Collin County Community College District
and
Wylie Preparatory Academy

Partnership Agreement

August 1, 2026 to July 31, 2029

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Collin County Community College District and Wylie Preparatory Academy

Partnership Agreement for Academic Year 2026-2029

I. PURPOSE

1) Collin County Community College District ("Collin College") and Wylie Preparatory Academy ("Wylie Preparatory Academy") hereby enter into the following Partnership Agreement ("Agreement") effective August 1, 2026 ("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 Wylie Preparatory Academy 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 Wylie Preparatory Academy 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) Texas Success Initiative Assessment (TSIA2) requirements do not apply to high school students enrolling in Collin College if they fall into the categories below:

- Students enrolling in only a workforce certificate program of one year or less (including Level 1 Certificates, Institutional Certificates Leading to Licensure/Certification (ICLCs), and Occupational Skill Awards).
- Dual Credit students who have not earned 15 credit hours and therefore are not required to file a degree plan under Texas Education Code Sec. 51.9685 are considered non-degree seeking by Collin College. Collin College currently exempts non-degree seeking dual credit students from the TSI pursuant to 19 Texas Administrative Code Sec 4.54(d).

TSIA2 requirements do apply to high school students in the categories below:

- Students who have earned 15 credit hours and are required to file a degree plan under Texas Education Code Sec. 51.9685.

2) Students that fall under TSIA2 requirements must successfully complete the TSIA2 or show proof of a TSIA2 exemption as required by course prerequisites.

For a period of five years from the date of testing, students may seek exemption from TSIA2 based on:

- An ACT Math score of 22 or higher shall be exempt for mathematics and a combined English and Reading score of 40 or higher shall be exempt for both reading and writing (or ELAR) based on exams taken on or after February 15, 2023.
- An ACT Composite score of 23 or higher with an individual Mathematics score of no less than 19 shall be exempt for mathematics based on exams taken on or before February 14, 2023.
- An ACT Composite score of 23 or higher with an individual English score of no less than 19 shall be exempt for both reading and writing (or ELAR) based on exams taken on or before February 14, 2023.
- SAT with an Evidence-Based Reading and Writing score of 480 or higher shall be exempt from both reading and writing (or ELAR). SAT with a Math score of 530 or higher shall be exempt from mathematics.
- A student who successfully met or completed college readiness standards in reading/writing (ELAR) and/or mathematics at any Texas public, private, independent institution of higher education or accredited out-of-state institution as determined by the receiving institution (i.e. Collin College) is exempt from the corresponding TSI component.
- A student who satisfactorily completed college level coursework in reading/writing (ELAR) and/or mathematics at any Texas public, private, independent institution of higher education or out-of-state institution is exempt from the corresponding TSI component.
- A student who satisfactorily completed a college-level reading/writing (ELAR) or mathematics dual credit course, including a College Connect dual credit course from any Texas public institution of higher education is exempt from the corresponding TSI component.

Texas Success Initiative requirements including qualifying scores and exemptions are subject to change under Texas law or regulations. Student eligibility provisions outlined in the Agreement shall be deemed automatically modified to the extent necessary to comply with such legal or regulatory changes. Such modifications shall take effect immediately and shall not require further written amendment or consent by the Parties.

3) Students must have permission from Wylie Preparatory Academy 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.

4) Wylie Preparatory Academy must provide a letter notifying Collin College of early graduates.

5) 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 Wylie Preparatory Academy's Student Code of Conduct.

2) Unless a conflict arises between the obligations of Wylie Preparatory Academy and Collin College under their respective policies and procedures for student conduct, Wylie Preparatory Academy 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) Wylie Preparatory Academy 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 Wylie Preparatory Academy'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, Wylie Preparatory Academy 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 Wylie Preparatory Academy 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.

3) Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach Collin College courses during regular high school hours. When teaching dual credit courses at the high school campus, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such for items including but not limited to; curriculum, the Family Educational Rights and Privacy Act (FERPA), Title IX of the Education Amendments of 1972, syllabus, college schedule, etc.

As Collin College adjunct faculty, embedded 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

4) All faculty, including embedded faculty, are responsible for attending required Collin College training sessions.

5) All Collin College faculty members must inform their Collin College supervisor (Associate Dean/Director) as well as the high school campus administrator where they teach when they need to be absent. Embedded faculty will follow the Wylie Preparatory Academy process for reporting absences as well as contacting their Collin College Associate Dean/Director. With sufficient advanced notice, Collin College will make a good faith effort to provide a substitute when a faculty member will be absent.

