PLANNING**

The COLLEGE DISTRICT and SCHOOL DISTRICT will plan and schedule dual credit course offerings at least one year in advance in accordance with dual credit timeline. The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate on strategic course offerings for students participating in the dual credit program toward college degree completion.

### **ACADEMIC ADVISING**

The COLLEGE DISTRICT shall offer academic advising services on South Campus, Northeast Campus, Northwest Campus, Southeast Campus, Trinity River Campus, and TCC Connect. The scope of services will include professional advisors offering support and guidance to diverse student populations seeking to achieve educational, career, and life goals. Advisors will offer students coursework information, inform

them of college policies and procedures, the college mission, and career options. Academic advisors will partner with COLLEGE DISTRICT Coordinators of Dual Credit to align high school endorsements with college educational plans. The COLLEGE DISTRICT will contribute to student success by each campus introducing campus resources (<https://www.tccd.edu/services/campus-resources/>) and academic help (<https://www.tccd.edu/academics/academic-help/>) to all dual credit students.

The COLLEGE DISTRICT only provides mental health counseling services to dual credit students who are of the legal age to consent to services.

TCCD has established Pathways based on the Texas Education Agency high school graduation endorsement options:

- Science, Technology, Engineering and Mathematics (STEM)
- Business and Industry
- Public Service
- Arts and Humanities
- Multi-Disciplinary Studies

The College District and School District will collaborate to utilize the established endorsement Pathways and resources, and in guiding students toward college and career goals including but not limited to:

- Graduation Programs Side by Side
- Endorsement FAQs--March 2014
- Other HB5 FAQs

### **STUDENT LEARNING MATERIALS AND COURSE SUPPLIES**

Student Learning Material can include digital-based course materials, common learning materials (textbooks), and open education resources.

Throughout the duration of this Agreement (check appropriate box [es]):

#### Learning Materials

- The SCHOOL DISTRICT will provide student learning materials for students
- Students are responsible for purchasing student learning materials

#### Course Supplies

- Course supplies will be purchased/provided by the SCHOOL DISTRICT
- Students are responsible for purchasing course supplies

#### TCC Plus (Please refer to Attachment C for detailed information on TCC Plus)

- The SCHOOL DISTRICT will pay all students' TCC Plus course charge(s)
- Students are responsible for TCC Plus course charge(s)

### TUITION AND FEES

(Please refer to Attachment C for detailed information on payment and deadlines for tuition and fees)

Throughout the duration of this Agreement (check appropriate box [es]):

- SCHOOL DISTRICT Pay: The SCHOOL DISTRICT will pay all students' tuition costs
- Self-Pay Student (not paid by the SCHOOL DISTRICT): Students are responsible for tuition costs
- Student Self-Pay and SCHOOL DISTRICT Pay: The SCHOOL DISTRICT will have both self-pay and SCHOOL DISTRICT pay students. By the payment deadline for each term, the SCHOOL DISTRICT will provide a list of students and courses they are agreeing to pay to TCC's Business Services Central Processes
- Third Party Pay (other than a SCHOOL DISTRICT): The following organization will be paying the cost of students' tuition. By the payment deadline for each term, the Organization will provide a list of students and courses they are agreeing to pay to TCC's Business Services Central Processes

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**Dual Credit Tuition Value Exchange option (See Attachment D) whereby the SCHOOL DISTRICT provides:**

- Embedded faculty - initially, the x instructors as identified on Attachment D are employed by the SCHOOL DISTRICT and meet COLLEGE DISTRICT credentials in compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating Board (THECB) guidelines.
- SCHOOL DISTRICT will have up to two years from the date hereof to hire or otherwise credential sufficient Embedded Faculty to completely service the academic and CTE Dual Credit programs. After two academic years, only those courses taught by Embedded Faculty will be sponsored by the COLLEGE DISTRICT for course tuition purposes.
- SCHOOL DISTRICT will be responsible for the student's tuition for those individuals registered for academic and CTE Dual Credit courses that are not listed on the Crosswalk(s), and for any additional classes taught by COLLEGE DISTRICT instructors in addition to the required instructors listed on Attachment D.
- Equipment/supplies - equipment and supplies that have been approved by COLLEGE DISTRICT in compliance with SACSCOC and THECB guidelines for CTE and dual credit courses that are on a structured pathway toward a Certificate, Associate of Arts, Associate of Science, or Associate of Applied Sciences degree program. The COLLEGE DISTRICT will sponsor the course tuition for all CISD students, regardless of their status (i.e., in-county, out-of-county, out-of-state, and foreign tuition status). The COLLEGE DISTRICT will not provide stipends or other compensation for embedded faculty.

## **DUTIES OF THE COLLEGE DISTRICT**

The COLLEGE DISTRICT'S duties shall include, but not be limited to, the following:

- A. Assist students in the completion of admissions, testing, advising, and registration procedures.
- B. Record grades and make official transcripts available immediately upon course completion.
- C. Record attendance at each class session and make records available to the high school principal.
- D. Drop a student at the request of the high school or of the student and report the student's request to the high school representative.
- E. Ensure consistency of instruction and course content is in accordance with standards set by THECB, SACSCOC, and the COLLEGE DISTRICT. The COLLEGE DISTRICT will assign appropriate personnel to monitor and ensure adherence to such standards.
- F. Supervise and evaluate instructors of dual credit courses.
- G. Provide professional development of SCHOOL DISTRICT instructors teaching dual credit coursework.
- I. Inform students of Title IX training, #NotAnymore.

## **DUTIES OF THE SCHOOL DISTRICT**

The SCHOOL DISTRICT'S duties shall include, but not be limited to, the following:

- A. Plan and schedule dual credit courses at least one year in advance of offering courses by deadlines established by the COLLEGE DISTRICT.
- B. Provide a copy of the SCHOOL DISTRICT's annual calendar and official grade reporting dates.
- C. Work with the COLLEGE DISTRICT to align the high school curriculum with the college course syllabus, evaluate instructional materials, review student projects and reports, and discuss student problems as measures to provide assurance that dual credit courses represent college level content and the high school Texas Essential Knowledge and Skills.
- D. Provide support to COLLEGE DISTRICT'S faculty employed to teach dual credit courses in accordance with the rules and regulations of the THECB, TEA, and SACSCOC.
- E. Provide assistance to students regarding COLLEGE DISTRICT admissions, testing, advisement, and registration procedures.
- F. Provide evidence that students have successfully met the test score requirements to participate in the dual credit program.
- G. Screen students for supplementary requirements as established by the SCHOOL DISTRICT.
- H. Assign a district or campus contact person to assist with the coordination of duties related to the dual credit partnership between SCHOOL DISTRICT and COLLEGE DISTRICT in matters such as these:
  - (1) Student Texas Success Initiative ("TSI") exemption records;
  - (2) Advising of students with completion of all required COLLEGE DISTRICT admissions documents;
  - (3) Assist the COLLEGE DISTRICT with student orientation;
  - (4) Submit all student documentation by published due dates
  - (5) Serve as liaison to students, parents, high school personnel and COLLEGE DISTRICT personnel.

(6) Provide list of tuition sponsored students if applicable.

I. Ensure students have registered by the COLLEGE DISTRICT'S TCC Academic Calendar.

J. For classes taught at the high school locations, the SCHOOL DISTRICT must provide a collegiate environment for classes with adequate classroom facilities, technology, and ensure no disruption of college classes.

K. Work with COLLEGE DISTRICT to collaborate strategic course offerings for students participating in the dual credit program toward college degree completion through the term of the agreement.

