INSTRUCTIONAL AGREEMENT

BETWEEN

TARRANT COUNTY COLLEGE DISTRICT

AND

CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

DUAL CREDIT PROGRAM

STATE OF TEXAS

This Agreement (herein so called), made and entered into as of **July 1, 2026**, by and between the **Tarrant County College District**, a Texas political subdivision of higher education, (referred to herein as "COLLEGE DISTRICT") and **Castleberry Independent School District,** a Texas independent school district (referred to herein as "SCHOOL DISTRICT") evidences the following:

This Agreement shall be in effect for a period of three (3) years beginning as of **July 1, 2026,** and ending on **June 30, 2029.** Sixty days before the end of the term, SCHOOL DISTRICT may renew this Agreement for a subsequent three-(3) year term upon approval of the COLLEGE DISTRICT (SCHOOL DISTRICT and COLLEGE DISTRICT are sometimes referred to herein as “Party” or collectively as “Parties”).

PURPOSE

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

DUAL CREDIT STATEWIDE GOALS

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

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

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

COLLEGE DISTRICT will work in collaboration with SCHOOL DISTRICT to provide all students participating in the dual credit program academic and college readiness advising with access to the

COLLEGE DISTRICT'S student support services to support students with college course completion.

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

TEXAS HOUSE BILL 8 (HB8)

Texas community colleges will now receive state funding primarily through an outcomes-based model that is aligned with state higher education goals in *Building a Talent Strong Texas* and regional and state workforce needs. HB 8 establishes a new funding model through which colleges receive a majority of their state funding through a formula based on measurable, student-focused outcomes and data. By focusing on outcomes, this system rewards colleges for equipping more Texans with the knowledge, skills, and experiences they need to enter the labor market and maintain our state's economic competitiveness.

This funding is calculated based on the number of credentials the college awards, with an emphasis on credentials for high-demand occupations; the number of students who earn at least 15 credit hours and transfer to (or are co-enrolled in) a four-year public university; and the number of high school students who earn at least 15 credit hours through academic and workforce dual credit programs.

HB8 also provided for the implementation of the Financial Aid for Swift Transfer (FAST) program. FAST is an optional program available to public institutions of higher education, as defined under TEC, Section 61.003(8). By statute, the FAST program requires that eligible students at participating institutions incur no cost for their dual credit coursework. An eligible student will not pay tuition and fees for an eligible dual credit course. Books, supplies, and other course materials must also be provided at no cost to an eligible student. Students are "eligible students" under the FAST program if they:

1. Are enrolled in an eligible dual credit course at a public school district or charter school (i.e., eligible for Foundation School Program funding); and
2. Are taking a course offered through an institutional agreement, as outlined in Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Section 4.84, from an institution of higher education that has opted to participate in FAST; and
3. Were qualified for free/reduced-price lunch in any of the four school years prior to the academic year in which they enroll in the dual credit course.

Participating institutions may charge dual credit students who are not FAST-eligible other costs, such as tuition, fees, books, or supplies. However, FAST-eligible students may not incur these charges. Participating institutions may not charge a per-credit tuition rate more than the state-approved FAST tuition rate to any student who is not FAST-eligible but is attending high school in a Texas school district or charter school for any eligible dual credit course offered by an agreement with the participating institution. Participating institutions are not prevented from entering into contracts for other course charges, such as fees, books, supplies, or professional development, to be paid for by school districts or charter schools.

DUAL CREDIT TUITION WAIVER

Effective Fall 2023, the COLLEGE DISTRICT shall waive tuition for all dual credit/enrollment students. This waiver will apply to all dual credit/enrollment students including early college high school, concurrent enrollment, private, and home school students, and will waive the tuition for all approved dual credit courses offered via this Agreement in partnership with the COLLEGE DISTRICT. This waiver will also apply to any dual credit/enrollment students regardless of county of residence or modality of their coursework, and

shall apply to courses taken in any semester (Summer, Spring, Fall, etc.).

