



Collin County Community College District
and
Texas Online Preparatory School

Partnership Agreement
August 1, 2023 to July 31, 2026

Table of Contents

I. PURPOSE	3
II. AGREEMENT	3
A. Definitions and Common Terms	3
III. GENERAL PROVISIONS FOR DUAL CREDIT	4
A. Student Eligibility	4
B. Student Expectations, Rights, and Responsibilities	6
C. Faculty Selection, Supervision, and Evaluation	7
D. Location and Student Composition of Class	8
E. Academic Policies and Student Support Services	8
F. Eligible Courses	9
G. Course Curriculum, Instruction, and Grading.....	9
H. Transcription of Credit	10
I. Funding	10
IV. GENERAL OBLIGATIONS OF THE PARTIES	11
A. Recognition of Higher Education Partner, Promotion, Marketing, and Advertising ...	11
B. Understanding of the Parties	11
C. Criminal History Background Check and Fingerprinting Requirements	11
D. Clery Act Obligations	12
E. Prohibition of Discrimination and Harassment	12
F. School District Data Sharing and Privacy	12
G. Confidentiality of Data	14
H. Security Safeguards	15
I. Method of Access or Transfer.....	15
J. Physical Location of Data	16
K. Notification of Security Breach.....	16
L. Disposition of Data	16
M. FERPA Compliance and Disclosure of Educational Records	16
N. Entire Agreement	17
O. Conflict Resolution.....	17
P. Termination	18
Q. Approval Signatures	18

APPENDIX A: Statewide Goals for Dual Credit 19

APPENDIX B: Courses Approved for TOPS/Collin College Dual Credit 21

APPENDIX C: Programs for TOPS/Collin College Dual Credit 24

APPENDIX D: Coursework Expectations..... 25

APPENDIX E: Workforce Programs 28



Collin County Community College District and Texas Online Preparatory School

Partnership Agreement for Academic Year 2023-2026

I. PURPOSE

1) Collin County Community College District (“Collin College”) and Texas Online Preparatory School (“TOPS”) hereby enter into the following Partnership Agreement (“Agreement”) effective August 1, 2023 (“Effective Date”) to provide opportunities for high school students to concurrently enroll in college courses and programs. This Agreement is written in accordance with Title 19, Part 1, Chapter 9, Subchapter H of the Texas Administrative Code pertaining to partnerships between secondary schools and public two-year colleges.

II. AGREEMENT

1) Collin College and TOPS agree to enter into a partnership to award dual credit. This Agreement hereby incorporates by reference all dual credit requirements defined in the Texas Administrative Code (“TAC”) and the accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) which is Collin College’s accrediting body, as such may be amended during its term. Unless otherwise noted, this Agreement applies to dual credit courses only.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement and other valuable consideration, Collin College and TOPS agree as follows:

A. Definitions and Common Terms

- a) The term “dual credit” is defined as enrollment of a high school student in a college to receive simultaneous academic credit for the college course from both the college and the high school.
- b) The term “concurrent credit” is defined as enrollment of a high school student in a college to receive academic credit for the college course only.
- c) Community Colleges – General

The mission of community colleges is to support student access to and success in higher education. You can learn more about the goals of community colleges in general by visiting the website for the American Association of Community Colleges:

www.aacc.nche.edu/

d) Collin College – Mission and Values

Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect. Our Core Values are Learning, Service and Involvement, Creativity, and Innovation. Academic Excellence, Dignity and Respect, and Integrity. You can learn more by going to our website www.collin.edu/aboutus.

e) Collin College Accreditation and Governing Bodies

Collin College's policies are guided by the work of several groups. To help you understand some of the abbreviations in this Agreement, you may be interested in learning more about these groups.

Collin College's accrediting body is SACSCOC. Collin College must adhere to the requirements set forth by this accrediting body. You can learn more about SACSCOC, including its mission and values here: www.sacscoc.org/.

THECB (Texas Higher Education Coordinating Board) guides the efforts of public colleges and universities in Texas. You can learn more about this organization here: www.highered.texas.gov/.

Collin College is governed by a nine-member elected Board of Trustees, and is under the leadership of the district president. You can learn more about the Board of Trustees here: www.collin.edu/leadership/board_of_trustees.html. Information on our Leadership Team is available here: www.collin.edu/leadership/LeadershipTeam.html.

III. GENERAL PROVISIONS FOR DUAL CREDIT

A. Student Eligibility

1) Prior to enrolling in college classes, students must satisfy Texas Success Initiative Assessment ("TSIA") requirements. The TSIA is a college readiness assessment in reading, writing, and mathematics that is required for all students taking college-level courses at a public college in Texas. Students must also satisfy all local assessment requirements.