#### **AGREEMENT**

This Agreement sets forth the entire instructional agreement with respect to dual credit courses and students. It supersedes any prior dual credit agreement and shall be effective until changed by the Parties.

#### **GOVERNING LAW**

This Agreement will be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law provisions. The Parties agree that the state and federal courts sitting in Tarrant County, Texas will have exclusive jurisdiction over any claim arising out of this Agreement, and each Party consents to the exclusive jurisdiction of such courts.

#### **RELATIONSHIP OF THE PARTIES**

In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other. Notwithstanding the foregoing, employees of SCHOOL DISTRICT may teach dual credit courses as adjunct instructors of the COLLEGE DISTRICT or through some other teaching arrangement, if such arrangement is approved in writing and in advance by the Parties. No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. The Parties acknowledge and agree that no Party will be liable for the activities or another Party, including, but not limited to, any liabilities, losses, damages, suits, actions, fines, penalties, claims, or demands of any kind arising out of this Agreement.

#### **LIABILITY**

It is not the intent or purpose to create liability against the COLLEGE DISTRICT, unless such liability is imposed by law, or to waive any legal defenses available to the COLLEGE DISTRICT, including government immunity.

#### **RIGHT OF REVOCATION**

Either Party may terminate this Agreement with or without cause on 120 days' written notice to the other Party. In the event that a Party believes that another Party has materially breached this Agreement, the non-breaching Party shall give written notice of the alleged breach to the breaching Party. The breaching Party shall have thirty days to cure the alleged breach from the date it receives written notice from the non-breaching Party. If the breach is not restored within thirty days, the non-breaching Party may terminate this Agreement immediately. However, if this Agreement is terminated during an academic term, students enrolled in classes under this Agreement will be allowed to finish their coursework without penalty. A breach of this Agreement includes, but is not limited to, a violation of the policies and rules of the COLLEGE DISTRICT or SCHOOL DISTRICT, the making of a misrepresentation or false statement by one of the Parties, or the occurrence of a conflict of interest between the Parties.

All notices and communications related to this Agreement shall be addressed to the respective educational administrators listed below:

COLLEGE DISTRICT  
Edward Hicks IV, M.Ed.  
District Director of Educational Partnerships  
Tarrant County College  
300 Trinity Campus Circle  
Fort Worth, Texas 76102

SCHOOL DISTRICT  
Michael McFarland, Ed.D.  
Superintendent of Schools  
Crowley Independent School District  
1900 Crowley Pride Drive  
Fort Worth, Texas 76063

Executed July 31, 2023, by COLLEGE DISTRICT, signed by its Vice Chancellor and Provost and by SCHOOL DISTRICT, signed by its Superintendent, thereby bind themselves, their successors and assigns and representatives, for the faithful and full performance of the terms and provisions of this Agreement. Should either Party wish to terminate this Agreement for any reason other than breach of contract, notification must be given on or before May 1<sup>st</sup> for the termination to be effective the following academic year.

TARRANT COUNTY COLLEGE DISTRICT

By Shelley Pearson  
Shelley Pearson, Ed.D.  
Vice Chancellor and Provost  
Tarrant County College

INDEPENDENT SCHOOL DISTRICT

By Michael McFarland  
Michael McFarland, Ed.D.  
Superintendent  
Crowley Independent School District

*RG*

*Implemented January 2019*



**ATTACHMENT A  
COURSE CROSSWALK: PROGRAMS  
APPROVED/COURSE CURRICULUM  
GUIDE/ENDORSEMENT GUIDE/COURSE  
CROSSWALK**

## Programs Approved

Tarrant County College offers four associate degrees and a number of certificates of completion. A student may graduate by completing the catalog degree or certificate requirements in effect at the time of first enrollment at TCC, or those listed in a later catalog, provided the requirements are met not later than five years from the date of the catalog selected, the degree or certificate program and requisite courses are still being offered, and mandates of regulating agencies are satisfied.

### General Requirements for an Associate Degree:

1. Earn up to 60 college-level credit hours.
2. A minimum of 25 percent of the semester credit hours required for the degree must be earned in residence at TCC.
3. A minimum cumulative grade point average of 2.0 is required for all TCC courses.
4. A minimum grade point average of 2.0 is required for all courses presented for graduation.
5. All requirements of the degree must be satisfactorily completed.
6. Texas Success Initiative (TSI) requirements must be satisfactorily completed.
7. All financial obligations to the College must be met.
8. Students applying to receive a subsequent two-year degree must complete an additional 15 hours in residence.

### General Requirements for a Certificate of Completion:

1. A minimum of 25 percent of the semester credit hours required for the certificate must be earned in residence at TCC.
2. A minimum grade point average of 2.0 is required for all courses presented for graduation.
3. All requirements of the certificate must be satisfactorily completed.
4. Texas Success Initiative (TSI) requirements must be satisfactorily completed ONLY for TSI-liable certificates (requiring more than 42 semester hours).
5. All financial obligations to the College must be met.

The defined sequence of courses for an Associate of Arts (AA) degree is contained within the TCCD approved core curriculum. A defined sequence of courses for a Career and Technology (CTE) workforce program will be provided to ISDs, upon request. The following is a guide for core curriculum and sequence:

### Core Curriculum and Semester Credit Hour (SCH) Requirements:

Communication – 6 SCH

Mathematics – 3 SCH

Life and Physical Sciences – 8 SCH

Language, Culture and Philosophy – 3 SCH

Creative Arts – 3 SCH

American History – 6 SCH

Government and Political Science – 6 SCH

Social and Behavioral Science – 3 SCH

Component Area Option – 4 SCH – (KINE 1164 cannot be offered for dual credit)

Field of Study (FOS) – Senate Bill 148 of the 75th Texas Legislature (1997) mandated Field of Study curricula. The Field of Study curricula, along with core curricula, are intended to facilitate transferability of courses among Texas public colleges and universities. All public four-year institutions are required to accept Coordinating Board approved Field of Study courses in fulfillment of lower-division requirements for bachelor's degrees in majors that correspond to the Field of Study.

## Fields of Study

**Business Administration & Management**

**Communication:**

**Advertising & Public Relations**

**Journalism & Mass Communication**

**Radio & Television Broadcasting/Broadcast Journalism**

**Speech Communication**

**Computer Science**

**Engineering:**

**Civil Engineering**

**Electrical Engineering**

**Mechanical Engineering**

**Music**

**Nursing**

**Social Work**

**You should consult with an academic advisor about transferring to a specific college or university.**

## Dual Credit Core Curriculum Course Guide

<b>English (6 Hours) Choose two courses</b>		
ENGL 1301*	ENGL 1302*	_____ 3 Hrs _____ 3 Hrs
<b>Speech (3 Hours) Choose one course</b>		
SPCH1315 Or SPCH 1321		_____ 3 Hrs
<b>Math (3 Hours) Choose one course</b>		
MATH 1314* (Algebraic Pathway) Or MATH 1342* (Non Algebraic Pathway) Or Math 1332+ (Non Algebraic Pathway)		_____ 3 Hrs
<b>Science (8 Hours) Choose two courses</b>		
BIOL 1408 (Non Science Majors) Or BIOL1406 (Science Majors)	BIOL 1409 (Non Science Majors) Or BIOL 1407 (Science Majors)	_____ 4 Hrs _____ 4 Hrs
<b>Creative Arts (3 Hours) Choose one course</b>		
ARTS 1301 Or MUSI 1306 Or DRAM 1301		_____ 3 Hrs
<b>Lang Culture &amp; Phil (3 Hours) Choose one course</b>		
ENGL 2322* Or ENGL 2327* Or ENGL 2323* Or ENGL 2328*		_____ 3 Hrs
<b>American History (6 Hours) Choose two courses</b>		
HIST 1301*	HIST 1302*	_____ 3 Hrs _____ 3 Hrs
<b>Government (6 Hours) Choose two courses</b>		
GOVT 2305* (Both Government courses required depending on transfer requirements. Check with College Advisor or High School Representative)	GOVT 2306* (Both Government courses required depending on transfer requirements. Check with College Advisor or High School Representative)	_____ 3 Hrs _____ 3 Hrs
<b>Behavior (3 Hours) Choose one course</b>		
PSYC 2301* SOCI 1301* ECON 2301		_____ 3 Hrs

Other college courses may or may not count for High school Credit.