ELIGIBLE COURSES

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

LOCATION OF CLASS

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

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

PROGRAM DETAILS

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

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

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

a) Family Educational Rights and Privacy Act Waiver (optional)
b) Meningitis Vaccination Record (if taking courses on a TCC campus)
c) Residency Questionnaire (if applicable)
d) Online Readiness (for online courses)

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

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

a) Admission application
b) Pre-Assessment Activity (or exemption)
c) Texas Success Initiative Assessment (TSI-A) (or exemption)
d) Register for courses

(6) All courses referenced in this Agreement must be taught using the COLLEGE DISTRICT's Syllabus. The COLLEGE DISTRICT will provide full oversight of the course curriculum, course policies outlined

in the Syllabus regarding the calculation of final grade, academic integrity, and all assigned reading materials.

(7) The COLLEGE DISTRICT and SCHOOL DISTRICT agree to a recommended minimum number of students per course in accordance with COLLEGE DISTRICT guidelines and policy. Exceptions can be approved by the Vice President for Academic Affairs.

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

(9) Student misconduct in the college course on COLLEGE DISTRICT campuses or SCHOOL DISTRICT campuses will be addressed in accordance with the COLLEGE DISTRICT'S Student Code of Conduct. The COLLEGE DISTRICT shall report disciplinary issues to the SCHOOL DISTRICT. In addition, COLLEGE DISTRICT administration may refuse to admit or continue enrollment of students with disciplinary issues. The SCHOOL DISTRICT will contact the COLLEGE DISTRICT to discuss student eligibility due to disciplinary dismissal from the approved High School location.

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

(11) To continue in the program, students must maintain the academic standards of the COLLEGE DISTRICT.

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

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

COURSE CURRICULUM, INSTRUCTION AND GRADING

Course content and scheduled contact hours will adhere to standards of the Texas Higher Education Coordinating Board (THECB). Dual credit courses will be taught and grades assessed according to standard collegiate practices and COLLEGE DISTRICT policy. Grades will be assigned by the instructor of record for all dual credit courses in accordance with COLLEGE DISTRICT policy. COLLEGE DISTRICT shall provide final grades to SCHOOL DISTRICT as letter grades (i.e. A, B, C, D, F, etc.), and will provide numeric grades when possible. When numeric grades are not provided, the SCHOOL DISTRICT may adopt a policy or practice to convert letter grades received from COLLEGE DISTRICT for dual credit courses to numeric grades. SCHOOL DISTRICT shall make any such policy or practice available to all dual credit students. Students enrolled in dual credit courses will be provided academic support services, including library resources, available to any other COLLEGE DISTRICT student.

The COLLEGE DISTRICT shall provide a credentialed (meeting SACSCOC requirements) instructor to teach college-level courses, unless the COLLEGE DISTRICT and SCHOOL DISTRICT agree upon the SCHOOL DISTRICT'S providing an instructor for a specific course who meets both the COLLEGE DISTRICT and the SACSCOC accreditation requirements. Employment as an embedded faculty member for the COLLEGE DISTRICT is based on the college's semester-by-semester needs. Employment for one semester neither implies nor obliges future employment.

In the instance of a faculty absence, the COLLEGE DISTRICT shall provide a substitute from the academic department. If the COLLEGE DISRICT is unable to provide a substitute, the SCHOOL DISTRICT will provide a faculty or staff member to monitor the course.

The COLLEGE DISTRICT will reimburse the SCHOOL DISTRICT in the amount of $1,835.00 for a three credit hour course or $2,448.00 for a four credit hour course. This payment will be made for the courses taught on a SCHOOL DISTRICT campus by the SCHOOL DISTRICT instructor and listed in this Agreement. The SCHOOL DISTRICT will provide the COLLEGE DISTRICT with an invoice based on this Agreement on or before thirty (30) days after the commencement of classes, and COLLEGE DISTRICT shall remit the reimbursement to the SCHOOL DISTRICT.