High school students may be exempt from state-mandated TSIA testing if they meet the qualifying standard listed in the current Collin College Catalog. Exemptions may be extended for the SAT or ACT. Dual credit students may be able to use temporary waivers (TSIA waived for one year) with appropriate scores in PSAT/NMSQT, ACT-Aspire, STAAR English II, or Algebra I (with a final Algebra II average of 70 or higher). All submitted tests scores must be within 5 years:

- TSIA Exemptions:
 - SAT scores: Evidence-Based Reading and Writing score of 480 or higher (for TSIA ELAR) and a Math score of 530 or higher (for TSIA Math)
 - ACT scores:
 - **Tests taken on or before Feb. 14, 2023** - A student with an ACT Composite Score of 23 (or higher) is exempt from TSIA Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. A student with an ACT Composite Score of 23 (or higher) is exempt from TSIA ELAR with an ACT English score of 19 or higher, even though the Math may be less than 19. Scores must be less than 5 years old.
 - **Tests taken on or after Feb. 15, 2023** - (less than 5 years old) A student with a Math score of 22 or higher is exempt from TSIA Math even if the student does not meet the English/Reading requirement. A student with a combined English and Reading score of 40 or higher is exempt from the TSIA ELAR even if the student does not meet the Math requirement.
- TSIA Dual Credit Waivers:
 - PSAT/NMSQT: Evidenced-Based Reading and Writing score of 460 or higher will be waived from TSIA ELAR; Math score of 510 or higher will be waived from TSIA Math
 - ACT-Aspire: Minimum English score of 435 or higher will be waived from TSIA ELAR; minimum Math score of 431 or higher will be waived from TSIA Math
 - STAAR/EOC English II: Level 2 score of 4000 or higher will be waived from TSIA ELAR
 - STAAR/EOC Algebra I: Level 2 score of 4000 or higher and at least a grade of 70 in their two-semester Algebra 2 course will be waived from TSIA Math

Exemption requirements and scores subject to change under Texas law or regulations.

Students may also be exempt if they are enrolling in workforce education courses contained in a Level I Certificate or a program leading to a credential of less than a Level I Certificate.

- 2) Students must have permission from TOPS to enroll in Collin College for dual credit or concurrent credit. Collin College must be notified whether students are dual credit or concurrent (college only) credit.
- 3) TOPS must provide a letter notifying Collin College of early graduates.
- 4) Official high school transcripts are not required to participate in the Collin College Dual Credit Program. However, a transcript may be required to demonstrate college readiness, or to confirm academic information, e.g., test scores, grade classification, vaccination, or other pertinent information.

B. Student Expectations, Rights, and Responsibilities

- 1) Students enrolled in dual credit courses are considered to be college students and are subject to all Collin College policies and procedures. Dual credit students must comply with standards of conduct required of all Collin College students and have all the same rights and responsibilities in all matters related to the dual credit program. Dual credit students must also follow TOPS's Student Code of Conduct.
- 2) Unless a conflict arises between the obligations of TOPS and Collin College under their respective policies and procedures for student conduct, TOPS and Collin College staff and administrators will work collaboratively to determine the appropriate party to initiate an investigation or resolution process in response to the alleged student conduct violation(s). In the event a conflict arises, regarding the initiation of such investigation or resolution efforts, the parties agree to use the Conflict Resolution efforts listed in Section IV, O on "[Conflict Resolution](#)".

The Parties agree neither Party is prohibited from utilizing its own complaint resolution process, separate and apart from the other Party's process, but both Parties shall cooperate with each other to provide the necessary information and access to students and employees necessary to fulfill each Parties' obligations under its own specific policies and procedures.

- 3) TOPS and Collin College agree to inform the other as soon as reasonably possible (within two business days or sooner) if a dual credit student is subject to disciplinary action that may affect his or her enrollment status as a dual credit student.
- 4) Regardless of the location of the conduct, if TOPS's Code of Conduct and disciplinary process could result in removal of the student from the regular education program due to suspension, placement in a disciplinary alternative education program, or expulsion/removal to a Juvenile Justice Alternative Education Program, TOPS shall notify Collin College of any disciplinary action in response to the alleged student behavior. Collin College may determine if there are any potential consequences under applicable Collin

College policies or procedures that could also result in the student's removal from enrollment of the student in a dual credit class(es). In addition, per the Collin College Student Code of Conduct, Collin College has the right to immediately remove a student from its premises via the interim suspension process, upon notification and a determination by the Dean of Students. Collin College will notify TOPS of any discipline that will be imposed due to Collin College procedures.

C. Faculty Selection, Supervision, and Evaluation

- 1) All Collin College faculty will meet the minimum requirements to teach courses as specified by SACSCOC. Collin College shall select, supervise, and evaluate Collin College faculty for courses which result in the award of dual credit as outlined in Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85 of the Texas Administration Code.
- 2) Collin College faculty who teach dual credit courses will be required to meet the same standards, reviews, and approval procedures used by Collin College to select all Collin College faculty. Official transcripts of all faculty must be kept on file at Collin College.

Collin College faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to:

- maintaining college-level rigor in all instructional practices
 - utilizing a Canvas shell and gradebook for each course
 - developing a course syllabus and calendar of assignments
 - certifying rosters
 - following FERPA regulations
 - providing mid-term and final numerical grades to the P-12 Partnerships Office
 - posting final course grades in Collin College's student management system
 - following Collin College's mandatory reporting procedures
 - responding promptly to email requests and due dates sent by the offices of academic affairs
- 3) All Collin College faculty are responsible for attending required Collin College training sessions.
 - 4) Collin College Faculty are expected to comply with Collin College board policies, including the Employee Standards of Conduct found in [DH \(Local\)](#) and [DH \(Exhibit\)](#). Dual credit faculty at TOPS are also expected to abide by the state Educator's Code of Ethics found in the Texas Administrative Code (19 TAC 247.2) for standard practices and ethical

conduct towards students, unless it conflicts with Collin College's Employee Standards of Conduct. If a conflict arises, the Parties agree to use the conflict resolution procedures found in Section IV, O on "[Conflict Resolution](#)".