\* TSI passing score required

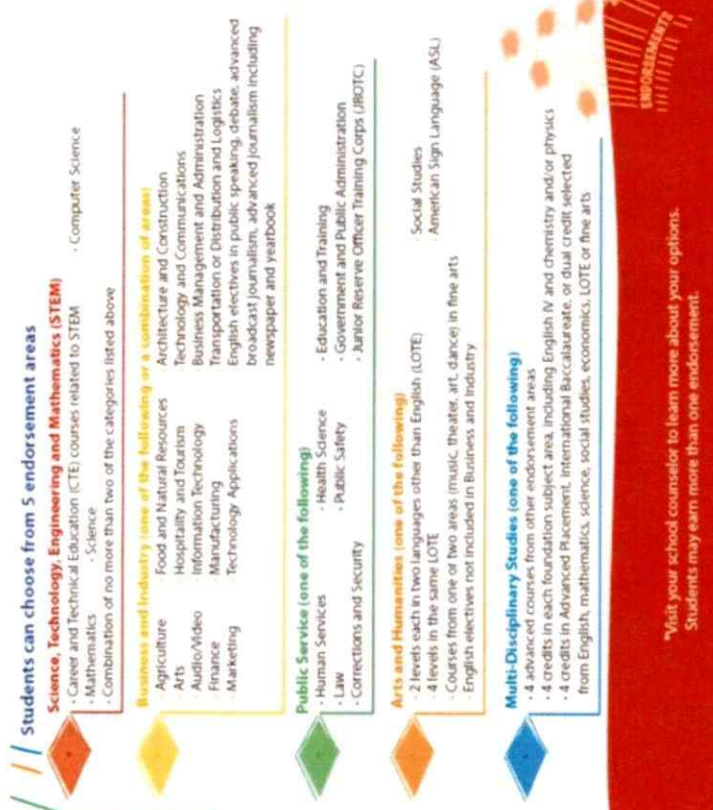
**How to read course numbers: Example, ENGL 1301**

All have four-letter department abbreviations.

Each course has a four-digit number.

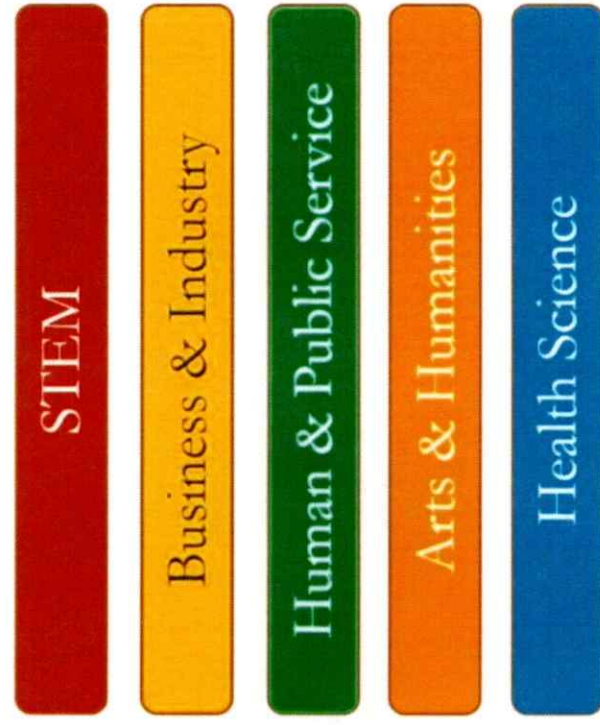
- The first digit indicates the level at which a course is taught, as follows:  
1=Freshman or introductory level.  
2=Sophomore or intermediate or advanced.
- The second digit indicates the **semester credit hour value** of the course.
- The third and fourth digits establish type of institution and course sequence.

# Texas HS Endorsements



\*Visit your school counselor to learn more about your options. Students may earn more than one endorsement.

# TCC Pathways



## DUAL CREDIT COURSE CROSSWALK

(In Collaboration With High School Representative)

		9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
H i g h S c h o o l	English I or Pre-AP ENGL I	English I or Pre-AP ENG I	English II or PAP English II	English II or PAP English II	English III or AP English Lang	English III or AP English Lang.	English IV or English elective	English IV or English elective	
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or Pre-Calculus	Algebra II or Pre-Calculus	*Pre-Calculus or Calculus or Statistics	Pre-Calculus or Calculus or Statistics	
	Geography	Geography	Government	Economics	AP US History or US History	AP US History or US History	Science Elective	Science Elective	
	Biology	Biology	Chemistry	Chemistry	Physics	Physics			
C o l l e g e			*GOVT 2305 (03330100)	ECON 2301 (03310300)	*HIST 1301 (03340100)	*HIST 1302 (03340100)	*Math 1314 (0310250X)	*Math 1342 (0310250X) Or *Math 2412 (0310250X)	
			SPCH 1311 or SPCH 1321 (15009900)	ARTS 1301 (03500110) or DRAM 1310 (03250100) or MUSI 1306 (03155400)	*ENGL 1301 (03220300)	*ENGL 1302 (03220300)	*ENGL 1301 (03220400) or *ENGL 2323 (03220400)	*ENGL 1302 (03220400) or *ENGL 2328 (03220400)	
			SPAN 1411 (03440100)	SPAN 1412 (03440200)			ECON 2302 (03310301)	*GOVT 2306 (03380001)	

							*PSYC 2301 (03350100) or SOC1 1301 (*03370100)
	* TSI Compliance Required						
<p>The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate strategic course offerings for students participating in the dual credit program toward college degree completion through the term of the agreement. Career and Technical Education (CTE) program requirements will be provided for CTE course offerings.</p>							

**Dual Credit Basics/Core Curriculum**

- ARTS 1301: Art Appreciation
- DRAM 1310: Introduction to Theater
- ECON 2301: Principles of Macroeconomics
- ECON 2302: Principles of Microeconomics
- ENGL 1301: Composition I
- \*ENGL 1302: Composition 2
- \*ENGL 2323: British Literature 2
- \*ENG\*L 2328: American Literature 2
- \*GOVT 2305: Federal Government
- \*GOVT 2306: Texas Government
- \*HIST 1301: United States History 1
- \*HIST 1302: United States History 2
- \*MATH 1314: College Algebra
- \*MATH 1342: Elementary Statistical Methods
- \*Math 2412: Pre-Calculus
- MUSI 1306: Music Appreciation
- \*PSYC 2301: General Psychology
- \*SOCI 1301: Introduction to Sociology
- SPAN 1411: Intermediate Spanish I
- SPAN 1412: Intermediate Spanish 2