JOINT PLANNING

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

ACADEMIC ADVISING

The COLLEGE DISTRICT shall offer academic advising services on the TCC South Campus, TCC Northeast Campus, TCC Northwest Campus, TCC Southeast Campus, TCC Trinity River Campus, and TCC Connect Campus. The scope of services will include professional career advisors offering support and guidance to diverse student populations seeking to achieve educational, career, and life goals. Career advisors will offer students coursework information, inform them of college policies and procedures, the college mission, and career options. Career advisors will partner with COLLEGE DISTRICT Educational Partnerships teams to align high school endorsements with college educational plans. The COLLEGE DISTRICT will contribute to student success by each campus introducing campus resources (https://www.tccd.edu/services/campus-resources) and academic help (https://www.tccd.edu/academics/academic-help) to all dual credit students.

Legislation: Texas Education Code, Chapter 28

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

COLLEGE DISTRICT has established pathways based on the Texas Education Agency high school graduation endorsement options:

- Science, Technology, Engineering and Mathematics (STEM)
- Business and Industry
- Human and Public Service
- Arts and Humanities
- Health Science

The COLLEGE DISTRICT and SCHOOL DISTRICT will collaborate to utilize the established endorsement pathways and resources, and in guiding students toward college and career goals including but not limited to:

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

STUDENT LEARNING MATERIALS AND COURSE SUPPLIES

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

Throughout the duration of this Agreement, the SCHOOL DISTRICT will provide student learning materials, course supplies, and be responsible for the cost of TCC Plus charges for all students.

DUTIES OF THE COLLEGE DISTRICT

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

A. Assist students in the completion of admissions, testing, advising, and registration procedures.

B. Record grades and make official transcripts available after the close of each semester's grading period.

C. Record attendance at each class session and make records available to the high school.

D. Drop a student at the request of the SCHOOL DISTRICT or of the student and report the student's request to the SCHOOL DISTRICT representative.

E. Ensure consistency of instruction and course content is in accordance with standards set by THECB, SACSCOC, and the COLLEGE DISTRICT. The COLLEGE DISTRICT will assign appropriate personnel to monitor and ensure adherence to such standards.

F. Hire, supervise and evaluate instructors of dual credit courses, including embedded faculty.

G. Provide professional development to SCHOOL DISTRICT instructors teaching dual credit coursework.

H. The COLLEGE DISTRICT will adhere to all requirements of the Family Educational Rights and Privacy Act (FERPA). COLLEGE DISTRICT faculty may provide grades and course related information to students and SCHOOL DISTRICT personnel as authorized by the COLLEGE DISTRICT but are not responsible for the use of this information once shared with the identified authorized person(s).

I. Inform students of Title IX training requirement, #NotAnymore.

DUTIES OF THE SCHOOL DISTRICT

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

A. Plan and request dual credit courses at least one year in advance of offering courses by deadlines established by the COLLEGE DISTRICT. Course requests received after the COLLEGE DISTRICT deadline may not be accommodated.

B. Provide a copy of the SCHOOL DISTRICT's annual calendar and official grade reporting dates.

C. Work with the COLLEGE DISTRICT to ensure the high school curriculum requirements for Texas Essential Knowledge and Skills (TEKS) aligns with the college curriculum student learning outcomes for courses taught at the COLLEGE DISTRICT.

D. Each academic year the SCHOOL DISTRICT may provide an updated course crosswalk as needed.

E. Provide support to COLLEGE DISTRICT'S faculty assigned to teach dual credit courses in accordance with the rules and regulations of the THECB, TEA, and SACSCOC.

F. Provide assistance to students regarding COLLEGE DISTRICT admissions, testing, advisement, and registration procedures.

G. Provide evidence that students have successfully met the test score requirements to participate in the dual credit program.