6) Embedded faculty will work with the appropriate Associate Dean/Director and high school administrators regarding class schedules during the high school day.

7) Collin College Faculty, even if employed by and paid by Wylie Preparatory Academy, must be supervised in instructional matters by the Collin College Academic department and must meet all administrative and evaluation requirements, and attend required faculty training including the dual credit faculty training.

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 Wylie Preparatory Academy 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".

8) All availability of courses structured under dual credit is contingent upon the availability of Collin College faculty. Students may need to take classes virtually or on a Collin College campus to continue with a sequence.

9) Collin College and Wylie Preparatory Academy agree to a mutual understanding to resolve issues that may arise in the course of this partnership with faculty. The Parties

agree to use the conflict resolution procedures listed in Section IV.O. on "Conflict Resolution".

a) Joining the Collin College Faculty

1. Collin College Commitment to High School Faculty

The following series of steps to facilitate the interview process for high school instructors who wish to teach dual credit with Collin College:

- Before applying to Collin College interested high school faculty members can reference job expectations and responsibilities available here: collin.wd1.myworkdayjobs.com/ExternalFacultyCareerSite.
- Wylie Preparatory Academy will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.
- Collin College Academic Departments will conduct an initial review to determine whether the high school faculty member meets SACSCOC standards.
- High school faculty found to be SACSCOC qualified would complete an official Collin College application as an adjunct faculty member.
- The Associate Dean/Director will contact applicants if selected for an interview. It is at this point that the Associate Dean/Director can provide the candidate with additional information about a particular position. The interview may include a demonstration of teaching capability, communication, and presentation skills. An interview panel may be used, at the discretion of the department. Candidates will be notified of acceptance or non-acceptance by April 1. If the latter decision is made, an explanation will be offered with suggestions for next steps.
- Adjunct Faculty will be required to attend trainings as directed by the Collin College Academic Department. The P-12 Partnerships Office will also provide a dual credit faculty presentation on dual credit practices and procedures at the start of each long semester.

2. Prospective Dual Credit Faculty

High School teachers who are interested in teaching dual credit courses on their high school campus for Collin College need to be aware of expectations from both their high school and Collin College. The Appendix D "Coursework Expectations" will help

acquaint instructors with the similarities and differences in requirements for teaching across both school levels. In all cases, the college rules will apply, in some cases, faculty will also have to adhere to high school requirements.

3. Basic Qualifications

SACSCOC is the accrediting body for Collin College. Every prospective dual credit instructor at Collin College must meet these minimum requirements. The requirements can be found at: www.collin.edu/hr/employment/FCI_System.html.

4. Coursework Expectations

In many cases, high school teaching expectations will differ from Collin College's teaching expectations. In Dual Credit courses, Collin College's teaching expectations and student learning outcomes are followed. Appendix D: Coursework Expectations provides an outline of differences between high school and Collin College coursework expectations.

D. Location and Student Composition of Class

1) Dual credit courses may be taught on one of the Collin College campuses, online (if available), at an approved high school campus, 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) Collin College classes that require a "lab" component at the high school will have the same equipment, specs, and consumables provided at an equivalent Collin College campus. Before a "lab" course is approved to be offered at the high school, the designated Collin College staff will evaluate the proposed "lab" location to ensure it meets Collin College's minimum standards. The high school will be responsible for maintaining, upkeep, and storing consumables and non-consumables related to the Collin College "lab" courses.

3) Courses will be comprised of dual credit high school students only or of dual credit high school students and college credit students if offered online or on 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 Wylie Preparatory Academy approval.

4) As part of this Agreement, Wylie Preparatory Academy will assign Collin College faculty to a classroom to carry out the functions of the dual credit program for courses

located on Wylie Preparatory Academy's campus. Wylie Preparatory Academy retains control of all classroom space under this Agreement. In order to ensure the program is equipped for college-level instruction, Wylie Preparatory Academy will provide the following:

- Adequate board space
- Computer equipment with projection
- Upon advanced written request from Collin College faculty for multimedia equipment, Wylie Preparatory Academy will provide notice of availability of such equipment and provide it if it is available
- Internet access that aligns with Collin College and State of Texas standards for delivery of instruction to ensure comparable delivery of instruction and access to course materials as found in the college-level courses
- A classroom that is available and ready for use within the allotted instructional class time(s)

Wylie Preparatory Academy will designate an official contact that will facilitate the classroom instructional needs listed above. Wylie Preparatory Academy will notify Collin College's P-12 Partnerships Office and the Academic Affairs office of the name and contact information of the designated liaison. If a conflict arises regarding providing classroom space or equipment, the Parties agree to follow the resolution guidelines in Section IV.O. on "Conflict Resolution".

