

August 30, 2022

Dr. Mike Waldrip  
Superintendent  
Frisco Independent School District  
5515 Ohio Drive  
Frisco, TX 75035

Dear Dr. Waldrip:

We appreciate the opportunity for Collin College to work with Frisco Independent School District in offering dual credit classes for your students. We believe this is a tremendous service to your students and their parents, and we look forward to continuing or expanding the course offerings in the future.

Accordingly, we have enclosed the partnership agreement containing the specifications outlined by the Texas Higher Education Coordinating Board. Please note the following updates:

- ISD must provide a letter notifying the College of early graduates
- ISD will provide a verification list of dual credit students participating in the free and reduced lunch program to the College each semester.
- Sections need a minimum of 15 students for an academic dual credit class to run regardless of location. Workforce/CTE classes may have exceptions to this minimum as they are limited by space and teacher to student ratio for safety.

Partnership Agreements will be signed via Adobe Sign. An electronic copy of the fully authorized agreement will be provided to you for your records.

I look forward to continuing our partnership through the dual credit program and other educational endeavors. Please feel free to contact me directly if you have any questions.

Sincerely,

Raul Martinez Jr.  
Associate Vice President, P-12 Partnerships  
[RJMartinez@collin.edu](mailto:RJMartinez@collin.edu)  
972.985.3725



Collin County Community College District and  
Frisco Independent School District

Partnership Agreement for 2022-2023

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# Collin County Community College District and Frisco Independent School District

## Partnership Agreement for 2022-2023

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Collin County Community College District (Collin College or the “College”) and the Frisco Independent School District (Frisco ISD) hereby enter into the following Partnership Agreement (“Agreement”) 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 Administration Code pertaining to partnerships between secondary schools and public two-year colleges.

Collin County Community College District and the Frisco Independent School District agree to enter into a partnership to award dual course credit. Concurrent enrollment allows students to be enrolled in high school and college at the same time. Dual credit courses are available to concurrently enrolled students and award both high school and college credit for the same class. Unless noted, this Agreement applies to concurrent enrollment for dual credit only.

### **STUDENT ELIGIBILITY**

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

High school students may be exempt from state-mandated testing if they meet the qualifying standards 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 (TSI waived for one year) with appropriate scores in PSAT/NMSQT, ACT-Aspire, STAAR English II or Algebra I.

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.

Students must have permission from Frisco ISD to enroll. The College must be notified if students are receiving dual credit or only concurrent credit. Frisco ISD must also provide a letter notifying the College of early graduates.

Official high school transcripts are not required to participate in the Collin College Dual Credit Program. However, one may be required to demonstrate college readiness and to confirm academic information such as test scores, grade classification, vaccination, and other pertinent information.

### **FACULTY SELECTION, SUPERVISION, AND EVALUATION**

All instructors will meet the minimum requirements to teach as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The College shall select, supervise, and evaluate instructors for courses which result in the award of dual credit.

Instructors teaching dual credit courses will be required to meet the same standards, reviews, and approval procedures used by the College to select all College faculty.

Official transcripts of all faculty must be kept on file at the College.

Embedded faculty are full-time high school teachers hired by Collin College as associate faculty to teach college courses during regular high school hours. During the college course time at the high school, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of the College such as but not limited to, curriculum, FERPA, syllabus, college schedule, etc.

Dual Credit Embedded Faculty FAQs are attached as Appendix F.

#### **LOCATION OF CLASS AND STUDENT COMPOSITION OF CLASS**

Dual credit courses may be taught on one of the College's campuses, at the high school, online, or at an agreed upon location. Dual credit courses need a minimum of 15 students 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 are subject to review by the College's Academic Department Deans.

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.

#### **ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

Frisco ISD must provide an atmosphere which promotes a collegiate environment for classes which includes adequate classroom facilities, and minimizes disruptions of college classes for announcements, pep rallies, etc., or removal of students from class to conduct high school related activities. After a term's registration period has started, changes cannot be made to the College's class schedule, unless there are extenuating circumstances approved by both parties.

Dual credit courses will follow the Collin College academic calendar. If the Frisco ISD calendar is different, Collin College and Frisco ISD will identify a mutually agreeable alternative arrangement for course continuation.

High school dual credit and concurrent enrollment students will have access to all college academic and student support services including, but not limited to, libraries, electronic library resources, writing centers, tutorial services, assessment, admissions, and academic advisement. Some services are available only on Collin College's campuses.

