



# UNM-TAOS Dual Enrollment Manual

**2016-2017**

This manual serves as a resource for school districts, students, and parents interested in dual credit, concurrent enrollment and the Early College Program procedures and requirements at UNM-Taos

<http://taos.unm.edu>

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## SECTION I –Dual Enrollment Overview

### UNM-TAOS MISSION AND CORE VALUES

#### MISSION

UNM-Taos provides quality educational opportunities that transform the lives of our students, enrich the cultural life of our diverse communities, and strengthen the regional economy.

#### VISION

UNM-Taos will be recognized in New Mexico and regionally as the educational leader and partner committed to providing a high-quality learning environment for all students, pathways to higher education, relevant, rewarding careers, and personal growth opportunities.

#### CORE VALUES

- Respect for People
- Affordability
- Lifelong Learning
- Integrity, Responsibility, and Accountability
- Excellence
- Teamwork

### PUBLIC EDUCATION DEPARTMENT-DUAL CREDIT RULES AND REGULATIONS

Every New Mexico high school student has the opportunity to enroll in college courses through the Dual Credit (DC) program. This program provides access to academic and career and technical education (CTE) courses that deliver simultaneous credit toward high school graduation and a postsecondary degree or certificate. College courses are offered for dual credit based upon agreements between high schools and accredited public colleges.

While most students take basic core courses such as English, history, math and social science, coursework may include subjects such as culinary arts or criminal justice, depending on the student's Next Step Plan and the various degree plans offered by each college.

Dual credit courses are accessible to students with a range of academic and career aptitudes. Research studies on dual credit participation have shown that dual credit enrollment contributes to improved academic performance. Students who take dual credit courses perform well in their courses, graduate from high school at a higher rate than their peers, require less first-semester remediation in college, and are more likely to obtain a college degree within four years.

New Mexico State law (NMAC 6.30.7) requires public colleges to waive tuition for students; mandates that Local Education Agencies (LEAs) purchase instructional materials for students, and expects students and parents to cover course fees and transportation expenses.

LEAs are public school districts, state authorized charter schools or Bureau of Indian Education (BIE) schools. The New Mexico State Legislature appropriates money to the Public Education Department (PED) each year to offset the cost of instructional materials. The PED distributes the appropriation to LEAs through a formula that considers student school enrollment and prior year student dual credit course enrollment. Through this allocation the PED supports student success and dual credit.

## PROGRAM OVERVIEW

The purpose of the Dual Enrollment Program, which includes Dual Credit, Concurrent Enrollment, and the Friday Early College Program (FECP) at UNM-Taos, is to provide an opportunity for qualified public/charter/home-schooled high school students to enhance their education by enrolling early in college courses. Students will be able to experience college-level courses, explore career options, and shorten the time required to complete a college degree.

Students at the freshman through senior level who meet the UNM-Taos dual credit/concurrent/FECP criteria are eligible to participate.

Dual enrollment faculty are comprised of full-time and part-time faculty members of UNM-Taos or high school instructors verified by UNM-Taos to meet the same requirements as faculty teaching the same course on campus.

## UNM-TAOS DUAL ENROLLMENT PATHWAYS

**Dual Credit**-Academically qualified high school students participate in college courses at their area high schools taught by college-credentialed faculty or at the local campus. Students will have the opportunity to earn high school and college credit simultaneously. Certification depends on credentials in subject area. The courses will be reflected on both their high school and college transcripts. **Tuition Free.**

**Concurrent Enrollment**- Academically qualified high school students concurrently participate in college-level courses and only receive college credit. **Not Tuition Free.**

**Friday Early College Program (FECP)**-Students enrolled in college courses at the UNM-Taos campus on Fridays with other area high school students. FECP requires district superintendent approval. Students will have the opportunity to earn high school and college credit simultaneously. The courses will be reflected on both their high school and college transcripts. **Tuition Free.**

## THE BENEFITS OF DUAL ENROLLMENT

**ACCELERATE** time to degree completion by getting a head start in college – dual enrollment students can earn up to a year or more of college credit.

**BUILD** confidence by easing the transition from high school to college.

**SAVE** money on college tuition – dual credit and FECP students receive 100% tuition waiver; the school district expenses pay course material fees and textbooks, and students are responsible for course lab fees.

**EXPLORE** college majors and possible career pathways.

**ACCESS** to the UNM-Taos college student support services, Center for Academic Success and Achievement (CASA) -tutoring, library, and computer services.