H. SCHOOL DISTRICT will provide COLLEGE DISTRICT with a list of Texas Student Data System (TSDS) ID numbers for each enrolled dual credit student each Fall, Spring, and Summer semesters. This list shall also include each student's name and COLLEGE DISTRICT ID number.

I. Screen students for supplementary requirements as established by the SCHOOL DISTRICT.

J. Assign a district or campus contact person to assist with the coordination of duties related to the dual credit partnership between SCHOOL DISTRICT and COLLEGE DISTRICT in matters such as these:

(1) Student Texas Success Initiative ("TSI") exemption records;
(2) Advise students regarding the completion of all required COLLEGE DISTRICT admissions documents;
(3) Assist the COLLEGE DISTRICT with student orientation;
(4) Submit all student documentation by published due dates
(5) Serve as liaison to students, parents, high school personnel and COLLEGE DISTRICT personnel.

K. Ensure students have registered by the COLLEGE DISTRICT's Academic Calendar.

L. For classes taught at the SCHOOL DISTRICT location(s), the SCHOOL DISTRICT must provide a collegiate environment, as approved by the COLLEGE DISTRICT, for classes with adequate classroom facilities and technology, and ensure no disruption of college classes. For courses with a lab component taught at the SCHOOL DISTRICT location(s), the SCHOOL DISTRICT is responsible for providing any additional support for lab setup to ensure the students and faculty are able to complete all required lab activities.

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

N. The SCHOOL DISTRICT will adhere to all requirements of the Family Educational Rights and Privacy Act (FERPA).

O. All charges and fees associated with criminal background checks of personnel as required by SCHOOL DISTRICT, whether SCHOOL DISTRICT employees, COLLEGE DISTRICT employees, or contract employees, will be the responsibility of the SCHOOL DISTRICT.

DUTIES OF AN EMBEDDED FACULTY MEMBER

Definition:

An Embedded Faculty member is a high school instructor who meets both COLLEGE DISTRICT and SACSCOC credentialing requirements and adjunct faculty hiring standards and is therefore assigned to teach COLLEGE DISTRICT courses at the high school where they are employed. These courses can include academic courses, career & technical education/workforce courses, and non-credit courses.

An embedded faculty member's selection for hire with the COLLEGE DISTRICT and continued teaching is contingent upon meeting established performance standards.

The Embedded Faculty member's duties shall include, but not be limited to, the following:

A. Deliver course content and scheduled contact hours that adhere to the standards of the Texas Higher Education Coordinating Board,

B. Use COLLEGE DISTRICT-approved student learning materials (textbooks), meet learning objectives, and maintain instruction/college rigor that is consistent with and comparable to courses taught on the college campus,

C. Maintain accurate attendance records utilizing COLLEGE DISTRICT's learning management system (LMS),

D. Utilize COLLEGE DISTRICT's electronic resources, including the TCC Canvas course shell for each COLLEGE DISTRICT section, the TCC Library catalog and databases, and Hello!TCC for certifying rosters and final grade submission,

E. Meet HB2504 compliance requirements by publishing online course syllabi before the first day of class and entering an updated online CV,

F. Submit course syllabus and sample assignments or exams to the COLLEGE DISTRICT Department Chair/Academic Leadership,

G. Meet deadlines for grade submission, completion of ISLOs, annual compliance training, and roster certification,

H. Comply fully in the scheduling and completion of the COLLEGE DISTRICT's Faculty Evaluation process, including a teaching observation by the evaluator, a faculty self-report, and a conference to finalize the evaluation,

I. Attend a required COLLEGE DISTRICT Department Meeting and/or a Faculty Liaison training session at the start of each new academic semester,

J. Maintain consistent 2-way communication with their COLLEGE DISTRICT Department Chair/Academic Leadership and their Faculty Liaison and respond accordingly in a timely manner,

K. Follow the COLLEGE DISTRICT Calendar for delivery of instruction in COLLEGE DISTRICT course sections,

L. Complete professional development hours as required by the COLLEGE DISTRICT, in addition to the COLLEGE DISTRICT's required compliance training(s) and trainings related to online instruction (if applicable),

M. Adhere to FERPA guidelines in all COLLEGE DISTRICT courses, and

N. Meet COLLEGE DISTRICT guidelines in providing accommodations to students, as assessed and recommended by COLLEGE DISTRICT's Student Accessibility Resources office.