Per HB1638, all dual credit students receive academic and/or college readiness advising as referenced in the attached Appendix A. Per SB 1277, Frisco ISD designates the home school campus counselor as responsible for academic advising to students in the dual credit program.

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

The student's 504 campus coordinator or authorized Frisco ISD designee will provide current documentation regarding a student with a disability to Collin College upon the student's enrollment in a

dual credit course and upon Collin College receiving a waiver for the FERPA privacy requirements. Collin College will review the student's eligibility for accommodations and the requested accommodations in collaboration with Frisco ISD. At all times, Collin College and Frisco ISD will keep each other informed of the request for accommodation and accommodation complaints regarding dual credit students.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester. Dual credit course location will determine who provides the academic accommodation needs determined 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 College Campus will be provided by Collin College personnel. Collin will work with students enrolled in zero-hour dual credit courses on an individual basis to provide reasonable accommodations approved by Collin College's ACCESS Department.

### **ELIGIBLE COURSES**

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 level technical course in an Associate of Applied Science (AAS) degree or certificate program. Collin College does not offer kinesiology (KINE) courses for dual credit. Part of Term courses (such as eight-week courses) will not be approved by Frisco ISD unless the course is required as part of a workforce program pathway. Maymester and Wintermester courses will only be approved by Frisco ISD for concurrent credit.

A course equivalency crosswalk that identifies the number of credits that may be earned for each course completed through the dual credit program in the attached Appendix B has been approved for the 2022-2023 academic year. Programs listed in the attached Appendix C have been approved for the 2022-2023 academic year.

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

### **COURSE CURRICULUM, INSTRUCTION, AND GRADING**

The College will 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 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 old.

Students will be expected to meet all requirements of the dual credit and concurrent enrollment class and will receive letter grades on their Collin College transcript. 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 Frisco ISD. Mid-term grades will be provided to Frisco ISD by the College. Faculty members teaching dual credit courses will alert both the College liaison and the designated high school counselor of any students having academic difficulty.

Faculty are conscious of FERPA guidelines when communicating with students about grades. Grade information is not provided over the phone or via non-college e-mail. 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 Frisco ISD. If a student withdraws from a course, a "W" will appear on the student's college transcript.

The Grade Appeals Process is available online: [collin.edu/studentresources/support/gradeappeal](http://collin.edu/studentresources/support/gradeappeal).

Faculty will attend faculty meetings and other special meetings called by the division office as needed.

**TRANSCRIPTION OF CREDIT**

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

**FUNDING**

State funding for dual credit courses will be available to both Frisco Independent School District and Collin County Community College District based upon the current Agreement between the Commissioner of Education and Commissioner of Higher Education.

Tuition and fees will be collected from high school students unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Frisco ISD. Frisco ISD will provide a verification list of dual credit student participating in the free and reduced lunch program to the College each semester. Collin College will strive for similar course fees for textbooks among professors. All dual credit students are responsible for purchasing their own textbooks and other required course materials.

**TERMINATION**

It is agreed that either party may terminate this Agreement effective thirty (30) days after the receipt of written notification.

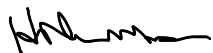
**ADDITIONAL SERVICES**

Both parties agree to add the College and Career Counselors Initiative as described in Appendix E.

**APPROVAL SIGNATURES**

DocuSigned by:  
  
F036C566B765466... 11/15/2022

Dr. Mike Waldrip, Superintendent Date  
Frisco Independent School District

  
Neil Matkin (Aug 24, 2022 12:55 CDT) Aug 24, 2022

Dr. H. Neil Matkin, District President Date  
Collin County Community College District

**APPENDIX A: HB 1638**

HB 1638 (85th Legislature, Regular Session), as codified in 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. This includes ISD registration and payment deadlines, information session schedules, FAQs, forms and 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 HS counselors. These include updates on dual credit procedures, testing, ACCESS, as well as shared best practices from school districts. Collin College offers a yearly All-Star Counselor Conference for all local high school counselors. This event is hosted by Collin College's president to honor and reward high school counselors. Breakout sessions with relevant topics are provided and keynote speakers address current issues.

Collin College also uses marketing materials to help inform students and parents regarding the benefits of dual credit. Collin College also has embedded College & Career Counselors at partnering high schools. The College & 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 requested.