5) All availability of courses structured under dual credit is contingent upon the availability of Collin College faculty.

D. Location and Student Composition of Class

1) Dual credit courses may be taught on one of the Collin College campuses or at an agreed upon and approved location. Dual credit courses need a minimum of 15 students enrolled to be offered regardless of location. Workforce/CTE classes may have exceptions to this minimum as they are limited by space and teacher-to-student ratios for safety. All course minimums and maximums are subject to review by Collin College's Academic Deans.

2) Courses will be comprised of dual credit high school students only or of dual credit high school students and college credit students if offered a Collin College campus. High school students will not be allowed to concurrently enroll in college courses for high school credit only. During Maymester and Wintermester terms, dual/concurrent credit students may enroll in one course with TOPS approval.

E. Academic Policies and Student Support Services

1) Dual credit courses will follow the Collin College academic calendar.

2) High school dual credit and concurrent enrollment students will have access to all Collin College academic and student support services including, but not limited to: libraries, electronic library resources, writing centers, tutorial services, assessment, admissions, student engagement activities, and academic advisement. Some services are available only on a Collin College campus.

3) Per the Texas Education Code, all dual credit students receive academic and/or college readiness advising as referenced in Appendix A: "[Statewide Goals for Dual Credit](#)". Per the Texas Education Code, TOPS designates the high school campus counselor as responsible for academic advising to students in the dual credit program.

4) High school dual/concurrent credit students agree to abide by all Collin College policies and procedures as outlined in the current Collin College Student Handbook.

a) Disability Services and Accommodations

1) Students with disabilities who need accommodations must apply for disability services through Collin College's Accommodations at Collin College for Equal Support

Services (ACCESS) Department, provide current documentation, and be determined eligible for accommodations at Collin College. The accommodations process is not automatic and may take time to complete. Accommodations available for high school classes may be different, modified, or not available for college-level courses.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester through Collin College's ACCESS Department. The dual credit course location will determine who provides the academic accommodation needs by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel. The Parties will designate each other as school officials with a legitimate educational interest under FERPA as provided in Section IV.G. "[Confidentiality of Data](#)" so that information regarding accommodations may be shared.

F. Eligible Courses

- 1) All courses offered for dual credit will be identified as college level academic courses in the current edition of the Lower-Division Academic Course Guide Manual or as a college technical course in an Associate of Applied Science (AAS) degree or certificate program. Collin College does not offer kinesiology (KINE) or developmental education courses for dual credit.
- 2) A course equivalency crosswalk that identifies the number of credits that may be earned for each course completed through the dual credit program in [Appendix B](#) has been approved for the 2023-2026 academic years. Programs listed in [Appendix C](#) have been approved for the 2023-2026 academic years.

Additional courses may be added with approval from TOPS and Collin College. An addendum will be created if three or more additional courses are requested by TOPS in writing. An addendum for additional courses can be approved and added to this agreement by authorized TOPS and Collin College representatives.

G. Course Curriculum, Instruction, and Grading

- 1) Collin College will ensure that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards will be upheld regardless of the student composition of the class. Dual credit courses will take additional considerations regarding content appropriateness for students under 18 years of age.

2) Students will be expected to meet all requirements of the dual and concurrent credit class(es) and will receive letter grades on their Collin College transcript. Collin College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point average as determined by TOPS. Mid-term grades will be provided upon request. Collin College will provide grades to TOPS in a timely manner at the mutually agreed upon intervals.

3) Faculty members teaching dual credit courses may alert both the Collin College liaison and the designated high school counselor of any students having academic difficulty. They may also utilize Collin College's Early Alert Referral System (EARS) for this purpose.

4) Faculty are conscious of FERPA guidelines when communicating with students about grades. Grade information is never provided over the phone or via text or non-college email. Currently, grades of A, B, C, D, F, and I are awarded by faculty to each student on their college transcript. Grades of "I" are only temporary and must be resolved by the end of the next long semester. Numeric grades are also provided to TOPS. If a student withdraws from a course, a "W" will appear on the student's college transcript.

5) The Grade Appeals Process is available online:
collin.edu/studentresources/support/gradeappeal

H. Transcription of Credit

1) High school and college credit will be added to the student's transcripts immediately by TOPS and Collin College upon the student's completion of the dual credit course.

I. Funding

1) State funding for dual credit courses will be available to both TOPS and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.

2) Tuition and fees will be collected from the high school student unless TOPS is covering the student's charges through third party billing. If TOPS participates in third party billing, TOPS agrees to abide by the policies set forth by the Bursar's Office. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

IV. GENERAL OBLIGATIONS OF THE PARTIES

A. Recognition of Higher Education Partner, Promotion, Marketing, and Advertising

1) When reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates, TOPS will recognize Collin College as their higher education partner awarding college credit. Both Parties agree not to use the other Party's name, logo, or likeness in any press release, marketing materials, or other public announcements without receiving prior written approval from an authorized designee.