**NO IMPACT** on eligibility for the NM Lottery Scholarship.

## STUDENT ELIGIBILITY REQUIREMENTS-UNM-TAOS

Students interested in dual credit/concurrent enrollment, and FECP must meet the following criteria:

- Students must complete a dual enrollment application with UNM-Taos.
- Students must provide an official high school transcript.
- Students must have a minimum of a 2.0 cumulative high school GPA (2.0 for career technical courses) (2.5 for academic courses)
- Students must have permission granted by parents (dual credit, concurrent, and FECP) and their high school (dual credit, FECP).
- Each area high school should have a policy by which dual enrollment students should be screened and make a careful and critical consideration that they are ready to receive dual enrollment credit.
- UNM-Taos strongly encourages dual enrollment participation from sophomore to senior year, though freshmen that demonstrate a high level of maturity and preparedness may apply.

## COST AND FEES

**Dual Credit-** If students are earning both high school and college credit, college tuition and registration fees are waived to the high school student. Course material fees and textbooks are paid for by the school districts. The student *is responsible* for any additional fees or equipment requirements.

**Concurrent Enrollment-** Students are responsible for college tuition, registration fees, course material fees, textbooks, or for any additional fees or equipment requirements.

**Friday Early College Program (FECP)-** If students are earning both high school and college credit, college tuition and registration fees are waived to the high school student. Course material fees and textbooks are paid for by the school districts. The student *is responsible* for any additional fees or equipment requirements.

## ADMISSION AND ENROLLMENT PROCESS

### Admission Requirements:

Below are the minimum requirements for admission to the Dual Enrollment Program. Individual high schools may require higher qualifications before certifying and recommending a student. Meeting the criteria listed below does not mean that the student will be automatically admitted to the Dual Enrollment Program.

Students interested in dual enrollment must meet the following criteria:

- Minimum of a 2.5 cumulative high school GPA for academic courses.
- Minimum of a 2.0 cumulative high school GPA for career technical courses.
- Permission granted by parents (dual credit, FECP, and concurrent) and high school (dual credit and FECP).
- Completed UNM-Taos Dual Enrollment Application.

### Enrollment Process:

All completed Dual Credit and FECP Applications will be turned into high school liaisons at area high schools.

Liaisons will review applications for accuracy of chosen courses (CRN, course number, course title), student signatures, parent signatures, and a school district signature.

All applications must have official transcripts attached.

Liaisons will turn in completed applications to the UNM-Taos Department of Instruction who will review applications and evaluate transcripts for eligible courses.

UNM-Taos Department of Instruction will submit completed application to the UNM-Taos Admissions Office.

The UNM-Taos Admissions Officer will admit and send out an admissions letter with a list of the courses each student is enrolled in.

### Homeschool Students:

Students who have been approved by the NMPED to participate in a homeschool program are required to abide by all guidelines set forth in this manual. To be eligible for dual credit, homeschool students must submit the UNM Taos Dual Enrollment admissions application, documentation showing proof of homeschool approval from NMPED, an official/unofficial transcript with "in progress" courses and be able to show proof of enrollment of "at least one-half of the student's instruction at the student's high school" (SB 158). Following the semester in which the student is enrolled, an official transcript must then be submitted with final grades to the UNM Taos Admissions office.

## CREDIT HOUR GUIDELINES

Students interested in participating in the dual enrollment program at UNM Taos must abide by Senate Bill 158, which declares "to be eligible to participate in a dual credit program, the student shall be a school-age person as the term is defined in the Public School code and be enrolled in a school district, charter school or state-supported school in one-half or more of the minimum course requirements approved by the public education department for public school students or...if a student in a home school, be receiving at least one-half of the student's instruction at the student's high school." (51%)

## LIAISON RESPONSIBILITIES

Dual Enrollment liaisons are supporters for both the area school districts and UNM-Taos. They serve the high school administration, students, and UNM-Taos by providing correspondence between area school districts and UNM-Taos.

Making contact with dual enrollment faculty, dual enrollment students, and UNM-Taos is a major factor in maintaining the high quality of instruction that we provide. UNM-Taos depends on liaisons to help make the dual enrollment program a successful program for high schools students as they make their transition to post-secondary education.

### Area High School Liaisons Responsibilities.

- Communicate dual enrollment information regularly with high school administration, faculty, and students.
- Assist area high schools with the dual enrollment and admissions process.
- Review applications for accuracy of courses, student signatures, parent signatures, and a school district signature.
- Request official transcripts from area high school registrar.
- Deliver completed applications to UNM-Taos.