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

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

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

All dual credit students receive academic and/or college readiness advising provided by Special Admissions Coordinators and College & 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. Per House Bill 5, 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.

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

**APPENDIX B: CROSSWALK APPROVED FOR FRISCO ISD/COLLIN COLLEGE DUAL CREDIT FOR THE 2022-2023 ACADEMIC YEAR.**

Collin College Course descriptions are available in the 2022-2023 Collin College Catalog: [collin.edu/academics/catalog.html](http://collin.edu/academics/catalog.html) (Some Course Rubrics and/or Numbers are subject to change throughout the year).

2022-23 DUAL CREDIT CROSSWALK					
PEIMS Code	HS Dual Credit Course Title	Possible HS Credit	Collin College Course Title	College Hours	
		0.5 = 1 sem 1.0 = 1 yr			
<b>Academic Courses</b>					
<b>Academic Preparatory for Dual Credit</b>					
13014200	Principles of Education and Training	0.5	Learning Framework	EDUC 1300	3
<b>English for Dual Credit</b>					
03220300	Col Engl 1301-Eng 3 & Col Engl 1302-Eng 3	0.5	Composition I	ENGL 1301	3
		0.5	Composition II	ENGL 1302	3
03220400	Col Engl 1301-Eng 4 & Col Engl 1302-Eng 4	0.5	Composition I	ENGL 1301	3
		0.5	Composition II	ENGL 1302	3
03220400	Col WorldLit Engl 2332 & Col WorldLit Engl 2333 (English IV if ENGL 1301 and 1302 was taken for Eng III credit)	0.5	World Literature I	ENGL 2332	3
		0.5	World Literature II	ENGL 2333	3
<b>Fine Arts for Dual Credit</b>					
03500110	Col Arts 1301	0.5	Art Appreciation	ARTS 1301	3
<b>Mathematics for Dual Credit</b>					
03102500	Col Alg MATH 1314	0.5	College Algebra	MATH 1314	3
03102502	Col PreCal MATH 2412	0.5	Pre-Calculus Math	MATH 2412	4
03102501	Calc Stats 1342	0.5	Elementary Statistical Methods	MATH 1342	3
03102502	Col Calc MATH 2413	0.5	Calculus I	MATH 2413	4
03102501	Calc Bus & Econ 1325	0.5	Calculus for Business and Social Sciences	MATH 1325	3

<b>Science for Dual Credit</b>					
13037200	Col Biology 1406 and Col Biology 1407	0.5	Biology for Science Majors I	BIOL 1406	4
		0.5	Biology for Science Majors I	BIOL 1407	4
13037200	Col Biology 1408 & Col Biology 1409	0.5	Biology for Non-Science Majors I	BIOL 1408	4
		0.5	Biology for Non-Science Majors II	BIOL 1409	4
03020000	Col Environmental Systems	0.5	Environmental Science I	ENVR 1401	4
		0.5	Environmental Science II	ENVR 1402	4
03060100	Col Astronomy	0.5	Stars and Galaxies	PHYS 1403	4
		0.5	Solar System	PHYS 1404	4
<b>Social Studies for Dual Credit</b>					
03340100	Col US Hist 1301 & Col US Hist 1302 (US History)	0.5	United States History I	HIST 1301	3
		0.5	United States History II	HIST 1302	3
03310300	Col Econ 2302	0.5	Principles of Microeconomics	ECON 2302	3
03310300	Col Econ 2301	0.5	Principles of Macroeconomics	ECON 2301	3
03330100	Col Govt 2305	0.5	Federal Government	GOVT 2305	3
03380002	Col TX Govt 2306	0.5	Texas Government	GOVT 2306	3
03380001	Col Intro Soci 1301	0.5	Introduction to Sociology	SOCI 1301	3
<b>Speech for Dual Credit</b>					
03241200	Col Spch 1311	0.5	Introduction to Speech Communication	SPCH 1311	3
<b>Health Science Courses</b>					
<b>Patient Care Technician (PCT)</b>					
13020510	Practicum in Health Science (PCT) (Second Time Taken)	2	Diagnostic Electrocardiography	DSAE 1340	3
			Phlebotomy	PLAB 1323	3
			Patient Care Tech/Assistant	NUPC 1320	3
			Clinical-Patient Care Assistant/Aide	NUPC 1160	1
<b>CNA</b>					
13020410	Health Science Theory/Health Science Clinical (CNA)	1	Nurse Aide for Health Care	NURA 1301	3
			Clinical – Nursing Aide and Patient Care Assistant	NURA 1160	1

