

## Dual Credit Partnership Agreement

2023-2024

### Between Southwest Texas Junior College and Crystal City Independent School District

Crystal City Independent School District (hereafter ISD, the ISD, District, or the School District) and Southwest Texas Junior College (hereafter SWTJC) agree to the following elements in accordance with the State of Texas Higher Education Coordinating Board's Regulations: Chapter 4 – Rules Applying to All Public Institutions of Higher Education in Texas; SUBCHAPTER D - Dual Credit Partnerships between Secondary Schools and Texas Public Colleges. This Agreement does not apply to an Early College High School. This Dual Credit Partnership Agreement is aligned with the Statewide Goals for Dual Credit Programs that were collaboratively developed by the Texas Higher Education Coordinating Board and the Texas Education Agency (House Bill 1638: 85th Legislature, Regular Session). The Statewide Goals for Dual Credit Programs are provided in Appendix A and cited throughout this Agreement where applicable.

(A) Eligible Courses are provided in the Crosswalk – See Appendix B. The Crosswalk describes all courses provided by SWTJC to one or more of its partner ISDs. Therefore, not all listed SWTJC courses apply to the ISD.

(1) Courses offered for dual credit by public two-year associate degree granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.

(2) Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.

(3) A College course offered for dual credit must be:

(A) in the core curriculum of the public institution of higher education providing the credit;

(B) a career and technical education course; or

(C) a foreign language

(i) This provision does not apply to a college course for dual credit offered as part of an approved early college education program established under TEC Section 29.908 or an early college program as defined in this Sub chapter.

(ii) Any college course for dual credit offered as part of an early college program as defined in this subchapter must be a core curriculum course of the public institution of higher education providing the credit, a career and technical education course, a foreign language course, or a course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program, or Field of Study (FOS) curriculum.

(4) Public colleges may not offer remedial and developmental courses for dual credit.

(B) Student Eligibility (Statewide Goal 1)

(1) A high school student is eligible to enroll in academic dual credit courses if the student meets any of the criteria currently described/presented/outlined in Title 19, Part 1, Chapter 4 of the Texas Administrative Code.

- (2) A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the conditions currently described/presented/outlined in Title 19, Part 1, Chapter 4 of the Texas Administrative Code.
- (3) A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.
- (4) A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the conditions currently presented in Title 19, Part 1, Chapter 4 of the Texas Administrative Code.
- (5) A student who is exempt from taking TAKS or STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
- (6) Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy eligibility conditions described/presented/outlined in Title 19, Part 1, Chapter 4 of the Texas Administrative Code.
- (7) To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
- (8) An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with the "Student Eligibility" section of Title 19, Part 1, Chapter 4 of the Texas Administrative Code.
- (9) An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.
- (10) Dual credit orientation is required for all new high school students enrolling in a dual credit class. Dual credit orientation is offered at the High School and/or SWTJC campuses.
- (11) School districts will be responsible for submitting all required documentation for registering dual credit students by the designated college deadline. This includes the following: admissions applications, dual credit admission form, official high school transcripts, Bacterial Meningitis immunization proof, official test exemption scores, payment agreement form, and class roster form.
- (12) The Crosswalk required by HB 1638 indicating the credit hour relationship between SWTJC courses and High School courses is provided in [Appendix B](#). The values provided in the Crosswalk for High School credit are typical; each ISD decides on the credit it will award a student who successfully completes a college course.

(C) Location of Class

- (1) Dual credit courses must be taught on the college campus or on the high school campus, or provided electronically/virtually through SWTJC media. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance in Subchapters P and Q of this chapter (relating to approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions). In addition, dual credit courses taught electronically shall comply with the Board's adopted "Principles of Good Practice for Courses Offered Electronically."

(D) Registration and Course Scheduling. School Districts must adhere to all dual credit course deadlines set forth by the college.

(1) Course offerings.

(a) The final schedule of courses requested by the ISD for each semester must be submitted to the SWTJC Outreach Office by:

Fall term – 3rd Friday in June, noon

Spring term – 2<sup>nd</sup> Friday in November, noon

Summer terms – 2<sup>nd</sup> Friday in May, noon

(b) Revision of the course schedule after these deadlines will be processed on a case-by-case basis.

(c) SWTJC Outreach Staff and ISD Staff will utilize the “live” course spreadsheets developed and provided by SWTJC to review class rosters, add/drop students, and make corrections after student enrollments. SWTJC staff will not replicate information available via the spreadsheet and submit it to ISD staff via email, scan, or other means.

(d) The official student enrollment count will be taken on the course sections’ census date.

(2) Academic & Career Pathways – Degree Plans (Statewide Goals 2 & 3)

(a) To comply with Senate Bill 25 (2019) any dual credit student must file a degree plan with SWTJC “not later than: 1) the end of the second regular semester or term immediately following the semester or term in which the student earned a cumulative total of 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student; or 2) if the student begins the student’s first semester or term at the institution with 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student, the end of the student’s second regular semester or term at the institution.”

(b) A student must follow the course sequence recommendations or requirements of an SWTJC degree plan, program, or pathway. A student will not be permitted to combine SWTJC Applied Science program requirements with A.A., A.S., A.A.T., or ASES requirements unless the SWTJC Registrar’s Office receives official notice from an appropriate ISD official of the student’s desire/intent. Such notice must be received by SWTJC on or before the last SWTJC working day in May of the student’s High School Sophomore year. A student who is permitted by an ISD to add a Technical Endorsement after this May deadline may not fulfill the Technical Endorsement’s requirements with college courses taken for dual credit which are provided by SWTJC.

(c) To comply with Senate Bill 1277 (2021) the ISD and SWTJC hereby designate the Crystal City High School Counselor as the staff member responsible for providing academic advising to all students before they enroll in dual credit courses.

