



Collin County Community College District
and
Allen Independent School District

Partnership Agreement
August 1, 2023 to July 31, 2026

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Collin County Community College District and Allen Independent School District

Partnership Agreement for Academic Year 2023-2026

I. PURPOSE

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

II. AGREEMENT

1) Collin College and Allen ISD 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 Allen ISD agree as follows:

A. Definitions and Common Terms

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

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

www.aacc.nche.edu/

d) Collin College – Mission and Values

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

e) Collin College Accreditation and Governing Bodies

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

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

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

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

III. GENERAL PROVISIONS FOR DUAL CREDIT

A. Student Eligibility

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

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

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

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

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

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

B. Student Expectations, Rights, and Responsibilities

- 1) Students enrolled in dual credit courses are considered to be college students and are subject to all Collin College policies and procedures. Dual credit students must comply with standards of conduct required of all Collin College students and have all the same rights and responsibilities in all matters related to the dual credit program. Dual credit students must also follow Allen ISD's Student Code of Conduct.
- 2) Unless a conflict arises between the obligations of Allen ISD and Collin College under their respective policies and procedures for student conduct, Allen ISD 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) Allen ISD 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 Allen ISD'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, Allen ISD 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 Allen ISD 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 Allen ISD 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 deans/director and high school administrators regarding class schedules during the high school day.
 - 7) Collin College Faculty, even if employed by and paid by Allen ISD, 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 Allen ISD 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 Allen ISD 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.
- Allen ISD 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 Allen ISD approval.

4) As part of this Agreement, Allen ISD will assign Collin College faculty to a classroom to carry out the functions of the dual credit program for courses located on Allen ISD's campus. Allen ISD retains control of all classroom space under this Agreement. In order to ensure the program is equipped for college-level instruction, Allen ISD will provide the following:

- Adequate board space
- Computer equipment with projection
- Upon advanced written request from Collin College faculty for multimedia equipment, Allen ISD 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)

Allen ISD will designate an official contact that will facilitate the classroom instructional needs listed above. Allen ISD 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, Allen ISD agrees to provide Collin College copies of all documents concerning any applicable rules, regulations, policies, and procedures of Allen ISD related to security or restriction, which would be applicable to Collin College faculty while present on an Allen ISD campus.

6) Collin College and Allen ISD 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) Allen ISD 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. Allen ISD will provide Collin College with a schedule of events that may impact dual credit course delivery on an Allen ISD 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 Allen ISD calendar is different from that of Collin College, Collin College and Allen ISD 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, Allen ISD 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 2023-2026 academic years. Programs listed in [Appendix C](#) have been approved for the 2023-2026 academic years.

Additional courses may be added with approval from Allen ISD and Collin College. An addendum will be created if three or more additional courses are requested by Allen ISD

in writing. An addendum for additional courses can be approved and added to this Agreement by authorized Allen ISD 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 Allen ISD. Mid-term grades will be provided upon request. Collin College will provide grades to Allen ISD in a timely manner at the mutually agreed upon intervals.

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

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

H. Transcription of Credit

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

I. Funding

- 1) State funding for dual credit courses will be available to both Allen ISD and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.
- 2) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Allen ISD, or if Allen ISD is covering the student's charges through third party billing. If Allen ISD participates in third party billing, Allen ISD agrees to abide by the policies set forth by the Bursar's Office. Allen ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

IV. GENERAL OBLIGATIONS OF THE PARTIES

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

- 1) When reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates, Allen ISD 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 Allen ISD 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 Allen ISD 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 an Allen ISD site meet the applicable TEC requirements regarding fingerprinting and background checks. Allen ISD 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 Allen ISD may be requested in accordance with Section IV.F "[School District Data Sharing and Privacy](#)".

2) Allen ISD 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 Allen ISD's Board policies with regard to criminal history requirements for employees of entities with whom Allen ISD contracts. Allen ISD will also notify Collin College if an individual does not pass the fingerprint check within 1-2 business days. Allen ISD 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 an Allen ISD campus or facility for the purposes of providing dual credit services and/or courses, Allen ISD'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. Allen ISD 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) Allen ISD agrees to report to the Associate Vice President for P-12 Partnerships, within 2 business days, any allegation of discrimination or harassment involving a College employee or dual credit student, regardless of where the alleged conduct occurred. The Associate Vice President for P-12 Partnerships will work with Allen ISD 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) Allen ISD 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
- Eligibility for free or reduced lunch
- Grade Level
- Anticipated year of high school graduation
- Allen ISD identification numbers (PIEMS ID and HS ID)
- Mailing address (Street, City, State, Zip)
- Name of School
- College readiness scores: SAT, PSACT, 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 Allen ISD following its initial entry into the program: postsecondary transition rates from Allen ISD students to Texas institutions of higher education (taken from THECB data); benchmark data from the prior year to show Allen ISD student enrollment at Collin College upon request.