### FECF Liaison Responsibilities:

- Communicate dual enrollment information regularly with high school administration, faculty, and students.
- Assist area high schools with the dual enrollment and dual enrollment admissions process.
- Review applications for accuracy of courses, student signatures, parent signatures, and a school district signature.
- Request official transcripts from area high school registrar.
- Deliver completed applications to UNM-Taos
- Liaisons are required to be present on the UNM-Taos campus for the duration of the FECF (from 8:45 am to 2:30 pm).

- Travel with area school districts students to and from UNM-Taos. (if applicable to school district) Schools attending the FECF are expected to arrive by 8:45 am in order for students to attend class on time.
- Assure that students are in class on time, and are present for the entire class period.
- In event of an absence due to a school related activity or a personal matter, provide school activity schedules and/or excused absence request to the Dual Enrollment Coordinator. A list of absent students must be submitted to the Dual Enrollment Coordinator prior to the beginning of class so that faculty can be notified.

### UNIVERSITY CLOSURE/DELAY POLICY

During periods of emergencies and inclement weather, UNM-Taos follows the closure/delay policy of the Taos Public Schools, except for evenings and weekends. In the event that the university is delayed or closed, status announcements will be announced on KOAT 7, KOB 4, KRQE 13 School Alert, local radio stations, <http://taos.unm.edu>, as well as on our Information/Snow Line at 575-737-6222. In addition to the above announcements you will receive an e-mail or phone call about the closure or delay from the Dual Enrollment Coordinator.

<b>FECp CALENDAR IMPORTANT UNM-TAOS DATES</b>
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All dual enrollment courses will follow the UNM-Taos academic calendar. If the high school calendar is different from that of UNM-Taos the schools will ensure that the classroom and facilities are available for scheduled college courses. For the FECp all participating schools **MUST** follow *the UNM-Taos calendar*.

**FECp FALL 2016 IMPORTANT DATES**

**Applications/Transcript Due Date** **August 19, Friday**

FECp Student Orientation (9:00 am & Noon) August 26, Friday

Instruction Begins August 26, Friday

Last Day to Drop Without a Grade Sept 9, Friday

Registration Ends Last Day to Add Courses or Change Sections Sept 2, Friday

**Fall Break** **No Classes/Campus  
Open** **October 13-14, Thurs-Friday**

Last Day to Withdraw Without Dean's Approval November 11, Friday

**Thanksgiving Holiday** **No Classes/Campus  
Closed** **November 24-25, Thurs-Friday**

Last Day to Withdraw With Dean's Approval December 9, Friday

Semester Ends December 16, Friday

UNM-TAOS DUAL ENROLLMENT CONTACTS
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Dr. Randi Archuleta, Dean of Instruction	575-737-6225	<a href="mailto:randi@unm.edu">randi@unm.edu</a>
Roberta Vigil, Dual Enrollment Coordinator	575-737-6224	<a href="mailto:greggy@unm.edu">greggy@unm.edu</a>
Erica Holmes-Trujillo, Dual Enrollment Advisor	575-737-6290	<a href="mailto:ericaholmes@unm.edu">ericaholmes@unm.edu</a>
Patricia Gonzales, Director of Student Services	575-737-6212	<a href="mailto:patrodr@unm.edu">patrodr@unm.edu</a>
Vicki Alvarez, Admissions Officer	575-737-6245	<a href="mailto:valvarez@unm.edu">valvarez@unm.edu</a>
Ana Pacheco, DOI, Sr. Instructional Associate	575-737-6225	<a href="mailto:apache02@unm.edu">apache02@unm.edu</a>

## SECTION II-Curriculum Overview

### FACULTY QUALIFICATIONS-UNM-TAOS

Faculty interested in teaching dual credit, concurrent enrollment or in the FECF must meet the following criteria:

- All faculty will meet the minimum requirements to teach as specified by the Higher Learning Commission (HLC).
- Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

The following are required from faculty:

- Current Resume/CV
- Official or Unofficial Transcripts
- Syllabi for all courses requesting to teach
- Approval by UNM-Taos

UNM-Taos shall select and supervise, and evaluate faculty for courses, which result in the award of dual credit, concurrent enrollment, and the FECF.

Faculty 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.

Resumes, transcripts, and syllabi of all faculty will be kept at UNM-Taos.

Faculty teaching within the area high schools approved by UNM-Taos credentials may qualify for a stipend.