B. Understanding of the Parties

1) Both parties understand the safety and security risks inherent with minors and agree that certain risks may be unforeseeable. Further, the Parties agree that the public safety departments from both Collin College and TOPS will collaborate to develop and/or review safety and security standards and/or guidelines, including emergency response.

2) In accordance with FERPA, Collin College and TOPS will protect students' privacy and guard against the unauthorized release of identifying student information and records, and comply with all applicable requirements of FERPA.

C. Criminal History Background Check and Fingerprinting Requirements

1) Pursuant to Texas Education Code (TEC) Section 22.0834, Collin College shall ensure that Collin College faculty and staff assigned to work on a TOPS site meet the applicable TEC requirements regarding fingerprinting and background checks. TOPS will provide faculty fingerprinting instructions to schedule fingerprinting appointments. Fingerprinting expenses for Collin College faculty and staff will be reimbursed by Collin College directly to the employee. For more information on fingerprinting reimbursement please contact Collin College's Human Resources office. Any additional information required by TOPS may be requested in accordance with Section IV.F "[School District Data Sharing and Privacy](#)".

2) TOPS is responsible for promptly notifying Collin College of any additional requirements or changes in the law that may be necessary in order to comply with TOPS's Board policies with regard to criminal history requirements for employees of entities with whom TOPS contracts. TOPS will also notify Collin College if an individual does not pass the fingerprint check within 1-2 business days. TOPS agrees to provide Collin College with additional information upon request and, to the extent allowed by law, regarding individuals who do not pass the national criminal history record check or fingerprint check.

D. Clery Act Obligations

1) If Collin College is using space on a TOPS campus or facility for the purposes of providing dual credit services and/or courses, TOPS's law enforcement agency will respond in a timely manner to any requests made by Collin College for statistical information of crimes that have been reported at that location, so Collin College may fulfill its obligations under the Clery Act (20 U.S.C. § 1092(f)) and its regulations.

E. Prohibition of Discrimination and Harassment

1) Collin College has policies and procedures in place to receive, investigate, and resolve student and employee complaints alleging civil rights violations, including claims under Title VI and Title IX. TOPS and Collin College shall each comply with their own policies and any applicable state and federal law that prohibit discrimination and harassment on the basis of a student or employee's disability, race, color, national origin, religion, or sex. Each party shall adhere to its obligations under relevant policy and law without regard to the other party's obligations.

2) TOPS agrees to report to the Associate Vice President for P-12 Partnerships, within 2 business days, any allegation of discrimination or harassment involving a College employee or dual credit student, regardless of where the alleged conduct occurred. The Associate Vice President for P-12 Partnerships will work with TOPS staff on reporting the incident(s) to Collin College's Title IX/ADA and 504/Title VI Coordinator. Collin College has designated the following individual as its District Title IX/ADA&504/Title VI Coordinator:

Terrence P. Brennan, M.A.

District Dean of Students

Collin College

(972) 881-5604

tbrennan@collin.edu

F. School District Data Sharing and Privacy

1) TOPS will provide the following student information for each student from 8th-12th grade participating in a Collin College program, if requested.

Student Data Information 8-12th grade and Certified List of Graduates:

- Student Name (Last, First, Middle)
- Date of Birth
- Eligibility for accommodations

- Grade Level
- Anticipated year of high school graduation
- Mailing address (Street, City, State, Zip)
- Name of School
- College readiness scores: SAT, PSAT, ACT, ACT-Aspire, STAAR English II, STAAR Algebra I with a passing final Algebra II grade, and TSIA.

2) The data outlined above will be sent electronically in a template provided by Collin College and will be provided in a timely manner as agreed upon by both Parties upon request.

- Upon receipt of student information, Collin College may use the student mailing information to send information pertaining to Collin College enrollment to the families of participating students.
- Collin College will provide the following information to TOPS following its initial entry into the program: postsecondary transition rates from TOPS students to Texas institutions of higher education (taken from THECB data); benchmark data from the prior year to show TOPS student enrollment at Collin College upon request.
- Collin College will provide the following reports to TOPS Superintendent of Schools, designee, and dual credit principal(s) each academic year: dual credit enrollments by high school; dual credit student success outcomes by high school; course and section offerings by high school.
- Collin College will provide, upon written request from an appropriate school district official, information on Collin College articulated credit attainment and college major selections by individual students. This information is designed to assist school personnel in education programming and is protected under FERPA, and may not be published.
- Collin College will utilize the Early Alert Referral System (EARS) to identify students at risk of not completing college coursework to provide effective interventions.
- Collin College will provide TSIA Scores for students that tested through Collin College Testing Centers to TOPS.
- Collin College and TOPS will implement improvement efforts, as needed, based upon mutual review of the following data:

- Matriculation of high school students in four-year colleges/universities and level of entry.
- Enrollment/retention rates
- Student participation in activities at Collin College
- Additionally, TOPS and Collin College agree to the facilitation of the exchange of pertinent information regarding faculty:
 - qualifications for teaching dual credit courses
 - eligibility of faculty in meeting background check and fingerprinting requirements
 - full information sharing with appropriate administration in the event of an investigation of a personnel matter regarding a Collin College faculty member to the extent allowable by each Party's governing policies.