<b>Medical Scribe</b>					
13020500	Medical Scribe	2	Medical Terminology I	HITT 1305	3
			Medical Law and Ethics for Health Professions	HPRS 2321	3
			A&P for Medical Assistants	MDCA 1309	3
			Administrative Procedures	MDCA 1321	3
<b>Pharmacy Technician</b>					
13020510	Pharmacy Technician	2	Introduction to Pharmacy	PHRA 1201	2
			Drug Classification	PHRA 1205	2
			Pharmaceutical Mathematics I	PHRA 1209	2
			Clinical - Pharmacy Technician/Assistant	PHRA 1260	2
			Community Pharmacy Practice	PHRA 1313	3
			Institutional Pharmacy Practice	PHRA 1349	3
<b>Rehab Aide</b>					
13020500	Rehabilitation Aide	2	Communication in Health Care	PTHA 1225	2
			Intro to Physical Therapy	PTHA 1409	4
			Clinical – Physical Therapist Assistant	PTHA 1160	1
			Pathophysiology for the PTA	PTHA 1321	3
<b>EMT</b>					
N1303015	Emergency Medical Technician-Basic (EMT)	2	Introduction to Emergency Medical Technician	EMSP 1371	3
			Emergency Medical Technician	EMSP 1501	5
			Clinical - Emergency Medical Technician	EMSP 1160	1
<b>Workforce Courses</b>					
<b>Culinary Arts</b>					
13022700	Practicum in Culinary Arts (First Time Taken)	1	Fundamentals of Baking	PSTR 1301	3
<b>Information Technology</b>					
N1302804	Internetworking II	1	CCNA 2: Switching, Routing, and Wireless Essentials	ITCC 1344	3
			CCNA 3: Scaling Networks	ITCC 2320	3

CTE Programs					
<b>Biomedical Equipment Technology for Dual Credit</b>					
13020500 (Fall)	Practicum in Health Science (Biomedical Equipment 1)	2	Technical Algebra and Trigonometry	TECM 1343	3
			Fundamentals of Electronics	CETT 1407	4
			Digital Fundamentals	CETT 1425	4
			DC-AC Circuits	CETT 1409	4
13020510 (Spring)	Practicum in Health Science (Biomedical Equipment 2)	2	IT Essentials: PC Hardware and Software	CPMT 1305	3
			Safety in Health Care Facilities	BIOM 2201	2
			General Medical Equipment I	BIOM 2311	3
			Medical Terminology	HITT 1305	3
<b>Industrial Automation for Dual Credit</b>					
13033000 (Fall)	Practicum in Manufacturing (Industrial Automation 1)	2	Technical Algebra and Trigonometry	TECM 1343	3
			Fundamentals of Electronics	CETT 1407	4
			Digital Fundamentals	CETT 1425	4
			DC-AC Circuits	CETT 1409	4
13033010 (Spring)	Practicum in Manufacturing (Industrial Automation 2)	2	Instrumentation Test Equipment	INTC 1307	3
			AC/DC Motor Control	INTC 1357	3
			Basic Fluid Power	ELMT 1305	3
			Robotic Fundamentals	RBTC 1405	4
<b>Construction Management for Dual Credit</b>					
13004900 (Fall)	Construction Management I	2	Construction Management I	CNBT 2342	3
			Materials & Methods I	CNBT 1311	3
			Residential and Light Blueprint Reading	CNBT 1300	3
			Construction Safety	OSHT 1305	3
13005000 (Spring)	Construction Management 2	2	Project Scheduling	CNBT 1359	3
			Construction Estimating	CNBT 1346	3
			Communications in Management	BMGT 1305	3
			Construction Methods & Materials II	CNBT 2304	3