### LOCATION AND STUDENT COMPOSITION OF CLASSES

Dual credit courses may be taught at area high schools, UNM-Taos, or online.

Dual credit courses offered at the area high schools will be comprised of dual credit high school students only.

Dual Enrollment courses offered at UNM-Taos may be comprised of both high school and college students.

Concurrent students are responsible for transportation to and from the campus.

Area school districts are responsible for providing lunch and transportation to and from the campus for the FECP.

## UNM CATALOG REQUIREMENTS

All UNM students, including those who are dually enrolled, must abide by UNM's catalog requirements. Many of the English, Math and Science courses available for dual credit require completion of one or more prerequisites.

A prerequisite is a course or an assessment exam with qualifying scores that a student must pass before enrolling in a more advanced course. Students wishing to enroll in dual enrollment courses, which require pre requisites that have not been met must have the instructor complete the appropriate pre requisite, override form (see appendix) or consult with the Dual Enrollment advisor for additional options.

Dual enrollment students shall take all prerequisites and requirements of the course(s) to be taken, unless waived by the Dual Enrollment Advisor.

UNM-Taos follows the same General Education Core requirements as UNM.

Below are links to the UNM academic catalog and UNM-Taos degree and certificate programs.

<http://catalog.unm.edu/catalogs/2016-2017/>

<http://taos.unm.edu/catalog/degrees-certificates.html>

## ELIGIBLE COURSES

All courses offered for dual enrollment will be identified as either college-level academic courses in the current edition of the University of New Mexico Catalog or as a college level career technical course in a UNM-Taos degree or certificate program.

<http://catalog.unm.edu/catalogs/2016-2017/>

UNM-Taos does not offer physical education courses or remedial courses for dual credit per NMAC 6.30.7.11.

The college will ensure that dual enrollment courses and the corresponding courses offered at UNM-Taos 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.

Please note that courses taken during dual enrollment in which the student receives a passing grade on their college transcript may not be eligible to be repeated at the college level, if on scholarship.

*All dual enrollment courses and/or any UNM-Taos course in which dual enrollment students are enrolled are subject to UNM-Taos' course cancellation policy. UNM-Taos will work to provide educational opportunities above and beyond the current course schedule if enrollment demand exists, and if there is available faculty, but the student may incur additional charges.*

## GRADING CRITERIA

Dual enrollment students are held to the same standards of achievement as those expected of students in on-campus sections. They are assessed using the same methods (e.g., papers, portfolios, exams, labs, etc.) as their on-campus counterparts. Both learning objectives and outcomes should be included on the course syllabus along with expectations and grade criteria. It is the sponsoring faculty member's responsibility to ensure that dual enrollment courses meet the UNM-Taos standards.

Students will be expected to meet all requirements of the dual enrollment, concurrent enrollment, and FECF courses and will receive letter grades on their UNM-Taos transcript. College faculty will provide letter grades at the end of the semester to be weighted or factored into the student's high school grade point average as determined by the high school district for FECF and dual credit. Faculty members teaching dual credit and FECF courses will alert both the college liaison and the designated high school liaison of any students having academic difficulty.

Dual enrollment courses **ARE** the beginning of *your college transcript*. Grades reflected on your transcript are a permanent record and cannot be removed. Please be mindful that once you are enrolled, *you are a college student*.

## DROPPING OR COURSE WITHDRAWAL

Dropping is the formal removal from a course. It is done prior to the term's "census" date and the course does not show up on the college transcript.

Withdrawing is a formal withdrawal from a course. It is done by the withdrawal date and shows as a "W" on the student's transcript. This shows the course was attempted, but it does not factor into the student's grade point average.

Please be mindful that too many withdrawals (W's) on a transcript *may* have an impact on the award of financial aid in the future and possible academic standing in college.

## GRADUATION/DEGREE COMPLETION OPTIONS

The Dual Enrollment program at UNM Taos has provided nearly 10 students the opportunity to earn their Associate of Arts (AA) degree while enrolled in our program and upon immediate completion of their high school diploma. Through our FECP, dual credit classes at their area high schools and courses available at UNM Taos' campus, these students completed the necessary requirements for the AA degree. The Associate degrees at UNM-Taos are at least 60 credit hours and include the UNM Core Curriculum and pathways with specific electives for completion of a variety of Bachelor's degrees. Students interested in exploring this option should contact the Dual Enrollment Advisor, Erica Holmes Trujillo at 575-737-6290 or [ericaholmes@unm.edu](mailto:ericaholmes@unm.edu)

## SECTION III- Student Support

### STUDENT SERVICES

High school dual enrollment students will have access to all college academic and student support services including, but not limited to, the library, electronic library resources, writing studio, Math Learning Lab (MALL), Center for Academic Success and Achievement (CASA) tutoring services, admissions, financial aid, and academic advisement, and campus technology.