- Collin College will provide the following reports to Allen ISD Superintendent of Schools, Allen ISD district 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 Allen ISD.
- Collin College and Allen ISD 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, Allen ISD 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, Allen ISD 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 Allen ISD, Collin College may provide mutually agreed upon reports of student enrollment and course grades to designated Allen ISD officials as allowed by FERPA. Allen ISD 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 Allen ISD 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 Allen ISD 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 Allen ISD 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 Allen ISD are kept in secured facilities and access ID such records are exclusively limited to authorized personnel.
- Procedures and systems that shall require the use of secure permissions or passwords to access the data.
- Mandatory training for respective personnel on information security, at least on an annual basis.

- Procedures and systems to ensure all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access.

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

I. Method of Access or Transfer

1) Individual level student surveys and academic data will be transferred between designated Allen ISD 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 Allen ISD 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 Allen ISD and Collin College officials.

L. Disposition of Data

1) Collin College and Allen ISD 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 Allen ISD 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) Allen ISD 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 Allen ISD 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 Allen ISD.

- [Appendix A: Statewide Goals for Dual Credit](#)
- [Appendix B: Courses Approved for Allen ISD/Collin College Dual Credit](#)
- [Appendix C: Programs for Allen ISD/Collin College Dual Credit](#)
- [Appendix D: Coursework Expectations](#)
- [Appendix E: College and Career Counselors](#)
- [Appendix F: Associate Degree Program \(ADP\)](#)
- [Appendix G: Workforce Programs](#)

O. Conflict Resolution

- 1) The Parties agree to a mutual understanding to resolve issues or concerns that may arise in the course of this partnership that involve students, staff, and/or faculty. In the event a conflict or disagreement should arise in the interpretation or implementation of the obligations, terms, and responsibilities of the Parties to this Agreement, each Party shall designate administrative liaisons for the purposes of resolving concerns at both the campus (liaison must be a Principal or other designated high school campus administrator) and central administrative levels. In order to be collaborative, Collin College must be able to communicate with administrators on campuses in which dual credit students/programs are present.
- 2) If resolution is not found through those levels, a request may be made that the matter be handled through the Parties' respective legal counsel(s). If resolution is not found through those levels, a request may be made that the matter be handled by voluntary mediation through a mutually approved mediator within thirty (30) days of the selection of a mediator.

P. Termination

- 1) It is agreed that either Party may terminate this Agreement upon thirty days written notice to the other Party.
- 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 the current 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 Allen ISD have executed and delivered this Agreement to be effective as of the Effective Date listed above.

Robin Bullock

Sep 26, 2023

Dr. Robin Bullock, Superintendent
Allen Independent School District

Date

H. Neil Matkin

Aug 28, 2023

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

Date

APPENDIX A: Statewide Goals for Dual Credit

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

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

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

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

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

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

Collin College also provides College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services as appropriate.

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.*

Collin College has College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services

Collin College will share available data related to Collin College enrollment and persistence after high school graduation with ISD administration.

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

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

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

Collin College ensures that a dual credit course and the corresponding course offered at the main campus of the 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 Allen ISD/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).

Allen ISD Dual Credit Crosswalk 2023-2026							
PEIMS Code	HS Endorsement	HS Dual Credit Course Title	Possible HS Credit	Collin College Course Title	College Hours		
			0.5 = 1 sem 1.0 = 1 year				
Academic Courses							
Art for Dual Credit							
03500110	Multi-Disciplinary Studies	Art I, Art Appreciation	1	Art Appreciation	ARTS 1301	3	
Business							
13012100	Business and Industry	Business Management	0.5	Business Principles	BUSI 1301	3	
13011300 or 03580810		Touch System Data Entry or Web Communications	0.5	Business Computer Applications	BCIS 1305	3	
13016600		Accounting 1		0.5	Principles of Financial Accounting	ACCT 2301	3
				0.5	Principles of Managerial Accounting	ACCT 2302	3
Education for Dual Credit							
03380001	Multi-Disciplinary Studies	Social Studies Advanced Studies (First Time Taken)	0.5	Learning Framework	EDUC 1300	3	
English for Dual Credit							
03220300	Multi-Disciplinary Studies	English 3	1	Composition I	ENGL 1301	3	
				Composition II	ENGL 1302	3	
03220400		English 4	1	Composition I	ENGL 1301	3	
				Composition II	ENGL 1302	3	
03220400		English 4	1	American Literature I	ENGL 2327	3	
				American Literature II	ENGL 2328	3	