<b>HVAC Certificate for Dual Credit</b>					
13005600 (Fall)	Electrical Technology	1	Basic Electricity for HVAC	HART 1301	3
			EPA Recovery Certification Preparation	HART 1256	2
			Gas and Electric Heating	HART 1445	4
13005800 (Fall)	HVAC 1	1	Refrigeration Principles	HART 1307	3
			Residential Air Conditioning	HART 1441	4
13005900 (Spring)	HVAC 2	2	Advanced Electricity for HVAC	HART 2431	4
			Air Conditioning Installation and Startup	HART 2438	4
			Heat Pumps	HART 2349	3
			Residential Air Conditioning Systems Design	HART 2345	3
<b>Automotive Technology for Dual Credit</b>					
13039600 (Fall)	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
			Cooperative Engine Repair	AUMT 2380	3
13039700 (Spring)	Automotive Technology II	2	Engine Repair	AUMT 1419	4
			Automotive Electrical Diagnosis and Repair	AUMT 2321	3
			Automotive Climate Control Systems	AUMT 1345	3
			Automotive drive Train and Axles	AUMT 2313	3
<b>Collision Repair Technology for Dual Credit</b>					
13039800	Entry Level Collision Technician	1	Vehicle Trim and Hardware	ABDR 1315	3
			Basic Refinishing	ABDR 1331	3
13039900	Entry Level Collision Technician	1	Automotive Plastic and Sheet Molded Compound Repair	ABDR 1349	3
			Non-Structural Metal Repair	ABDR 1455	4

**Articulated Credits or Courses:**

Conditions of articulated courses are formulated with representatives from Frisco Independent School District and Collin College regarding student evaluation criteria, course content, and exit competencies. Through this Agreement, Collin College agrees to articulate college credit for the college level high school courses listed below provided the following requirements are met.

- a) College credit hours only shall be awarded once the student enrolls at Collin College and successfully completes 3 additional credit hours.
- b) Students enrolled in concurrent or dual credit courses may apply credit hours earned with a C or better towards the fulfillment of the 3-credit requirement.
- c) Remedial or developmental course hours taken at the College may not be included in the total credit hours.
- d) Students must satisfactorily complete an end-of-course exam covering student learning outcomes for the articulated course.
- e) The articulated course or courses appear in the College catalog.
- f) Frisco ISD agrees that for each student participating in an articulated course, Frisco ISD will denote the course with the letter "A" on the student transcript.
- g) Once the 3 credit hours are earned, students will submit the Petition for Articulated Credit form for the articulated credits to be added to their transcripts by the Academic Partnership Office. Petitions must be submitted to Collin College within 12 months of high school graduation.
- h) Successful completion of a high school course eligible for articulated credit does not guarantee that a student will receive college credit for the course.

Frisco ISD Course	Collin College Course	
Computer Programming & PC Maintenance	CPMT 1305	IT Essentials
Internet Work I Cisco 1	ITCC 1314	CCNA 1
Internet Work 1 Cisco 2	ITCC 1344	CCNA 2
Sports Management	BMGT 2382	Cooperative Education - Business Administration & Management
Sports Management	KINE 1336	Introduction to Sports Management
Instructional Practices in Health Science	HPRS 1201	Introduction to Health Professions

**APPENDIX C: PROGRAMS APPROVED FOR FRISCO ISD/COLLIN COLLEGE DUAL CREDIT FOR THE 2022-2023 ACADEMIC YEAR.****Associate of Arts (AA) Degree**

1. Earn a minimum of 60 college-level credit hours.
2. Complete the General Education Core of 42 credit hours.
3. Complete a minimum of 18 additional credit hours of degree requirements or general studies electives. General Studies electives may be drawn from any college-level credit course.
4. Earn a minimum cumulative grade point average (GPA) of 2.0.
5. Earn a minimum of 15 credit hours at Collin College.

**Associate of Science (AS) Degree**

1. Earn a minimum of 60 college-level credit hours.
2. Complete the General Education Core of 42 credit hours.
3. Complete a minimum of 18 additional credit hours of degree requirements or general studies electives. General studies electives may be drawn from any college-level credit course.
4. Earn a minimum cumulative grade point average (GPA) of 2.0.
5. Earn a minimum of 15 credit hours at Collin College.
6. Complete both AS degree requirements:
  - Complete at least six credit hours of mathematics from the following list: MATH 1314, 1316, 1342, 2305, 2318, 2320, 2412, 2413, 2414, 2415. Three credit hours of this mathematics requirement will also meet the Mathematics Core requirement.
  - Complete at least 8 credit hours of Life and Physical Sciences from the following list: BIOL1406, 1407, 1414, 1415, 2401, 2402, 2406, 2416, 2421; CHEM 1411, 1412, 2423, 2425; ENVR 1401, 1402; GEOL 1403, 1404; PHYS 1401, 1402, 2425, 2426

**Associate of Applied Science (AAS) Degree**

1. Earn 60-68 credit hours as shown in the entry for each degree in this catalog.
2. Complete a minimum of 15 credit hours of General Education/Core Curriculum courses.
3. Earn a minimum cumulative grade-point average (GPA) of 2.0.
4. Earn a minimum of 25% of the credit hours (15-17 credit hours) for the AAS degree at Collin College.