### AMERICANS WITH DISABILITIES ACT (ADA)

Students with disabilities must apply for disability services, and provide current documentation, and be determined eligible for accommodations at UNM-Taos to receive accommodations. Please contact Accessibility Services, at the CASA, at 575-737-3694 for additional information.

### STUDENT CODE OF CONDUCT

The University of New Mexico's student code of conduct "exists to educate students in understanding their rights and responsibilities as members of a safe, civil, and ethical academic community."

It is important for all students to be aware of conduct that will lead to disciplinary action by the University. In order to clarify the types of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their University duties and responsibilities or to participate in University activities, the Board of Regents hereby adopts the following Code of Conduct for students: <https://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>.

#### Disciplinary Standards:

Students are expected to maintain classroom decorum to include respect for other students and the professor, prompt and regular attendance, and an attitude appropriate for a learning environment. Disciplinary standards will be maintained in accordance with the policies of UNM-Taos. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

### ACADEMIC PROBATION/SUSPENSION POLICY

In order to comply with federal regulations, the University of New Mexico-Taos implements a student probation and suspension program. This program is designed to serve as an early warning for students who are not making satisfactory academic progress and may be liable for suspension. A cumulative GPA of at least 2.0 is required to remain in good standing. The

cumulative GPA is an average of all grades during the student's time at UNM-Taos, including those grades earned in dual enrollment courses.

Students are placed on probation at the end of any semester in which the cumulative grade point average on the University of New Mexico course work (inclusive of dual enrollment courses) falls below 2.0. It is important to note that the dual enrollment program is the beginning of students' UNM transcript and all grades earned in this program will always be recorded on the transcript and cannot be removed.

If dually enrolled student's college cumulative GPA falls below a 2.5, the student may be considered for academic probation/suspension.

Please note that students are no longer eligible to participate in dual enrollment if their high school cumulative grade point average falls below 2.0.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review most education records maintained about them by the University of New Mexico, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations and this policy.

No one inside or outside the University shall have access to, nor will the contents of students' education records be disclosed without the written consent of the students except as provided by the Act and Regulations. Exceptions in the Act and Regulations include but are not limited to the following: personnel within the institution determined by the institution to have a legitimate educational interest, officials of other institutions in which students seek to enroll or are enrolled, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with judicial orders and persons in an emergency when necessary to protect the health or safety of students or other persons.

As outlined in the UNM-Taos Dual Enrollment Application "I the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time".

### **CONCERNS OR COMPLAINTS**

If there are any concerns or complaints about dual enrollment processes, courses, faculty etc., please contact the Dual Enrollment Coordinator.

**ACT/Compass Placement Table**

<b>SAT Score:</b>	<b>ACT Score:</b>	<b>COMPASS Score:</b>	<b>Course Placement:</b>
	<= 18	0 – 77	Reading (ISR) 100
	>=19	78 – 100	Out of Reading 100
	<=18	0 – 74	English (ISE) 100
		0 – 74	Writing Placement Exam (WPE)
	19+	75 – 100	English 110
<= 449	1 – 18	0 – 35	Math 099
450 - 509	19 – 21	36 – 60	Math 100
450 - 509	19 – 21	61 – 100	Math 111 or Math 101, 102 & 103
450 - 509	19 – 21	0 – 54	Math 111 or Math 101 102, & 103
510 - 569	22 – 24	55 – 100	Math 121 or Math 129 or STAT 145
510 - 569	22 – 24	0 – 54	Math 121 or Math 129 or STAT 145
570+	25+	55 – 66	Math 123 or Math 150
600+	26+	55 – 66*	Math 180
640 - 699	28 - 31	67 – 100	Math 162
<= 699	<=31	0-59	Must take Math 123
700+	32+	60-100	Out of Math 123

**Note: Math 123 and Math 150 can be taken concurrently.**

Math 099 – Pre-Algebra

Math 100 – Introduction to Algebra

Math 111 – Math for Elementary School Teacher Part I

Math 112 – Math for Elementary School Teacher Part II

Math 101, 102, 103 – Intermediate Algebra (Module Based)

Math 121 – College Algebra

Math 123 – Trigonometry (Must complete Math 121 or Compass College Algebra > 54)

Math 129 – A Survey of Mathematics

Math 150 – Pre-Calculus Mathematics (Must complete Math 121 or Compass College Algebra > 54)

Math 162 – Calculus I (Must complete Math 123 or Compass Trigonometry > 59)

\*Math 180 – Elements of Calculus (Recommended score of 67-100 for UNM-Taos and pre-requisite Math 150).

