



Cisco College

Agreement to Provide Instructional Services for Dual Credit Courses

Academic Years: 2025-2026

Coleman Independent School District located at 201 West 15th Street, Coleman, Texas 76834, CISD and Cisco College, located at 101 College Heights, Cisco, Texas 76437, agree to articulate for the purpose of providing dual credit courses for CISD students. All communications regarding teaching requirements, schedule changes, instructional problems, or any other issues related to this agreement will be channeled through Cisco's Director of Dual Credit Programs and the designated dual credit contact for CISD.

1. Nature of the Agreement. This is an Agreement for Cisco College to deliver quality, rigorous courses for college-level credit which satisfy appropriate high school competencies to the students of CISD. The agreement also seeks to fulfill statewide dual credit goals for outreach, successful transition, and student advising and support. Due to the nature of this agreement, both Cisco College and CISD are required to meet certain terms and conditions to ensure successful delivery of instruction. This agreement will be posted to the Cisco College and CISD websites.

2. Cisco College

2.1 Professors – Cisco College will provide qualified, appropriately credentialed professors to conduct dual credit classes as agreed upon by Cisco College and CISD. CISD personnel who meet Cisco College's credentialing requirements may be approved as adjunct professors. These individuals must go through the adjunct hiring process including a background check and submit all documents required by Cisco College to be approved by the appropriate Cisco College Division Chair and listed as the Instructor of Record for a course. Cisco College Full-Time Faculty teaching on the CISD campus will abide by the regulations governing visitors to the campus.

2.2 Instructional Format and Location of Course – Classes may be taught at the CISD campus on a mutually agreeable schedule. The preferred method of instructional delivery will be through high school faculty. However, depending on the availability of qualified professors and number of students served, Cisco College may opt to deliver instruction via traditional classroom format, web-based LMS courses, or a blend of instructional formats (hybrid).

2.3 Registration – Cisco College will provide registration services for students to enroll in dual credit courses delivered by Cisco College.

2.4 Advising – Cisco College will provide core curriculum and Associate of Arts and Associate of Science degree plans to help CISD students identify and request appropriate dual credit courses and track semester credit hour accumulation.

2.5 Grade Recording – Cisco College will provide a college transcription of each student's grades. Each professor will report student grades to Cisco College in accordance with Cisco College's grade reporting policy and schedule. It is recognized that grade reporting may vary between the college and high school in terms of format and specificity. The primary responsibility for assigning Cisco College grades in a dual credit course belongs to the faculty member. Therefore, in the absence of compelling evidence of differential treatment, or procedural irregularities, the decision of the faculty member responsible for the course shall be final. Cisco College and CISD officials will not unreasonably interfere with the faculty member's authority to assign Cisco College grades. The final course grade submitted for Cisco College will be a letter grade. A numeric grade based on a standard 100-point scale will be provided by Cisco College Faculty. The final course grade recorded for Cisco College will be a letter grade and for the high school a numeric grade that may differ from the Cisco College letter grade.

2.6 Curriculum and Learning Objectives – Dual credit course curriculum will consist of college-level content and subject matter rigor. College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content. Dual credit courses are more challenging than high school courses, and professors expect students to complete work on par with any other college student and also to demonstrate maturity and openness to new and varied ideas.

An online format does not warrant less respectful behavior and will not excuse offensive behavior. Respecting diversity in an online format requires the respectful address of ideas without personality or identity assumptions.

The Cisco College professor will provide a course syllabus that fulfills all Cisco College requirements and explains the course requirements to CISD and to students. The Cisco College professor will provide subject matter instruction that aligns with learning objectives defined by the Texas Higher Education Coordinating Board.

2.7 Textbooks and Course Resources – Course syllabi will contain required textbook information and ISBN numbers. Course textbooks will be available to CISD students at the Cisco College Bookstore. Textbooks purchased through the Cisco College Bookstore will be eligible for buy-back under the same regulation provided to non-dual credit students at the end of each semester. Courses may require students to purchase and/or utilize electronic resources. Dual credit courses must use textbooks selected by Cisco College.

2.8 Books and Supplemental Material – Cisco College will consider the use of free Open Educational Resources (OER) or low-cost educational resources in courses offered under the program for CISD.

2.9 Class Schedule – The class schedule will be prepared and agreed upon by Cisco College and CISD on a semester basis. Classes must fulfill semester contact hour requirements consistent with the same courses taught on the Cisco College campus. Cisco College may not be able to provide classes at the ISD dependent on enrollment and faculty availability, nor be able to offer courses in multiple course formats.