**Associate of Arts in Teaching (AAT) Degree**

1. Earn a minimum of 60 college-level credit hours.
2. Complete the General Education Core of 42 credit hours.
3. Earn a minimum cumulative grade point average (GPA) of 2.0. Students should be aware that most four-year colleges require a minimum cumulative GPA of 2.5 for admission to their teacher certification programs.
4. Earn a minimum of 15 credit hours at Collin College.
5. Complete all the courses listed for one of three AAT diplomas:
  - AAT – Early Childhood – Grade 6
  - AAT – Middle Grades (Grades 4-8)
  - AAT – High School (Grades 8-12)



**Certificate Level 1 – Culinary Arts**

24 credit hours

*First Semester*

CHEF 1301	Basic Food Preparation
CHEF 1305	Sanitation and Safety
CHEF 2331	Advanced Food Preparation
PSTR 1301	Fundamentals of Baking

*Second Semester*

CHEF 1310	Grand Manager (Capstone)
CHEF 1341	American Regional Cuisine
CHEF 2302	Saucier
IFWA 1310	Nutrition and Menu Planning

**Certificate Level 1 – Infrastructure Technician (CCNA)**

18 credit hours

*First Semester*

CPMT 1305	IT Essentials I: PC Hardware and Software
ITNW 1358	Network+
ITCC 1314	CCNA 1: Introduction to Networks

*Second Semester*

ITSC 1342	Shell Programming - Scripting
ITCC 1344	CCNA 2: Switching, Routing, and Wireless Essentials (SRWE)
ITCC 2320	CCNA 3: Enterprise Networking, Security, and

**Certificate Level 1 – Health Professions - Patient Care Technician (PCT) Track**

30 credit hours

*First Semester*

HITT 1305	Medical Terminology I
HPRS 1201	Introduction to Health Professions <sup>1</sup>
HPRS 2301	Pathophysiology
NURA 1301	Nurse Aide for Health Care
NURA 1160	Clinical - Nursing Aide and Patient Care Assistant

*Second Semester*

DSAE 1340	Diagnostic Electrocardiography
HPRS 1303	End of Life Issues
PLAB 1260	Clinical - Phlebotomy
PLAB 1323	Phlebotomy

*Third Semester*

HPRS 2310	Basic Health Profession Skills II
NUPC 1160	Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide (Capstone)
NUPC 1320	Patient Care Technician/Assistant

<sup>1</sup> May substitute HPRS 1204

**OSA – Certified Nurse Aide Track**

12 credit hours

HITT 1305	Medical Terminology I
HPRS 1201	Introduction to Health Professions <sup>1</sup>
HPRS 2301	Pathophysiology
NURA 1160	Clinical - Nursing Aide and Patient Care Assistant
NURA 1301	Nurse Aide for Health Care

<sup>1</sup> May substitute HPRS 1204**OSA – Emergency Medical Services Professions**

9 credit hours

EMSP 1160	Clinical – Emergency Medical Technician (EMT Paramedic) – Basic
EMSP 1371	Introduction to Emergency Medical Technician (EMT)
EMSP 1501	Emergency Medical Technician

**OSA - Medical Scribe**

12 credit hours

HITT 1305	Medical Terminology I
HPRS 2321	Medical Law and Ethics for Health Professionals
MDCA 1309	Anatomy and Physiology for Medical Assistants
MDCA 1321	Administrative Procedures

**Occupational Skills Award (OSA) – Rehabilitation Aide**

10 credit hours

PTHA 1225	Communication in Health Care
PTHA 1409	Introduction to Physical Therapy
PTHA 1160	Clinical – Physical Therapist Assistant
PTHA 1321	Pathophysiology for the PTA

**OSA – Pharmacy Technician**

14 credit hours

PHRA 1201	Introduction to Pharmacy
PHRA 1205	Drug Classification
PHRA 1209	Pharmaceutical Mathematics I
PHRA 1260	Clinical – Pharmacy Technician/Assistant
PHRA 1313	Community Pharmacy Practice
PHRA 1349	Institutional Pharmacy Practice