AGREEMENT

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

GOVERNING LAW

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

RELATIONSHIP OF THE PARTIES

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

LIABILITY

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

RIGHT OF REVOCATION

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

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

COLLEGE DISTRICT
Richard Vela, M.Ed.
Interim District Director of Educational Partnerships
Tarrant County College District
300 Trinity Campus Circle
Fort Worth, Texas 76102

SCHOOL DISTRICT
Castleberry ISD

Executed as of July 1, 2026, by COLLEGE DISTRICT, signed by its Vice Chancellor and Provost and by SCHOOL DISTRICT, signed by its Superintendent, thereby bind themselves, their successors and assigns and representatives, for the faithful and full performance of the terms and provisions of this Agreement. Should either Party wish to terminate this Agreement for any reason other than breach of contract, notification must be given on or before May 1st for the termination to be effective the following academic year.

TARRANT COUNTY COLLEGE DISTRICT	INDEPENDENT SCHOOL DISTRICT
By_____	By_____
Elva LeBlanc, PhD.	Renee Smith-Faulkner
Chancellor	Superintendent
Tarrant County College District	Castleberry ISD

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

Programs Approved

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

General Requirements for an Associate Degree:

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

General Requirements for a Certificate of Completion:

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

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

Core Curriculum and Semester Credit Hour (SCH) Requirements:
Communication – 6 SCH
Mathematics – 3 SCH
Life and Physical Sciences – 8 SCH
Language, Culture and Philosophy – 3 SCH
Creative Arts – 3 SCH
American History – 6 SCH
Government and Political Science – 6 SCH
Social and Behavioral Science – 3 SCH
Component Area Option – 4 SCH – (KINE 1164 cannot be offered for dual credit)

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

Fields of Study (Effective through August 31, 2025)

- Business Administration & Management
- Communication:
  - Advertising & Public Relations
  - Journalism & Mass Communication
  - Radio & Television Broadcasting/Broadcast Journalism
  - Speech Communication
- Computer Science
- Engineering:
  - Civil Engineering
  - Electrical Engineering
  - Mechanical Engineering
- Music
- Nursing
- Social Work

Fields of Study (Effective after August 31, 2025)

Business Administration
Criminal Justice
Political Science
Psychology
Sociology
Nursing
Social Work

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

Dual Credit Core Curriculum Course Guide

English (6 Hours) Choose two courses		
ENGL 1301*	ENGL 1302*	_____3 Hrs _____3 Hrs
Speech (3 Hours) Choose one course		
SPCH1315 Or SPCH 1321		_____3 Hrs
Math (3 Hours) Choose one course		
MATH 1314* (Algebraic Pathway) Or MATH 1342* (Non Algebraic Pathway) Or Math 1332+ (Non Algebraic Pathway)		_____3 Hrs
Science (8 Hours) Choose two courses		
BIOL 1408 (Non Science Majors) Or BIOL1406 (Science Majors)	BIOL 1409 (Non Science Majors) Or BIOL 1407 (Science Majors)	_____4 Hrs 4 Hrs
Creative Arts (3 Hours) Choose one course		
ARTS 1301 Or MUSI 1306 Or DRAM 1301		_____3 Hrs
Lang Culture & Phil (3 Hours) Choose one course		
ENGL 2322* Or ENGL 2327* Or ENGL 2323* Or ENGL 2328*		_____3 Hrs
American History (6 Hours) Choose two courses		
HIST 1301*	HIST 1302*	_____3 Hrs _____3 Hrs
Government (6 Hours) Choose two courses		
GOVT 2305* (Both Government courses required depending on transfer requirements. Check with College Advisor or High School Representative)	GOVT 2306* (Both Government courses required depending on transfer requirements. Check with College Advisor or High School Representative)	_____3 Hrs _____3 Hrs
Behavior (3 Hours) Choose one course		
PSYC 2301* SOCI 1301* ECON 2301		_____3 Hrs