(E) Composition of class: Dual credit courses may be composed of dual credit students only or of dual and college credit students. Notwithstanding the requirements of subsection (e) of TAC Title 19, Part1, Chapter 4, Subchapter D, exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions;

- (1) If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
- (2) If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- (3) If the course is a career and technical/college workforce education course and the high school credit-only students are eligible to earn articulated college credit.
- (4) A college course offered for dual credit shall not exceed the capacity limit as set by the college. Exceptions shall be approved by the Vice President of Academic Affairs.

(F) Faculty/Monitor Selection, Supervision, and Evaluation (Statewide Goal 4)

- (1) The college shall select instructors of college courses offered for dual credit. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select full-time faculty responsible for teaching the same courses at the college.
- (2) The college shall supervise and evaluate instructors/monitors of courses offered for dual credit using the same or comparable procedures used for full-time faculty/monitors at the college.
- (3) All instructors of courses offered for dual credit must adhere to the Southwest Texas Junior College Faculty Handbook as well as all departmental initiatives set forth by the college that may be implemented throughout the year. This includes, but is not limited to, attendance at faculty meetings, review and implementation of Gen Ed Core assignments, utilization of the adopted Learning Management System for SWTJC, following SWTJC grading policies, and participation in program review and evaluation. ISD administrators will support this requirement by affording the instructors who are hired by the ISD the necessary flexibility in their schedule.
- (4) Monitors who are selected by the school district must follow the same guidelines for duties and responsibilities as the monitors at the college.
- (5) An ISD may request that district faculty be assigned by SWTJC as instructors of record for college courses offered for dual credit. A proposed school district instructor must complete a SWTJC application form, submit official transcripts, meet SACSCOC credential criteria, complete a teaching demonstration and be approved by the Vice President of Academic Affairs. A school district instructor approved to offer a college course for dual credit will thereby effectively be a SWTJC faculty member subject to all policy and procedures set forth by the college. However, the salary and benefits for such an instructor remain the responsibilities of the School District.
  - (a) ISD instructors who are assigned to teach college courses approved for dual credit will attend a yearly mandatory in-service training to review, modify, and/or improve curriculum. Instructors will jointly develop and maintain syllabi, competencies, and standards for the dual credit courses. However, the SWTJC Master Syllabus for each course must serve as the foundation instructional document.
  - (b) ISD Administrators and counselors will attend in-service training, each fall and spring semester, to review the conditions of the Dual Credit agreement.
  - (c) ISD Monitors will attend a yearly mandatory in-service training on the dual credit program, the online testing procedures, and all other guidelines as set forth for monitors at the college.
  - (d) ISD staff will report working hours for ISD employees to the Teacher Retirement System.

(G) Course Curriculum, Instruction, and Grading

- (1) The college shall ensure that a college course offered for dual credit and the corresponding course offered at the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.
- (2) Under no circumstances will an SWTJC instructor enter student grades or attendance data directly into an ISD's grade management system, e.g., Skyward. Instructors will supply appropriate ISD staff with daily student attendance data and six-week grade averages, when requested by the ISD.
- (3) The ISD is responsible for the purchasing of textbooks for college classes offered for dual credit. However, SWTJC will seek out or develop Open Educational Resources (OER) and utilize them as official textbooks/course instructional material when appropriate.

(H) Academic Policies and Student Support Services (Statewide Goal 3)

- (1) Regular academic policies applicable to courses taught at the college will apply to college courses taught for dual credit.
- (2) Students in dual credit courses are eligible to utilize the same or comparable support services that are afforded to all SWTJC students. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible
- (3) A student who qualifies for accommodations/services through the Americans with Disabilities Act (ADA) may request an accommodation to participate in the educational programs and activities of Southwest Texas Junior College. Accommodations are provided through the Disability Support Services (DSS) office. SWTJC is not required or able to utilize the qualification criteria used by an ISD to determine a student's eligibility for accommodations. Therefore, a student enrolled in a college course offered for dual credit who qualifies for disability support services may have differing accommodations from the school district and the college.

A student seeking disability support services from the college must meet with an SWTJC DSS representative and submit the appropriate diagnostic/medical documentation for the requested service. Upon review of the documentation, SWTJC DSS staff provides an official college accommodations letter for the student and the school district counselor who then provides the letters to the student's instructor(s). Accommodations required by state law or school district policy exceeding those implemented by the college shall be the responsibility of the school district. The SWTJC DSS representative and the appropriate school district official will keep each other informed of requests for accommodations and accommodation complaints regarding students enrolled in college courses offered for dual credit.

(I) Attendance/Absence

- (1) Students are expected to regularly attend all classes in which they are enrolled and are responsible for the completion of all work missed because of an absence. Therefore, the instructor may consider all absences except when prohibited by State law or statute.
- (2) Acceptable reasons for absences are, but not limited to: personal illness, death in the immediate family, religious holy days in compliance with Section 51.911 of the Texas Higher Education Code, military or legal obligations, or school trips. It is the responsibility of the students to inform the instructor of an excused absence related to one or more of the aforementioned categories and to ask for make-up work.
- (3) A high school student who misses class due to a required function at their school district or a University Scholastic League (UIL) event will be excused. Documentation of such activities must be provided to the instructor. Arrangements must be made with the instructor prior to the absence. Students must be allowed to complete missed work due to an excused absence without penalty.

(4) An instructor may request the withdrawal of a student from a class when the total number of absences exceeds SWTJC criteria for “Excessive Absences” and the student has failed to make the appropriate contact with the Instructor regarding the validity of the absence and the need for make-up work.

(5) An ISD official must immediately inform the SWTJC Vice President of Academic Affairs Office of any student’s placement into “Homebound” status. Depending on the number of courses affected, the course subject(s), the weeks remaining in the semester, and the availability of qualified faculty to assume instruction, the SWTJC administration may require a “Homebound” student to withdraw from the course(s).

(J) Transcribing of Credit

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

(K) Tuition & Fees (Statewide Goal 1)

(1) Students are eligible for dual credit tuition discounts for the credit hours enrolled per semester.