3) Any unauthorized disclosure of confidential student information is a violation of FERPA and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur. While in possession of this data, TOPS and Collin College shall permit only those employees authorized to have access to the data. Both parties agree to store the data in a secure area to prevent unauthorized access.

4) Upon request from TOPS, Collin College may provide mutually agreed upon reports of student enrollment and course grades to designated TOPS officials as allowed by FERPA. TOPS will designate a school district and high school campus official to request such Collin College reports.

5) This section is not exclusive to all instances in which information may be shared between the Parties under FERPA. See section IV.M. [“FERPA Compliance and Disclosure of Education Records”](#) for additional examples.

G. Confidentiality of Data

1) Both Parties will maintain the confidentiality of all student data shared with it in compliance with FERPA and its associated federal regulations. Both Parties agree not to share information with third parties unless authorized to do so by state or federal law.

2) Data obtained will be used solely for the purposes described in the Agreement. Collin College and TOPS will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.

3) Collin College and TOPS will provide a copy of any sections of this Agreement related to data sharing and privacy to any employee who transfers, maintains, accesses, or reviews any confidential data obtained in accordance with the Agreement.

4) The confidentiality requirements shall survive the termination or expiration of the Agreement.

H. Security Safeguards

1) To ensure the continued confidentiality and security of the data, Collin College and TOPS shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access. In addition, both Parties shall adhere to the following safeguards when data covered by the Agreement is processed, stored, or transmitted on either Party's information resources:

- Procedures and systems that ensure all student records provided by Collin College and TOPS are kept in secured facilities and access ID such records are exclusively limited to authorized personnel.
- Procedures and systems that shall require the use of secure permissions or passwords to access the data.
- Mandatory training for respective personnel on information security, at least on an annual basis.
- Procedures and systems to ensure all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access.

2) The procedures and systems developed and implemented to access the data shall ensure that any data disclosure to third parties in accordance with applicable state law (i.e. under the Texas Public Information Act or in response to an audit or other lawful reason in accordance with the TEA or THECB's rules and regulations) shall comply with all provisions under FERPA and Texas laws governing exceptions to disclosure of confidential student information.

I. Method of Access or Transfer

1) Individual level student surveys and academic data will be transferred between designated TOPS officials and designated Collin College officials in a manner that maintains the confidentiality and security of individually identifiable records and data. (Typical approaches use secure File Transfer Protocol, secure cloud-based drop box, and encryption of personally identifiable data).

J. Physical Location of Data

1) Data will be housed in a secure physical or electronic facility accessible only to individuals authorized to access the data for the purposes stated in this document and the Agreement. Data will be stored in a manner that prevents unauthorized access to personally identifiable data. (Secured permissions or passwords will be used to access data stored electronically. Personally identifiable data that resides for any length of time on laptops, desktop computers, CDs, or other media will be encrypted.)

K. Notification of Security Breach

1) Collin College and TOPS both agree that in the event of any breach or compromise of the security, confidentiality, or integrity of shared data where personally identifiable information of a student or employee was, or is reasonably believed to have been acquired and/or accessed by an unauthorized person, the Party's information system in which the breach occurs shall notify the other Party of the breach within 24 hours and take immediate steps to limit and mitigate the damage, if any, of such security breach to the greatest extent possible in accordance with applicable laws, such as Tex. Bus. & Com. Code Sections 521.001-152. Notice shall be provided to the designated TOPS and Collin College officials.

L. Disposition of Data

1) Collin College and TOPS will maintain and destroy any data covered under the Agreement in accordance with each Party's respective policies on records retention.

M. FERPA Compliance and Disclosure of Educational Records

1) Students participating in a dual credit program described herein are enrolled in a post-secondary institution and are thus afforded rights under the Family Educational Rights and Privacy Act (FERPA) as post-secondary students. This means a high school student who is enrolled at Collin College for purposes of participating in one of these programs, regardless of age, is given the right of privacy in their educational records. Collin College will not disclose information protected under FERPA, even to a student's parent, unless the dual credit student consents to the release in writing, or the parent provides proof of dependency in accordance with 34 CFR 99.31(a)(8).

2) For purposes of this agreement, pursuant to FERPA, Collin College and TOPS designate each other as school officials with legitimate educational interests in the educational records of the participating high school students enrolled in Collin College, to the extent that access to the records is required by either Party to carry out the functions of the program, enforce or comply with discrimination laws, address student safety and

discipline, or any matter where a student's participation in a course or program may be affected, or for any other purpose allowed under applicable law.

- 3) TOPS agrees to share permissible disciplinary information that may affect the enrollment of a dual credit student such as suspension, disciplinary alternative education placement, expulsion, or that relate to conduct that is under investigation while the student is enrolled in a dual credit class.
- 4) Both Collin College and TOPS will provide notice to students, parents and employees of applicable policies and procedures related to disclosure of educational records to ensure compliance with FERPA.

N. Entire Agreement

1) This Agreement, including the Appendices, constitute the entire agreement between Collin College and TOPS.