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

* TSI passing score required

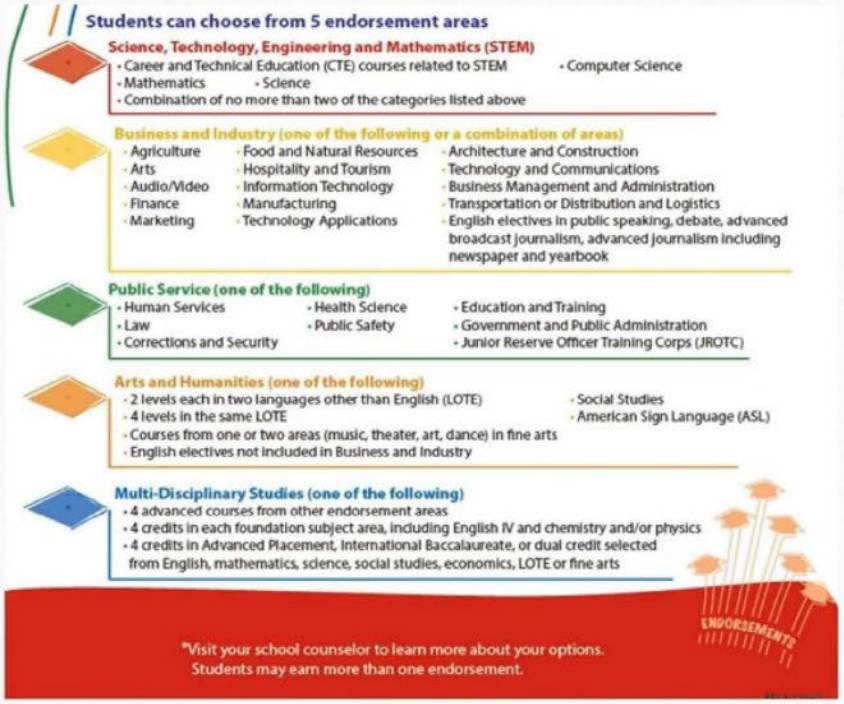
How to read course numbers: Example, ENGL 1301

All have four-letter department abbreviations.

Each course has a four-digit number.

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

Texas HS Endorsements



TCC Pathways

- STEM
- Business & Industry
- Human & Public Service
- Arts & Humanities
- Health Science

DUAL CREDIT COURSE CROSSWALK
Castleberry ISD
(In Collaboration With High School Representative)

	9th Grade		10th Grade		11th Grade		12th Grade	
High School	English I or II	English I or II	English II or *III	English II or *III	*English III or IV	*English III or IV	*English IV or *English Elective	*English IV or *English Elective
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	* Pre-Calculus or *Calculus or *Statistics
	*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*Government	*Economics
	Biology	Biology	Chemistry	Chemistry	Physics	Physics		
College					☒ *ENGL 1301 (PEIMS CODE)	☒ *ENGL 1302 (PEIMS CODE)		
			☒SPCH1315 (PEIMS CODE) or ☐ SPCH 1321 (PEIMS CODE)	☒ARTS 1301 (PEIMS CODE) or ☐ MUSI 1306 (PEIMS CODE) or ☐ DRAM1310 (PEIMS CODE)	☒ *HIST 1301 (PEIMS CODE)	☒ *HIST 1302 (PEIMS CODE)	☒ *ENGL 2322 (PEIMS CODE) or ☒ *ENGL 2323 (PEIMS CODE) or ☐ *ENGL 2327 (PEIMS CODE) or ☐ *ENGL 2328 (PEIMS CODE) or ☐ *ENGL 2332 (PEIMS CODE) or ☐ *ENGL 2333 (PEIMS CODE)	☐ *MATH 1342 (PEIMS CODE) or ☐ *MATH 1314 (PEIMS CODE) or ☐ *MATH 1332 (PEIMS CODE)
							☒ *GOVT 2305 (PEIMS CODE)	☐ *PSYC 2301 (PEIMS CODE) or ☐ *SOCI 1301 (PEIMS CODE) or ☐ *ECON 2301 (PEIMS CODE)
	*TSI Passing Score Required (PEIMS CODE)		Two Lab Science Options dependent on College Major - ☐ BIOL 1408 (PEIMS CODE), ☐ BIOL 1409 (PEIMS CODE), or ☐ BIOL 1406 (PEIMS CODE), ☐ BIOL 1407 (PEIMS CODE), or ☐ BIOL 2401 (PEIMS CODE), ☐ BIOL 2402 (PEIMS CODE)					