(2) The school district will be responsible for providing the college with the Dual Credit Payment Agreement which specifies payment options (waived, billed, or sponsored) for students.

(3) All SWTJC students including Dual Credit students re-instated for non-payment after the census date will be subject to a \$200.00 re-instatement fee in addition to tuition and fees being charged for the current semester.

(4) If tuition and fees are not paid by Dual Credit students as per the payment agreement the school district agrees to be responsible for payment.

(5) School districts will bear the costs associated with student regalia for their students’ graduation from SWTJC. SWTJC will waive the graduation fee for graduating students.

(L) Funding (Statewide Goal 1)

(1) The state funding for dual credit courses will be available to both public school districts and colleges based upon the current funding rules of the State Board of Education (TEC 42.005 (g)) and the Board (TEC 61.059 (p) and (q)).

(2) Costs associated with the transportation of students and/or faculty to a classroom site will be borne by either the ISD or SWTJC, as agreed by both parties. The ISD shall generate ADA funds for the School District from the attendance of students, which will be used to provide funding for the operations and expenditures of the high school as authorized by the Texas Education Code.

(3) The college may only claim funding for all students getting college credit in core curriculum, career and technical education, and foreign language dual credit courses.

(4) The college and the ISD will agree on one of the following billing methods for each course section:

(a) The college will extend a 15% tuition and fee waiver for an academic section taught by an SWTJC instructor or,

(b) The college will waive all tuition and fees for an academic section taught by an ISD instructor or,

- (c) When SWTJC places an SWTJC instructor on an ISD site to provide a complete program, such as a CTE program, the college and the ISD will agree to a contract price for all technical courses comprising the program.

(5) The ISD will be responsible for indicating on the Payment Agreement which students the ISD will pay for and which students will self-pay by the date rosters are due. Each semester's Census Day (12<sup>th</sup> class day) Roster will constitute the official enrollment for a given class. SWTJC invoices to the ISD are to be paid net 45 days from the date of the invoice.

(6) A student will be identified/coded as a dual credit student in SWTJC registration data while enrolled in a college course approved for dual credit by the given ISD.

(M) **To provide further alignment of the SWTJC/ISD Dual Credit Program Goals with Statewide Goals 1-4:**

- (1) The ISD, in collaboration with SWTJC Staff, will provide print and online information, as well as informational sessions to ISD students and their families describing the Dual Credit program, its goals and benefits.
- (2) The SWTJC Office of Institutional Effectiveness will provide disaggregated data to College and ISD officials on the enrollment and persistence of ISD students.
- (3) SWTJC will continue to provide ISD students, in collaboration with ISD staff, academic and career advising and student success services.
- (4) The SWTJC Office of Institutional Effectiveness will provide data on student success in courses requiring pre-requisites; as feasible, the Office will provide data on student success in course work completed subsequent to SWTJC courses taken for dual credit.

(N) Instructional Calendar

SWTJC and the ISD will confirm an instructional calendar that is consistent with the mutual needs and requirements of both parties. Inclement weather policies established by the ISD and SWTJC shall be followed.

(O) Student Code of Conduct

Students shall adhere to the

- a. Policies of the ISD;
- b. Policies of SWTJC.

1. Indemnification

To the extent permitted under the laws and Constitution of the State of Texas and without waiving any defenses, including governmental immunity, SWTJC will indemnify the ISD against claims arising out of this Agreement that result from SWTJC's intentional or negligent acts. To the extent permitted under the laws and Constitution of the State of Texas and without waiving any defenses, including governmental immunity, the ISD will indemnify SWTJC against claims arising out of this Agreement that result from the ISD's intentional or negligent acts. The provisions in this paragraph are solely for the benefit of the parties to this Agreement and are not intended to create or grant any rights, contractually or otherwise, to any third party.

2. Term

Subject to prior termination or revocation of this Agreement as provided in section 5 (below) of this Agreement, the initial term of this Agreement is in full force and effect for a period of one year commencing on **August 1, 2023 and terminating on July 31, 2024**. It may be renewed for additional terms as determined by both partners. At least one hundred twenty (120) days before the expiration of the initial term and any subsequent renewal terms, SWTJC and the ISD shall review this Agreement and may renew this Agreement on approval of SWTJC and the ISD.

### 3. Right of Revocation

Either party may terminate this Agreement on 120 days' written notice to the other party. Termination may occur immediately upon the material breach of this Agreement by one of the parties. A breach of this Agreement includes, but is not limited to, a violation of the policies and rules of SWTJC or the ISD, the making of a misrepresentation or false statement by one of the parties, nonperformance of the party's duties, or the occurrence of a conflict of interest between the parties. Each party has 30 days to cure the breach. If this Agreement is terminated during an academic term, students enrolled in classes under this Agreement will be allowed to finish their semester courses.

### 4. Assignment

No party may assign their interest in this Agreement without the written permission of the other party.

### 5. Limitation of Authority

- A. No party has authority for and on behalf of the other except as provided in this Agreement. No other authority, power, partnership, use of rights are granted or implied.
- B. This Agreement represents the entire Agreement by and between the parties and supersedes all previous letters, understanding or oral agreements between the SWTJC and the ISD. Any representations, promises, or guarantees made but not stated in the body of this Agreement are null and void and of no effect.
- C. No party may make, revise, alter, or otherwise diverge from the terms, conditions, or policies which are subject to this Agreement without a written amendment to this Agreement. Changes to this Agreement are subject to the approval of the SWTJC and the ISD Legal Departments and Boards of Trustees.
- D. No party may incur any debt, obligation expense, or liability of any kind against the other without the other's express written approval.

### 6. Waiver

The failure of any party to exercise the rights granted them herein upon the occurrence of any of the contingencies set forth in this Agreement shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.

### 7. Applicable Law

This Agreement and all materials and/or issues collateral thereto shall be governed by the laws of the State of Texas applicable to contracts made and performed entirely therein.