03220400		English 4	1	World Literature I	ENGL 2332	3
				World Literature II	ENGL 2333	3
Mathematics for Dual Credit						
03102500	Multi-Disciplinary Studies	Independent Study in Mathematics	0.5	College Algebra	MATH 1314	3
			0.5	Plane Trigonometry	MATH 1316	3
13016900		Statistics and Business Decision Making	0.5	Math for Business & Soc Science	MATH 1324	3
			0.5	Business Statistics	BUSI 2305	3
1301800		Financial Math	0.5	Calculus for Business & Soc Science	MATH 1325	3
03102530 or 03102500		Statistics or Independent Study in Mathematics	0.5	Elementary Statistical Methods	MATH 1342	3
Science for Dual Credit						
03060100	Multi-Disciplinary Studies	Astronomy	0.5	Stars and Galaxies	PHYS 1403	4
			0.5	Solar System	PHYS 1404	4
03020000		Environmental Systems	0.5	Environmental Science I	ENVR 1401	4
			0.5	Environmental Science II	ENVR 1402	4
13037200		Scientific Research and Design	0.5	Biology for Science Majors I	BIOL 1406	4
			0.5	Biology for Science Majors II	BIOL 1407	4
Social Studies for Dual Credit						
03340100	Multi-Disciplinary Studies	US History Studies Since 1877	1	United States History I	HIST 1301	3
				United States History II	HIST 1302	3
03310301		Economics Advanced Studies (First Time Taken)	0.5	Principles of Macroeconomics	ECON 2301	3
03310300		Economics w Emphasis on the Free Enterprise System and Its Benefits	0.5	Principles of Microeconomics	ECON 2302	3
03330100		United States Government	0.5	Federal Government	GOVT 2305	3
03380002		Special Topics in Social Studies First Time Taken	0.5	Texas Government	GOVT 2306	3
03350100		Psychology	0.5	General Psychology	PSYC 2301	3
03370100		Sociology	0.5	Introduction to Sociology	SOCI 1301	3

Speech for Dual Credit						
03241400	Multi-Disciplinary Studies	Communication Applications	0.5	Introduction to Speech Communication	SPCH 1311	3
13012100		Business Management	0.5	Public Speaking	SPCH 1315	3
03241200		Independent Study in Speech	0.5	Business and Professional Communication	SPCH 1321	3
Health Science Courses						
Certified Nurse's Aide						
13020410	Public Services	Health Science Theory/ Health Science Clinical	2	Nurse Aid for Health Care	NURA 1301	3
				Clinical - Nursing Aid	NURA 1160	1
				Basic Health Profession Skills II	HPRS 2310	3
				End of Life Issues	HPRS 1303	3
Health Science						
13020300	Public Services	Medical Terminology	0.5	Medical Terminology	HITT 1305	3
Medical Scribe						
13020500	Public Services	Practicum in Health Science	2	Medical Terminology	HITT 1305	3
				Medical Law and Ethics for Health Professionals	HPRS 2321	3
				Human Anatomy and Physiology Basic	BIOL 2404	4
				Administrative Procedures	MDCA 1321	3
Patient Care Technician						
13020500	Public Services	Practicum in Health Science	2	Diagnostic Electrocardiography	DSAE 1340	3
			2	Phlebotomy	PLAB 1323	3
			2	Patient Care Technician/Assistant	NUPC 1320	3
			2	Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide	NUPC 1160	1