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

DUAL CREDIT COURSE CROSSWALK
Castleberry ISD
Culinary/Hospitality Program (Foodservice Operation)
(In Collaboration With High School Representative)

	9th Grade		10th Grade		11th Grade		12th Grade	
High School	English I or II	English I or II	English II or *III	English II or *III	*English III or IV	*English III or IV	*English IV or *English Elective	*English IV or *English Elective
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	* Pre-Calculus or *Calculus or *Statistics
	*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*Government	*Economics
	Biology	Biology	Chemistry	Chemistry	Physics	Physics		
College					☒ HAMG 1321 (13022600) ☒ CHEF 1305 (13022600)	☒ RSTO 1302 (13022600) ☒ RTSO 1325 (13022600)	☒ HAMG 2301 (13022650) ☒ CHEF 1301 (13022650)	
	*TSI Passing Score Required (PEIMS CODE)							

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

Foodservice Operations

Level1 Certificate of Completion

HOSP T010 UG Offered at Southeast Campus

Program Requirements

First Year

Fall Term

HAMG 1321 – Introduction to the Hospitality Industry

CHEF 1305 – Sanitation and Safety

RSTO 1304 – Purchasing for Hospitality Operations

CHEF 1301 - Basic Food Preparation

HAMG 2301 – Principles of Food and Beverage Operations (Capstone)

Total Certificate Hours 18

DUAL CREDIT COURSE CROSSWALK
Castleberry ISD
Information Technology Support – Level 1 Certificate
(In Collaboration With High School Representative)

	9th Grade		10th Grade		11th Grade		12th Grade	
High School	English I or II	English I or II	English II or *III	English II or *III	*English III or IV	*English III or IV	*English IV or *English Elective	*English IV or *English Elective
	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	* Pre-Calculus or *Calculus or *Statistics
	*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*Government	*Economics
	Biology	Biology	Chemistry	Chemistry	Physics	Physics		
College							☒ COSC 1301 (13027300) ☒ CPMT 1403 (13027500)	☒ COSC 1435 (13027600)
	*TSI Passing Score Required (PEIMS CODE)							

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

Information Technology Support

Level 1 Certificate

Program Requirements

- COSC 1301 – Introduction to Computing +
- CPMT 1403 - Introduction to Computer Technology
- INTW 1309 Fundamentals of Cloud Computing
- INTW 1425 Fundamentals of Networking Technologies
- COSC 1436 – Programming Fundamentals I +
- ITSY 1300 Fundamentals of Information Security (Capstone)

Total Certificate Hours 21

Students who achieve the Azure certification may apply for a PLA credit for ITNW 1309

ATTACHMENT B
GUIDELINES FOR DUAL CREDIT PARTNERSHIPS

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

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

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

A. Student Eligibility

(1) A high school student is eligible to enroll in dual credit courses at TCC if he or she:

(a) Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI) and Adult Basic Education (ABE) standards on relevant section(s) of an assessment instrument approved by the Board as set forth in (Chapter 4; Subchapter C; Rule 4.57 TAC).