5) In the Agreement, Wylie Preparatory Academy agrees to provide Collin College copies of all documents concerning any applicable rules, regulations, policies, and procedures of Wylie Preparatory Academy related to security or restriction, which would be applicable to Collin College faculty while present on a Wylie Preparatory Academy campus.

6) Collin College and Wylie Preparatory Academy will work collaboratively to provide approved accommodations for a Collin College faculty member with a documented disability. If a conflict arises regarding a requested or approved accommodation, the Parties agree to follow the resolution guidelines in Section IV.O. on "Conflict Resolution".

E. Academic Policies and Student Support Services

1) Wylie Preparatory Academy must provide an atmosphere that promotes a collegiate environment for classes which includes adequate classroom facilities, and minimizes disruptions of college classes for announcements, pep rallies, removal of students from class to conduct high school related activities, etc. Wylie Preparatory Academy will provide Collin College with a schedule of events that may impact dual credit

course delivery on a Wylie Preparatory Academy site each semester. After a term's registration period has started, changes cannot be made to Collin College's class schedule unless there are extenuating circumstances approved by both parties.

2) Dual credit courses will follow the Collin College academic calendar. If the Wylie Preparatory Academy calendar is different from that of Collin College, Collin College and Wylie Preparatory Academy will identify a mutually agreeable alternative arrangement for course continuation.

3) 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.

4) 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, Wylie Preparatory Academy designates the high school campus counselor as responsible for academic advising to students in the dual credit program.

5) 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 2026-2029 academic years. Programs listed in Appendix C have been approved for the 2026-2029 academic years.

Additional courses may be added with approval from Wylie Preparatory Academy and Collin College. An addendum will be created if three or more additional courses are requested by Wylie Preparatory Academy in writing. An addendum for additional courses can be approved and added to this Agreement by authorized Wylie Preparatory Academy 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 Wylie Preparatory Academy. Mid-term grades will be provided upon request. Collin College will provide grades to Wylie Preparatory Academy 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. Collin College requires faculty teaching dual credit courses to 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 Wylie Preparatory Academy. 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

6) All faculty will attend faculty meetings and other special meetings called by their Collin College divisional office as needed. Dual credit faculty will also attend a high school campus safety training provided by high school campus administration prior to the start of the semester when dual credit courses are taught at a Wylie Preparatory Academy site.

H. Transcription of Credit

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

I. Funding

1) Tuition and fees will be collected from the high school student unless Wylie Preparatory Academy is covering the student's charges through sponsor billing. If Wylie Preparatory Academy participates in sponsor billing, Wylie Preparatory Academy agrees to abide by the policies agreed upon in Appendix E. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf and/or included in covered costs in Appendix E.

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, Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy site meet the applicable TEC requirements regarding fingerprinting and background checks. Wylie Preparatory Academy 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 Wylie Preparatory Academy may be requested in accordance with Section IV.F "School District Data Sharing and Privacy".

2) Wylie Preparatory Academy 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 Wylie Preparatory Academy's Board policies with regard to criminal history requirements for employees of entities with whom Wylie Preparatory Academy contracts. Wylie Preparatory Academy will also notify Collin College if an individual does not pass the fingerprint check within 1-2 business days. Wylie Preparatory Academy 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 Wylie Preparatory Academy campus facility for the purposes of providing dual credit services and/or courses, Wylie Preparatory Academy'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. Wylie Preparatory Academy 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) Wylie Preparatory Academy agrees to report to 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 Wylie Preparatory Academy 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) Wylie Preparatory Academy 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 Wylie Preparatory Academy following its initial entry into the program: postsecondary transition rates from Wylie Preparatory Academy students to Texas institutions of higher education (taken from THECB data); benchmark data from the prior year to show Wylie Preparatory Academy student enrollment at Collin College upon request.
- Collin College will provide the following reports to Wylie Preparatory Academy 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 Wylie Preparatory Academy.
- Collin College and Wylie Preparatory Academy 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, Wylie Preparatory Academy 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, Wylie Preparatory Academy 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 Wylie Preparatory Academy, Collin College may provide mutually agreed upon reports of student enrollment and course grades to designated Wylie Preparatory Academy officials as allowed by FERPA. Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy and Collin College officials.