Workforce Courses						
Computer Networking Program for Dual Credit						
13027410	STEM	Networking/Networking Lab	2	IT Essentials I: PC Hardware and Software	CPMT 1305	3
				Network+	ITNW 1358	3
				CCNA 1: Introduction to Networks	ITCC 1314	3
				CCNA 2: Routing and Switching Essentials	ITCC 1344	3
13027505		Computer Technician Practicum/Extended (First Time Taken)	3	CCNA 3: Enterprise Networking, Security, & Automation	ITCC 2320	3
				Fundamentals of Wireless LANs	ITNW 1351	3
				Shell Programming-Scripting	ITSC 1342	3
	Configuring and Supporting Microsoft Windows			ITMT 1372	3	
Computer Aided Drafting and Design for Dual Credit						
13004700	Business and Industry	Architecture Design II	2	Basic Computer-Aided Drafting - Commercial	DFTG 1309	3
				Intro to Technical Animation & Rendering	DFTG 1302	3
				Architectural Blueprint Reading	DFTG 1315	3
				Solidworks Essentials	DFTG 1372	3
				Architectural Drafting - Commercial	DFTG 2328	3
				Intermediate Computer Aided Drafting	DFTG 2319	3
13004805		Practicum in Architectural Design /Extended (First time taken)	3	Mechanical Drafting	DFTG 1333	3
				Architectural Drafting - Residential	DFTG 1317	3
				Advanced Solidworks	DFTG 2373	3
				Geometric Dimensioning and Tolerancing	DFTG 2350	3
				MEP Systems	ARCE 2352	3
				Civil Drafting	DFTG 1330	3
Advanced Computer-Aided Drafting	DFTG 2332	3				
Construction Management for Dual Credit						
13004900	Business and Industry	Construction Management I	2	Materials & Methods I	CNBT 1311	3
				Construction Management I	CNBT 2342	3
				OSHA Regulations	OSHT 1305	3

				Communications in Management	BMGT 1305	3
				Residential and Light Blueprint Reading	CNBT 1300	3
				Construction Methods & Materials II	CNBT 2304	3
13005000		Construction Management II	2	Construction Estimating	CNBT 1346	3
				Project Scheduling	CNBT 1359	3
				Commercial/Industrial Blueprint Reading	CNBT 2310	3
				Building Codes & Inspections	CNBT 1342	3
				Field Engineering	CNBT 1315	3
				Mech, Elec & Plumbing Systems	CNBT 2340	3
				Construction Management II	CNBT 2344	3
Automotive Technology for Dual Credit						
13039600	Business and Industry	Automotive Technology I	2	Introduction to Automotive Technology	AUMT 1305	3
				Electrical Systems	AUMT 1307	3
				Suspension and Steering	AUMT 1316	3
				Automotive Brake Systems	AUMT 1310	3
				Engine Repair	AUMT 1319	3
				Automotive Electrical Diagnosis and Repair	AUMT 2321	3
				Automotive Climate Control Systems	AUMT 1345	3
13039710		Automotive Technology II/Lab	2	Automotive drive Train and Axles	AUMT 2313	3
				Automotive Engine Performance Analysis I	AUMT 2317	3
				Automotive Automatic Transmission & Transaxle	AUMT 2325	3
				Automotive Electronics	AUMT 2337	3
				Automotive Engine Performance Analysis II (Capstone)	AUMT 2334	3
				Automotive Hybrid and/or Battery Electric Vehicle (BEV) Systems Diagnostics	AUMT 2307	3

APPENDIX C: Programs for Allen ISD/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](#)
- E. [Certificate Level 2 - Automotive Service Technician \(AST\)](#)
- F. [Certificate Level 2 - Construction Manager](#)
- G. [Certificate Level 1 - Wireless Infrastructure Technician](#)
- H. [Certificate – Business Field of Study](#)
- I. [OSA – Medical Scribe](#)
- J. [OSA – Health Professions – Certified Nurse Aide \(CNA\) Track](#)
- K. [OSA – Health Professions – Patient Care Technician \(PCT\)](#)

APPENDIX D: Coursework Expectations

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

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

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

PURSUANT to the terms of the Partnership Agreement, both Parties agree to include the College and Career Counselors Initiative program between Allen ISD and Collin College, as described therein. Both Parties desire to describe the terms and conditions set forth in the Services in this Exhibit that are added to or changed from the Partnership Agreement. The parties understand and agree that this Partnership Agreement is the controlling document which governs the relationship between the parties regarding the modified Services and the rights and obligations of the parties arising by virtue of the Partnership Agreement. This exhibit only applies to the College and Career Counselors Initiative program and these terms only apply to this program.

NOW, THEREFORE, the parties, intending legally to be bound, agree as follows:

A. Background

The following additions are hereby incorporated into the Collin County Community College District and Independent School District Partnership Agreement to support the College and Career Counselors Initiative.

B. Collin College will provide the following

A College and Career Counselor assigned to the high school on a daily full-day or part-day basis in a part-time role (20 hours per week)

C. Allen ISD will provide the following

1. Designated office space for the College and Career Counselors to meet with students and or parents
2. Access to students for College and Career Advisement

D. Funding Provisions

All salaries, fringe benefits, professional development, local travel, supplies for the College and Career Counselor will be provided by Collin College.