- [Appendix A: Statewide Goals for Dual Credit](#)
- [Appendix B: Courses Approved for TOPS/Collin College Dual Credit](#)
- [Appendix C: Programs for TOPS/Collin College Dual Credit](#)
- [Appendix D: Coursework Expectations](#)
- [Appendix E: Workforce Programs](#)

O. Conflict Resolution

1) The Parties agree to a mutual understanding to resolve issues or concerns that may arise in the course of this partnership that involve students, staff, and/or faculty. In the event a conflict or disagreement should arise in the interpretation or implementation of the obligations, terms, and responsibilities of the Parties to this Agreement, each Party shall designate administrative liaisons for the purposes of resolving concerns at both the campus (liaison must be a Principal or other designated high school campus administrator) and central administrative levels. In order to be collaborative, Collin College must be able to communicate with administrators on campuses in which dual credit students/programs are present.

2) If resolution is not found through those levels, a request may be made that the matter be handled through the Parties' respective legal counsel(s). If resolution is not found through those levels, a request may be made that the matter be handled by voluntary mediation through a mutually approved mediator within thirty (30) days of the selection of a mediator.

P. Termination

- 1) It is agreed that either Party may terminate this Agreement with written notice to the other Party within thirty (30) days.
- 2) It is agreed that either Party may also terminate this Agreement with written notice to the other Party immediately for breach.
- 3) This Agreement may also be terminated by mutual agreement of the Parties.
- 4) In the event of any termination under this section, the Parties will work collaboratively to allow currently enrolled dual credit students to complete their courses for that semester. No new dual credit registrations would be permitted for the current or future terms.
- 5) This Agreement is expressly made subject to each Party’s governmental immunity under the Texas Civil Practice and Remedies Code and all applicable state and federal laws. The Parties hereto expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit, immunities from liability, defenses, or rights that each Party has by operation of law. Nothing in this Agreement shall be construed as consent to suit by either Party.

Q. Approval Signatures

Collin College and TOPS have executed and deliver this Agreement to be effective as of the Effective Date listed above.

Marcus D. Forney

Nov 6, 2023

Marcus Forney, Chief Academic Officer
Huntsville ISD

Date

H. Neil Matkin

Nov 6, 2023

H. Neil Matkin, Ed.D., District President
Collin County Community College District

Date

APPENDIX A: Statewide Goals for Dual Credit

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.

Goal 1: *ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.*

Collin College's dual credit website is regularly updated with enrollment guidelines, policies, and program details including:

- ISD registration and payment deadlines
- information session schedules
- FAQs
- forms
- links to student resources

Collin College provides dual credit information sessions each spring at all partnering high schools to potential students, parents, and school counselors before students enroll into dual credit classes for fall.

On an annual basis, Collin College provides two dual credit update sessions to all partnering high school counselors. These include updates on dual credit procedures, testing, ACCESS (student accommodations), as well as shared best practices from school districts. Collin College offers a yearly conference for all local high school counselors. Keynote speakers and breakout sessions are provided on relevant topics and current issues.

ISD counselors at each high school will collaborate with Collin College dual credit staff to schedule dual credit information sessions to prospective students and parents each year.

Collin College also uses marketing materials to help inform students and parents regarding the benefits of dual credit.

Goal 2: *Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.*

All dual credit students receive academic and/or college readiness advising provided by Special Admissions Coordinators. High school dual credit students have access to all college academic and career counseling services. Collin College will share available data related to Collin College enrollment and persistence after high school graduation with ISD administration.

Goal 3: *To bridge them successfully into college course completion, all dual credit students will receive academic and college readiness advising and will have access to student support services.*

All dual credit students receive academic and/or college readiness advising provided by Special Admissions Coordinators (SACs). High school dual credit students have access to all college academic and student support services including, but not limited to, libraries, electronic library resources, writing centers, tutorial services, academic accommodations, assessment, admissions, and academic advisement. Collin College also partners with local ISDs to develop and provide courses in college preparatory mathematics and English language arts to prepare students for success in entry-level college courses without the need for remedial or developmental coursework.

Goal 4: *Dual credit students' performance will meet or exceed the level of quality and rigor on subsequent courses.*

Collin College ensures that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards are upheld regardless of the student composition of the class.

Collin College faculty teaching dual credit courses are required to meet the same standards, reviews, and approval procedures used by Collin College. Faculty attend professional development opportunities provided by Collin College throughout the year.

APPENDIX B: Courses Approved for TOPS/Collin College Dual Credit

Collin College Course descriptions are available in the current Collin College Catalog: collin.edu/academics/catalog.html
(Some Course Rubrics and/or Numbers are subject to change throughout the year).

2023-2026 DUAL CREDIT CROSSWALK						
PEIMS	HS Endorsement	HS Dual Credit Course Title	Possible HS Credit 0.5 = 1 sem 1.0 = 1 year	Collin College Course Title		College Hours
Creative Arts for Dual Credit						
3500110	Arts and Humanities	Art I	0.5	Art Appreciation	ARTS 1301	3
3830100		Dance I	0.5	Dance Appreciation	DANC 2303	3
3250100		Theatre I	0.5	Introduction to Theater	DRAM 1310	3
3150100		Music Appreciation	0.5	Music Appreciation	MUSI 1306	3
Culinary Arts for Dual Credit						
13022550	Business and Industry	Introduction to Culinary Arts – Semester 1	0.5	Basic Food Preparation	CHEF 1301	3
13022550		Introduction to Culinary Arts – Semester 2	0.5	Sanitation and Safety	CHEF 1305	3
13022600		Culinary Arts I – Semester 1	1	Advanced Food Preparation	CHEF 2331	3
13022600		Culinary Arts I – Semester 2	1	Fundamentals of Baking	PSTR 1301	3
13022650		Advanced Culinary Arts – Semester 1	1	Garde Manger	CHEF 1310	3
13022650		Advanced Culinary Arts – Semester 2	1	American Regional Cuisine	CHEF 1341	3
13022700		Practicum in Culinary Arts – First Time – Semester 1	1	Saucier	CHEF 2302	3
13022700		Practicum in Culinary Arts – First Time – Semester 2	1	Nutrition and Menu Planning	IFWA 1310	3