(b) Demonstrates that he/she is exempt under the provisions of the Texas Success Initiative (Chapter 4; Subchapter C; Rule 4.54 TAC).

(c) Meets all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.). Some TCC course prerequisites could require a higher cut score than those outlined by the THECB TSI state minimum requirements.

(2) A high school student is eligible to enroll in **workforce education dual credit** courses contained in a **Level 1** certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.

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

(4) Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (3) of this subsection.

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

(6) Students must follow the TCC catalog "Academic Standing" policy (see TCC college catalog).

(7) TCC may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.

(8) TCC is not required, under the provisions of this section, to offer dual credit courses for high school students.

B. Eligible Courses

(1) Courses offered for credit where instruction is provided to high school students for the awarding of both high school academic requirements and college semester credit hours apply to the core curriculum, career and technology education courses toward a TCC career and technology Certificate or Associate of Applied Science degree, a foreign language, or a course that satisfies specific degree plan requirements leading to the completion of a TCCD Associate of Arts, Associate of Science, Associate of Applied Science Field of Study or Program of Study.

(2) Courses offered for dual credit by TCC must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) adopted by the Board, or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) adopted by the Board.

(3) Courses offered for dual credit by TCC must be in the approved undergraduate course inventory of the college.

(4) In accordance with the THECB rules, TCC does not offer remedial and developmental courses for dual credit.

C. Location of Class

(1) Dual credit courses may be taught on the college campus or the high school campus. Dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, TCC shall comply with applicable rules and procedures for offering courses at a distance as set forth in (Chapter 4; Subchapters P and Q; Rules 4.255-4.279 TAC) (relating to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self- Supporting Courses and Programs for Public Institutions). In addition, dual credit courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically.

(2) For classes taught at the high school locations, the SCHOOL DISTRICT must provide a collegiate environment for classes which includes adequate classroom facilities and technology; and ensures no disruption of college classes for announcements, pep rallies, etc., or removal of students from class to participate in high school related activities.

(3) TCC will meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements for offering dual credit courses taught at the high school campus and all off-site locations. (Substantive Change for SACSCOC Accredited Institutions)

D. Composition of Class

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

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

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

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

E. Faculty Selection, Supervision, and Evaluation

(1) TCC shall select instructors of dual credit courses. All instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools) and approval procedures used by the college. SCHOOL DISTRICT may recommend candidates for consideration as dual enrollment instructors.

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

F. Course Curriculum, Instruction, and Grading

(1) TCC shall ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.

G. Academic Policies and Student Support Services

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

(2) Students in dual credit courses have access to student support services. TCC is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

(3) Dual credit students must abide by all TCC policies and procedures as outlined in the current **Academic Catalog** and **Student Handbook**.

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

(a) Otherwise qualified high school students enrolled in the dual credit program are eligible for services on the same basis as all other students. Documentation submitted must meet

the college criteria whether the class is held on a TCC campus or at a high school site. Faculty must not extend accommodations until authorized by the College. The TCC SAR representative will authorize appropriate accommodations.

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

H. Transcripting of Credit

(1) For dual credit courses, high school as well as college credit should be transcripted immediately upon a student's completion of the performance required in the course.

I. Funding

(1) The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education and the Board.

(2) The college may claim funding for students receiving college credit for eligible dual credit courses as defined in Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85 of the Texas Administrative Code (TAC)

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

(4) All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit. Effective Fall 2023, Tarrant County College shall waive tuition for all dual credit/enrollment students. For additional information, please see "Dual Credit Tuition Waiver" section of the Agreement.

Attachment C:
TCC PLUS AND FEES

TCC Plus and Fees

Effective Fall 2023, Tarrant County College shall waive tuition for all dual credit/enrollment students. However, non-FAST eligible students may incur costs that include TCC Plus (digital course materials), course supplies, or any other charge applied at the time of registration.

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

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