**High School Course PEIMS**

- Art I 03500110
- Theater Arts I 03250100
- Economics 03310300
- Economics 03310301
- English III A 03220300
- English IV A. 03220400
- English III B 03220300
- English IV B 03220400
- English IV A or B. 03220400
- English IV A or B. 03220400
- US Government 03330100
- Social Studies Adv St. 03380001
- US History A 03340100
- US History B 03340100
- Ind Study in Math 0310250X
- Ind. Study in Math 0310250X
- Ind. Study in Math 0310250X
- Music Studies 03155400
- Psychology 03350100
- Sociology 03370100
- Spanish I 03440100
- Spanish II 03440200

SPCH 1311: Introduction to Speech Comm  
SPCH 1321: Business and Professional Comm

Prof. Communication 13009900  
Prof. Communication 13009900



**DUAL CREDIT COURSE CROSSWALK (Level 1 – Business I)**  
**(Crowley ISD)** reviewed: April 21, 2023

	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
H i g h S c h o o l	English I or II	English I or II	English II or *III	English II or *III	*English III or IV	*English III or IV	*English IV or *English Elective	*English IV or *English Elective
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics
	*AP Human Geography	*AP Human Geography	Federal Government	Sociology	*AP US History	*AP US History	*World History	World History
	Biology	Biology	Chemistry	Chemistry	Physics	Physics		
C o l l e g e	BUSI 1301 (fall)	BMGT 1305 (spring)	ECON 2301 (fall)	ECON 2302 (spring)	MRKG 1311 (fall)	ACCT 2301 (spring)	ACCT 2302 (fall)	BUSI 2301 (spring)

The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate strategic course offerings for students participating in the dual credit program towards college degree completion through the term of the agreement. Career and Technical Education (CTE) program requirements will be provided for CTE course offerings.

**PEIMS Crosswalk**

Level 1 – Business I	
HS Credits	Dual Credits
Principles of Business, Marketing and Finance (PEIMS – 13011200)	BUSI 1301 – Business Principles

Professional Communications (PEIMS -- 13009900)	BMGT-1305 – Communications in Management
Economics with Emphasis on the Free Enterprise System and Its Benefits (PEIMS – 03310300)	ECON 2301- Principles of Macroeconomics
Marketing (PEIMS - N1303424)	MRKG 1311 – Principles of Marketing
Business Law -- (PEIMS -- 13011700)	BUSI 2301 – Business Law
Accounting I (PEIMS – 13016600)	ACCT 2301 – Principles of Financial Accounting
Accounting II (PEIMS – 13016700)	ACCT 2302 – Principles of Managerial Accounting
Economics Advanced Studies – (PEIMS - 03310301)	ECON 2302 – Principles of Microeconomics

## BUSINESS I

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***BUAD.T011.UG***

***Level 1 Certificate***

***Offered at All TCC Campuses***

## Program Requirements

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### Fall Term

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- [ACCT 2301 - Principles of Financial Accounting +](#)
- [BUSI 1301 - Business Principles +](#)
- [ECON 2301 - Principles of Macroeconomics +](#)
- 
- Choose one from the following:
- [MRKG 1311 - Principles of Marketing](#) or
- [MRKG 2333 - Principles of Selling](#)

### Spring Term

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- [ACCT 2302 - Principles of Managerial Accounting +](#)
- [ECON 2302 - Principles of Microeconomics +](#)
- Approved Elective Semester Hours: 3 \*\*
- [BUSI 2301 - Business Law +](#) (Capstone) \*

**Total Certificate Hours: 24**

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\* Capstone is taken during the semester of certificate completion.

\*\* Approved Electives for all programs must be chosen from subjects ACNT, BMGT, BUSG, BUSI, COSC, ECON, FSHN, GISC, HRPO, IBUS, ITCC, ITNW, ITSE, ITSC, ITSW, LMGT, MRKG or RELE. [COSC 1301](#) may not be used as an elective.

**DUAL CREDIT COURSE CROSSWALK (Emergency Medical Technician)  
(Crowley ISD)** Revised: April 21, 2023

	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
H i g h S c h o o l	English I or II	English I or II	English II or *III	English II or *III	ENGL 1301	*English III or IV	*English IV or *English Elective	*English IV or *English Elective
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics
	*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*Government	Economics
	Biology	Biology	Chemistry	Chemistry	Physics	Physics		
	Medical Terminology SM	Health Science Theory SM	Counseling & Mental Health	Counseling & Mental Health	Disaster Response or Anatomy & Physiology	Disaster Response or Anatomy & Physiology	Emergency Medical Technician Basic 07229240)	DC courses in Spring
C o l l e g e					ENGL 1301 MUSI 1306		COSC 1301 GOVT 2305	EMSP 1501 (spring) EMSP 1160 (spring)

The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate strategic course offerings for students participating in the dual credit program towards college degree completion through the term of the agreement. Career and Technical Education (CTE) program requirements will be provided for CTE course offerings.

## PEIMS Crosswalk

Emergency Medical Technician	
HS Credits	Dual Technical Credits
<p>9<sup>th</sup> Grade: Health Science Theory SM (07226100 – 1 credit) and Medical Terminology SM (07226001 – 1 credit) -AND/OR- Principles of Law, Public Safety, Corrections, and Security (07099000 -- 1 credit)</p>	
<p>10<sup>th</sup> Grade: Counseling and Mental Health (07226200 - 1 credit)</p>	
<p>11<sup>th</sup> Grade: Anatomy and Physiology (03120900 – 1 credit) (Science credit) -AND/OR- Disaster Response (07229230 – 1 credit)</p> <p>English 3A (03220300) Music Theory I (3155400)</p>	<p>ENGL 1301 Composition I MUSI 1306 Music Appreciation</p>
<p>12<sup>th</sup> Grade: Emergency Medical Technician Basic (07229240 – 2 credits)</p> <p>US Government 03330100 - ¼ credit Independent Study in Tech Apps (03580900 - 1 credit)</p>	<p>EMSP 1501 – Emergency Medical Technician (07229245) EMSP 1160 – Clinical - Emergency Medical Technology (07229246)</p> <p>GOVT 2305 Federal Government COSC 1301 Introduction to Computing</p>

## Program Requirements

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### First Year

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#### *Fall Term*

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- [ENGL 1301 - Composition I +](#)
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- Choose one from the following:
- [GOVT 2306 - Texas Government \(Texas Constitution & Topics\) +](#) or
- [GOVT 2305 - Federal Government \(Federal Constitution & Topics\) +](#)
- 
- [COSC 1301 - Introduction to Computing +](#)
- Creative Arts/Language, Philosophy and Culture Semester Hours: 3 \*

#### *Spring Term*

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- [EMSP 1501 - Emergency Medical Technician](#)
- [EMSP 1160 - Clinical-Emergency Medical Technology](#)

**Total Certificate Hours: 18**

**DUAL CREDIT COURSE CROSSWALK (Level 1 – Engine Analysis Technician)**  
**(Crowley ISD)** revised: April 21, 2023

		9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
High School	English I or II	English I or II	English II or *III	English II or *III	*English III or IV	*English III or IV	*English IV or *English Elective	*English IV or *English Elective	
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics	
	*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*Government	Economics	
	Biology	Biology	Chemistry	Chemistry	Physics	Physics			
	Small Engine (CTE)	Small Engine (CTE)					Practicum in Transportation (CTE)	Practicum in Transportation (CTE)	
College			AUMT 1405	AUMT 1407 AUMT 2317	AUMT 2434 AUMT 2321	AUMT 2388			

The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate strategic course offerings for students participating in the dual credit program towards college degree completion through the term of the agreement. Career and Technical Education (CTE) program requirements will be provided for CTE course offerings.

