

STATE OF TEXAS       §  
                                  §  
COUNTY OF DALLAS   §

**AGREEMENT BETWEEN**  
**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**AND**  
**COPPELL INDEPENDENT SCHOOL DISTRICT**  
**CONCERNING EMT DUAL CREDIT**

This Agreement, ("Agreement") is made and entered into by and between Dallas County Community College District ("DCCCD"), a Texas political subdivision of higher education, on behalf of Brookhaven College ("BHC") and Coppell Independent School District ("CISD"), a Texas political subdivision of secondary education, on behalf of Coppell High School, ("Coppell High School"), BHC and Coppell High School may be individually referred to as the "Party", and collectively "Parties." The Parties enter into this Agreement for the purposes of allowing BHC to conduct lower division courses ("Courses" or "Dual Credit Courses") enumerated in this Agreement to eligible Coppell High School students ("Student" or "Dual Credit Students") upon the following terms and conditions:

- 1. Attachments to this Agreement:** The Agreement contains the following attachments that are incorporated herein as described below:
  - A.** Attachment A: Dallas County Community Colleges Guidelines for Dual Credit Courses and Remedial Courses Offered in Partnership with Texas Schools (2019-20)
  - B.** Attachment B: Course List(s)
  - C.** Attachment C: Payment of Service
  
- 2. Statewide Goals for Dual Credit:** Pursuant to House Bill 1638 (85<sup>TH</sup> Legislative, 2017) BHC and Coppell High School set forth the following goals for dual credit to align with statewide goals for dual credit programs in Texas, as

prescribed by the Texas Higher Education Coordinating Board (hereinafter the "THECB") and the Texas Education Agency (hereinafter the "TEA").

**Goal 1 – Collaborative Outreach Efforts and Benefits:**

- A. BHC and Coppell High School dual credit and advising staff provide dual credit information sessions at middle schools, high schools, colleges and at community events.
- B. BHC Outreach Teams are present throughout the Metroplex and provide students and families with information about DCCCD colleges and educational opportunities. The BHC Outreach Teams also help students make connections with BHC intake staff.
- C. BHC and Coppell High School provide online dual credit information for the public. Information includes dual credit college contact information, dates and deadlines, dual credit state and local requirements, how to enroll in the dual credit program, endorsement connections for guided pathways, and dual credit comments from students and parents.
- D. BHC Outreach, Marketing Offices, and Dual Credit Departments provide dual credit cost savings information to the public. Information includes the benefit of no tuition cost for dual credit courses to dual credit students attending high schools within Dallas County. And, for dual credit students attending high schools outside of Dallas County, such students will benefit by paying a reduced tuition rate of in-county tuition for their dual credit courses. To receive the no or reduce cost tuition, the dual credit students must be attending a high school for which the colleges of the Dallas County Community College District have an officially signed dual credit agreement.

**Goal 2 – Student Transition to and Acceleration Through Postsecondary Education:**

- A. Students attend college orientation sessions which include information about college degree and certificate options, student support services, and extra-curricular activities.
- B. BHC tours are provided to students.
- C. BHC and Coppell High School Career Services Offices provide students with Career Interests tools and workshops to help students better identify a program of study that will align with their current and future educational goals and career options.
- D. Students may take approved dual credit courses that apply toward the core

- curriculum, a certificate program, an Associate of Applied Science, an Associate of Arts, or an Associate of Science. BHC courses, certificates and degree plans are available within the BHC's online catalog.
- E. Students are advised and encouraged to successfully complete dual credit courses that apply toward their selected pathway, certificates and degree plan.
  - F. BHC and Coppell High School provide high school and college degree completion information to students. The BHC Transfer Services office provides information regarding the transfer of college credit courses from the colleges of the DCCCD to other colleges and universities. The BHC Transfer Services also provides transfer guides which include courses (course numbers and course names) within BHC that will transfer into degree plans at other institutions of higher education.

**Goal 3 – Academic Advising, College Readiness and Support Services:**

- A. Students are provided academic and college readiness advising with access to student support services.
- B. BHC provides students with career information, degree and certificate options, and academic advising.
- C. BHC provides students with support services to include college success workshops, time management, learning and support centers, tutoring centers, libraries, academic advising and career workshops. Other college support services include the college Health Center and Disability Services Center. Students are encouraged to utilize support services that are available at BHC and Coppell High School.

**Goal 4 – Course Quality and Rigor to Ensure Student Success in Subsequent Courses:**

- A. As required by the THECB, the quality and rigor of Dual Credit courses taught at BHC shall be the same at Coppell High School, being sufficient to ensure student success in subsequent courses.
- B. BHC develops and provides directed pathways. Directed pathways will build upon student learning outcomes required for rigorous subsequent college level courses.
- C. Course/program rigor should be comparable to that of other offerings and clearly at the collegiate level as required by Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”).

D. Content of course will be college-level and students will demonstrate eligibility to enroll in dual credit courses as outlined within Attachment A, Dual Credit Guidelines.

**3. Scope of Agreement and Limitations of Authority:** The Parties agree to the scope of this Agreement as follows:

- 1. Purpose:** The purpose of this Agreement is to provide a system under which an eligible high school student enrolls in state approved college course(s) and receives course credit for the course(s) from both the college and high school. Dual Credit enrollment structures education, training, and career exploration to enable students to build academic and technical skills, acquire industry credentials, enter a profession, and advance in higher education. BHC and Coppell High School will approve Students who are qualified to enroll in course enumerated in this Agreement. Courses enumerated under this Agreement (see Attachment B) will be offered at both BHC and Coppell High School. Faculty from BHC and Coppell High School will conduct these courses. BHC is approved by the THECB and the Texas Department of State Health Service ("TXDSHS") to offer the Emergency Medical Technician ("EMT") Program ("Program"). BHC offers education and training in an approved EMT educational program with Students enrolled at BHC. Chapter 791 Texas Government Code authorizes the Parties to contract for governmental functions in which the Parties are mutually interested. CISD and Coppell High School desire to provide its secondary students the opportunity to obtain an emergency medical technician certification through BHC. All courses included in the emergency medical technician certificate program will be offered at Coppell High School and will be consistent with requirements for Students' certificate completion with the timelines established in this Agreement. The courses in this Program will be offered for dual credit to the Student.

Under this Agreement, qualified Students, as defined under Section 18(B)(1)-(2) of this Agreement, are eligible to enroll in classes described in this Section for BHC's Emergency Medical Services – Emergency Medical Technician Basic. This Level 1 Certificate combines classroom teaching with supervised clinical and field experience for Students seeking

certification as an Emergency Medical Technician – Basic with the TXDSHS. These classes continue for an entire academic year. These courses will allow Students to meet their clinical contact requirements. In the aggregate, these courses are referred to as the Program and include:

- a. Emergency Medical Services Paramedicine (“EMSP”) 1501, Classroom, lecture. This is the first course in the Program and prepares Students for certification as an EMT. Students must successfully complete this course before progressing on to the next two courses, listed below.
- b. EMSP 1391, Special Topics in Emergency medical technology/technician. Topics in this course address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the Student. In particular, this course will cover Hazardous Material ("HazMat") awareness and management, Weapons of Mass Destruction ("WMD") events, the national Incident Command System ("ICS"), and Multi Casualty Incident ("MCI") management. This course may be repeated if topics and learning outcomes vary. Consistent with Program requirements, Students enroll in this EMSP 1391 and EMSP 1164 simultaneously.
- c. EMSP 1164 – Emergency medical technology/technician. This course is the clinical portion of the Program. This is a health-related work-based learning experience that enables the Student to apply specialized occupational theory, skills, and concepts. In this course, Students will complete their clinical/ internships at both of the following. (BHC schedules Students for participation in their clinical/internships):
  - i. Fire stations where Students participate in ride-a-longs with EMS professionals in mobile units from various municipalities. Students participate alongside EMTs Paramedics and perform the latest medical practices and procedures and proper application of life support equipment in a variety of medical emergencies.
  - ii. Hospitals. Students in coordination with the EMT Coppell High School Coordinator actively participate alongside hospital personnel performing the latest medical practices and procedures and proper application of life support equipment in a variety of

medical emergencies and procedures and where Students observe patient care with the BHC-EMT Director.