2.10 Course Facilities, Equipment, and Access – Cisco College will ensure that dual credit students will have access to appropriate facilities and equipment to complete the dual credit courses.

2.11 Professor Evaluation – Cisco College shall supervise and evaluate professors of dual credit courses using the same procedures used for faculty at Cisco College. According to Cisco College policy, all professors must be evaluated yearly. Evaluations may include announced or unannounced classroom observation and may require professors to submit course assignments, assessments, and/or grades to the Cisco College Division Chair.

2.12 Academic Policies and Student Services – All academic policies applicable to courses taught at Cisco College apply to dual credit courses. These policies include the academic calendar, student grievance process, admissions policies, grade policy, attendance policy, drop policy, student privacy policy, and student conduct policy. Students in dual credit courses are eligible to utilize the same support services provided to all Cisco College students, including the library, tutoring services, the Writing Center, the Math Center, distance education support, and counseling. Students in dual credit courses have access to college policies in the college catalog and student handbook.

Cisco College and CISD will adhere to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008. CISD will be responsible for implementing policies and procedures to enable students to identify disability needs and to provide accommodations for dual credit students. If the class is taught at the high school or taken online, the high school will provide accommodations. If the course is taught on the Cisco College campus, Cisco College will provide accommodation. Students are not eligible to receive and/or otherwise utilize Individual Education Plans (IEP's) in Dual Credit courses. Any accommodation for any student who is enrolled in any dual credit course regardless of the format must be determined by the Cisco College Disability Services Office at the beginning of each semester.

2.13 Collaboration and Outreach Efforts – Cisco College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the CISD. Cisco College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on Cisco College's dual credit website.

2.14 Advising – Cisco College and the CISD offer college advising services for dual credit students and Cisco College offers a College Advising Training Program for CISD District Counselors.

i. Cisco College Advising responsibilities by Cisco College are delineated below:

- Plan, schedule and offer advising and student support throughout the academic year;
- Offer orientations and advising sessions that increase student's college knowledge and resources for new and continuing dual credit students;
- Serve as the designated college support services staff for advising dual credit students.

ii. CISD will provide the following services and resources:

- Provide facilities such as classrooms, computer labs, auditoriums, or settings that will allow for Cisco College to provide one-to-one advising, online advising, or group type advising;

- Provide equipment such as computer technology to facilitate advising or meetings;
- Include and invite additional high school staff or district administration to participate or attend scheduled meetings, trainings, or sessions.

In active collaboration with Cisco College, CISD shall take whatever actions deemed reasonably necessary by Cisco College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019), which collectively address measures public institutions of higher education must take to facilitate successful transfer, academic progress, and timely graduation through, among other things, the filing of degree plans at certain milestones, and the publication of course sequences. Cisco College and CISD shall also take necessary actions to ensure compliance with any and all advising requirements of TX SB 1277 (2021), including but not limited to designating at least one employee from either institution to provide academic advising to any student who enrolls in a dual credit course before beginning the course.

2.15 Transcription of Credit – Cisco College and CISD will enter and record into their respective transcripts all credits earned for dual credit courses for both college credit and high school credit upon the student completion of the requirements for each course.

2.16 Data Sharing – FERPA allows protected student data to be exchanged between Cisco College and CISD for students who are dually enrolled without requiring the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the CISD, including records that Cisco College has disclosed. Cisco College and the CISD are expected to meet FERPA requirements to maintain the privacy of student data. Cisco College will provide data reports to the CISD via standard reports as per identified timelines. These reports have been developed to provide the required data in a timely manner to our partners with a signed MOU. CISD shall provide a primary and secondary contact at the School District and at each high school to receive data via a secure process from Cisco College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any student level data received from Cisco College shall not be shared outside the CISD without prior authorization from Cisco College. Cisco College partners may request data outside of the scheduled report distribution schedule provided:

- An MOU has been executed and is active between the partner organization and Cisco College,
 - The data request is submitted, at minimum, three (3) business days prior to the requested delivery date
- PLEASE NOTE: Requests are NOT guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

2.17 FERPA – Student information, attendance, and performance/grades will only be discussed with the student.

2.18 Title IX of the Education Amendments 1972 – Cisco College is committed to maintaining and strengthening an environment founded on civility and respect. Cisco College is also committed to providing programs, activities, and an educational environment free from sex discrimination. Under certain circumstances, sexual misconduct may constitute sexual discrimination prohibited by Title IX. Cisco College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of reports of Sexual Misconduct.

Federal and state anti-discrimination laws ensure quality in education and provide for the following:

- Students have the right to equal learning opportunities in their schools.
- Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, or gender identity in any program or activity.
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender identity.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation or gender identity.