*Please see appendix E for programs available at the Collin College Technical Campus*

**APPENDIX D: 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 Frisco 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:

**1. BACKGROUND**

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

**2. COLLIN COLLEGE WILL PROVIDE THE FOLLOWING**

2.1 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)

**3. FRISCO ISD WILL PROVIDE THE FOLLOWING**

3.1 Designated office space for the College and Career Counselors to meet with students and or parents

3.2 Access to students for College and Career Advisement

**4. FUNDING PROVISIONS**

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

**5. TERMINATION (ONLY APPLIES TO COLLEGE AND CAREER COUNSELOR PROGRAM)**

5.1 It is agreed that either party may terminate this Agreement effective thirty (30) days after the receipt of written notification.

## APPENDIX E: COLLIN TECHNICAL CAMPUS WORKFORCE PROGRAM

Certifications Earned by Dual Credit Students				
Academic Year 2022-2023				
<b>AUTOMOTIVE TECHNOLOGY</b>				<i>**Students should be prepared to take and pass the listed certification tests</i>
Year 1	Fall	AUMT 1305	Introduction to Automotive Technology	*ASE (G1) Auto Maintenance and light Repair
		AUMT 1307	Automotive Electrical Systems	
Year 1	Spring	AUMT 1316	Automotive Suspension and Steering Systems	*ASE (A4) - Suspension and Steering
		AUMT 1410	Automotive Brake Systems	*ASE (A5) - Brakes *Texas Department of Public Safety State Inspection License ( <b>NOT facilitated by Collin College</b> )
<b>Certificate Level 1 - Brake and Front-end Specialist</b>				
Year 2	Fall	AUMT 1419	Automotive Engine Repair	*ASE (A1) - Engine Repair
		AUMT 2421	Automotive Electrical Diagnosis and Repair	*ASE (A6) - Electrical/Electronic Systems *Eligible for Certificate Level 1-Brake and Front-end Specialist
Year 2	Spring	AUMT 2313	Automotive Drive Trains and Axles	*ASE (A3) - Manual Drive Train and Axles
		AUMT 1345	Automotive Climate Control systems	*EPA 609 Refrigerant and recovery certification <i>**ASE certifications require 2 years of experience working in that area for certification.</i>
<b>COLLISION TECHNOLOGY</b>				
<b>Certificate Level 1 - Entry Level Collision Technician</b>				
Year 1	Fall	ABDR 1315	Vehicle Trim and Hardware	<i>Information TBA</i>
		ABDR 1331	Basic refinishing	
Year 1	Spring	ABDR 1349	Automotive Plastic and Sheet	<i>Information TBA</i>
		ABDR 1455	Molded Compound Repair Non-Structural Metal Repair	

<b>CONSTRUCTION MANAGEMENT</b>				<b>Certification Exams Taken</b>
<b>Year 1</b>	<b>Fall</b>	CNBT 2342 CNBT 1311	Construction Management I Materials & Methods I	
	<b>Spring</b>	CNBT 1300 OSHT 1305	Residential and Light Commercial Construction Drawings OSHA Regulations - Construction Industry	
<b>Year 2</b>	<b>Fall</b>	CNBT 1359 CNBT 1346	Project Scheduling Construction Estimating	
	<b>Spring</b>	BMGT 1305 CNBT 2304	Communications in Management Construction Methods and Materials II	

<b>HVAC TECHNOLOGY</b>				
<b>Year 1</b>	<b>Fall</b>	HART 1401 HART 1407	Basic Electricity for HVAC Refrigeration Principles	<b>Required:</b> EPA 608 & 410A Safety Certification Exams <b>Students required to pick two from:</b> Preventative Maintenance Cert./Indoor Air Quality Cert./Green Certification
	<b>Spring</b>	HART 1445 HART 1441	Residential Air Conditioning Gas and Electric Heating	<b>Recommended:</b> Fluke Safety Certification <b>Bonus Option:</b> TDLR Registered Technician
<b>Residential Servicing Certificate</b>				
<b>Year 2</b>	<b>Fall</b>	HART 2431 HART 2438	Advanced Electricity for HVAC Air Conditioning Installation and Startup	
	<b>Spring</b>	HART 2345 HART 2349	Residential Air Conditioning Systems Design Heat Pumps	

## APPENDIX F: DUAL CREDIT EMBEDDED FACULTY FAQs

### **What are Embedded Faculty?**

Embedded faculty are full-time high school teachers hired by Collin College as associate faculty to teach College courses during regular high school hours. During the college course time at the high school, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of the College such as but not limited to, curriculum, FERPA, syllabus, college schedule, etc.