English for Dual Credit						
3220300	Multi- Disciplinary Studies	English III – Semester 1	0.5	Composition I	ENGL 1301	3
3220300		English III – Semester 2	0.5	Composition II	ENGL 1302	3
13011600		Business English	1	Technical and Business Writing	ENGL 2311	3
3220400		English IV – Semester 1	1	British Literature I	ENGL 2322	3
3220400		English IV – Semester 2	0.5	British Literature II	ENGL 2323	3
3220400		English IV – Semester 1	0.5	American Literature I	ENGL 2327	3
3220400		English IV – Semester 2	0.5	American Literature II	ENGL 2328	3
3220400		English IV – Semester 1	0.5	World Literature I	ENGL 2332	3
3220400		English IV – Semester 2	0.5	World Literature II	ENGL 2333	3
Mathematics for Dual Credit						
3101100	Multi- Disciplinary Studies	Precalculus	0.5	College Algebra	MATH 1314	3
3101100		Precalculus	0.5	College Algebra	MATH 1414	4
3102500		Math Independent Study	0.5	Plane Trigonometry	MATH 1316	3
13016900		Statistics and Business Decision Making	0.5	Mathematics for Business and Social Sciences	MATH 1324	3
Science for Dual Credit						
13037200	Multi- Disciplinary Studies	Biology I – Semester I	0.5	Biology for Science Majors I	BIOL 1406	4
13037200		Biology II – Semester 2	0.5	Biology for Science Majors II	BIOL 1407	4
13037200		Biology I – Semester I	0.5	Biology for Non-Science Majors I	BIOL 1408	4
13037200		Biology II – Semester 2	0.5	Biology for Non-Science Majors II	BIOL 1409	4
1302600		Anatomy and Physiology, I	1	Anatomy and Physiology, I	BIOL 2401	4
3200000		Environmental Science I – Semester A	0.5	Environmental Science I	ENVR 1401	4
3200000		Environmental Science I – Semester B	0.5	Environmental Science II	ENVR 1402	4
3060100		Astronomy	0.5	Stars and Galaxies	PHYS 1403	4
Social Studies for Dual Credit						
3310300	Multi- Disciplinary Studies	Principles of Macroeconomics	0.5	Principles of Microeconomics	ECON 2301	3
3330100		Federal Government	0.5	Federal Government	GOVT 2305	3
3380002		Texas Government	0.5	Texas Government	GOVT 2306	3

3340100		United States History Semester I	0.5	United States History I	HIST 1301	3
3340100		United States History Semester II	0.5	United States History II	HIST 1302	3
3350100		Psychology	0.5	General Psychology	PSYC 2301	3
3370100		Introduction to Sociology	0.5	Introduction to Sociology	SOCI 1301	3
Speech for Dual Credit						
13009900	Business and Industry	Professional Communications	0.5	Introduction to Speech Communication	SPCH 1311	3
13009900		Professional Communications	0.5	Public Speaking	SPCH 1315	3
13009900		Professional Communications	0.5	Business and Professional Communication	SPCH 1321	3

APPENDIX C: Programs for TOPS/Collin College Dual Credit

Collin College Program Requirements are available in the current Collin College Catalog: collin.edu/academics/catalog.html (Some Course Rubrics and/or Numbers are subject to change throughout the year).

- A. [Associate of Arts \(AA\) Degree](#)
- B. [Associate of Science \(AS\) Degree](#)
- C. [Associate of Applied Science \(AAS\) Degree](#)
- D. [Associate of Arts in Teaching \(AAT\) Degree](#)

APPENDIX D: Coursework Expectations

Category	High School	College
Course Content	Content is determined by the TEKS (Texas Essential Knowledge and Skills).	<p>Content is guided by THECB and the Collin College Academic Department guidelines.</p> <p>Focus is on meeting student learning outcomes through content AFB Policy that is chosen by the faculty member and approved by the Academic Department. The faculty member has high levels of control of the specific content that is covered.</p> <p>Collin College supports the idea that across every level of education, expectations for student learning should increase. As such, courses taught at the college level should require students to meet rigor and even higher standards than those same courses taught in high school.</p>
Academic Freedom	<p>Standards and expectations are guided by the TEKS. Faculty must meet all standards.</p> <p>Freedom is in how you teach content.</p>	<p>Standards are part of accreditation, but so is a high degree of academic freedom.</p> <p>There is more flexibility in what content is taught, and how it is taught in covering department and college-approved learning outcomes.</p> <p>For more information please refer to Collin College's Board Policy: pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGC#localTabContent</p>