Cisco College takes allegations of sexual harassment seriously and investigates all reports. Title IX and nondiscrimination refer to federal and state anti-discrimination laws that ensure equality in education. Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited. For more information, consult the Student Handbook online or contact the Title IX Coordinator, 717 East Industrial Boulevard, Abilene, Texas, 79602 or call (325) 794-4406.

2.19 Title IX Protocol –

- a) Cisco College and CISD acknowledge that jurisdiction over incidents falling within Title IX can be difficult to determine with respect to dual credit programs, and sometimes jurisdiction is shared by both parties. This protocol is agreed to by Cisco College and CISD to establish clarity and coordination with a set of consistent guidelines for each to follow. The general principle is one of establishing a nexus, and determining which party has the strongest nexus to the alleged misconduct, or whether a nexus reasonably exists with respect to the jurisdiction of both parties, in which case jurisdiction exists for both and in most cases will result in collaborative investigations and separate resolutions in accordance with the policies of each party. In all collaborative processes, the parties agree to share investigation-related information with each other to the extent permitted by law.
- b) In any complaint where the law permits, Cisco College and CISD agree to share information about the outcome of the complaint with the other party to the extent the outcome impacts the other party or its students/employees.
- c) In any circumstance where the parties agree to do so, or where the respondent dual credit student or employee is arguably under the jurisdiction of both parties (regardless of who controls the venue), investigations can be conducted jointly with (at least) one representative from each party. The results of the investigation (one joint investigation report encompassing the policies of both parties) will be made available to both parties, with appropriate redactions as necessary. The parties may then each use the results of the investigation to pursue their own independent resolutions of the complaint. Where investigation procedures of the parties differ substantially, it may be impossible for a collaborative investigation to comply with both, in which case separate investigations should be conducted.
- d) Where one party controls the venue of the alleged misconduct and the respondent is a student or employee of that same party, that party shall normally have primary jurisdiction over the complaint.
- e) Where a party controls the venue in which the complainant is its student/employee and the respondent is the student or employee of another party, the complainant will have the right to file a complaint within the other party's grievance process. The party in which the complainant is enrolled is responsible for providing supportive measures to the complainant.
- f) Where a party provides only instruction/credit for a course and is not otherwise involved in any way in an act of misconduct, that party shall have no responsibility under this protocol except as policy otherwise requires (e.g., mandated reporting responsibilities).
- g) Where a party controls only the venue of a course and is not otherwise involved in any way in an act of misconduct, that party will review any needed remedial measures related to the safety of the venue and implement them accordingly.
- h) Control:
 - i. A party who controls the venue and the instruction, provides an employee for instruction, and provides credit for the course controls that course.
 - ii. A party who provides instruction in the venue of the other party does not control that venue.
- i) Each party's employees are expected/encouraged to participate as witnesses in any resolution process, as necessary.
- j) Student:
 - i. A student enrolled in a dual credit/early college course is a student of both parties, regardless of which party has the primary relationship with the student.
 - ii. Any party's policies and procedures will explicitly be made applicable to its students, including those who are dual-enrolled/participating in early college.
- k) Imposing consequences on a respondent by two parties is appropriate when the student is enrolled within the educational program of both parties, though the parties can agree that only one party will enforce its policies and procedures in each situation. In such situations, the parties may agree that the party with the primary relationship to the student will take the lead and/or enforce its policies and procedures, or that the party in whose program the incident took place will normally have primary jurisdiction.
- l) Each course should clearly designate which party's educational program the course is part of, and/or whether more than one party is the sponsor/provider of a course.

2.20 Non-discrimination – Cisco College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

2.21 Memorandum of Understanding – This MOU may be amended by mutual written agreement of both parties. Cisco College and CISD reserve the right to terminate this MOU, by notice from either party in accordance with this MOU or by operation of law. Cisco College or CISD may terminate the MOU no fewer than ninety (90) days prior to the end of the semester during which notice was given. To be effective, notice must be submitted in writing, signed by the Cisco College President or his designee or the CISD Superintendent and personally delivered to the other party to this MOU.

2.22 Notifications of Non-Compliance and Termination of Agreement – If a party fails to comply with any provision of this MOU, the other party may issue a Notification of Non-Compliance (Notice). The Notice shall be in writing and shall describe in detail the nature of the alleged non-compliance. The Notice will be provided to the Cisco College President or to the CISD Superintendent for review and action. Failure to correct any condition of non-compliance within ten (10) business days following receipt of the Notice may, at the option of the party which sent the Notice, result in termination of this MOU at the end of the semester during which the Notice was sent. Any provision in this MOU which requires performance by either party after the termination of this MOU including, without limitation, confidentiality obligations, limitations of liability, and exclusions of damages, and any other provision or partial provision that by its nature would reasonably extend beyond the termination of this MOU, shall be and remain enforceable after such termination of this MOU for any reason whatsoever.