### **What are the necessary qualifications?**

All faculty credentials are consistent with Collin College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Guidelines for Faculty Credentials, the Texas Administrative Code Section 7.4(11) (Appendix A), and program-level accrediting agency requirements that apply. Faculty teaching transfer courses require a master's degree with 18 graduate hours in the discipline.

Faculty teaching in workforce programs must meet the requirements found in the Texas Higher Education Coordinating Board Guidelines ([www.theccb.state.tx.us/reports/pdf/3378.pdf#page=8](http://www.theccb.state.tx.us/reports/pdf/3378.pdf#page=8))

Faculty in these programs may have a bachelor's degree in the teaching discipline, an associate's degree, a certificate, or professional work experience that demonstrates competencies in the teaching discipline as required by the specific program. Other demonstrated competencies and achievements that contribute to effective teaching and successful student learning outcomes are also considered during the hiring process. For all cases, Collin College provides justifying documentation of the qualifications of its faculty.

Collin College faculty credential requirements are the same, regardless of location, time of day, day of the week or modality of the course to be taught. Collin College does not distinguish, for the purpose of faculty qualifications, between full-time or associate (part-time) positions. After being hired, faculty who wish to teach distance learning sections of a course are required to participate in online training modules prior to receiving an assignment in that modality.

### **What are the expectations for Embedded Faculty in the classroom?**

As Collin College associate 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 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 Dual Credit Office, posting

final course grades in the college's student management system, and responding promptly to emails, request and due dates sent by the offices of academic affairs.

**How is the compensation dispersed?**

Faculty employed with the school district who teach a dual credit course as part of their regular duty hours with the school district will not receive additional compensation from Collin College. All dual credit faculty qualifications outlined in the agreed terms still apply. Collin College will pay the school district the equivalent of the current associate faculty rate of pay and dual credit stipend for each course taught by an embedded faculty member.

Faculty employed with the school district who teach a dual credit course outside of their regular duty hours with the school district will be paid the current associate faculty rate of pay for services rendered under the agreed terms in accordance with Collin College's faculty compensation plan.

**How does scheduling work?**

Embedded faculty will work with the appropriate Associate Deans/Director and their high school regarding class schedules during the high school day.

**How does evaluation of Embedded Faculty work?**

The College will select, supervise, and evaluate all faculty employed by Collin College, including embedded faculty. Embedded faculty teaching dual credit courses will be evaluated through class observations and student evaluations in the same manner as all college faculty.

**What if an Embedded Faculty member must be absent from class and wants a substitute to meet the class?**

The embedded faculty member should follow the high school's absence procedure, but must also contact their Collin College supervisor (Associate Dean/Director) to inform them that they will be absent and would like a substitute. In the class period where the college curriculum is covered, a credentialed College employee can meet the class and provide instructional coverage. This must be arranged in advance of the absence.

**What happens if the teacher leaves the district in the middle of the semester?**

The College will work to find a qualified faculty to teach the remainder of the course in the same medium as originally agreed. If this is not an option, Collin will work with the district to find another reasonable solution.

**Who provides 504 accommodations?**

Students who receive accommodations from the ISD may be eligible for accommodations from Collin College; however, their accommodations from the ISD are not applicable to the college classroom. Students must contact the college's ACCESS office and be evaluated by a case officer and presented with an accommodation letter from the College. The student must self-identify her/himself as needing accommodations, present a copy of the letter to the instructor, and discuss with the professor specific accommodations she/he wishes to employ in the class.

**What is the protocol if there are issues/concerns/questions with the assigned Embedded Faculty during the college course?**

The high school Principal or Assistant Principal will collaborate with the appropriate Collin College Associate Dean or Director and the P-12 Partnerships office to develop an equitable solution that supports the needs of both educational entities and the best interests of the student.

For questions on Embedded Faculty, please contact Raul Martinez Jr. at [rjmartinez@collin.edu](mailto:rjmartinez@collin.edu)