L. Disposition of Data

1) Collin College and Wylie Preparatory Academy 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 Wylie Preparatory Academy 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) Wylie Preparatory Academy 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 Wylie Preparatory Academy 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 Wylie Preparatory Academy.

- Appendix A: Statewide Goals for Dual Credit
- Appendix B: Courses Approved for Wylie Preparatory Academy/Collin College Dual Credit
- Appendix C: Programs for Wylie Preparatory Academy/Collin College Dual Credit
- Appendix D: Coursework Expectations
- Appendix E: Sponsor Billing Policies

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 Wylie Preparatory Academy have executed and deliver this Agreement to be effective as of the Effective Date listed above.

Shannon Meuir

10/13/2026

Shannon Meuir, Academic Advisor Date

Wylie Preparatory Academy

09/15/2026

H. Neil Matkin, Ed.D., District President Date

Collin County Community College District

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: *All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.*

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: *The quality and rigor of dual credit courses will be sufficient to ensure student success in 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 Wylie Preparatory Academy/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).

General Core 2026-2029 DUAL CREDIT CROSSWALK					
HS Endorsements	**HS Dual Credit Course Title**	**Possible HS Credit 0.5 = 1 sem 1.0 = 1 year**	**Collin College Course Title**		**College Hours**
Academic Preparatory for Dual Credit					
Multi-Disciplinary Studies	Learning Framework	0.5	Learning Framework	EDUC 1300	3
Creative Arts for Dual Credit					
Multi-Disciplinary Studies	Art Appreciation	0.5	Art Appreciation	ARTS 1301	3
Arts and Humanities	Art History I	0.5	Art History I	ARTS 1303	3
	Art History II	0.5	Art History II	ARTS 1304	3
	Foundations of Art	0.5	Foundations of Art	ARTS 1313	3
	Dance Appreciation	0.5	Dance Appreciation	DANC 2303	3
	Introduction to Theater	0.5	Introduction to Theater	DRAM 1310	3
	History of Theater I	0.5	History of Theater I	DRAM 2361	3
	History of Theater II	0.5	History of Theater II	DRAM 2362	3
	Introduction to Cinema	0.5	Introduction to Cinema	DRAM 2366	3
	Music Appreciation	0.5	Music Appreciation	MUSI 1306	3
	Music Literature	0.5	Music Literature	MUSI 1307	3
	American Music	0.5	American Music	MUSI 1310	3
English for Dual Credit					
Multi-Disciplinary Studies	Composition I	0.5	Composition I	ENGL 1301	3
	Composition II	0.5	Composition II	ENGL 1302	3

	Technical and Business Writing	0.5	Technical and Business Writing	ENGL 2311	3
	British Literature I	0.5	British Literature I	ENGL 2322	3
	British Literature II	0.5	British Literature II	ENGL 2323	3
	American Literature I	0.5	American Literature I	ENGL 2327	3
	American Literature II	0.5	American Literature II	ENGL 2328	3
	World Literature I	0.5	World Literature I	ENGL 2332	3
	World Literature II	0.5	World Literature II	ENGL 2333	3
	Forms of Literature	0.5	Forms of Literature	ENGL 2341	3
Languages Other than English / World Languages – not in General Education Core					
Multi-Disciplinary Studies	Beginning Arabic I	0.5	Beginning Arabic I	ARAB 1411	4
	Beginning Arabic II	0.5	Beginning Arabic II	ARAB 1412	4
Mathematics for Dual Credit					
Multi-Disciplinary Studies	College Algebra	0.5	College Algebra	MATH 1314	3
	Plane Trigonometry	0.5	Plane Trigonometry	MATH 1316	3
	Mathematics for Business and Social Sciences	0.5	Mathematics for Business and Social Sciences	MATH 1324	3
	Calculus for Business and Social Sciences	0.5	Calculus for Business and Social Sciences	MATH 1325	3
	Contemporary Mathematics (Quantitative Reasoning)	0.5	Contemporary Mathematics (Quantitative Reasoning)	MATH 1332	3
	Elementary Statistical Methods	0.5	Elementary Statistical Methods	MATH 1342	3
	Mathematics for Teachers I	0.5	Mathematics for Teachers I	MATH 1350	3
	Mathematics for Teachers II	0.5	Mathematics for Teachers II	MATH 1351	3
	Discrete Mathematics	0.5	Discrete Mathematics	MATH 2305	3
	Linear Algebra	0.5	Linear Algebra	MATH 2318	3
	Differential Equations	0.5	Differential Equations	MATH 2320	3
	Pre-Calculus Math	0.5	Pre-Calculus Math	MATH 2412	4
	Calculus I	0.5	Calculus I	MATH 2413	4
	Calculus II	0.5	Calculus II	MATH 2414	4
	Calculus III	0.5	Calculus III	MATH 2415	4