### 8. Venue

Venue to enforce this Agreement shall lie exclusively in Uvalde County, Texas.



9. Miscellaneous Provisions

- A. Parties to this Agreement shall comply with all Federal, State and local law.
- B. If the Texas Higher Education Coordination Board or TEA adopts new guidelines for Dual Credit programs during the term of this Agreement, the new guidelines shall prevail and shall cause the parties to execute an amendment to the Agreement, if necessary.

10. Notice

Notices given pursuant to this Agreement shall be sufficient if actually received and sent by certified or registered mail, postage fully prepaid to:

Southwest Texas Junior College  
Dr. Hector Gonzales, President  
2401 Garner Field Road  
Uvalde, Texas 78801

Crystal City Independent School District  
Ms. Dina Briones, Superintendent  
613 W. Zavala Street  
Crystal City, Texas 78839

Either party reserves the right to designate in writing to the other party any change of name, change of person, or address to which the notices shall be sent

11. Nondiscrimination

Parties to this Agreement shall not discriminate in this Program on the basis of race, sex, national origin, disability, religion, or sexual orientation.

12. Signatory Clause

The individuals executing this Agreement on behalf of SWTJC and the ISD acknowledge that they are duly authorized to execute this Agreement on behalf of their respective principals. All parties hereby acknowledge that they have read this Agreement and understand its terms.

13. Amendment

The Parties to this Agreement acknowledge that it may be necessary to amend and modify this Agreement from time to time in order to address concerns or issues that arise as the program progresses. However, no amendment, modification or alteration of the terms of this agreement shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by an authorized representative of the parties hereto.

14. Safety

The safety and security of all students is a priority of SWTJC and the ISD. The ISD and SWTJC shall work cooperatively to create reasonable precautions that provide for high school student safety when high school students are on a SWTJC campus. To establish appropriate precautions that provide for the safety and security of high school students it is agreed that when the ISD brings or causes to bring high school students to a SWTJC campus for a dual credit class or for other activities the ISD will provide an ISD staff member to chaperone the high school students when those students are not in the dual credit class or activity. The ISD will submit a brief written explanation of the ISD's Chaperone Plan to the SWTJC Outreach Department for approval prior to bringing the high school students to a SWTJC campus for a dual credit class or other activity. When the high school students are on a SWTJC campus for a dual credit class or for an activity the SWTJC faculty or staff member assigned to that class or activity will chaperone the students for the scheduled duration of the class or activity.

If any high school student, instructor, employee of the ISD, or administrator should experience an accident or sudden illness while on the premises of SWTJC, the response to such incidents will be based upon the guidelines, procedures, and operation of SWTJC and the ISD regulations. Upon mutual agreement, SWTJC may require the ISD to provide ISD security personnel.

15. Confidentiality of Student Records:

The Parties agree to maintain the records of all students in accordance with all applicable Federal, State, and local laws. The parent(s) of any authorized student shall have access to his or her child's records if allowed under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g). All records relating to the ISD students which are generated or maintained by either party shall be considered education records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records in accordance with all applicable State, Federal and local laws and regulations, including FERPA and School District Board Policy. The Parties shall not release education records to any third party without prior written consent by the appropriate person (as defined under FERPA and any applicable local or State law), except as otherwise permitted by law.

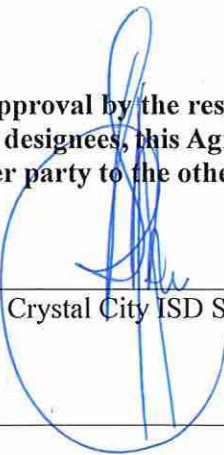
16. Texas Law to Apply


This agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the parties created hereunder are performable in Uvalde County, Texas

17. Force Majeure

Neither party to this Agreement shall be required to perform any term, condition, or covenant in this agreement so long as performance is delayed or prevented by force majeure, which shall mean acts of God, strikes, lockouts, material or labor restrictions by a governmental authority, civil riots, floods, and any other cause not reasonably within the control of either party to this Agreement and which by the exercise of due diligence such party is unable, wholly or in part, to prevent or overcome. If by reason of force majeure, either party is prevented from full performance of its obligations under this Agreement, written notice shall be provided to the other party within three days.

**Upon approval by the respective governing boards of both partners, and upon signing by the Board Presidents or their designees, this Agreement shall remain in effect until amended or terminated, with 60 days written notice by either party to the other.**

  
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Crystal City ISD Superintendent  
Date 4/20/23

  
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SWTJC President  
Date 4-27-23

## Appendix A

# Statewide Dual Credit Goals

“House Bill 1638 (85<sup>th</sup> Legislature, Regular Session)”

## GOAL 1

**Independent school districts and institutions of higher education 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.**

### Measures of Implementation

Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.

### Examples of items to include in documentation:

- Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits and cost.
- ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies
- Hosting dual credit 101 sessions for high school counselors
- Collaboration between ISDs and IHE partner(s) on a marketing campaign

## GOAL 2

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

### Metric

Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.

### Examples of items included in analysis:

- Student enrollment in postsecondary after high school
- Time to degree completion
- Semester credit hours to degree

## 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.**

### Metric

Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.

### Examples of items included in analysis:

- Student enrollment in postsecondary after high school
- Time to degree completion
- Decrease in excess number of semester hours beyond required hours to degree completion

## GOAL 4

**The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.**

### Metric

Analysis of performance in subsequent course work.