APPENDIX F: Associate Degree Program (ADP)

A. Purpose

- 1) Collin College and Allen ISD will partner to provide an opportunity for high school students to simultaneously earn a high school diploma and up to 60 hours of college credit and/or an associate degree (Associate Degree Program).
- 2) Students in the Associate Degree Program (ADP) may choose from two degree pathways - Associate of Arts with a Business Field of Study or Associate of Science degrees. All eligible courses must be part of the college core curriculum and serve towards meeting requirements for high school graduation. ADP students will work with their high school counselor to ensure that students select courses that align with their chosen career pathway and college major. Students are encouraged to identify the four-year higher education institutions they plan to attend after high school graduation and review course selections against admission and degree requirements from that institution. As ADP students progress through the program, they will meet with their high school counselor to ensure requirements for high school graduation and the selected associate degree or college core curriculum are being completed.
- 3) Collin College and Allen ISD agree to the following terms for the implementation and/or continuation of the ADP. The Parties will collaborate in the operation of the ADP to prepare students for successful college and career transitions through the integration of high school, college, and career services with a commitment to collaboration in planning, implementation, and continuous improvement.

B. Governance

- 1) Collin College and Allen ISD will partner in the planning, implementation, and evaluation of the ADP, process and services through committee meetings and specialized work groups as needed. The committee meetings will convene monthly during the first year for new ADP. Committee meetings will convene on an agreed upon schedule for continuing the ADP. Committees will be comprised of Collin College, Allen ISD administration, and high school campus leadership staff who will collaborate to further the goals of the ADP partnership.
- 2) Allen ISD will assume responsibility for the high school program including the responsibility for college-readiness and high school graduation.
- 3) Collin College is responsible for guiding and supporting the operation of the ADP. Collin College will be responsible for delivery of college services, and will provide support

and assistance to the ADP, including reporting information designed to improve ADP student retention and completion rates.

4) Collin College and Allen ISD will collaborate to provide the necessary support to Collin College faculty to ensure successful program implementation. Specific aspects of the support provided will be determined in joint meetings held subsequent to the execution of the Agreement. Regular meetings between Collin College staff and appropriate Allen ISD staff will be held to ensure successful program implementation.

5) Collin College and Allen ISD will communicate with each other as necessary to share information and coordinate policies regarding grading periods, student courses, instructional calendar, scheduling of classes, student enrollment, and attendance.

C. Location & Facilities

1) Allen ISD will operate the ADP at the following Allen ISD campuses:

- Lowery Freshmen Center

2) In order to ensure the program is equipped for college-level instruction, Allen ISD will provide designated space for the operation of the Collegiate Academy. This space will:

- meet the standards in [Section III.D “Location and Student Composition of Class”](#) in the Agreement
- include a designated area in the building that can be decorated as requested to help create a collegiate environment
- be a minimum of two designated general-purpose classrooms

3) In addition, Collin College campuses may provide other dual credit courses as part of the ADP (Campus location subject to change based on course availability and program)

4) Collin College will provide ADP students with access to all Collin College facilities, including libraries, study rooms, learning labs, etc.

D. Curriculum, Instruction, and Professional Development

1) Allen ISD will ensure the vertical alignment of college readiness skills and a college-going culture for students feeding into the ADP.

2) Collin College will be responsible for all ADP dual-credit courses. Collin College will work with Allen ISD staff as well as with Allen ISD’s ADP Principal/Director or designee as necessary to deliver the agreed-upon ADP program.

3) Allen ISD will participate in planning to ensure that the necessary dual credit classes are scheduled in a timely manner to facilitate the goals of the ADP. Collin College will ensure that dual credit courses are delivered and where necessary and agreed upon, Collin College will create, to the extent possible, additional Collin College class sections to facilitate the goals of the ADP. Allen ISD request for additional class sections must comply with the timelines required by Collin College for enrollment and staffing. Fall course request must be submitted by the second to last Friday in January. Course request submitted after that date will be reviewed by the appropriate Collin College Academic Department to determine if there are available faculty eligible to teach.

4) Collin College will ensure that dual credit courses are equivalent to corresponding Collin College courses with respect to curriculum, materials, lab supplies, instruction, and method/rigor of student evaluation. Allen ISD administration will facilitate adherence to requirements imposed by Collin College Academic Departments to ensure the rigor of coursework and college level standards among all faculty.

5) If Allen ISD uses a specific preparatory program such as Advancement Via Individual Determination (AVID), Allen ISD will provide program resources for all ADP Staff that can be considered for utilization outside the course curriculum.