<p>Grading Policies</p>	<p>Determined by campus and/or ISD policies.</p> <p>Policies may require reteach and retest.</p> <p>Consequences for attendance are determined by State law and district policies.</p>	<p>Guided by departmental requirements. Some departments have explicit requirements, others provide more flexibility in grading to the instructor.</p> <p>Faculty may choose to, but are not required to allow multiple attempts on assignments or exams.</p> <p>Consequences for poor attendance and lack of adherence to course deadlines are determined by the instructor.</p>
<p>Student Learning Outcomes and Competencies</p>	<p>Must meet TEKS guidelines.</p> <p>Additional outcomes can be required by campus and/or district.</p> <p>See details here: tea.texas.gov/curriculum/teks/</p>	<p>Must meet SACSCOC guidelines, THECB core curriculum requirements, Collin College general education competencies, course SLOs (student learning outcomes), and PSLOs (program-level student learning outcomes).</p>
<p>Regulations of Privacy</p>	<p>FERPA: parents and guardians have access to student information.</p>	<p>FERPA: only student has access to information, regardless of their age. Students may choose to fill out a FERPA waiver to allow parents to have access.</p> <p>See further information here: www.collin.edu/gettingstarted/register/ferpa.html</p>

Disability Services	ARD paperwork or 504 plans. All approved accommodations and modifications must be provided.	<p>In the college setting, curriculum modifications are not required for students with disabilities. However, reasonable accommodations may be approved by the Collin College ACCESS Department on a course by course, case by case basis. Approved accommodations must be implemented by faculty.</p> <p>Students must provide a Course Accessibility Letter signed by an ACCESS Advisor to faculty before any accommodations can be provided. Accommodations may not be provided before faculty receive a Course Accessibility Letter. The provision of accommodations is not retroactive.</p> <p>Learn more here: www.collin.edu/studentresources/disabilityservices/index.html</p>
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APPENDIX E: Workforce Programs

A. Purpose

1) Collin College and TOPS agree to the following terms to offer dual credit workforce programs (Workforce Programs) to TOPS students. These Workforce Programs and courses have been developed to address labor market needs using a model that connects business and industry leaders directly with the curriculum development process. Stackable programs will ensure employment opportunities for high school graduates possessing entry level certifications as well as for students earning certificates or associate degrees.

B. Eligible Dual Credit Courses

1) Eligible dual credit courses under this Appendix are identified as a college-level workforce education course required for an Associate of Applied Science (AAS) degree or certificate program and approved in the current edition of the Workforce Education Course Manual (WECM). Approved courses for Collin College workforce programs are included in [Appendix B](#).

C. General Provisions for Workforce Program Participation

- Collin College Workforce Programs provide high school students with an opportunity to earn entry-level certificates or an AAS through completion of workforce dual credit courses.
- Some Workforce Programs may require demonstration of college readiness in order to continue in the program.

D. Student Eligibility

- Some Workforce Programs may require students to meet TSIA College Readiness standards as defined in Section III.A. [“Student Eligibility”](#).
- Workforce Program students may be required to complete a program specific application to be eligible for acceptance into their Workforce Program.

E. Location and Student Composition of Classes

1) Workforce Program classes will be taught on a Collin College campus. Courses taught on a Collin College campus may be composed of dual credit and regular Collin College students.

F. Faculty Selection, Supervision, and Evaluation

- All instructors must meet the minimum faculty requirements as specified by Collin College in accordance with the guidelines of the SACSCOC.
- Official college transcripts of instructors must be kept on file at Collin College.

G. Course Curriculum, Instruction, and Grading

- The same standards of curriculum shall apply for all courses taught by Collin College.
- Instruction of college courses that may be used for dual credit shall be held to the same departmental and curricular standards as all other courses in that discipline.
- The same standards of grading shall apply for all courses taught by Collin College.

H. Academic Policies and Student Support Services

1) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses. Students in dual credit courses are eligible to utilize the same or comparable college support services as all other Collin College students. Collin College will provide student support through registration and academic advising, early alert system, and other support services to ensure student success.

I. Transcription of Credit

1) College credits will be transcribed immediately upon a student's completion of course(s) each semester.

J. Funding

1) These provisions supersede Section III.I. "[Funding](#)" of the Agreement.

2) State funding for dual credit courses will be available to both TOPS and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.

3) Tuition and fees will be collected from the high school student unless TOPS is covering the student's charges through third party billing. If TOPS participates in third party billing, TOPS agrees to abide by the policies set forth by the Bursar's Office. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

K. TOPS and Collin College Responsibilities:

1) Program Support and Implementation:

- TOPS and Collin College agree to support the recruitment of students into the Workforce Programs each year, provide retention services, and make every effort to assist students in the completion of the program.
- TOPS's administrative support for the Collin College Workforce Program will be the Principal or designee of the high school.
- In accordance with Section "[Conflict Resolution](#)" of the Agreement, TOPS designee and Collin College Associate Vice President of P-12 Partnerships will serve as the designated central administrative liaison and primary contacts for this partnership and will participate in the development and implementation of processes to facilitate the Workforce Programs, and to enhance communication among the partners regarding all aspects of the partnership.

2) To the extent possible, Collin College will ensure:

- The degree plan which leads to the entry level certificate is also a pathway to an associate degree.
- Courses for the Workforce Programs are available on a continual basis to ensure successful credential completion of the entry level certificate.