# Appendix B

## Southwest Texas Junior College Crosswalk - Course Equivalency Guide

Course Rubric	College Courses Offered Via Dual Credit	College Credits	High School Credits	PEIMS	High School Courses	Certifications
AERM 1203	Shop Practices	2	2	8724-6	Introduction to Aircraft	
AERM 1210	Ground Operation	2	2	8724-6	Introduction to Aircraft	
AERM 1314	Basic Electricity	3	3	8729-6	Aircraft Airframe Technology	
AERM 1315	Aviation Science	3	2	8724-6	Introduction to Aircraft	
AERM 1350	Landing Gear Systems	3	3	8729-6	Aircraft Airframe Technology	
AERM 2231	Airframe Inspection	2	3	8729-6	Aircraft Airframe Technology	
ACCT 2401	Principals of Accounting	4	1	1306700	Accounting II	
ACNT 1403	Introduction to Accounting I	4	1	13016600	Accounting I	
ARTS 1301	Art Appreciation	3	0.5	3500100	Art I	
ARTS 1303	Art History	3	0.5	3500100	Art I	
AUMT 1305	Introduction to Automotive	3	1	13039550	SW Auto Basics	
AUMT 1407	Automotive Electrical Systems	4	2	13039600	Automotive Technology I	ASE Electrical Systems
AUMT 1410	Automotive Brake Systems	4	2	13039600	Automotive Technology I	ASE Brakes
AUMT 1416	Automotive Suspension and Steering Systems	4	2	13039700	Automotive Technology II	ASE Suspension And Steering
AUMT 1445	Automotive Heating and Air Conditioning	4	2	13039700	Automotive Technology II	ASE Heating/Air Conditioning
AUMT 2417	Automotive Engine Performance Analysis I	4	2	13039600	Automotive Technology I	ASE Engine Performance
AUMT 2434	Automotive Engine Performance Analysis II	4	2	13039700	Automotive Technology II	
BCIS 1305	Business Computer Applications	3	0.5	3580900	Independent Study in Technology Applications	
BIOL 1106	Biology for Science Major I	1	1	13037200	Biology	
BIOL 1107	Biology for Science Major II	3	1	13037200	Biology	
BIOL 1108	Biology for Non Science Major I	1	1	13037200	Biology	
BIOL 1109	Biology for Non Science Major II	1	1	13037210	Biology	
BIOL 1306	Biology for Science Majors I	3	1	3010200	Biology or Scientific Research & Design	
BIOL 1307	Biology for Science Majors II	3	1	13037200	Biology	
BIOL 1308	Biology for Non Science Major I	3	1	13037200	Biology	
BIOL 1309	Biology for Non Science Major II	3	1	13037210	Biology	
BIOL 2401	Human Anatomy & Physiology I	4	0.5	13020600	Anatomy & Physiology	
BIOL 2402	Human Anatomy & Physiology II	4	0.5	13020600	Anatomy & Physiology	
BUSI 1301	Business Principles	3	0.5	13011200	Principles of Business, Marketing, & Finance Regular	
BMGT 1301	Supervision	3	10	13012100	Principles of Business, Marketing, & Finance Regular	
BMGT 1382	Cooperative Education-Business Administration and Management	3	3	12701305	Extended Practicum in Business Management Regular	
BMGT 1327	Principles of Management	3	0.05	13012100	Business Management Regular	
BUSI 1307	Personal Finance	3	1	13018000	Money Matters	
BUSG 2309	Small Business Management/Enterprise	3	1	13012000	Business Management Regular	
CETT 1302	Electricity Principles	3	1	13005800	HVAC I	
CHEM 1111	General Chemistry I	1	0.5	3040000	EC Chemistry	
CHEM 1112	General Chemistry II	1	0.5	3040000	Chemistry	
CHEM 1311	General Chemistry I	3	0.5	3040000	EC Chemistry	
CHEM 1312	General Chemistry II	3	0.5	3040000	chemistry	
CNBT 1110	Basic Construction Safety	1	2	13005100	Construction Technology I DC	
CNBT 1400	Residential Light Comm. Blueprint	4	2	13005200	Construction Technology II DC	

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## Southwest Texas Junior College Crosswalk - Course Equivalency Guide

CNBT 1446	Construction Estimating I	4	2	13005200	Construction Technology II DC	
COSC 1301	Introduction to Computing	3	0.5	13011300	Touch Systems Data Entry	
CJLE 1303	Basic Telecommunications Certification	3	1	13029700	Law Enforcement II	National Emergency Communication
CJSA 1351	Use of Force	3	1	13029300	Law Enforcement I	
CRIJ 1301	Introduction to Criminal Justice	3	1	13029300	SWTJC LAW 1	
CRIJ 1307	Crime in America	3	1	13029400	Law Enforcement II	
CRIJ 1310	Fundamentals of Criminal Law	3	1	1329500	Law Enforcement I	
CRIJ 2313	Correctional Systems & Practices	3	1	1329500	Law Enforcement I	
CRPT 1411	Conventional Roof Systems	4	2	13005100	Construction Technology I DC	
CRPT 1415	Conventional Wall Systems	4	2	13005100	Construction Technology I DC	
CRPT 1423	Floor Systems	4	2	13005100	Construction Technology I DC	
CRPT 1429	Introduction to Carpentry	4	2	13005100	Construction Technology I DC	
CRPT 1441	Conventional Exterior Finish System	4	2	13005200	Construction Technology II DC	
CRPT 1445	Conventional Interior Finish System	4	2	13005200	Construction Technology II DC	
CSME 1310	Introduction to Hair Cutting	3	1	13025100	SWTJC Intro Cosmetology	
CSME 2343	Salon Development	3	2	1302500	SWTJC COSMO1	
COSC 1336	Programming Fundamentals II	3	0.5	3580200	SWTJC/Computer Programming	
COSC 1337	Programming Fundamentals II	3	0.5	3580200	SWTJC/Computer Programming	
DRAM 1310	Introduction to Theater	3	1	3250700	Advanced Theater	
ECON 2301	Principles of Macroeconomics	3	0.5	033103xx	Economics or Economics Advanced Studies	
ECON 2302	Principles of Microeconomics	3	0.5	033103xx	Economics or Economics Advanced Studies	
EDUC 1300	Learning Frameworks	3	0.5	3270100 3270100	Career Preparation I Study Skills	
EDUC 1301	Introduction to the Teaching Profession	3	0	13014300	Career Preparation	
EMSP 1360	Clinical-Emergency Medical Technology/Technician	2	3	13020505	Extended Practicum in Health Science EMT	Emergency Medical Technician (Must Take All 4 Courses)
EMSP 1455	Trauma Management	4	3	13020505	Extended Practicum in Health Science EMT	Emergency Medical Technician (Must Take All 4 Courses)
ESMP 1456	Patient Assessment & Airway Management	4	3	13020505	Extended Practicum in Health Science EMT	Emergency Medical Technician (Must Take All 4 Courses)
ESMP 1501	Emergency Medical Technician	5	3	13020505	Extended Practicum in Health Science EMT	Emergency Medical Technician (Must Take All 4 Courses)
ENGL 1301	Composition I	3	0.5	3221800	English III English IV	
ENGL 1302	Composition II	3	0.5	3221820	English III English IV	
ENGL 2307	Creative Writing	3	0.5	3221200	Creative Writing	
ENGL 2327	American Literature I	3	0.5	03220300 03220400	English III English IV	
ENGL 2328	American Literature II	3	0.5	03220300 03220400	English III English IV	