Level 1 – Engine Analysis Technician	
HS Credits	Dual Technical Credits
Year 1: Automotive Basics (1 credit – PEIMS 13039550), Automotive Technology I: Maintenance and Light Repair (2 credits – PEIMS 13039600); students are coded v3 for attendance and must have at least 135 minutes of instruction each week	AUMT 1405 (fall); 256 contact hours or 16 hours each week (3.2 hours per day)  AUMT 2317, AUMT 1407 (spring); 256 contact hours or 16 hours each week (3.2 hours per day) (concurrently)
Year 2: Automotive Technology II (2 credits – PEIMS 13039700) and Advanced Transportation Systems Laboratory (1 credit – PEIMS 13039510); students are coded v3 for attendance and must have at least 135 minutes of instruction each week (2.25 hours per day)	AUMT 2434, AUMT 2321 (fall); 256 contact hours or 16 hours each week (3.2 hours per day) (concurrently)  AUMT 2388 (spring); 256 contact hours or 16 hours each week (3.2 hours per day)

**DUAL CREDIT COURSE CROSSWALK (Associates of Applied Science in Criminal Justice)**  
**(Crowley ISD)** revised: April 21, 2023

	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
High School	English I or II	English I or II	English II or *III	English II or *III	ENGL 1301	ENGL 1302	*English IV or *English Elective	*English IV or *English Elective
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	MATH 1314 or MATH 1342	
	*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History or HIST	*AP US History	*Government	Economics
	Biology PE or KINE 1164	Biology	Chemistry	Chemistry	Physics	Physics		
College	Speech 1311/1321 CRIJ 1301 KINE 1164 (optional)	MUSI 1306 CRIJ 2313	CRIJ 1306	GOVT 2305 CRIJ 2328	ENGL 1301 CRIJ 2323 CJSA 1347	ENGL 1302 CRIJ 1310 CJLE 1345	GOVT 2306 CJSA 2388 CRIJ 1307 MATH 1314 or MATH 1342	SOCI 1301 CRIJ 1313 CRIJ 2314

The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate strategic course offerings for students participating in the dual credit program towards college degree completion through the term of the agreement. Career and Technical Education (CTE) program requirements will be provided for CTE course offerings.

**PEIMS Crosswalk**

Associates in Criminal Justice		
HS Credits		Dual Credit
Prof. Communication	13009900	SPEECH 1311/1321
Music Appreciation	03155400	MUSI 1306
US Government	03330100	GOVT 2305
English III A	03220300	ENGL 1301
English IV A.	03220400	
English III B	03220300	ENGL 1302
English IV B	03220400	
Social Studies Adv St.	03380001	GOVT 2306
Ind Study in Math	0310250X	MATH 1314 or MATH 1342
Sociology	03370100	SOCI 1301
Lifetime Recreation and Outdoor Pursuits	PES00053	KINE 1164



Principles of Law - 13029200	CRIJ 1301
Correctional Services - 13029700	CRIJ 2313
Court Systems and Practices - 13029600	CRIJ 1306
Political Science 1 - 13018300	CRIJ 2328
Law Enforcement 2 - 13029400	CRIJ 2323
Public Management and Administration - 13018600	CJSA 1347
Law Enforcement I - 13029300	CRIJ 1310
Forensic Science - 13029500	CJLE 1345
Forensic Psychology - N1303012	CRIJ 1307
Criminal Investigation - 13029550	CRIJ 2314
Practicum in Law (2 credits) - 13030100	CJSA 2388
Practicum in Law (2 credits) - 13030100	CRIJ 1313

**NOTE: Courses offered in Crowley ISD are highlighted below.**

*CRIM.D001.UG*

*Associate of Applied Science Degree*

*Offered at Northwest Campus*

## Program Requirements

### First Year

#### Fall Term

[CRIJ 1301 - Introduction to Criminal Justice + FOS](#)

[CRIJ 1310 - Fundamentals of Criminal Law + FOS](#)

[ENGL 1301 - Composition I +](#)

[SOCL 1301 - Introduction to Sociology +](#)

Mathematics or Life and Physical Sciences Elective Semester Hours: 3 \*\*

#### Spring Term

[CRIJ 1307 - Crime in America +](#)

[CRIJ 2328 - Police Systems and Practices + FOS](#)

Creative Art/Language, Philosophy and Culture Semester Hours: 3 \*\*

[CRIJ 2313 - Correctional Systems and Practices + FOS](#)

Choose one from the following:

[SPCH 1321 - Business and Professional Communication](#) + or

[SPCH 1311 - Introduction to Speech Communication](#) + or

[SPCH 1315 - Public Speaking](#) +

### **Summer Term**

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[GOVT 2306 - Texas Government \(Texas Constitution & Topics\)](#) +

### **Second Year**

#### **Fall Term**

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[CRIJ 2323 - Legal Aspects of Law Enforcement](#) +

[GOVT 2305 - Federal Government \(Federal Constitution & Topics\)](#) +

Approved Electives Semester Hours: 3 \*

[ENGL 1302 - Composition II](#) +

#### **Spring Term**

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[CRIJ 2314 - Criminal Investigation](#) +

[CRIJ 1306 - Court Systems and Practices](#) + FOS

Choose one from the following:

[CJSA 2388 - Internship in Criminal Justice and Safety Studies](#) (Capstone) or

[CJSA 2334 - Contemporary Issues in Criminal Justice](#) (Capstone)

Approved Electives Semester Hours: 6 \*

### **Total Degree Hours: 60**

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\* All electives must have prior approval of the Program Coordinator. Approved Electives: [CJSA 1347](#), [CJSA 1348](#), [CJSA 2331](#), [CRIJ 1313](#), [CJLE 1111](#), [CJLE 1345](#), [CJLE 1373](#), [CJLE 1375](#), [CJLE 1506](#), [CJLE 1512](#), [CJLE 1518](#), [CJLE 2247](#), [FIRT 1301](#), [SLPS 1371](#), [SLPS 1372](#), or [SLPS 2371](#).

**ATTACHMENT B**  
**GUIDELINES FOR DUAL CREDIT PARTNERSHIPS**



## TARRANT COUNTY COLLEGE Guidelines for Dual Credit Partnerships

January 2019

The following program guidelines are in accordance with the Texas Higher Education Coordinating Board (THECB) rules and regulations [Chapter 4; Subchapter D](#) of Texas Administrative Code (TAC). Tarrant County College (TCC) adheres to these guidelines when partnering with a school district whether public, private, charter, or home school for the delivery of a dual credit program. In the event that THECB rules change during an agreement's time period, the THECB new rules will always take precedence. It is the responsibility of the partnering institutions to review, exercise, and monitor program guidelines on a consistent basis.

These guidelines address course credit where instruction is provided to high school students for the awarding of both high school academic requirements and college semester credit hours leading to a certificate, degree or the core curriculum. They also address instruction provided to high school students for remedial coursework to prepare for the Texas Success Initiative (TSI) assessment.