3. Coleman Independent School District

3.1 Student Qualifications – CISD will pre-approve students for taking dual credit courses and ensure that each student meets the requirements as defined in the Texas Administrative Code for Education (Part 1, Chapter 4, Subchapter D, Rule 4.85). If necessary, written approval by the high school principal and Cisco College's Chief Academic Officer may be required for a student to enroll in a dual credit class. Each student must also meet the Cisco College admissions requirements and course prerequisites prior to the first day of classes.

3.2 High School Course Crosswalk – CISD will provide a crosswalk that identifies the high school course and number of credits that may be earned from CISD for each college-level course requested from Cisco College.

3.3 Advising – CISD will assist students in aligning dual credit courses and/or the Cisco College core curriculum and degree plans with the students' intended undergraduate major or program. CISD counselors and students may contact the Cisco College Dual Credit Counselor for advising support. CISD will inform students of the availability and purpose of the Cisco College Catalog.

3.4 Grade Recording – CISD will provide high school transcription for each student's grades.

3.5 Classroom, Equipment, and Course Access –

CISD will work with Cisco College to ensure that the CISD's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction by the first day of class including the following:

- CISD will ensure that college faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology;
- CISD will permit access to Cisco College's electronic learning resources;
- CISD offering science or career and technical courses will meet all applicable laboratory safety standards and obtain and install all material/equipment required to meet such standards prior to first class day;
- CISD shall properly maintain all lab material/equipment used for Cisco College courses offered by CISD in a manner which complies with Cisco College's program requirement;
- CISD will permit Cisco College to perform safety audits and inspections in dual credit classrooms and laboratories;
- CISD will verify reliable computer and internet access for students taking dual credit courses regardless of modality.

3.6 School District Supplied Personnel Teaching as Cisco Adjunct Professors – School district personnel delivering Cisco College courses as adjunct professors will meet all credentialing requirements and course requirements and will adhere to course, exam, and grade schedules set forth by Cisco College. School district personnel who deliver Cisco College courses as adjunct professors will use Canvas to deliver course materials (including syllabi) and to report student progress.

3.7 Facilitator/Observer –

- CISD will provide one faculty or staff member to act as a facilitator to administer/proctor exams and/or assignments as necessary in coordination with the Cisco College faculty syllabus.
- CISD will provide at least one faculty or staff member who will act as a Canvas Observer for dual credit students to monitor academic performance.

3.8 Semester Credit Hour Load – CISD will advise students regarding the workload required for a college-level course in relation to time and travel commitments for extracurricular activities. One SCH represents one hour of in-class time which may be fulfilled in-person or via LMS and two hours of out-of-class work. A student can expect to fulfill three in-class hours and up to six out-of-class hours per week for each three-credit hour college-level course.

3.9 Transportation – CISD will provide transportation to students enrolled in courses delivered at Cisco College in accordance with State law and CISD rules and procedures. CISD will also provide transportation for all CISD school field trips and project-based learning activities.

3.10 Course Curriculum, Instruction, and Grading –

a) Academic Instructional Calendar

Dual credit classes must follow Cisco College's academic calendar including holidays, Spring Break, Final Exams, and semester start and end dates. Exceptions may be arranged through collaboration between Cisco College and CISD with the exclusion of semester start and end dates, census dates, final exams, and grade reporting dates. College courses and exams should take reasonable priority over CISD activities. Dual Credit classes will be canceled in the event of Cisco College or CISD campus closures (staff development, illness, inclement weather). The high school counselor will provide written notice to the Dual Credit office. Campus events, such as pep rallies, picture day, and assemblies cannot disrupt dual credit classes.

b) Course of Study

CISD and Cisco College shall provide a course of study that enables a participating student to receive a high school diploma and either a certificate, an associate degree, or 60 academic credit hours that are transferable and applicable toward a baccalaureate degree during grades 9-12.

c) Curriculum Alignment

CISD and Cisco College shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum as defined by the Texas Administrative Code (TAC 4.28), an associate degree, or at least 60 credit hours toward a baccalaureate degree during grades 9-12. CISD will provide students with academic, social, and emotional support during their course of study. Cisco College will regularly update the CISD counselor and principal regarding Cisco College curricular changes. CISD is responsible for ensuring that state course requirements for high school graduation are fulfilled. Cisco College's Course Catalog identifies the number of credits that may be earned for each college course offered at CISD.