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## Southwest Texas Junior College Crosswalk - Course Equivalency Guide

ENGL 2322	British Literature I	3	0.5	03220300 03220400	English III English IV	
ENGL 2323	British Literature II	3	0.5	03220300 03220400	English III English IV	
GOVT 2305	Federal Government	3	0.5	03330100 03380001	United States Government or Social Studies Advanced Studies	
GOVT 2306	Texas Government	3	0.5	3380001	Social Studies Advanced Studies	
HART 1403	Air Conditioning Control Principles	4	2	13005255	HVAC III	
HART 1407	Refrigeration Principles	4	2	13005900	HVAC II	EPA
HART 1441	Residential Air Conditioning	4	2	13005255	HVAC III	R410
HART 2438	Air Conditioning Installation and Startup	4	2	13005255	HVAC III	
HECO 1322	Nutrition & Diet Therapy	3	0.5	13024500	Nutrition	
HIST 1301	United States History	3	0.5	3340100	United States History A	
HIST 1302	United States History	3	0.5	3340100	United States History B	
HIST 2311	Western Civilization I	3	0.5	3380022	Advanced History	
HIST 2312	Western Civilization II	3	0.5	3380022	Advanced History	
HITT 1305	Medical Terminology I	3	1	13020300	Medical Terminology	PCT - Level 1 Certificate
HRPO 2301	Human Resources Management	3	0.5	13011900	Human Resource Management	
HUMA 1301	Humanities	3	0.5	3221600	Humanities	
ITSC 1301	Introduction to Computers	3	1	13011400	Computer Application	
ITSC 1307	Introductions to Database	3	0.5	13011400	Business Information Mgmt. 1	
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4	2	13005900	HVAC II	
MATH 1314	College Algebra	3	0.5	03100600 03101100 0310250X	Algebra II Pre-Cal Independent Study in Math	
MATH 1316	Plane Trigonometry	3	0.5	3102501	Independent Study Math 2	
MATH 1325	Calculus for Business & Social Science	3	0.5	3102502	Independent Study Math 3	
MATH 1332	Contemporary Mathematics I	3	0.5	0310250X	Independent Studies in Math	
MATH 1342	Elementary Statistic Math	3	0.5	3102500	Statistic	
MATH 2312	Pre-Calculus	3	0.5	03101100 0310250X	Pre-Calculus Independent Studies in Math	
MATH 2413	Calculus I	3	0.5	0310250X 03101100	Independent Studies in Math HS Pre-Cal	
MATH 2414	Calculus II	3	0.5	0310250X 03101100	Independent Studies in Math HS Pre-Cal	
MDCA 1205	Medical Law & Ethics	3	2	13020500	Practicum in Health Science CMA	PCT - Level 1 Certificate
MDCA 1210	Medical Assistant Interpersonal & Communication Skills	2	2	13020500	Practicum in Health Science CMA	PCT - Level 1 Certificate
MDCA 1317	Procedures in Clinical Setting	3	2	13020500	Practicum in Health Science Phlebotomy/EKG	PCT - Level 1 Certificate Electrocardiogram (National Health Care Association)
MDCA 1352	Medical Assistant Laboratory Procedure	3	2	13020500	Practicum in Health Science CMA	PCT - Level 1 Certificate Certified Clinical Medical Assistant (National Health Association)
MUSI 1306	Music Appreciation	3	0.5	3155600	Music Appreciation I/Music Studies	

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## Southwest Texas Junior College Crosswalk - Course Equivalency Guide