- iii. Students who do not successfully complete EMSP 1501 will be enrolled into EMSP 1305. EMSP 1305 Emergency Care Attendant will be offered to those students who do not qualify to complete the entire EMT basic program of studies. This course does not have a clinical component.
- d. After Students successfully complete these courses:
  - i. BHC shall verify to CISD that Students have met these requirements; and
  - ii. EMT Students will be eligible to take the National Registry of EMT("NREMT") exam for the EMT basic level.

#### **4. Governance:**

**A.** The EMT Basic Certificate Program under this Agreement shall be:

- 1) Conducted in a manner consistent with SACSCOC, the TXDSHS and BHC's policies; and
- 2) Subject to CISD, state, and federal policies and requirements for EMT programs, the Coppell High School Principal will work with the BHC-EMS Program Director and the BHC-Coppell High School Campus Coordinator regarding the instruction, curriculum and philosophy of the Program.

**B.** EMT-Basic curriculum and instruction will be provided by BHC. The appropriate staff from the Parties to this Agreement, will participate in bimonthly or weekly meetings, as necessary, regarding the Program under this Agreement, clinical issues consistent with TXDSHS, Department of Transportation, SACSCOC and other accrediting bodies.

**C.** Student evaluation of instruction for the educational services under this Agreement will be conducted by CISD and results thereof will be shared with BHC.

- D. The BHC-EMS Coppell High School Campus Coordinator, in cooperation with the BHC-EMS Clinical Coordinator, will establish Student clinical affiliations in the CISD service areas. These agreements will be fully executed before Students participate in clinicals. The Parties to these agreements are DCCCD, on behalf of BHC and hospitals and the appropriate contracted City Fire Departments (“City Fire Departments”). Contract originals will be retained by BHC with copies in the office of Coppell High School Principal and CISD's Assistant Superintendent.

## 5. Faculty and Staff:

- A. Under this Agreement, BHC will provide its employees to serve in the following capacities. They may be the same person, as BHC reasonably determines:
- 1) BHC – EMS Full Time and Adjunct Faculty;
  - 2) BHC – EMS Coppell High School Campus Coordinator;
  - 3) BHC – EMS Program Director.
- B. BHC shall administer criminal background checks and drug tests on BHC faculty and staff working directly with Students as required by law. Upon reasonable request, BHC shall provide documentation evidencing compliance with this provision to CISD within ten (10) business days.
- C. Faculty for lectures, clinical and skills will be arranged by the BHC-EMS Coppell High School Campus Coordinator.
- D. CISD shall work with BHC in securing any substitute instructors, as necessary, to provide educational services under this Agreement. CISD shall be responsible for compensating any substitute instructor that it provides for the educational services under this Agreement.

- 6. Financial Responsibilities:** BHC will bill CISD each semester for the educational services that BHC provides under this Agreement. Payment from CISD will be due within 30 calendar-days upon receipt of invoice from BHC. The amount the BHC bills CISD shall not exceed \$25,000 annually.

**7. Term:** Subject to prior termination or revocation of this Agreement as provided in Section 8, this Agreement is in full force and effect for a period of one (1) year subject to authorized appropriation of currently available funds for any obligations created herein. This Agreement begins on **August 19, 2019 and ends on August 8, 2020** (“Initial Term”). Thereafter, this Agreement may be renewed for up to two (2), one-year terms (each a “Renewal Term”), provided that not less than 60 calendar days prior to the expiration of the Initial Term or any Renewal Term, the Parties shall have agreed in writing to renew this Agreement.

**8. Termination:** Either Party may terminate this Agreement upon 60 calendar days written notice to the other Party effective at the end of the then current semester unless the Parties agree otherwise in writing. Termination of this Agreement shall be in compliance with the guidelines of the TXDSHS. This Agreement may also be terminated if a material breach occurs. A material breach of this Agreement includes but is not limited to a violation of the policies and rules of DCCCD, a misrepresentation or false statement in this Agreement by one of the Parties, or non-performance of the Party's duties under this Agreement. In the event of a material breach, the non-breaching party shall provide the breaching Party with written notice specifying in reasonable detail the nature of such material breach. The Party alleged to be in breach shall have 30 calendar days from the date of receipt of such notice to cure the breach. Failure to cure the breach will result in termination of this Agreement. If this Agreement is terminated during an academic term, Students will be allowed to finish their coursework under this Agreement. In the event this Agreement is terminated while Students are actively participating, Students shall not be penalized, and shall be allowed to complete the required TXDSHS mandated portions of the Program (EMSP 1501 and EMSP 1164) regardless of the reason for termination of this Agreement.

## **9. Program Management:**

**A.** The Program under this Agreement will be limited to no fewer than 10 and no more than 20 Students. If fewer than 10 Students participate in this Program, the Parties shall mutually determine whether to cancel or proceed with this Program. Such determination shall not be unreasonably delayed by either



Party.

- B.** Lab/skill classes (load) will be split into two sections, of no more than 10 Students each, to ensure a minimum of two BHC-EMS faculty members (a 1:10 ratio) at Coppell High School on scheduled lab/skill dates.
- C.** The Program will be managed by BHC. All paperwork required for TXDSHS and NREMT will be filed by BHC. This will include student information relating to Students who will be sitting for the state EMT examination.
- D.** The BHC-EMS Coppell High School Campus Coordinator's responsibilities include all of the following:
  - 1) Preparing class schedule for each course: EMSP 1501, EMSP 1391 and EMSP 1164;
  - 2) Prepare lesson plans for courses under this Agreement and provide it to Coppell High School;
  - 3) Responsible for creating, distributing and executing all quizzes and tests;
  - 4) Grading and recording weekly grades in compliance with BHC and CISD policies for the following:
    - a. Quizzes and exams;
    - b. Current event papers;
    - c. Research papers, clinical case studies, ambulance case studies; and
    - d. Preparation and reporting of grades for the following increments: three-week, nine-week and semester grading periods.
  - 5) Ensure, as reasonably practicable, that all facilities and equipment used under this Agreement are consistent with standards established by BHC EMSP Department. The BHC-EMS Coppell High School Campus Coordinator shall maintain all equipment and order all supplies needed for courses. CISD shall pay for all required equipment and supplies;
  - 6) Schedule Students at each of the hospitals, clinical sites and City Fire Departments;
  - 7) Take class attendance and verify attendance with CISD;
  - 8) Complete and submit all paperwork needed for TXDSHS and NREMT;
  - 9) Schedule guest speakers and other EMS related activities.
  - 10) Coordinating the instruction for the delivery of the EMT Basic

Program including:

- a. Daily classes;
- b. Skills classes;
- c. Clinical sites during school hours;
- d. Clinical sites for evenings and weekends; and
- e. Ambulance internships for fall and spring.

- 11) Maintaining files on Students to include forms, waivers, immunizations, etc.
- 12) Communicate with CISD any Student issues; and
- 13) Other duties as reasonably assigned.