Science for Dual Credit					
Multi-Disciplinary Studies	Biology for Science Majors I	0.5	Biology for Science Majors I	BIOL 1406	4
	Biology for Science Majors II	0.5	Biology for Science Majors II	BIOL 1407	4
	Biology for Non-Science Majors I	0.5	Biology for Non-Science Majors I	BIOL 1408	4
	Biology for Non-Science Majors II	0.5	Biology for Non-Science Majors II	BIOL 1409	4
	Introduction to Biotechnology I	0.5	Introduction to Biotechnology I	BIOL 1414	4
	Introduction to Biotechnology II	0.5	Introduction to Biotechnology II	BIOL 1415	4
	Anatomy and Physiology I	0.5	Anatomy and Physiology I	BIOL 2401	4
	Anatomy and Physiology II	0.5	Anatomy and Physiology II	BIOL 2402	4
	Human Anatomy and Physiology Basic	0.5	Human Anatomy and Physiology Basic	BIOL 2404	4
	Environmental Biology	0.5	Environmental Biology	BIOL 2406	4
	Genetics	0.5	Genetics	BIOL 2416	4
	Microbiology for Non-Science Majors	0.5	Microbiology for Non-Science Majors	BIOL 2420	4
	Microbiology for Science Majors	0.5	Microbiology for Science Majors	BIOL 2421	4
	Introduction to Chemistry I	0.5	Introduction to Chemistry I	CHEM 1405	4
	General Chemistry I	0.5	General Chemistry I	CHEM 1411	4
	General Chemistry II	0.5	General Chemistry II	CHEM 1412	4
	Organic Chemistry I	0.5	Organic Chemistry I	CHEM 2423	4
	Organic Chemistry II	0.5	Organic Chemistry II	CHEM 2425	4
	Environmental Science I	0.5	Environmental Science I	ENVR 1401	4
	Environmental Science II	0.5	Environmental Science II	ENVR 1402	4
	Earth Sciences for Non-Science Majors I	0.5	Earth Sciences for Non-Science Majors I	GEOL 1401	4
	Earth Sciences for Non-Science Majors II	0.5	Earth Sciences for Non-Science Majors II	GEOL 1402	4
	Physical Geology	0.5	Physical Geology	GEOL 1403	4
	Historical Geology	0.5	Historical Geology	GEOL 1404	4
	Oceanography	0.5	Oceanography	GEOL 1445	4

	Introduction to Meteorology	0.5	Introduction to Meteorology	GEOL 1447	4
	College Physics I	0.5	College Physics I	PHYS 1401	4
	College Physics II	0.5	College Physics II	PHYS 1402	4
	Stars and Galaxies	0.5	Stars and Galaxies	PHYS 1403	4
	Solar System	0.5	Solar System	PHYS 1404	4
	Conceptual Physics	0.5	Conceptual Physics	PHYS 1405	4
	Physics of Music and Sound	0.5	Physics of Music and Sound	PHYS 1410	4
	Physical Science I	0.5	Physical Science I	PHYS 1415	4
	Physical Science II	0.5	Physical Science II	PHYS 1417	4
	University Physics I	0.5	University Physics I	PHYS 2425	4
	University Physics II	0.5	University Physics II	PHYS 2426	4
Social Studies for Dual Credit					
Multi-Disciplinary Studies	Introduction to Archeology	0.5	Introduction to Archeology	ANTH 2302	3
	General Anthropology	0.5	General Anthropology	ANTH 2346	3
	Cultural Anthropology	0.5	Cultural Anthropology	ANTH 2351	3
	Introduction to Criminal Justice	0.5	Introduction to Criminal Justice	CRIJ 1301	3
	Introduction to Economics	0.5	Introduction to Economics	ECON 1301	3
	Principles of Macroeconomics	0.5	Principles of Macroeconomics	ECON 2301	3
	Principles of Microeconomics	0.5	Principles of Microeconomics	ECON 2302	3
	Federal Government	0.5	Federal Government	GOVT 2305	3
	Texas Government	0.5	Texas Government	GOVT 2306	3
	United States History I	0.5	United States History I	HIST 1301	3
	United States History II	0.5	United States History II	HIST 1302	3
	Texas History	0.5	Texas History	HIST 2301	3
	Western Civilization I	0.5	Western Civilization I	HIST 2311	3
	Western Civilization II	0.5	Western Civilization II	HIST 2312	3
	World Civilizations I	0.5	World Civilizations I	HIST 2321	3