An agreement must be approved by the governing boards or designated authorities of both TCC and the school district (public, private, charter, or home school) prior to the offering of courses. Such agreement will address the following considerations:

### A. Student Eligibility

- (1) A high school student is eligible to enroll in dual credit courses at TCC if he or she:
  - (a) Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI) as set forth in [Chapter 4; Subchapter C; Rule 4.57](#) (TAC) and Adult Basic Education (ABE) standards on relevant section(s) of an assessment instrument approved by the Board as set forth in ([Chapter 4; Subchapter C; Rule 4.56](#) TAC).
  - (b) Demonstrates that he/she is exempt under the provisions of the Texas Success Initiative ([Chapter 4; Subchapter C; Rule 4.54](#) TAC). However, a student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI or TCC course prerequisite requirements. Some TCC course prerequisites could require a higher cut score than those outlined by the THECB TSI state minimum requirements.
  - (c) Meets all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
- (2) A high school student is also eligible to enroll in **academic dual credit** courses that require demonstration of TSI college readiness in **reading and/or writing** under the following conditions:
  - (a) If the student achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II STAAR EOC reading and/writing; or
  - (b) The student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test administered prior to October 15, 2015; or a score of 460 on the



## TARRANT COUNTY COLLEGE

### Guidelines for Dual Credit Partnerships

evidenced-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or

(c) 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.

(3) A high school student is also eligible to enroll in **academic dual credit** courses that require demonstration of TSI college readiness in **mathematics** under the following conditions:

(a) If the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the Algebra II course; or

(b) The student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or

(c) The student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test administered prior to October 15, 2015 ; or a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or

(d) If the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a 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 1** certificate program, or a program leading to a credential of less than a Level 1 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.

(5) A high school student is eligible to enroll in **workforce education dual credit** courses contained in a **Level 2** certificate or **applied associate degree** program under the same eligibility conditions as academic dual credit courses.

(6) A student exempt from taking STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in **workforce education dual credit** courses.

(7) Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (5) of this subsection.

(8) It is recommended high school students may enroll in a maximum of 15 credit hours per semester in fall and spring courses that apply to a certificate, degree, or the core curriculum with approval from the high school and college. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, ACT or SAT scores, or other assessment indicators) may be approved by the principal or designee of the high school and the Vice President for Academic Affairs of the TCC Campus. **It is recommended that students in their first semester of dual credit enroll in a maximum of two courses.**



## TARRANT COUNTY COLLEGE

### Guidelines for Dual Credit Partnerships

- (9) Students must follow the TCC catalog “Academic Standing” policy (see TCC college catalog).
- (10) TCC may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
- (11) TCC is not required, under the provisions of this section, to offer dual credit courses for high school students.

#### **B. Eligible Courses**

- (1) Courses offered for credit where instruction is provided to high school students for the awarding of both high school academic requirements and college semester credit hours apply to the core curriculum, career and technology education courses toward a TCC career and technology Certificate or Associate of Applied Science degree, a foreign language, or a course that satisfies specific degree plan requirements leading to the completion of a TCCD Associate of Arts, Associate of Science, Associate of Applied Science Field of Study or Program of Study.
- (2) Courses offered for dual credit by TCC must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) adopted by the Board, or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) adopted by the Board.
- (3) Courses offered for dual credit by TCC must be in the approved undergraduate course inventory of the college.
- (4) In accordance with the THECB rules, TCC does not offer remedial and developmental courses for dual credit.

#### **C. Location of Class**

- (1) Dual credit courses may be taught on the college campus or on the high school campus. Dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, TCC shall comply with applicable rules and procedures for offering courses at a distance as set forth in (Chapter 4; Subchapters P and Q; Rules 4.255-4.279 TAC) (relating to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self- Supporting Courses and Programs for Public Institutions). In addition, dual credit courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically.
- (2) For classes taught at the high school locations, the SCHOOL DISTRICT must provide a collegiate environment for classes which includes adequate classroom facilities, technology, and ensures no disruption of college classes for announcements, pep rallies, etc., or removal of students from class to participate in high school related activities.
- (3) TCC will meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements for offering dual credit courses taught at the high school campus and all off-site locations. (Substantive Change for SACSCOC Accredited Institutions)



## TARRANT COUNTY COLLEGE

### Guidelines for Dual Credit Partnerships

#### **D. Composition of Class**

(1) Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit only students, may be allowed only under one of the following conditions:

(a) If the course involved is required for completion under the State Board of Education Foundation or Foundation with Endorsements High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.

(b) If the high school credit-only students are College Board Advanced Placement (AP) students.

(c) If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

#### **E. Faculty Selection, Supervision, and Evaluation**

(1) TCC shall select instructors of dual credit courses. All instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools) and approval procedures used by the college.

(2) TCC shall supervise and evaluate instructors of dual credit courses.

#### **F. Course Curriculum, Instruction, and Grading**

(1) TCC 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.

#### **G. Academic Policies and Student Support Services**

(1) Regular academic policies apply to dual credit courses. These policies include but are not limited to the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.

(2) Students in dual credit courses have access to student support services. TCC 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) Dual credit students must abide by all TCC policies and procedures as outlined in the current **Academic Catalog/Student Handbook**.

(4) In compliance with the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, Student Accessibility Resources (SAR) provides equal access to College programs, services and activities for qualified students with disabilities. Requests for an accommodation/equal access are reviewed on a case-by-case basis, and are

determined based on the functional limitations caused by the disability and the supporting documentation provided.

(a) Otherwise qualified high school students enrolled in the dual credit program are eligible for services on the same basis as all other students. Documentation submitted must meet the college criteria whether the class is held on a TCC campus or at a high school site. Faculty must not extend accommodations until authorized by the College. The TCC Campus Coordinator of SAR will authorize appropriate accommodations.

(b) Students and their parents should be aware that the needs of students with disabilities are covered under the Family Educational Rights and Privacy Act (FERPA) and the ADA at the college level. The laws pertaining to section 504 of the Rehabilitation Act of 1973 at the K-12 level do not apply. Matters related to the provision of accommodations under ADA should be discussed with the Campus Coordinator of SAR.

#### **H. Transcribing of Credit**

(1) 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.

#### **I. Funding**

(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 Board.

(2) The college may claim funding for students getting college credit in core curriculum, career and technical education, and foreign language dual credit courses.

(3) This provision does not apply to students enrolled in approved early college high school programs.

(4) All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.



**Attachment C:  
TUTION AND FEES/TCC PLUS**

## Tuition and Fees/TCC Plus

The payment of all tuition and fees becomes the obligation of the responsible party upon registration of courses at the COLLEGE DISTRICT. The student has not officially completed the registration process until payment has been made in full, an agreement to pay has been submitted by the SCHOOL DISTRICT or Third Party Payer, a payment plan has been completed, or the student has sufficient financial aid funds available by the payment deadline. The responsible party will be required to acknowledge the COLLEGE DISTRICT'S Financial Responsibility Agreement every 120 days. A SCHOOL DISTRICT'S student financial responsibility is the same as any other student enrolled at the COLLEGE DISTRICT.

Tuition costs include [tuition and fees based on the rate per credit hour](#), [TCC Plus \(digital course materials\)](#), [third attempt](#), or any other charge applied at the time of registration.