E. Curriculum/Syllabi: The course syllabi will be provided to Coppell High School for review by BHC approximately one month prior to the first day of class. Any changes to the syllabi, classes, clinical rotations will be negotiated between Coppell High School and BHC-EMS Coppell High School Campus Coordinator.

F. Grades: BHC-EMS Coppell High School Campus Coordinator will submit Student grades to CISD consistent with CISD's grading periods. The BHC-EMS Coppell High School Campus Coordinator will also submit BHC grades to college registrar.

G. Prior to clinical rotation, Coppell High School will be responsible for ensuring that each Student has completed or obtained the following:

1) Insurance: CISD shall:

- a. At its own expense, obtain and maintain Professional Liability and General Liability coverage for CISD and its Students with an insurance carrier authorized to do business in the State of Texas in the amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. The DCCCD shall be named as an additional insured on a primary insurance basis under insurance coverage for any claims made against BHC relating to or arising out of services rendered by CISD or its Students under this Agreement;

- b. Furnish BHC with certificates of such insurance prior to the first day of enrollment and prior to the commencement of each term of this Agreement. Upon request of BHC, CISD shall furnish proof of insurance or a certificate of insurance. CISD shall immediately notify BHC of any change in coverage or cancellation of insurance.
- 2) Student social security numbers;
  - 3) Criminal background and drug testing; standards required by the DFW Hospital Council shall be strictly adhered to; and
  - 4) Immunizations. These immunizations include:
    - a. Measles, mumps and rubella;
    - b. Hepatitis B Series;
    - c. Tetanus/Diphtheria;
    - d. Varicella;
    - e. Tuberculosis and/or a Chest x-ray;
    - f. Meningitis; and
    - g. Seasonal flu.

**10. Facilities:** Except for the clinicals, CISD will provide all facilities relating to the educational services under this Agreement. BHC has entered into clinical affiliation agreements with hospitals, other medical facilities and City Fire Departments for Students to participate in their clinicals.

**11. Books and Supplemental Materials:** Selection and adoption of the Program textbooks, syllabi, uniforms, and course outlines, applicable to the courses when taught at Coppell High School will be determined BHC. CISD shall have the following responsibilities with respect to books and supplemental materials.

- A. CISD will order and furnish all textbooks and supplemental materials required for classes under this Agreement. As reasonably practicable, CISD shall ensure that Students will be furnished with all textbooks required for the educational services under this Agreement by the 1<sup>st</sup> class date.
- B. CISD will provide a venue for Students to purchase uniforms, supplies and

supplemental materials.

- C. CISD will provide funds to cover all examination fees, related to the educational courses under this Agreement. This includes the NREMT exam.

**12. Registration and Enrollment Management:** Coppell High School will be responsible for student recruitment and advertising. Both Coppell High School and BHC will participate in student admissions and enrollment for all students who are qualified, as specified in Section 18(B)(1)(2) of this Agreement and are enrolled in BHC's "EMSP". Coppell High School will provide BHC with a roster of students and BHC will determine which students are qualified and then enroll them into the Program under this Agreement. Parties to this Agreement shall work collaboratively in good faith to agree upon the dates that attach to the academic calendar for courses within this Program.

- A. The following minimum criteria are required for the student to enroll:
  - 1) Must have completed BHC admission application, dual credit verification forms and must meet all Texas Success Initiatives ("TSI") and EMS Program requirements.
  - 2) An CISD student must be qualified as defined in Section 18 (B)(1)(2) to enroll in BHC dual credit program and enroll in EMSP 1501. All EMSP Classes have a 70% grade average requirement for continued participation as well as a 70% grade requirement as the final grade of each course. Students must achieve the minimum grades required in EMSP 1501 to advance to EMSP 1164. Students must achieve a minimum of 70% final grade in EMSP 1164 to advance to EMSP 1391. Students must achieve a minimum of 70% final grade in each of the EMSP courses to receive a certificate of completion for eligibility to sit for the NREMT basic examination.
- B. Class Schedules: Students will attend classes at Coppell High School consistent with the then current CISD academic calendar. During EMSP 1164 the Students will attend orientation and clinical at area local hospitals and City Fire Departments. All transportation to and from hospitals, clinical sites, is the sole responsibility of the Student.

- C. Registration: The Parties shall register Students according to the following procedures:
- 1) College applications will be received, processed and retained by BHC. Applications for admissions and dual credit enrollment forms need to be submitted BHC-EMT Coordinator prior to the first day of class.
  - 2) Enrollment summaries will be sent to both institutions.
  - 3) Decisions about whether to carry or cancel a class will be made by BHC upon consultation with Coppell High School. Communication regarding when to cancel course(s) will be handled by the BHC-EMS Coppell High School Campus Coordinator and the Coppell High School Director assigned to the EMS Program, in consultation with the BHC-EMS Program Director. BHC will be responsible for entering class cancellation per BHC cancellation policy.
  - 4) Course section numbers will need to have the BHC designed numbers, i.e., course number and identification, as required by, and in consultation with DCCCD Curriculum Management Office. Student drops will be processed in a manner consistent with CISD and BHC drop policy, as applicable. A Student may be dropped for academic or behavior issues at the discretion of BHC. BHC also has the discretion to drop a Student from clinical based upon program requirements.
  - 5) The following will be retained by BHC and subject to transmittal for audit purpose:
    - a. Student applications;
    - b. Student drops;
    - c. Instructor drops; and
    - d. Grade changes.

**13. Confidentiality:** Any educational records ("Records") shared by the Parties relating to services under this Agreement may contain information protected or made confidential by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g ("FERPA"). If Records are subject to FERPA:

- A. CISD designates BHC as a CISD official with a legitimate educational interest in the Records; and
- B. BHC designates CISD as a DCCCD official with a legitimate educational interest in the Records.

The Parties represent, warrant, and agree that they will hold Records in strict confidence and will not use or disclose Records except as:

- A. Permitted or required by this Agreement;
- B. Required by law, including without limitations, FERPA; or
- C. Otherwise authorized by the originating Party in writing.

**14. Certificate Awarded:** Students will be awarded a BHC EMT Basic Certificate upon successful completion of all courses and successfully completing all required exams that attach to courses. This **does not** refer the TXDSHS certification to practice EMS. Courses under this Agreement serve to prepare a Student to sit for the NREMT.

**15. Conduct:**

A. Students shall adhere to the following:

- 1) DCCCD Student Code of Conduct;
- 2) CISD Student Code of Conduct;
- 3) EMT policies and procedures at the municipality where ride-along are conducted; and
- 4) Policy and procedures of any hospitals where Students perform clinicals.

B. BHC may refuse to admit Students with disciplinary problems.

**16. Safety and Security:** If any Student, faculty, or staff, including BHC faculty or staff, should experience an accident or sudden illness while on the premises of CISD, the response to such incidents will be based upon CISD's regulations, guidelines, and procedures, CISD is solely responsible for the safety and security of its Students while on CISD premises.

**17. Media and Public Relations:** Media and public relations regarding the Program will be managed mutually between BHC and CISD. The ultimate decision in matters involving media and public relations regarding the EMS Program rests with BHC.