	World Civilizations II	0.5	World Civilizations II	HIST 2322	3
	Introduction to Humanities I	0.5	Introduction to Humanities I	HUMA 1301	3
	Introduction to Philosophy	0.5	Introduction to Philosophy	PHIL 1301	3
	Introduction to World Religions	0.5	Introduction to World Religions	PHIL 1304	3
	Introduction to Formal Logic	0.5	Introduction to Formal Logic	PHIL 2303	3
	Introduction to Ethics	0.5	Introduction to Ethics	PHIL 2306	3
	Introduction to Social and Political Philosophy	0.5	Introduction to Social and Political Philosophy	PHIL 2307	3
	Philosophy of Religion	0.5	Philosophy of Religion	PHIL 2321	3
	Psychology	0.5	General Psychology	PSYC 2301	3
	Introduction to Sociology	0.5	Introduction to Sociology	SOCI 1301	3
	Social Problems	0.5	Social Problems	SOCI 1306	3
Speech for Dual Credit					
Multi-Disciplinary Studies	Introduction to Speech Communication	0.5	Introduction to Speech Communication	SPCH 1311	3
	Public Speaking	0.5	Public Speaking	SPCH 1315	3
	Business and Professional Communication	0.5	Business and Professional Communication	SPCH 1321	3

APPENDIX C: Programs for Wylie Preparatory Academy/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).	Content is guided by THECB and the Collin College Academic Department guidelines. 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. 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.
Academic Freedom	Standards and expectations are guided by the TEKS. Faculty must meet all standards. Freedom is in how you teach content.	There is a high degree of academic freedom in that there is more flexibility in what content is taught, and how it is taught in covering department and college- approved student learning outcomes. For more information please refer to Collin College's Board Policy: pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGC#localTabContent

Grading Policies	Determined by campus and/or ISD policies. Policies may require reteach and retest. Consequences for attendance are determined by State law and district policies.	Guided by departmental requirements. Some departments have explicit requirements, others provide more flexibility in grading to the instructor. Faculty may choose to, but are not required to allow multiple attempts on assignments or exams. Consequences for poor attendance and lack of adherence to course deadlines are determined by the instructor.
Student Learning Outcomes and Competencies	Must meet TEKS guidelines. Additional outcomes can be required by campus and/or district. See details here: tea.texas.gov/curriculum/teks/	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).
Regulations of Privacy	FERPA: parents and guardians have access to student information.	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. See further information here: www.collin.edu/gettingstarted/register/ferpa.html

Disability Services	ARD paperwork or 504 plans. All approved accommodations and modifications must be provided.	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. 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. Learn more here: www.collin.edu/studentresources/disabilityservices/index.html

APPENDIX E: Sponsor Billing Policies

1) Sponsor billing policies are in effect through the duration of the Agreement.
2) Collin College will invoice Wylie Preparatory and that payment is due upon receipt of the invoice by Wylie Preparatory.
3) Wylie Preparatory is responsible for the student based on the student's enrollment at Wylie Preparatory as of census date of the Collin College course.
4) Wylie Preparatory agrees to work with Collin College's P-12 Partnerships Office to complete a separate sponsor contract which will indicate which of the below charges are covered, any billing thresholds, and a designated billing contact.

A. Possible Covered Charges:
   a) Tuition
   b) Fees
   c) E-Materials
   d) Other (Other items funded, additional details, and/or other nonstudent-specific billing requests)

B. Possible Billing Thresholds:
   a) Maximum dollar amount per eligible student
   b) Maximum dollar amount per Agreement
   c) Amount as needed for eligible students

C. Primary Billing Contact Information Required:
   a) Name
   b) Address
   c) Phone Number
   d) Email
   e) Signature

5) Wylie Preparatory will provide a verified list of eligible students each term.

For billing inquiries or to provide eligible student information, please contact sponsors@collin.edu.