- **Self-Pay Student:** The SCHOOL DISTRICT and the self-pay student understands that failure of a self-pay student to pay his/her tuition by the payment deadline may result in the student being dropped from his/her course(s) based on the Texas Higher Education Coordinating Board's regulation for tuition payments. Payment reminders will be sent to the student through his/her COLLEGE DISTRICT email address and to the SCHOOL DISTRICT. Please see the COLLEGE DISTRICT website for [payment deadlines](#).
- **SCHOOL DISTRICT Pay/Third Party Payer:** The SCHOOL DISTRICT Pay/Third Party Payer understands that failure to provide the COLLEGE DISTRICT the list of SCHOOL DISTRICT Pay/Third Party Payer students and courses by the payment deadline may result in students being dropped from their course(s) based on the Texas Higher Education Coordinating Board's regulations for tuition payments. The COLLEGE DISTRICT will invoice the SCHOOL DISTRICT/Third Party Payer based on the student's residency status and number of semester hours enrolled at the census date (official day of record). Payment is due within 30 days of receipt of the invoice.
  - \_\_\_\_\_ Maximum number of semester hours in Fall or Spring term paid by SCHOOL DISTRICT
  - \_\_\_\_\_ Maximum number of semester hours in Summer term paid by SCHOOL DISTRICT
  - Exceptions: Any changes to the above agreement for any given student/term, must be submitted in writing prior to the census date (official day of record).
  - Any additional semester hours are the responsibility of the student

A self-pay student, SCHOOL DISTRICT, or Third Party Payer may still be responsible for payment of any non-refundable tuition for a dropped course according to the COLLEGE DISTRICT'S [refund schedule](#). The SCHOOL DISTRICT or Third Party Payer also understands that this is an agreement to pay the COLLEGE DISTRICT. Therefore, the SCHOOL DISTRICT or Third Party Payer agrees to pay for a student's tuition costs even if the student does not successfully complete the course(s), use available TCC Plus digital learning materials (when applicable), or follow through with his/her agreement with the SCHOOL DISTRICT or Third Party Payer.

When applicable, TCC Plus charges are included as an additional line item on the student's invoice. The student has the option to opt-out of receiving the digital materials through the course census date (official day of record). The self-pay student, SCHOOL DISTRICT, or Third Party Payer understands that opting out of receiving the materials will remove the additional line item from the total tuition costs AND access to the digital learning materials. The student, SCHOOL DISTRICT, or Third Party Payer further understands that any unpaid TCC Plus charges will result in restrictions on future registration activity and transcript issuance. Furthermore, the TCC Plus charge will be applied every time the student enrolls in a course that includes TCC Plus materials, even if the student did not successfully complete the course in prior attempts. The additional course charge for TCC Plus, will be the responsibility of the Self-Pay student,

SCHOOL DISTRICT, or Third Party Payer, even if the student receives an exemption or waiver for tuition.

The Self-Pay student, SCHOOL DISTRICT, or Third Party Payer understands that any outstanding balances on a student's account (tuition costs, parking or library fines, etc.) may result in a registration restriction being placed on the student's account.

**Attachment D:  
DUAL CREDIT VALUE EXCHANGE**

<b>Academic Dual Credit Program Value Exchange</b>		
<b>Space allocation: 3 classrooms, 2 computer labs, 3 offices, access to conference rooms</b>		
<b>General Terms</b>	<b>Role and Responsibility of CISD</b>	<b>Role and Responsibility of TCC</b>
<ul style="list-style-type: none"> <li>• CISD provides all furniture costs</li> <li>• TCC has access to all BRJ CTEC/Sewell facilities</li> <li>• TCC provides tuition value exchange</li> </ul>	<ul style="list-style-type: none"> <li>• CISD pays \$142,375.60 for initial purchase</li> <li>• CISD provides office furniture and storage</li> <li>• CISD furnishes common areas such as workrooms</li> <li>• CISD provides future maintenance and operations costs</li> <li>• CISD transitions to an embedded faculty model</li> <li>• CISD provides access to <b>BRJ CTEC and Sewell Ag facility</b> for evening, weekend, and summer TCC classes/programs</li> </ul>	<ul style="list-style-type: none"> <li>• TCC provides tuition value exchange for academic dual credit</li> <li>• TCC reimburses security and custodial services for evening and weekend courses provided by TCC</li> <li>• TCC provides up to 5 faculty the first year and 3 faculty the second year, if needed, as CISD transitions to 100% embedded faculty within two years from date of original agreement (2020) in the aggregate of both Dual Credit and CTE Program areas.</li> <li>• Stipends <b>not</b> provided by TCC for embedded CISD faculty</li> </ul>

<b>Technical Dual Credit Program Proposal</b>		
<b>Space allocation: All CTE classrooms in BRJ CTEC and Sewell Ag Facility</b>		
<b>General Terms</b>	<b>Role and Responsibility of CISD</b>	<b>Role and Responsibility of TCC</b>
<ul style="list-style-type: none"> <li>• CISD covers all costs of facility, equipment, and supplies</li> <li>• TCC provides tuition value exchange</li> </ul>	<ul style="list-style-type: none"> <li>• CISD provides all classroom space, furniture, equipment, and supplies for CTE classrooms</li> <li>• CISD provides maintenance and operations costs</li> <li>• CISD provides embedded faculty</li> </ul>	<ul style="list-style-type: none"> <li>• TCC provides tuition value exchange for technical dual credit</li> <li>• TCC <b>does not</b> provide stipends for CISD faculty</li> </ul>

Crowley will identify the proposed Embedded Faculty Members for the 2023-2024 academic year, and will provide an updated letter of proposed Embedded Faculty Members annually thereafter each academic year at least six weeks commencement to the fall semester to be approved by the Office of the Provost.

**Facilities Use Agreement Between Tarrant County College District  
and Crowley Independent School District  
for Crowley ISD Collegiate High School and Dual Credit Programs**

THIS FACILITIES USE AGREEMENT ("FUA") is entered into by and between the TARRANT COUNTY COLLEGE DISTRICT ("TCCD"), a Texas political subdivision of higher education, and CROWLEY INDEPENDENT SCHOOL DISTRICT ("CISD"), pursuant to the authority granted in compliance with Section 29.908 the Texas Education Code.

**WITNESSETH:**

Whereas, the parties desire to agree upon the operations of that certain Tarrant County College South/CISD Collegiate High School ("ECHS") and Dual Credit Programs incorporating by reference the terms of that certain Instructional Agreement Between Tarrant County College District and Crowley Independent School District Early College High School Program and Instructional Agreement Between Tarrant County College District and Crowley Independent School District Dual Credit Program entered into by and between the parties hereto;

NOW, THEREFORE, the parties to this FUA mutually agree to the following:

**1) Use of Facilities:**

- CISD will house an early college high school facility, Sewell Agriculture Center, and dual credit classes within Bill R. Johnson Career & Technology Center/Crowley Collegiate Academy, 4500 Longhorn Trail, Crowley, Texas 76036 (collectively known as "CTE/CCA Facility"). CISD will make (7) classrooms acceptable to TCCD in the facility available to TCCD.
- TCCD shall use the ECHS, Sewell Agriculture Center and dual credit classroom Facility for instructional purposes and as related to and agreed upon courses with the CISD. All other purposes will require the prior written consent of CISD.
- TCCD may also use the CTE/CCA Facility free of charge for evening, weekend, and summer TCCD classes/programs to service non-CISD students between the hours of 4pm until 10pm Monday through Friday evenings and 7am to 10pm for weekends and summer offerings.
- Eight weeks prior to the commencement of each semester, CISD and TCCD will agree upon all courses to be offered by TCCD at the CTE/CCA facility for that semester, at which point TCCD will build classes for the college courses and assign faculty to teach them, as more particularly described in the MOU. Within (5) business days after the roster of classes is agreed by the parties, CISD will assign appropriate classrooms for the classes to be taught by TCCD and notify TCCD in writing of the room assignments.