## **18. Conditions of Service:**

- A. The DCCCD Dual Credit program falls under the Texas Higher Education Coordinating Rule 19 TAC §§ 4.81 – 4.85, "Dual Credit Partnerships Between Secondary Schools and Texas Public Institutions of Higher Education." Services under this Agreement are limited exclusively to Dual Credit for a tuition scholarship for approved dual Credit courses. By written Agreement, students attending high schools in Dallas County, who are enrolled in courses for which they receive joint credit under the Texas Education Code shall not pay tuition. One tuition scholarship per dual credit course per students is allowed. Scholarship is not provided for high school students enrolled in college courses where only college credit is awarded. Scholarship is not provided for repeated courses; student or high school is responsible for payment of repeated college course(s).
- B. Under this Agreement, qualified students are defined as:
- 1) All students wishing to participate in the Dual Credit program for the courses in this Agreement must fill out applications for admission to the BHC, clearly establish their residency classification, complete the high school student Enrollment Form, provide a current high school transcript of school subjects completed, provide required documentation for meningitis vaccination which is required prior to participating in clinicals, complete all other documentation required by BHC, and satisfy Texas Success Initiative ("TSI") requirements, including the college pre-assessment activity ("PAA")
  - 2) Students must demonstrate college level readiness by achieving the minimum passing standards for Texas Success Initiative on relevant sections of the Texas Success Initiative Assessment (TSIA) or be TSI exempt or waived to enroll in a college level course. Students may take the BHC TSI Assessment test at the BHC's Testing Center. A high school student will not be allowed to take a college level course directly related to a failed section of the test, unless TSI exempt or waived.
- C. Each course under this Agreement must be taught using a BHC Common Learning syllabus as an outline. Course Objectives,

Competencies, and Learning Outcomes listed in the Common Learning Syllabus must be included in the syllabus and the syllabus must be distributed to the Students. In addition, the syllabus must specify evaluation methods the instructor will use to assign college grade. Copies of all major examinations will be submitted at the end of the semester to the appropriate division dean at BHC.

- D. BHC will review the major examinations in each course in order to document the requirement that skills and concepts contained in the course syllabi are being taught and tested. If a Student is enrolled simultaneously in college and high school pursuant to this Agreement, Parties to this Agreement may share information regarding the Student in compliance with 34 CPF § 99.34(b).
- E. A Student shall be required to comply with all requirements prescribed by applicable law or BHC policies for continued enrollment in dual credit courses in a following semester.

**19. Responsibilities of CISD:** CISD shall:

- A. Provide BHC with all student admission documentation;
- B. Provide BHC with a contact person who will fulfill the duties of a Dual Credit Coordinator including:
  - 1) Assist Students in completing all required admissions documents;
  - 2) Assist with Student orientation;
  - 3) Deliver to BHC in a timely manner all required paperwork including Student transcripts, requests for exceptions, test scores and enrollment documents;
  - 4) Serve as liaison with Students, parents, Coppell High School personnel and BHC personnel, and
  - 5) Facilitate the operation of the Dual Credit program to ensure the smooth and timely operation of the process.
- C. Provide the:
  - 1) Classroom facilities appropriate for delivery of the educational services under this Agreement; and
  - 2) The materials and supplies necessary for the courses under this



Agreement.

**20. Responsibilities of BHC:** BHC shall:

- A. Provide faculty and monitor the instruction of all courses to assure the quality and uniformity of instruction in accordance with the standards established by the State of Texas, the SACSCOC, and the DCCCD. DCCCD will designate staff personnel to monitor and assure adherence to these standards;
- B. Provide mandatory orientations and staff development regarding high school policies involved with this dual credit partnership; and
- C. Conduct an annual faculty evaluation in a manner consistent with the BHC faculty – evaluation – process.

**21. Instructional Quality:** CISD will provide or engage qualified personnel to instructional services and coordination activities contemplated by this Agreement. CISD will ensure that all instructors that they provide meet or exceed SACSCOC standards and requirements for delivery of the services provided, state requirements, and policies of the DCCCD and shall undertake to ensure that CISD and any person acting by or on behalf of CISD in connection with the delivery of the instructional services know, understands and adheres to all such applicable policies, requirements and standards

**22. Compliance:** Each Party represents and warrants to the other that it will comply with all applicable state and federal laws, rules or regulations ("Applicable Laws") that relate to their respective obligations under the Agreement. Applicable laws include, but are not limited to:

- A. **Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.** BHC and Coppell High School acknowledge that each has a legal obligation to maintain the confidentiality and privacy of Student records and information in accordance with FERPA. Neither BHC nor Coppell High School may disclose information contained in Student records received from the other Party to a third party without prior written consent from the Student or the Student's parent/legal guardian. BHC and Coppell High School must destroy any Student information received from the other Party under this Agreement when such Student information and records are no longer

needed for the purposes contemplated under this Agreement. Should the Parties enter into any type of Data Sharing Agreement for purposes of facilitating the Dual Credit program, then any return or destruction of Student records shall be done in accordance with such Data Sharing Agreement.

- B. Title IX of the Education Amendments of 1972 20 U.S.C. §§1681-1688 ("Title IX").** BHC and Coppell High School agree to collaborate to address any complaint of sexual misconduct and/or any complaint of unlawful discrimination or retaliation on the basis of any protected category involving a Student and Coppell High School employees. BHC Title IX Coordinator shall address any complaint of unlawful discrimination or retaliation on the basis of any protected category and/or any complaint of sexual misconduct, whether occurring on or off campus; between Students, faculty, and staff; or between non-affiliated persons participating in a DCCCD sponsored program or event, including the Dual Credit program. All faculty teaching Dual Credit courses must participate in Title IX Compliance training, available through the BHC eConnect menu for employees.
- C. Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq./ ("ADA") and Section 504 of the Rehabilitation Act of 1973, 9 U.S.C. § 701 et seq. ("Section 504"):** BHC and Coppell High School shall collaborate to provide disability services to Students with disabilities in accordance with ADA and Section 504 requirements.

### **23. Limitations of Authority:**

- A.** Neither Party has authority to act for or on behalf of the other except as provided in this Agreement. No other authority, power, partnership, use of rights are granted or implied. No joint enterprise liability is intended to be created by this Agreement. The Parties enter into this Agreement as independent contractors and neither Party's agents, employees, and representatives shall be considered employees, agents, or representatives of the other Party.

- B.** Neither Party may make, revise, alter, or otherwise diverge from the terms, conditions or policies which are subject to this Agreement without a written Amendment to this Agreement. Changes to this Agreement are subject to the approval of each Party's respective legal counsel.
- C.** Neither Party may incur any debt, obligation expense, or liability of any kind against the other without the other's express written approval.
- D.** Neither Party to this Agreement shall be deemed to have waived its Sovereign or Governmental Immunities by the approval and execution of this Agreement, nor by the performance of any obligations created by this Agreement.

## **24. Miscellaneous Provisions:**

- A.** CISD shall adhere to:
  - 1) Policies in the DCCCD Board of Trustees ("DCCCD Board") Policies and Administrative Procedures Manual, as applicable;
  - 2) DCCCD Guidelines for Dual Credit Courses which are incorporated into this Agreement by reference as Attachment A. If the Texas Higher Education Coordinating Board adopts new guidelines during the term of this Agreement, those new guidelines shall prevail. BHC will promptly provide CISD with a copy of any new or revised Guidelines.
- B.** Any DCCCD or BHC-EMS employees and/or agents on any CISD campus or facility shall strictly comply with the policies and procedures adopted by the CISD Board of Trustees ("CISD Board").
- C.** Parties to this Agreement shall adhere to the following sections of the Texas Administrative Code regarding Emergency Medical Services. If the Texas Legislature adopts new guidelines during the term of this Agreement, those new guidelines shall prevail. The relevant of the Texas Administrative Code are:
  - 1) Title 25, part 1, Chapter 157, subchapter A, rule § 157.2;
  - 2) Title 25, part 1, Chapter 157, subchapter C, rule § 157.32; and
  - 3) Title 25, part 1, Chapter 157, subchapter D, rule § 157.43

D. The Parties warrant that their mutual obligations shall be performed with due diligence in a safe and professional manner and in compliance with any and all applicable statutes, rules and regulations.