6) Allen ISD will assist with campus orientation and information to Collin College faculty who are not part of the high school faculty, and will provide information about safety protocols, rules, and regulations unique to the high school environment.

7) Allen ISD will encourage and allow release time for embedded faculty participation in the following Collin College activities:

- Orientation Activities (faculty and student)
- Evaluations
- Student Success initiatives
- Professional Development/Employee Success initiatives

Collin College faculty participation in the above activities are necessary to maintain good standing in the Collin College Academic Departments.

E. Grading Periods and Policies

1) Collin College will provide Allen ISD official numerical grades for courses completed to assist with the high school ranking system.

2) Allen ISD will ensure ADP students receive grades within an agreed upon timeframe after the end of the Collin College semester. In addition to final grades, Collin

College will ensure all ADP students are given midterm grades prior to the withdrawal deadline for the course.

F. Faculty and Staffing

- 1) Allen ISD will provide a Principal or Director who is assigned to the ADP and has scheduling and budget authority. Allen ISD will provide an ADP Coordinator to oversee the administration of the program.
- 2) Allen ISD will pay for all salary and benefits for adjunct faculty who are Allen ISD employees assigned to teach ADP courses. Collin College will assist prospective Collin College adjunct faculty candidates who are employed by Allen ISD with information regarding the faculty hiring process (See Section III.C. [Joining the Collin College Faculty](#)).
- 3) Allen ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty (See Section III.C. [Joining the Collin College Faculty](#)).
- 4) Allen ISD will ensure that there are sufficient Allen ISD staff resources, student records support, and scheduling support necessary to deliver the agreed-upon course sections required in the ADP.

G. Funding

- 1) State funding for dual credit courses will be available to both Allen ISD and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.
- 2) These provisions supersede [Section III.I. "Funding"](#) of the Agreement.
- 3) Allen ISD and Collin College will partner to ensure a strong and viable program by providing the needed resources, staffing, and funding.
- 4) Allen ISD will cover the costs for the following program needs:
 - student transportation
 - facilities and energy
 - embedded-faculty salary and benefits
 - Collegiate Academy Program Coordinator
 - Collegiate Academy Counselor
 - marketing materials

- summer bridge programming
 - campus leadership - a designated administrator at each campus to serve as a point person for the ADP and to ensure program success
 - application system
- 5) Collin College will cover the costs and provide the following program supports:
- Marketing materials
 - Student support services including access to Collin College resources:
 - Libraries
 - Anthony Peterson Centers for Academic Assistance (tutoring)
 - Disability Services (ACCESS Office)
 - Career Center
 - Testing Center
 - Transcripts
 - Collin College & Career Counselors

H. Instructional Materials

- 1) Allen ISD may purchase college textbooks and other required college instructional materials for participating ADP students and will assist with the coordination for the receiving, inventory, and distribution of college textbooks for participating Collegiate Academy students. For the purposes of the ADP, Allen ISD is allowed to buy books from the Collin College bookstore whenever it is more expedient and efficient. Collin College will assist with the coordination for the provision of textbooks to ADP students.
- 2) Allen ISD may purchase all necessary blue books, scantrons, or other testing materials for participating ADP students.

I. Transportation

- 1) Allen ISD may provide transportation for ADP students when needed.
- 2) Allen ISD may provide transportation for students to Collin College campuses as necessary to support the goals of the ADP. These visits will introduce the students to the Collin College campus and student resources available to them (Anthony Peterson Centers for Academic Assistance, library, student engagement, etc.).

J. Student Enrollment and Attendance

- 1) Allen ISD will provide college advisements to ADP students each semester, including the transferability of all college credit offered and earned. Allen ISD's Guidance and Counseling Department will facilitate enrollment of students into the ADP and in meeting all requirements to take Collin College courses. Collin College dual credit staff will act as a resource for Allen ISD's Guidance and Counseling Department to facilitate the college enrollment process for ADP students.
- 2) Application and recruiting for the ADP will be for 8th and 9th grade students only. Students must demonstrate satisfactory reading and writing scores on the TSIA, unless the requisite proof of exemption or waiver is provided. Students must also complete the Collin College enrollment process and register for Collin College's approved sequence of classes before the stated registration deadline.
- 3) Students admitted to the ADP who do not demonstrate college readiness in reading and writing by the end of 8th grade will be removed from the ADP and may be served through Collin College's dual credit options outside of the ADP.
- 4) Allen ISD may ensure open enrollment into the ADP through the 10th grade year. Prospective students who do not meet TSIA requirements will be provided by Allen ISD specific coursework to learn the skills necessary to successfully complete the TSIA. Collin College will ensure open enrollment, provided students seeking enrollment in the ADP have passed the TSIA within the required timelines and deadlines to register and enroll in Collin College courses.
- 5) If the number of applicants exceeds program capacity, a blind lottery will be used to determine which students are accepted into the program. Students not accepted into the program will be placed on a waiting list. If an accepted student moves outside of the district or chooses not to enter the program before the semester, the next student on the waiting list will be offered entry into the program.