**2) Furniture and Equipment:**

- CISD will provide the furniture and other items required for courses it intends to offer at the CTE/CCA Facility. Any additional equipment required for classes TCCD teaches at the CTE/CCA Facility will be provided by TCCD and will remain the property of TCCD. TCCD shall be responsible to track and inventory all equipment purchased by TCCD and

placed or installed at CTE/CCA Facility. Furniture used by both parties may be considered as part of a Value Exchange pursuant to the Instructional Agreement Between Tarrant County College District and Crowley Independent School District Dual Credit Program.

- The parties shall repair and maintain any furniture and equipment they own and install in the CTE/CCA Facility to industry certification standards and shall replace any of such furniture and equipment that is damaged beyond repair with equivalent replacement(s) that satisfy TCCD and CISD standards of selection. Provided, however, if it is conclusively determined that a party, its agents, employees, invitees or CTE/CCA students were responsible for damage to the other party's furniture or equipment, the former shall be responsible for the necessary repair or replacement.
- TCCD will be assigned areas in the CTE/CCA Facility for TCCD instructors to secure teacher equipment and supplies. CISD will exercise its best efforts to keep the area secure. but storage of materials in the secure storage is at the risk of the TCCD.
- CISD and TCCD will agree before each semester what consumable materials will be provided by each party. Each party will be responsible for the storage of the consumable materials on the CTE/CCA Facility site.

### **3) Maintenance:**

- Maintenance/Custodial responsibilities will be that of CISD and shall be to the same standard and intervals as other CISD campuses. TCC will reimburse custodial expenses for after hours use of the facility.

### **4) Technology:**

- TCCD shall provide computers and phones for office and conference areas dedicated to TCCD use.
- TCCD shall provide computer labs, if required, dedicated to academic dual credit, including printers.
- TCCD shall provide phones for any areas needing access to TCCD phone systems offices and conference rooms dedicated to TCCD use.
- TCCD shall provide projectors if needed for classrooms dedicated to TCCD use.
- CISD shall create a Wi-Fi network or Service Set Identifier (SSID) for TCCD and pipe for traffic to TCCD through a Virtual Private Network (VPN).
- CISD shall provide a technology device acceptable to TCCD to each student.
- CISD shall provide projectors accessible to HDMI if IP access is not needed.
- CISD shall provide site-to-site VPN.

### **5) Utilities:**

- CISD shall provide and pay for all utilities used by the CTE/CCA Facility including electricity, water, sewer and gas.
- CISD shall provide and pay for all communications facilities necessary for the operation of the CTE/CCA Facility, including telephone and computer networks.
- When using the CTE/CCA Facility, students, staff and faculty shall have access to the

CISD's communications and technology services as they are constituted from time to time, subject to the application of the CISD's Acceptable Use Guidelines as they are promulgated from time to time.

- CISD shall coordinate with TCCD to provide access at the CTE/CCA Facility to TCCD's communications and technology networks and services.

**6) Insurance:**

- CISD shall maintain the following insurance or ability to self-insure, at its sole cost and expense: 1) commercial general liability insurance applicable to the CTE/CCA Facility which provides, on an occurrence basis, a minimum per occurrence limit of \$ 1,000,000; and 2) causes of loss-special form (formerly "all-risk") property insurance on the CTE/CCA Facility in the amount of the replacement cost thereof, as reasonably estimated by CISD. The foregoing insurance and any other insurance carried by CISD may be effected by a policy or policies of blanket insurance and shall be for the sole benefit of CISD and under the CISD's sole control. TCCD shall have no right or claim to any proceeds thereof or any rights thereunder.
- Each party shall maintain the following insurance or ability to self-insure, at its sole cost and expense: 1) commercial general liability insurance on an occurrence basis, a per occurrence limit of no less than \$1,000,000; 2) \$100,000 Bodily Injury per person, \$300,000 per Bodily Injury per occurrence, and \$100,000 Property damage per occurrence Auto Liability coverage; and 3) workers' compensation insurance as required by applicable statute. Annually, by May 30 and anytime there is a change in coverage, each party shall provide the other with a certificate of coverage or other document demonstrating that party's ability to self-insure.
- TCCD shall maintain loss-special form (formerly "all risk") property insurance covering the Furniture and other personal property of TCCD within the CTE/CCA Facility in the amount of full replacement cost thereof.

**7) Ingress, Egress, Access and Parking:**

- CISD grants TCCD reasonable ingress and egress to the CTE/CCA Facility during the hours set forth, including without limitation the right to use parking areas, adjacent streets and sidewalks owned and/or controlled by CISD.
- CISD shall provide parking permits to CTE/CCA faculty and staff upon request, and appropriate students shall be issued parking permits per CISD policy, as it exists from time to time.
- Upon confirmation with TCCD, CISD will issue to TCCD faculty keys to the classroom(s) to which they have been assigned, if applicable. If an instructor needs access to the CTE/CCA Facility at any time it is closed, the TCCD administrator shall make arrangements with CISD for access.
- Should TCCD require access to the CTE/CCA Facility other than the approved hours set forth above, it will require the prior written consent of CISD.

**8) Safety and Health:**

- Video surveillance and key card/automatic lock system for the CTE/CCA facility will be



provided by CISD, pursuant to CISD's facilities guidelines and procedures.

- For the purpose of compliance with Texas Penal Code § 46.03(a) (1), the CTE/CCA Facility shall be considered the physical premises of a school. TCCD shall not designate CTE/CCA Facility as an area where concealed weapons may be carried.
- CISD will provide security for the facility.
- TCCD will reimburse CISD for the cost of security officers during hours of TCCD's operation outside of those required for CISD students. Hours and rates of pay will be agreed upon in advance by both parties.

**9) Expiration or Termination:**

- Unless earlier terminated as provided in the Agreement, this Agreement shall terminate three (3) years following the Effective Date.
- In the event that both the ECHS or Dual Credit Agreements expire or are earlier terminated, use of the CTE/CCA Facility will revert to CISD, and any furniture or equipment owned by TCCD will be removed by TCCD.
- TCCD shall be responsible for any damage caused by the removal of its furniture and equipment from CISD's property.
- TCCD will use its best efforts to remove all of its furniture and equipment from the CTE/CCA Facility on or before thirty (30) days after the expiration or earlier termination of the ECHS or Dual Credit Agreements. In the event TCCD fails to remove all of the furniture and equipment as herein above provided, CISD shall give TCCD written notice requesting removal, and if TCCD has not removed such remaining items on or before thirty (30) days after the date of such notice, CISD shall have the right to inventory and/or utilize such remaining furniture and equipment without compensation to TCCD.
- Expiration or earlier termination of both the ECHS and Dual Credit Agreements shall automatically terminate this FUA.

**10) Fee:**

- The estimated monthly cost for the use of the CTE/CCA Facility by TCCD for the operation of the ECHS and dual credit programs and the TCCD classes, is agreed by the parties to be \$10,000.00, which may be waived pursuant to Value Exchange terms of the Dual Credit Agreement.

EXECUTED in duplicate original counterparts effective upon the date indicated above

TARRANT COUNTY COLLEGE DISTRICT

By Shelley Pearson  
Shelley Pearson, Ed.D.  
Vice Chancellor and Provost  
Tarrant County College

INDEPENDENT SCHOOL DISTRICT

By Michael McFarland *RM*  
Michael McFarland, Ed.D.  
Superintendent  
Crowley Independent School District

Approved as to form and legality:

By Card Ware Bracken  
TCCD Legal Services