**25. Assignment:** Neither Party may assign their interest in this Agreement without the written permission of other Party.

**26. Governing Law and Venue:** This Agreement is made in Texas and shall be governed by and construed in accordance with the laws of the State of Texas without reference to choice of law principles. The Parties consent to the exclusive jurisdiction and venue of the federal and state courts of Dallas County, Texas in any action arising out of or relating to this Agreement. The Parties waive any objection they might have to jurisdiction or venue of such forums or that the forum is inconvenient and agree not to bring any such action in any other jurisdiction or venue to which either Party might be entitled by domicile or otherwise.

**27. Waiver:** The failure of any Party to exercise the rights granted them herein upon the occurrence of any of the contingencies set forth in this Agreement shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.

**28. Annual Review of this Agreement:** The BHC Executive Dean of Health and Human Services, the EMS Program Director, and the Coppell High School Principal, Director, or designee, assigned to the EMT Basic Program will meet to re-evaluate this Agreement on an annual basis.

**29. Fiscal Funding Clause:** Notwithstanding any provision contained herein to the contrary, the obligations of the Parties under this Agreement is expressly contingent upon the appropriation and allotment of adequate funds by the Texas State Legislature (the "Legislature") and/or allocation of funds by the DCCCD Board and the CISD Board. The Parties shall make any payment required under this Agreement only from current revenue available to them.

**30. Notices:** All notices and communications under this Agreement shall be

mailed or delivered to the respective Parties by depositing same in the United States mail at the address shown below, unless and until either Party is otherwise notified in writing by the other Party, at the following addresses:

**Brookhaven College**

Andrew Deibert  
Dean, Instructional  
Support & Outreach Svc  
3939 Valley View Lane  
Farmers Branch, TX 75244  
Office: (214)860-4241  
E-Mail: [adeibert@dcccd.edu](mailto:adeibert@dcccd.edu)

**CISD**

Ron-Marie Johnson  
Director-Career and Technical  
Education  
200 South Denton Tap Road  
Coppell, TX 75019  
Office: (214)496-6076  
E-mail: [rjohnson@coppellisd.com](mailto:rjohnson@coppellisd.com)

Either Party reserves the right to designate in writing to the other Party any change of name, change of person, or address to which the notices shall be sent.

**31. Force Majeure:** Neither Party shall be deemed in violation of this Agreement if either prevented from performing any of the obligations hereunder by reason of, for or through strikes, stoppage of labor, riot, flood, storm, invasion, insurrection, accident, order of court, judge or civil authority, government regulations, an act of God, or any cause reasonably beyond the Party's control and not attributable to its neglect. Each Party shall make all reasonable efforts to mitigate the effects of any such event, and nothing herein shall relieve either Party from payment obligations for good or services already provided.

- 32. Nondiscrimination:** Parties to this Agreement shall not discriminate in this Program on the basis of race, color, religion, gender, national origin, age, disability, sex, sexual orientation, gender identity, gender expression, or any other basis prohibited by law.
- 33. Severability:** In the event that any provision of this Agreement is later determined to be invalid, void, or unenforceable then the remaining items, provisions, covenants, and conditions of this Agreement shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated.
- 34. Felony Convictions:** DCCCD represents and warrants that DCCCD's agents or employees assigned to perform this Agreement have not and will not have been convicted of a felony offense, or that, if such a conviction has occurred or does occur, DCCCD will fully advise CISD as to the facts and circumstances surrounding the conviction.
- 35. Parol Evidence and Status of Agreement:** This Agreement contains the entire Agreement between DCCCD and CISD and supersedes any prior understandings or oral or written Agreements between DCCCD and CISD on the matters contained herein. No modifications, alterations or waivers of any term, covenant, or condition of this Agreement or any attachments shall be valid unless in writing and executed by DCCCD and CISD.
- 36. Signatory Clause:** The individuals executing this Agreement on behalf of the DCCCD and CISD acknowledge that they are duly authorized to execute this Agreement. All Parties hereby acknowledge that they have read, understood, and shall comply with the terms and conditions of this Agreement and the Attachments hereto. This Agreement shall not become effective until executed by each Party. Therefore, the Parties to this Agreement shall begin their respective duties only after the last Party has signed and dated this Agreement.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

## DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Dr. Justin Lonon  
Interim President, Brookhaven College

\_\_\_\_\_  
Date

## Coppell High School-COPPELL ISD

By: \_\_\_\_\_

\_\_\_\_\_  
Date

**ATTEST:**

By: \_\_\_\_\_

\_\_\_\_\_  
Date

**RECOMMENDED BY:**

By: \_\_\_\_\_

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

\_\_\_\_\_  
Date

## Attachment A

# DALLAS COUNTY COMMUNITY COLLEGES' GUIDELINES FOR DUAL CREDIT COURSES AND REMEDIAL COURSES OFFERED IN PARTNERSHIP WITH TEXAS SCHOOLS 2019-20 Academic Year

The following guidelines reflect **current** Texas Higher Education Coordinating Board (THECB) rules and regulations (Chapter 4, Subchapter D) and Dallas County Community College District (DCCCD) policies and procedures. THECB rules and regulations and DCCCD policies and procedures are subject to change with the new changes taking precedence.

While THECB defines four types of partnerships with high schools, these guidelines do not address partnerships where only high school credit is granted for articulated agreements. They do address course credit where instruction is provided to high school students for the immediate award of both high school and college certificate and associate degree credit. Thus, called dual credit. They also address remedial instruction provided to high school students for either remedial work to prepare students to pass the State of Texas Assessments of Academic Readiness (STAAR) test(s) or other state designated instrument(s) to prepare students to pass the Texas Success Initiative Assessment (TSIA) test(s).

1. For any instructional partnerships between a Texas public secondary school(s), a charter school, a private school or a home school and a college of the DCCCD, a dual credit agreement must be approved by the governing boards or designated authorities of both the secondary school and the DCCCD prior to the offering of courses. Students who are enrolled in public, private, charter, or non-accredited secondary schools or who are home schooled must meet the same standards outlined below. This agreement must address the following:
  - A. Student eligibility requirement to enroll in academic approved dual credit courses
    1. The student must be in high school.
    2. The dual credit student may enroll in more than one dual credit course per semester, and may enroll in dual credit coursework with freshman, sophomore, junior, or senior high school standing.
    3. The student must complete a pre-assessment activity (PAA) and practice test prior to taking the official Texas Success Initiative Assessment (TSIA) battery of tests.



4. Institutions will use the TSIA Assessment scores and diagnostic results when addressing the educational and training needs of the student.
5. College shall assess each student for readiness to engage in any college-level curriculum offered for college credit prior to the student's enrollment in such curriculum.
6. After assessment, the High School, using guidelines established by the College, shall determine what forms of assistance and remediation, if any, are necessary prior to a student's enrollment in any college-level curriculum based on the results of the assessment and other indicators of student readiness.
7. A student must meet the college prerequisites designed for a course.
8. A student **demonstrates TSI exempt for college readiness and dual credit eligibility** by achieving the following minimum passing standards under the provisions of the Texas Success Initiative (TSI) relating to Texas College and Career Readiness Standards on relevant section(s) of the Texas Success Initiative Assessment (TSIA) OR other appropriate state approved test scores (see below SAT, ACT, STAAR score requirements for TSI). TSI score requirements can be altered by the THECB with currently approved scores being used for eligibility and course placement purposes. TSI Assessment results are valid for five (5) years from date of testing.
9. TSI Assessment with minimum of 351 on reading; 350 on math; and 340 with an essay score of at least 4 on writing. Another demonstration of writing college readiness includes a placement score of less than 340 and an ABE Diagnostic level of at least 4 and an essay score of at least 5.
10. Institutions will use the TSIA Assessment scores and diagnostic results in their consideration of courses addressing the educational and training needs of the student.
  - SAT – For **SAT Scores prior to March 5, 2016**, a combined critical reading and math score of 1070 with a minimum of 500 on critical reading test (student shall be exempt for both the reading and writing), and/or a minimum of 500 on the math test (student shall be exempt for math).
  - SAT - For **SAT Scores on or after March 5, 2016**: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.

- Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable. The newly approved SAT scores became effective on August 10, 2016.
  - ACT – a student with a composite of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections, and/or 19 on the math test (student shall be exempt for the math section)
  - A Level 2 final recommended score of 4000 or higher on the Algebra II STAAR EOC
  - A Level 2 final recommended score of 2000 or higher on the English III Reading STAAR EOC exam (scores prior to 2014)
  - A Level 2 final recommended score of 2000 or higher on the English III Writing STAAR EOC (scores prior to 2014)
  - A Level 2 final recommended score of 4000 or higher on the English III Combined Writing and Reading (scores in 2014 and thereafter)
11. The student is eligible to enroll in academic dual credit courses with the following scores. **Such scores will not make the student TSI exempt.**
- By achieving 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
  - By achieving 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
  - By achieving a Level 2 final recommended score of 4000 or higher on the English II STAAR EOC
  - By achieving a Level 2 final recommended score of 4000 or higher on the Algebra I STAAR EOC **and** passing grade in the Algebra II course
  - By achieving a Level 2 final recommended score of 4000 or higher on the Algebra II STAAR EOC **(THECB approves this score criteria as both dual credit eligible and TSI met in math.)**
  - PSAT/NMSQT placement scores **from test taken prior to October 15, 2015:** By achieving a combined score of 107 with a minimum of 50 on the reading test. By achieving a combined score of 107 with a minimum of 50 on the mathematics test.
  - PSAT/NMSQT placement scores **from test taken on or after October 15, 2015:** By achieving a minimum score of 460 on the evidence-based reading and writing (EBRW) test. By achieving a minimum score of 510 on the mathematics test.

- Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.
12. 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 and shall not be required to provide demonstration of college readiness **or** dual credit enrollment eligibility. However, if the student takes dual credit course(s) that are outside of the allowances outlined above in (9), then:
    - a. The student will not be eligible for a TSI level-one certificate waiver; and
    - b. The student will be required to take the TSIA unless the student presents qualifying ACT, SAT or STAAR scores to make the student exempt from TSI requirements.
  13. 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 following conditions:
    - a. Courses that require demonstration of TSI college readiness in reading and/or writing, the student achieves a Level 2 final recommended score of 4000 on the English II STAAR EOC
    - b. Courses that require demonstration of TSI college readiness in mathematics, the student achieves a Level 2 final recommended score of 4000 on the Algebra I STAAR EOC and a passing grade in Algebra II course; or
    - c. the student achieves a Level 2 final recommended score of 4000 on the Algebra II STAAR EOC
    - d. Courses that require demonstration of TSI college readiness in reading and/or writing, the student achieves a composite score or 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire
    - e. Courses that require demonstration of TSI readiness in mathematics, 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
    - f. Courses that require demonstration of TSI college readiness, the student achieves the following PSAT/NMSQT placement scores **from test taken prior to October 15, 2015**: By achieving a combined score of 107 with a minimum of 50 on the reading test. By achieving a combined score of 107 with a minimum of 50 on the mathematics test.

14. Courses that require demonstration of TSI college readiness, the student achieves the following PSAT/NMSQT placement **scores from test taken on or after October 15, 2015**: By achieving a minimum score of 460 on the evidence-based reading and writing (EBRW) test. By achieving a minimum score of 510 on the mathematics test.
15. Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.
16. A student who is exempt from taking STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
17. Students who do not acquire the necessary test score(s) for eligibility purposes should discuss their options with the college Dual Credit School Coordinator. To be eligible for enrollment in a dual credit course offered by a public college, students must meet 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.).
18. Score requirements can be altered by the THECB or DCCCD with the currently approved scores being used for eligibility and course placement purposes.
19. An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with THECB dual credit requirements.
20. An institution is not required, under the provisions of THECB dual credit section, to offer dual credit courses for high school students.
21. The student must meet all admissions criteria of the college. In addition, students may be withdrawn from the pre-registration course(s) for subsequent semesters or terms if the student withdraws from a course or makes a grade of D or F. Students may be refused re-enrollment unless the student and the parent(s)/guardian(s) agree to abide by written conditions from the college designed to increase the potential for success.
22. It is important for students to maintain a good academic standing as grades could impact a student's admission when transferring into four-year colleges/universities.
23. Eligibility and academic standing are reviewed for continued participation in dual credit courses, and the student is required to maintain satisfactory academic performance at the high school; earn grades of A, B or C in all college courses; and obtain and submit

evidence of parental/guardian and school approval for each subsequent semester of enrollment. A student who earns grades of D or F in a dual credit course may not be eligible for future dual credit courses or may have restrictions placed on their enrollment in the Dual Credit Program. Students who earn dual credit grades of W, D and/or F on a college transcript may not be eligible for future financial aid or may have limited financial aid options beyond high school.

24. Students must discuss with their Dual Credit Advisor/Counselor if they wish to withdraw from their college course(s). Students who decide to withdraw must submit the required withdrawal form to the Dual Credit Advisor/Counselor or College Registrar by the published deadline. Failure to submit the required withdrawal form could result in student receiving a grade of F.  
Section 51.907 of the Texas Education Code applies to students who enroll in a Texas public institution of higher education for the first time in fall 2007 or later. Based on this law, when you graduate from high school and continue your college education, DCCCD or any other Texas public institution of higher education may not permit students to drop more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All college level courses dropped after the official drop and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless it qualifies as an exception.
25. Dual Credit High Students are currently exempt from the following state requirements until they graduate from high school. Once students graduate from high school and are no longer exempt they should take care when selecting additional courses to be transferred toward a Baccalaureate degree. House Bill 1172 allows an institution to charge the equivalent of out of state tuition for credit hours taken beyond the state limits of 30 semester credit hours required for a degree program. It is recommended that students take minimal hours beyond degree requirements to avoid possible higher tuition charges at the institution to which they are transferring.
26. Academic freedom is practiced at all DCCCD Colleges and appropriate and essential discipline-specific terminology, concepts and principles are utilized as needed in the classroom setting, including within dual credit classes.

## B. Faculty Qualifications

1. The college must select instructors of dual credit courses. This faculty must be regularly employed faculty members of the college or must meet all criteria established for credit instruction in the DCCCD, including SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) criteria. The approval procedures used by the college to select faculty must be the same as that used for faculty teaching at the college campus.
2. It is encouraged that high school faculty teaching dual credit classes should also teach a class on the college campus as soon and as often as practical.
3. Faculty teaching dual credit classes will meet all expectations for adjunct instructors including attending orientations, faculty meetings, and staff development/training activities.
4. The faculty supervision and evaluation will be the same as that for all instructors at the college. Such evaluations will be conducted by the appropriate division dean or delegate. The student survey of instruction instrument will be administered, and all normal and usual documentation will be completed.