K. Student Supports, Services and Resources

- 1) Allen ISD will provide support as needed for college-related activities necessary to implement the ADP, including activities scheduled during the school day.
- 2) Allen ISD and Collin College will collaborate to facilitate as appropriate the provision of student support services, including electronic resources delivered via technology, for students enrolled in college courses.
- 3) Allen ISD will ensure that high school counselors conduct at least two intervention meetings with ADP students who are in danger of being dropped from the program. Allen

ISD will work with Collin College to develop and implement an early alert system to identify ADP students at-risk of not completing college coursework and to provide effective interventions to support those students.

4) Collin College will partner with Allen ISD to create a process for communicating faculty-recommended withdrawals for students who are not in compliance with course policies or not meeting course objectives in the syllabus. Allen ISD shall develop a plan to transition Collin College students into a high school credit recovery or other applicable program.

5) Allen ISD shall ensure that its ADP Student Handbook and or Guidelines require students enrolled in the ADP to adhere to all Collin College enrollment, attendance, and conduct policies as specified in the current Collin College Student Handbook. Collin College will develop “Welcome Week” activities for all ADP students each year.

6) Collin College will provide Allen ISD with student data in accordance Section IV.F. [“School District Data Sharing & Privacy”](#) to assist high school counselors in monitoring and guiding students’ academic process at least once per semester.

7) Allen ISD may require all ADP students to complete a student self-report at midterm.

L. Instructional Calendar and Administration of Statewide Assessments

1) The ADP shall comply with State Board of Education Rules regarding Allen ISD administration of the assessment instruments as required by Subchapter B, Chapter 39 (end of course exams/EOC). Allen ISD will coordinate TSIA testing for prospective and current ADP students following college testing guidelines. Collin College will collaborate with Allen ISD staff and provide advising for TSIA results for ADP students.

2) Allen ISD and Collin College will review academic calendars and identify conflicting dates (holidays, exams, and national testing dates). Allen ISD will ensure ADP students satisfy their college attendance requirements regardless of conflicts.

M. Recruitment and Promotion

1) Allen ISD and Collin College staff shall visit all Allen ISD middle schools and meet with all 8th graders to encourage them to enroll in the ADP.

2) Allen ISD will encourage participation in the ADP through distribution of promotional materials to middle schools, information sessions for parents, information to middle school principals and counselors, development of a marketing plan, and

participation in middle school and high school fairs. Collin College will assist in providing Allen ISD counselors with ADP information for parents and students.

3) Collin College P-12 staff will collaborate with relevant Collin College Departments to provide promotional and informational materials about Collin College programs to Allen ISD counseling staff.

4) Collin College will participate in Allen ISD events, as appropriate, to promote the ADP.

N. Provisions for Discontinuing the Collegiate Academy Operations

1) These provisions supersede [Section IV.P. "Termination"](#) of the Agreement. Allen ISD and Collin College will work together to discontinue the programs in accordance with the following requirements:

- An ADP with an 11th grade cohort must continue operations through that cohort's scheduled graduation from the ADP. Services to enrolled 9th and 10th grade students may be continued through graduation, if agreed upon by Collin College and Allen ISD.
- An ADP with only grade 9 and grade 10 cohorts must discontinue operation at the end of the school year in which Allen ISD and Collin College decide to close the ADP.
- The ADP may not enroll any new students while in the process of discontinuing operation.
- Collin College and Allen ISD will continue to meet all required design elements and provide full support for all student enrolled in the ADP.