NURA 1160	Nurse Aide for Health Care	1	3	13020505	Extended Practicum in Health Science CNA	PCT - Level 1 Certificate Certified Nurse Assistant Must take all 3 NURA courses (Prometric)
NURA 1307	Body Systems	3	3	13020505	Extended Practicum in Health Science CNA	PCT - Level 1 Certificate Certified Nurse Assistant Must take all 3 NURA courses (Prometric)
NURA 1401	Nurse Aide for Health Care	4	3	13020505	Extended Practicum in Health Science CNA	PCT - Level 1 Certificate Certified Nurse Assistant Must take all 3 NURA courses (Prometric)
NUPC 1320	Patient Care Technician/Assistant	3	1	13020222	Principles of Health Science	PCT - Level 1 Certification
PHIL 1301	Introduction to Philosophy	3	0.5	3380001	Social Studies Advanced Studies I	
PHIL 2306	Introduction to Ethics	3	0.5	3380021	Independent Studies	
PHED1100	Physical Activity	3	0.5	PeS0052	Physical Activity	
PHED 1110	Physical Activity	3	0.5	PeS0055	Physical Activity	
PHED 1301	Foundations of Kinesiology	3	0.5	3810100	Health Education	
PHED 1304	Personal & Community Health	3	0.5	3810200	Health Education	
PHED 1306	First Aid	3	0.5	3810100	First Aid	
PHED 1308	Sports Officiating	3	0.5	N1160012	Sports Officiating	
PLAB 1323	Phlebotomy	3	2	13020500	Practicum in Health Science Phlebotomy/EKG	Part of PCT Level 1 Certification Phlebotomy (National Health Care Association)
POFI 1349	Spreadsheets	3	0.5	13011400	Business Information Mgmt. 1	
POFI 2301	Word Processing	3	0.5	13011400	Business Information Mgmt. 1	
POFT 1301	Business English	3	0.5	13011500	Business Information Mgmt. 2	
POFT 1325	Business Math Using Technology	3	0.5	13011500	Business Information Mgmt. 2	
POFT 1309	Administration Office Procedures I	3	0.5	13011500	Business Information Mgmt. 2	
POFT 2331	Administration Project Solutions	3	0.5	13011500	Business Information Mgmt. 2	
PSYC 2301	Introduction to Psychology	3	0.5	3350100	Psychology	
PSYC 2314	Lifespan Growth and Development	3	0.5	3350100	Psychology	
SOCI 1301	Introduction to Sociology	3	0.5	3370100	Sociology	
SPCH 1311	Introduction to Speech Communication	3	0.5	3241400	Communication Application	
SPCH 1315	Public Speaking	3	0.5	03240900 13009900	Public Speaking Prof. Communications	
SPCH 1321	Business & Professional communication	3	0.5	3241400	Communication Application	
WLDG 1313	Intro to Blueprint Reading for Welders	3	2	13032300	Welding I DC	
WLDG 1317	Introduction to Layout and Fabrication	3	2	13032400	Welding II DC	
WLDG 1323	Welding Safety, Tools & Equipment	3	1	13032250	SWTJC Intro to Welding	
WLDG 1353	Intermediate Layout and Fabrication	3	2	13032400	Welding II DC	AWS D1.1 Cert (1G, 2G, 3G)
WLDG 1421	Welding Fundamentals	4	1	13032250	SWTJC Intro to Welding	
WLDG 1428	Introduction to Shielded Metal Arc Welding	4	2	13032300	Welding I DC	
WLDG 1430	Introduction to Gas Metal Arc Welding	4	2	13032300	Welding I DC	
WLDG 1435	Introduction to Pipe Welding	4	2	13032400	Welding II DC	
WLDG 1457	Intermediate Shielded Metal Arc Welding	4	2	13032400	Welding II DC	

**Southwest Texas Junior College and Crystal City Independent School District  
Technical Dual Credit Program Agreement  
2023-2024**

**Purpose**

The purpose of this Technical Dual Credit Program Agreement is to disclose all costs, contract fees, and the proposed courses thereby sustaining a transparent and mutually beneficial partnership between Crystal City Independent School District and Southwest Texas Junior College. Fundamental to this Technical Dual Credit Program Agreement is the belief that our two institutions working together can be a significant provider of career and technology education that enriches the lives of students and advances growth in our diverse communities. To this end the Technical Dual Credit Program Agreement will set forth the operational plan for the delivery of Southwest Texas Junior College courses in the following technical program areas for Crystal City Independent School District students:

1. Patient Care Technician
2. Welding Technology

**Parties**

Southwest Texas Junior College (hereafter SWTJC)  
Crystal City Independent School District (hereafter Crystal City ISD)

**Period of the Technical Dual Credit Program Agreement**

August 1, 2023 to July 31, 2024

**Responsibilities of the Parties**

The Parties agree to:

- I. SWTJC
  - A. If no qualified high school instructor is available SWTJC may provide an instructor for the contract period of one academic school year, approximately 180 days as determined by the Crystal City ISD official calendar. SWTJC will provide the instructor at the cost agreed to by the Parties as documented in the Technical Dual Credit Program Agreement.
  - B. Provide student evaluation and reporting as required by both Crystal City ISD and SWTJC.
- II. Crystal City ISD
  - A. Provide classroom and lab space adequate for the delivery of the courses for students.
  - B. Provide recruitment, assessment, and referral services for potential students in the courses. Report student IBC and/or exam results when requested by SWTJC.
  - C. Limit the class size as indicated in each program.
  - D. Enroll only eligible students based on Texas Higher Education Coordinating Board dual credit rules as stated in "Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges" Chapter 4, Subchapter D, A§4.85, (b) Student Eligibility.
  - E. Enroll students in the appropriate sequence of courses.
  - F. Notify SWTJC of any proposed changes to program offerings 6 months prior to the beginning of the next academic school year.
  - G. Pay to SWTJC all applicable program contract fees.

CNA, CET, CPT, CCMA, and CPCT/A Student Enrollment Requirements:



- Graduate within 12 months of certification (Certified Nursing Assistant (CNA), Certified Patient Care Technician Assistant (CPCT/A), Phlebotomy (CPT), Electrocardiograph Technician (CET), Certified Clinical Medical Assistant (CCMA))
- Current TB-Skin Test
- Complete Hepatitis-B Vaccine Series
- Provide Immunization Record
- Valid Photo Identification (Texas ID/Driver's License)
- Social Security Card
- Signed Medical Release Form(s)
- CPR Certified – Prior to course commencement
- All NHA exams must be proctored by SWTJC staff.

Crystal City Independent School District will follow all outlined program requirements for CNA, CET, CPT, CCMA, and CPCT/A:

- Enforce adherence to admission requirements as well as program policies and procedures (specifically regarding attendance to meet the minimum clock hours of classroom instruction and clinical experience, as specified in the Texas Department of State Health Services Emergency Medical Training Requirements);
- Inform students of course schedule;
- Provide paperwork of all enrollment requirements listed above prior to course commencement. Any student that does not provide all paperwork will be officially dropped from the course.
- Provide student textbooks, equipment and consumable supplies for all programs;
- Inform students of and enforce uniform requirements for clinical rotations and/or classroom as applicable;
- Provide liability insurance for all students enrolled in the program;
- Be responsible for any photocopies needed;
- Provide access to Crystal City Independent School District buildings as necessary for instructional or exam purposes; all NHA exams must be proctored by SWTJC staff;
- Provide the CPR certification for all students enrolled in the program;
- Pay for retesting fees, if necessary;
- Adhere to Southwest Texas Junior College refund policy;
- Provide student performance updates/grades, puncture logs, EKG logs, non-waiver forms to the SWTJC Program Coordinator upon request.