## C. Course Curriculum, Instruction and Grading

1. Courses offered for dual credit must be THECB approved college-level academic courses and/or THECB college-level workforce education courses and are in agreement with the current Texas Education Agency's (TEA) guidelines for graduation requirements in the State of Texas. Students may take no more courses for dual credit than permitted by these TEA course graduation guidelines.
2. The college shall ensure that a dual credit course and the college course offered on the college campus are equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation.
3. Instructors of dual credit courses should be given the opportunity to award high school only or dual credit depending upon student performance. Students in dual credit courses may withdraw from the college course by following college procedures and meeting all deadlines.
4. Dual Credit students who retake a dual credit course or enroll in a concurrent (non- dual credit) course will pay tuition for such courses.

## D. Location of Dual Credit Classes

1. Dual credit courses may be taught on the college campus or on the high school campus. For dual credit courses taught exclusively to high

school students on the high school campus and for dual credit courses taught electronically, the college shall comply with applicable rules and procedures for offering courses at a distance in THECB Rules, Chapter 4, subchapters P and Q relating to Distance Education and Off-Campus instruction.

2. Dual credit courses taught electronically shall comply with the THECB adopted Principles of Good Practice for Courses Offered Electronically.
3. Colleges must comply with SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) requirements as it relates to courses taught off college location.

#### E. Composition of Dual Credit Classes

1. Dual Credit courses must be taught on the college and/or the high school campus.
2. Dual credit classes may be composed of dual credit students only or of dual and college credit students. Combined classes, which would include high school credit-only students, as well as dual credit students, are allowed as provided within THECB rules.

#### F. Student Services

1. High school students in dual credit courses will be given access to the college library, accorded appropriate privileges, and have adequate library resources convenient for use at the site where the course is offered.
2. High school students in dual credit courses will be provided the academic support services, including academic advising and counseling, as those on the college campus.
3. High school students in dual credit courses needing accommodations due to the presence of a disability are responsible for contacting the Disability Services Office of the sponsoring college and high school. College and high school will collaborate to provide services to students with disabilities.
4. If a student is enrolled simultaneously in college and high school in a dual credit program, the two schools may share information regarding the student. This complies with 34 CFR 99.34(b).

G. All other services provided to college students will be provided to high school students enrolled in dual credit courses.

#### H. Eligible Courses

1. A Community College may grant a student credit for a dual credit course only if the course is offered in the college's core curriculum; Career and Technical Education (CTE) courses that apply to any certificate or associate degree offered by the institution; and, courses

with the following rubrics: ACCT, ARCH, BUSI, COSC, CRIJ, ENGR, ENGT, RNSG, BCIS, and foreign language courses.

2. Courses to be offered must be college-level courses included in the current edition of the Lower Division Academic Course Guide Manual or the Workforce Education Course Guide Manual approved by THECB. Course name and number are subject to change.
  3. Dual credit classes must be equal in quality and rigor to classes on the college campus.
  4. The syllabus will contain all elements common to the syllabi for the same course as taught at the college.
  5. Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, and the distribution of a syllabus comparable to that utilized on the college campus.
  6. Colleges will not receive formula funding from the state for PHED 1164 dual credit course. Legislation does not restrict higher education institutions from enrolling dual credit students in PHED 1164, but state funding will not be provided to the college.
- I. Transcription of Credit. Transcription of dual credit courses on a college transcript should be handled exactly as it is for other college-level courses.
- J. Funding
1. State funding for dual credit courses will be available to Public School District and College based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
  2. The college may claim funding for students getting college credit in core curriculum, select academic courses, career and technical education, and foreign language dual credit courses approved by and in keeping with Texas Higher Education Coordinating Board policies.
- K. Tuition and Cost- By written agreement with various high schools, the College District is authorized to offer dual credit enrollment classes to high school students as permitted by Chapter 130 of the Texas Education Code. The Chancellor or designee is authorized to enter into these agreements.
- Tuition Scholarship:
1. In Dallas County High Schools- A signed Dual Credit Agreement between the college and the school district, charter school, private school, or home school must be on file and indicate students enrolled in dual credit courses shall not pay tuition. One tuition scholarship per dual credit course per student is allowed. Tuition scholarship is not



awarded to high school students enrolled in concurrent college courses where only college credit is awarded. Dual Credit Agreements will be made with school districts, charter schools, private schools, or home schools located within Dallas County. Tuition scholarship is not awarded for repeated courses. Student and/or high school are responsible for tuition and additional costs of any repeated course(s).

2. Out of Dallas County In-State High Schools- A signed Dual Credit Agreement may be made with a school district, charter school, private school, or home school located outside of Dallas County and within the state of Texas. Students who are attending the out-of-county school and enrolled in dual credit courses will be charged tuition at the DCCCD in-county tuition rates. Parent is responsible for tuition in full, unless high school offers to sponsor/scholarship student tuition. Educational institutions file Form 1098-T for each student they enroll and for whom a reportable transaction is made for dual credit courses, including online dual credit courses and repeated dual credit courses. To the extent dual credit courses are to be offered outside of Dallas County and within the State of Texas and involve additional costs for specialized equipment or supplies, the written dual credit agreement shall specify the additional course costs associated with same.
3. Student may take no more dual credit courses than permitted by the TEA course graduation guidelines.
- L. For the purposes of dual credit, neither the high school nor the college should charge the other any expenses associated with the use of facilities unless specified expenses are included within the Dual Credit Agreement.
- M. College may charge ISD or high school (public, private, charter or home) as specified in agreement for the cost of e-textbooks, textbooks, textbook access codes, specialized equipment, required course supplies, instructional tools and the cost of additional DCCCD personnel to assist in labs/classrooms. Students will be responsible for the cost of e-textbooks, textbooks, textbook access codes, required course supplies, instructional tools, and liability insurance fee when such costs are not being provided by the ISD or high school.
- N. Student may initially take all three component areas of the college's Texas Success Initiative Assessment (TSIA) at no cost and re-test once within each of the three component areas at no cost. For additional testing, student or high school will pay for re-test costs.

2. The college may contract with school districts as outlined above to provide remedial courses for students enrolled in a public secondary school in preparation for graduation from high school. Such courses are not eligible for state formula funding. Such courses may not be offered for dual course credit. The college may not waive tuition for remedial courses unless approved by the DCCCD Board.
3. Sexual misconduct involving HS students and/or College faculty or students shall be addressed by both the HS and the College. The HS shall promptly report to College administration any complaints of sexual misconduct made by or against a student, employee or guest of the College to the extent such complaint relates to the dual credit agreement between the parties. All other misconduct, behavioral problems, and any disciplinary measures resulting therefrom concerning HS students while at the College/ High School are the sole responsibility of the HS. College shall report in writing such disciplinary problems to the HS Administration. College may, at its sole discretion, refuse to admit students with a history of disciplinary problems. Sexual misconduct is any act of sex/gender-based discrimination or harassment, sexual harassment, sexual violence, sexual exploitation, relationship violence, sex/gender-based stalking, or any other conduct that threatens the health and safety of any person on the basis of actual, expressed or perceived gender identity.
4. Students attending classes on a DCCCD campus must present proof of immunization for bacterial meningitis. Sec. 51.9192 of the Education Code and §21.613 of the TAC states that students must receive a bacterial meningitis vaccination or present the appropriate exemption. Meningococcal conjugate vaccine (MenACWY) and meningococcal polysaccharide vaccine (MPSV4) are state approved for this requirement. THECB has noted that vaccination with the MenB vaccine should not replace routine vaccination with MenACWY vaccines.
5. As rules and regulations are subject to change, please refer to the DCCCD web catalog at [https://www1.dcccd.edu/catalog/GeneralInfo/HighSchool/hs\\_dual.cfm?loc=econ](https://www1.dcccd.edu/catalog/GeneralInfo/HighSchool/hs_dual.cfm?loc=econ) for updated general and academic information for your needs.