O. ADP Sample Degree Plans



ADP ASSOCIATE OF SCIENCE SAMPLE PLAN

Highlighted Courses are Dual Credit/Collegiate Courses

Freshman Year (12 Hours)
English 1
Science
Math
World Geography
Education 1300/Speech 1315
Government 2306/Business 1301
HS Elective
HS Elective

Sophomore Year (12 Hours)
English 2
Science
Math
Business Computer Applications 1305/Government 2305
Arts 1301/Economics 2301
HS Elective
HS Elective
HS Elective

Junior Year (15-21* Hours)
English 1301/English 1302
Science (Chemistry Recommended)
History 1301/History 1302
Economics 2302
Math 1314/Math 1342
*Math- If student has completed Algebra 2, they are eligible to take a Dual Credit Math course in 11th grade.
HS Elective

Senior Year (17-21* Hours)
English 2332/English 2333
Dual Credit Science/Lab Fall
Dual Credit Science/Lab (Spring)
Psychology 2301
Math 1314/Math 1342
*Math- If student has completed Algebra 2, they are eligible to take a Dual Credit Math course in 11th grade.
HS Elective



ADP
ASSOCIATE OF ARTS
Business Field of Study
SAMPLE PLAN

Highlighted Courses are Dual Credit/Collegiate Courses

Freshman Year (12 Hours)
English 1
Science
Math
World Geography
Education 1300/Speech 1315
Government 2306/Business 1301
HS Elective
HS Elective

Sophomore Year (12 Hours)
English 2
Science
Math
Business Computer Apps 1305/Government 2305
Arts 1301/Economics 2301
HS Elective
HS Elective
HS Elective

Junior Year (18-21* Hours)
English 1301/English 1302
Science (Chemistry Recommended)
History 1301/History 1302
Economics 2302
Business Stats 2305
Math 1324
*Math- If student has completed Algebra 2, they are eligible to take a Dual Credit Math course in 11th grade
HS Elective

Senior Year (20-27* Hours)
English 2332/English 2333
Dual Credit Science with a Lab (Fall)
Dual Credit Science with a Lab (Spring)
Accounting 2301/Accounting 2302
Business Stats 2305
Math 1324
*Math- If student has completed Algebra 2, they are eligible to take a Dual Credit Math course in 11th grade
HS Elective

APPENDIX G: Workforce Programs

A. Purpose

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

B. Eligible Dual Credit Courses

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

C. General Provisions for Workforce Program Participation

- Collin College Workforce Programs provide high school students with an opportunity to earn entry-level certificates or an AAS through completion of workforce dual credit courses.
- If the Workforce Program is located at an Allen ISD High School, the Allen ISD High School must be approved by Collin College as a dual credit site through SACSCOC. Additional approval of facilities may be required by the Collin College Workforce Program Director.
- If the Workforce Program is located at a Collin College campus, Allen ISD may decide to transport students to a Collin College Campus, which hosts the selected Workforce Program.
- Some Workforce Programs may require demonstration of college readiness in order to continue in the program.

D. Student Eligibility

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

E. Location and Student Composition of Classes

- 1) Workforce Program classes will be taught on a Collin College campus, a Collin College approved site or online, if applicable. Courses taught on a Collin College campus may be composed of dual credit and regular Collin College students.
- 2) Allen ISD may agree to transport students to a Collin College campus (campus location subject to change based on course availability) which hosts the approved workforce programs as outlined in [Appendix C](#):

F. Faculty Selection, Supervision, and Evaluation

- All instructors must meet the minimum faculty requirements as specified by Collin College in accordance with the guidelines of the SACSCOC.
- Collin College shall select, supervise, and evaluate instructors for courses that result in the award of credit, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Allen ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty (see Section III.C.a. "[Joining the Collin College Faculty](#)").
- Instructors, even if employed by and paid by an Independent School District, must be supervised in dual credit related instructional matters by the Collin College Program Director and must meet all administrative and evaluation requirements and attend required faculty training.
- Official college transcripts of instructors must be kept on file at Collin College.

G. Course Curriculum, Instruction, and Grading

- The same standards of curriculum shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Instruction of college courses that may be used for dual credit shall be held to the same departmental and curricular standards as all other courses in that discipline.
- The same standards of grading shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.

H. Academic Policies and Student Support Services

- 1) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses. Students in dual credit courses are

eligible to utilize the same or comparable college support services as all other Collin College students. Collin College will provide student support through registration and academic advising, early alert system, and other support services to ensure student success.

I. Transcription of Credit

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

J. Funding

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

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

3) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Allen ISD, or if Allen ISD is covering the student's charges through third party billing. If Allen ISD participates in third party billing, Allen ISD agrees to abide by the policies set forth by the Bursar's Office. Allen ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

K. Allen ISD and Collin College Responsibilities:

1) Program Support and Implementation:

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

processes to facilitate the Workforce Programs, and to enhance communication among the partners regarding all aspects of the partnership.

- 2) To the extent possible, Collin College will ensure:
 - the degree plan which leads to the entry level certificate is also a pathway to an associate degree.
 - courses for the Workforce Programs are available on a continual basis to ensure successful credential completion of the entry level certificate.