3.11 Student Composition of Class – Student Composition of Class as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, CISD may not enroll both dual credit and non-dual credit students in the same section.

3.12 Recognition of Higher Education Partner – CISD will recognize Cisco College as a Higher Education partner when reporting on and publicizing the dual credit program or students in social media, television commercials, and print ads. In addition, the CISD is granted permission to and shall use the official Cisco College logo in the official format and style without alteration.

3.13 Title IX of the Education Amendments 1972 – CISD, will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations as stated in the College Board's TASB Policy FFDA — Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence and the School District Title IX policy in resolving incidents and complaint.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Together with the execution of this MOU, CISD will, by completing Exhibit C hereto, designate a specific School District official who is trained to investigate and address matters relating to Title IX and civil rights issues, including but not limited to Title VI and Title VII of the Civil Rights Act, to serve as

the authorized liaison with the Cisco College Office of Human Resources and/or the Title IX Coordinator. Pursuant to the following protocol, CISD and Cisco College will work in a collaborative and timely manner in connection with any claims or investigations.

4. Professor Compensation – Full-time Cisco College professors are employees of Cisco College and will be compensated according to the Cisco College employee compensation policy. CISD teachers who are qualified to teach dual credit courses will be approved as adjunct professors for Cisco College and will be compensated according to the current Cisco College adjunct compensation policy.

5. Students

5.1 Policy Compliance – Students will comply with all enrollment, academic, and financial policies and any other course related policy requirements by Cisco College or CISD.

5.2 Course Participation – Students are responsible for in-class participation and out-of-class preparation as required for the college course. Students who must be absent for any reason are responsible for communicating with the professor and for completing make-up work per course policies.

5.3 Tuition and Fees – The current rate for tuition and fees charged to the students by Cisco for courses where the course content is received by the student on either Cisco College Campus, Online, or at the CISD campus is \$246.00 per three credit hour class and \$328.00 per four credit hour class.

5.4 Payments – Students will be billed for dual credit tuition unless alternate arrangements have been made by CISD and attached to this agreement. CISD will provide a description of funding sources including tuition, transportation, required fees, and textbooks. As with any college credit course, all student bills must be paid before a student may receive a college transcript. Students with outstanding balances will not be allowed to register for any other Cisco College course nor will a transcript be sent to any other college for enrollment purposes.

5.5 Commencement Ceremonies – To become eligible to participate in the Cisco College commencement ceremonies in May, dual credit students must be enrolled in all final coursework for their declared program and all coursework must be completed at the end of the semester of graduation. Dual credit students who are eligible to participate cannot defer participation to a later commencement ceremony date. The Cisco College Registrar is the final authority to determine dual credit eligibility for graduation and ceremony participation. Dual credit students must meet all graduation requirements as outlined in Cisco College policy to be eligible for graduation and participation in the commencement ceremonies.

5.6 Student Conduct – Students are expected to follow all classroom policies listed in the course syllabus. College-wide policies can be found in the Official Catalog and the Student Handbook. Inappropriate behavior in the classroom shall result, at a minimum, in a request to leave class. The Student Handbook contains a list of specific prohibitions.

5.7 Student Complaints – Cisco College's Grievance and/or Complaint procedures for handling student complaints regarding college courses are applicable to all students, including those enrolled in dual credit courses. Each student at Cisco College has the right to quality education and the corresponding freedom to pursue his/her educational goals, objectives, and program. This includes the right to be treated with courtesy and respect by all members of the college community. Students are afforded due process in resolving grievances under the Student Grievance, Complaint and Appeals processes and procedures. Students at Cisco College have the obligation to follow the principles of common decency and civil behavior when working with the faculty and staff through these processes. Generally, students should report complaints relating to a dual credit course to Cisco College. If the student chooses to report to CISD, the school district should promptly report the matter to Cisco College. Cisco College shall be responsible for implementing the College's Grievance and/or Complaint procedures only if the College has jurisdiction to do so including, but not limited to, jurisdiction over the educational program or activity, the complainant, and respondent. Particular processes can be located in the Student Handbook and Code of Conduct.

6. Term of Agreement – The Agreement is in place until any changes are deemed necessary.

Agreed,
Cisco College

[Redacted]

Tianay Bralley
Director of Dual Credit Programs

Date: 9/8/25

Coleman Independent School district,
Superintendent

[Redacted]

Signature
Brandon McDowell
Printed Name

Superintendent
Title

Date: 9/5/25