## Attachment B-Brookhaven College and Coppel ISD

### THECB Approved CORE, Academic, Career Technical Education, and Foreign Language Courses for Dual Credit 2019-2020

(Some Course Rubrics and/or Numbers are subject to change throughout the year.)

High School Course and Number	PEIMS Course #	Number of High School Course Credits	Location Taught (College, HS or College & HS)	Term: Fall (F) Spring (SP) Summer (S)	College Course Rubric and Number	Number of College Course Credits	Faculty (College or HS)	List College Course as: CORE, CTE, Foreign Language, or THECB Approved Academic Course
Prin of Transportati on Systems	7237D /13039250/1	1	BHC	F; SP	Aumt 1305	3	College	CTE
Advanced Auto Technology 1A	7239D /13039600/1	1	BHC	F; SP	Aumt 1307	3	College	CTE
Automotive Basics	7238D /13039550/1	1	BHC	F; SP	Aumt 1310	3	College	CTE
Advanced Auto Technology 1B	7240D /13039600/1	1	BHC	F; SP	Aumt 1316	3	College	CTE
Small Engine Technology	7241D /13040000/.5	.5	BHC	F; SP	Aumt 1345	3	College	CTE
Small Engine Technology 1A	7241D /13040000/.5	.5	BHC	F; SP	Aumt 2313	3	College	CTE

High School Course and Number	PEIMS Course #	Number of High School Course Credits	Location Taught (College, HS or College & HS)	Term: Fall (F) Spring (SP) Summer (S)	College Course Rubric and Number	Number of College Course Credits	Faculty (College or HS)	List College Course as: CORE, CTE, Foreign Language, or THECB Approved Academic Course
Advanced Auto Technology IIA	7243D /13039700/1	1	BHC	F; SP	Aumt 2325	3	College	CTE
Advanced Auto Technology IIB	7244DE /13039700/1	1	BHC	F; SP	Aumt 2332	3	College	CTE
Practicum in Education & Training (first time)	13014500	2	BHC	F; SP	Cdec 1417	4	College	CTE
Practicum in Education & Training (second time)	13014510	2	BHC	F:SP	Cdec 2422	4	College	CTE
Practicum in Health Science/Extended Practicum in Health Science B	7408DB /13020505/1.5	1.5	BHC/CHS	F; SP	Emsp 1164	1	College/HS	CTE
Health Science Theory/Health Science Clinical Theory A	7403DA /13020410/1	1	BHC/CHS	F; SP	Emsp 1305	3	College/HS	CTE
Health Science Theory/Heal	7403DB /13020410/1	1	BHC/CHS	F; SP	Emsp 1391	3	College/HS	CTE

High School Course and Number	PEIMS Course #	Number of High School Course Credits	Location Taught (College, HS or College & HS)	Term: Fall (F) Spring (SP) Summer (S)	College Course Rubric and Number	Number of College Course Credits	Faculty (College or HS)	List College Course as: CORE, CTE, Foreign Language, or THECB Approved Academic Course
<b>11th Science Clinical Theory B</b>								
<b>Practicum in Health Science/Extended Practicum in Health Science A</b>	7408DA /13020505/1.5	1.5	BHC/CHS	F; SP	Emsp 1501	5	College/HS	CTE
<b>Principles of Information Technology</b>	7260D /13027200/1	1	BHC/CHS	F; SP	Gisc 1125	1	College/HS	CTE
<b>Geographic Information Systems</b>	7261D /N1302805/1	1	BHC/CHS	F; SP	Gisc 1411	4	College/HS	CTE
<b>Raster Based GIS</b>	7262D /N1302806/1	1	BHC/CHS	F; SP	Gisc 1421	4	College/HS	CTE
<b>Spatial Technology &amp; Remote Sensing</b>	7263D /N1302807/1	1	BHC/CHS	F; SP	Gisc 2311	3	College/HS	CTE
<b>Chinese I</b>	6400D	1	BHC/CHS	F; SP; S	Chin 1411	4	College/HS	Core; Foreign Language
<b>Chinese 2</b>	6401D	1	BHC/CHS	F; SP; S	Chin 1412	4	College/HS	Core; Foreign Language
<b>Chinese 3</b>	6402D	1	BHC/CHS	F; SP; S	Chin 2311	3	College/HS	Core; Foreign Language
<b>Chinese 4</b>	6409D	1	BHC/CHS	F; SP; S	Chin 2312	3	College/HS	Core; Foreign Language
<b>Japanese I</b>	6295D	1	BHC/CHS	F; SP; S	Japn 1411	4	College/HS	Core; Foreign Language
<b>Japanese II</b>	6296D	1	BHC/CHS	F; SP; S	Japn 1412	4	College/HS	Core; Foreign Language

High School Course and Number	PEIMS Course #	Number of High School Course Credits	Location Taught (College, HS or College & HS)	Term: Fall (F) Spring (SP) Summer (S)	College Course Rubric and Number	Number of College Course Credits	Faculty (College or HS)	List College Course as: CORE, CTE, Foreign Language, or THECB Approved Academic Course
<b>Japanese III</b>	6297D	1	BHC/CHS	F; SP; S	Japn 2311	3	College/HS	Core; Foreign Language
<b>Japanese IV</b>	6298D		BHC/CHS	F; SP; S	Japn 2312	3	College/HS	Core; Foreign Language
<b>Korean I</b>	6410D	1	BHC/CHS	F; SP; S	Kore 1411	4	College/HS	Core; Foreign Language
<b>Korean II</b>	6411D	1	BHC/CHS	F; SP; S	Kore 1412	4	College/HS	Core; Foreign Language
<b>Korean III</b>	6412D	1	BHC/CHS	F; SP; S	Kore 2311	3	College/HS	Core; Foreign Language
<b>Korean IV</b>	6413D	1	BHC/CHS	F; SP; S	Kore 2312	3	College/HS	Core; Foreign Language
<b>Medical Terminology</b>	13020300	1	BHC	F; SP	Mdca 1313	3	College	CTE

**College Dual Credit Contact**

Andrew Deibert

[adeibert@dcccd.edu](mailto:adeibert@dcccd.edu)

972-860-4241

**Payment of Services:**

1. For courses taught at a High School facility utilizing High School teachers who are qualified by the DCCCD College using Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards to teach college level courses, DCCCD shall pay as follows:
  - a. **A minimum class size of 15 students per section is required for CISD- (Coppell HS) to receive payment from the College. Compensation will be paid at \$1,000 per course. There is no pro-rating for classes with less than 15 students and no payment to CISD- (Coppell HS) will be made for classes with less than 15 students. A typical credit course can vary from 1 to 5 credit hours depending upon the course requirements.**
  - b. Actual attendance is based on the census date for state reporting, which is the College's 12<sup>th</sup> class day for the full 16-week fall semester, full 16-week spring semester, and the full 10-week summer session. For an 8-week session, the census date and certification of attendance is based on the 6<sup>th</sup> class day for fall and spring sessions. For the 5-week summer session I and 5-week summer session II, the census date and certification of attendance is based on the 4<sup>th</sup> class day.
  - c. College will pay **CISD- (Coppell HS)** at the end of the semester(s) or academic year. The total compensation that College pays **CISD- (Coppell HS)** under this Agreement with College shall not exceed (\$10,000) for the Initial Term. Provided, further, that the total compensation paid by the college under the Initial Term and any Renewal Terms, if any, in the aggregate, shall not exceed the sum of \$40,000.
2. College's performance of its duties under this Agreement is specifically contingent upon receipt of adequate funding from the State of Texas and its funding sources. In the event the College District does not receive State reimbursement for contact hours generated, there shall be no payment of services.