### Fee Chart: Study Material, Testing, and Insurance

The fees on the Chart below are billed per student during the respective class only if applicable. (Welding Technology, Construction Carpentry, Automotive Technology, and the Air Conditioning & Refrigeration programs may have certification exams for a fee after completing the program).

Course(s)	Certification	Agency	Study Material	Exam Fee	Liability Insurance Fee	Total per Student
ACNT 1311	Quick Books	Certiport by Pearson VUE	N/A	\$99.00	N/A	\$99.00
EMSP 1501 & EMSP 1455 & EMSP 1456 & EMSP 1360	Emergency Medical Technician (EMT)	National Registry of Emergency Medical Technicians	N/A	\$104.00	\$13.00	\$117.00
ITSW 1307	Microsoft Office Specialist (MOS) - Access	Certiport by Pearson VUE	N/A	\$72.00	N/A	\$72.00

MDCA 1210 & MDCA 1352	Clinical Certified Medical Assistant (CCMA)	National Healthcareer Association (NHA)	\$83.00	\$160.00	N/A	\$243.00
MDCA 1317	Certified EKG Technician (CET)	National Healthcareer Association (NHA)	\$75.00	\$125.00	N/A	\$200.00
NUPC 1320	Certified Patient Care Technician Assistant (CPCT/A)	National Healthcareer Association (NHA)	\$75.00	\$160.00	N/A	\$235.00
NURA 1401 & NURA 1160	Certified Nursing Assistant (CNA)	Texas Health & Human Services Commission	\$99.00	\$125.00	\$13.00	\$237.00
PLAB 1323	Certified Phlebotomy Technician (CPT)	National Healthcareer Association (NHA)	\$75.00	\$125.00	N/A	\$200.00
POFT 1309	Microsoft Office Specialist (MOS) - Outlook	Certiport by Pearson VUE	N/A	\$72.00	N/A	\$72.00
POFI 1349	Microsoft Office Specialist (MOS) - Excel	Certiport by Pearson VUE	N/A	\$72.00	N/A	\$72.00
POFI 2301	Microsoft Office Specialist (MOS) - Word	Certiport by Pearson VUE	\$40.00	\$72.00	N/A	\$112.00
POFT 1309	Microsoft Office Specialist (MOS) - Outlook	Certiport by Pearson VUE	N/A	\$72.00	N/A	\$72.00

## Technical Program(s)

### 1. Patient Care Technician

- **Cost of Program:** \$45,000.00 per Academic Year
- **Instructor:** SWTJC Instructor
- **Number of Students per Cohort:** Maximum of 25 Students
- **Program of Study:**

Grade Level/Term	High School Course	College Course Equivalent
11 <sup>th</sup> Fall	Health Science Theory Clinical DC	MDCA 1205 - Medical Law and Ethics HITT 1305 - Medical Terminology
11 <sup>th</sup> Fall & Spring	Health Science Theory Clinical DC	NURA 1401 - Nurse Aide for Health Care
11 <sup>th</sup> Spring	Health Science Theory Clinical DC	NURA 1307 - Body Systems NURA 1160 - Clinical Nursing Assistant
12 <sup>th</sup> Fall	Practicum in Health Science Theory DC	MDCA 1317 - Procedures in Clinical Setting PLAB1323 - Phlebotomy
12 <sup>th</sup> Fall & Spring	Practicum in Health Science Theory DC	MDCA 1210 - Interpersonal and Communication Skills
12 <sup>th</sup> Spring	Practicum in Health Science Theory DC	MDCA 1352 - Medical Assistant in Laboratory Procedures NUPC 1320 - Patient Care Technician Assistant


**2. Welding Technology**

- **Cost of Program:** \$40,000.00 per Academic Year
- **Material Fee Per Welding Student:** \$250.00 per Semester
- **Instructor:** SWTJC Instructor
- **Number of Students per Cohort:** Maximum of 20 Students
- **Program of Study:**


Grade Level/Term	High School Course	College Course Equivalent
10 <sup>th</sup> Fall	Welding	WLDG 1323 - Welding Safety, Tools, and Equipment
10 <sup>th</sup> Spring	Welding	WLDG 1421 - Welding Fundamentals
11 <sup>th</sup> Fall	Welding	WLDG 1428 - Intro to Shielded Metal Arc Welding
11 <sup>th</sup> Fall & Spring	Welding	WLDG 1430 - Gas Metal Arc Welding
11 <sup>th</sup> Spring	Welding	WLDG 1313 - Intro to Blueprint Reading for Welders
12 <sup>th</sup> Fall	Advance Welding	WLDG 1457 - Intermediate Shield Metal Arc Welding WLDG 1317 - Intro to Layout and Fabrication
12 <sup>th</sup> Spring	Advance Welding	WLDG 1435 - Intro to Pipe Welding WLDG 1353 - Intermediate Layout and Fabrication

Crystal City Independent School District understands the course sequence (program of study) for the technical dual credit classes and agrees to make payment in the amount(s) stated in this Technical Dual Credit Program Agreement. An invoice will be generated by Southwest Texas Junior College and submitted to Crystal City Independent School District shortly after the start date of each course.

**Signing for the Parties:**

DocuSigned by:  
  
 3D585D2FAFFB4BD  
 \_\_\_\_\_  
 Crystal City ISD Superintendent

7/19/2023  
 \_\_\_\_\_  
 Date

DocuSigned by:  
  
 7D25122E4BA34FA  
 \_\_\_\_\_  
 SWTJC President

7/19/2023  
 \_\_\_\_\_  
 Date