## APPENDIX

6.80.7 NMAC (PED)

SB 158 Dual Credit Program Parity

Statewide Dual Credit Master Agreement

Dual Credit/Concurrent Application

Pre-Requisite Override Form

**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 30       EDUCATIONAL STANDARDS - GENERAL REQUIREMENTS**  
**PART 7            DUAL CREDIT**

**6.30.7.1            ISSUING AGENCY:** New Mexico Public Education Department  
[6.30.7.1 NMAC - Rp, 6.30.7.1 NMAC, 06/30/08]

**6.30.7.2            SCOPE:** This rule applies to local education agencies (LEAs) (public school districts including high schools, charter schools and state-supported schools), and bureau of Indian education-funded high schools), high school students who attend secondary schools, and public postsecondary institutions in New Mexico. Districts and public postsecondary institutions are required to implement rules no later than the beginning of the 2008-2009 school year.  
[6.30.7.2 NMAC - Rp, 6.30.7.2 NMAC, 06/30/08; A, 08/16/10]

**6.30.7.3            STATUTORY AUTHORITY:** Section 9-24-8, 21-1-1.2, 22-2-1, 22-2-2 NMSA 1978.  
[6.30.7.3 NMAC - Rp, 6.30.7.3 NMAC, 06/30/08; A, 08/16/10]

**6.30.7.4            DURATION:** Permanent  
[6.30.7.4 NMAC - Rp, 6.30.7.4 NMAC, 06/30/08]

**6.30.7.5            EFFECTIVE DATE:** June 30, 2008, unless a later date is cited at the end of a section.  
[6.30.7.5 NMAC - Rp, 6.30.7.5 NMAC, 6/30/08]

**6.30.7.6            OBJECTIVE:** The purposes of dual credit are:  
A.        to provide high school students the opportunity to enroll in college-level academic or career-technical courses offered by a post-secondary educational institution, and  
B.        to permit those enrolled students to simultaneously earn credit toward high school graduation and a post-secondary degree or certificate.  
[6.30.7.6 NMAC - Rp, 6.30.7.6 NMAC, 6/30/08; A, 08/16/10]

**6.30.7.7            DEFINITIONS:**  
A.        "ACT high school code" is the unique code provided to each high school by ACT, Inc., a 501(c)(3) not-for-profit organization.  
B.        "Agreement" is the dual credit master agreement.  
C.        "Classification of instructional program" or "CIP" is a taxonomic coding scheme that contains titles and descriptions of instructional programs, primarily at the postsecondary level. The CIP was originally developed to facilitate the United States department of education national center for education statistics' collection and reporting of postsecondary degree completions, by major field of study, using standard classifications that capture the majority of program activity.  
D.        "Common core" means the common general education core of lower division college-level courses for which, pursuant to Subsection D of Section 21-1B-3 NMSA 1978 and 5.55.3.9 NMAC credit is eligible for transfer from one public postsecondary institution to another and is applied toward requirements for postsecondary graduation and receipt of a degree.  
E.        "Concurrent enrollment" refers to enrollment of high school students in courses at the postsecondary level that are not designated as dual credit. This includes courses not listed within the dual credit master agreement between the eligible LEAs and postsecondary institution. Students who are concurrently enrolled may also be enrolled in the dual credit program if they meet eligibility requirements as specified in 6.30.7 NMAC.  
F.        "Core course" means courses required for high school graduation as defined in 22-13-1.1 NMSA, 1978, excluding physical education activity courses and electives.  
G.        "Developmental course" refers to courses with CIP codes of 32.0101, 32.0107 or 32.0199 that fall within the basic skills or career exploration/awareness skills categories.  
H.        "Dual credit council" is an advisory group consisting of staff of the public education department and higher education department that issues recommendations to the cabinet secretaries of the public education and higher education departments regarding dual credit issues outside of the scope of the agreement.  
I.        "Dual credit program" means a program that allows high school students to enroll in college-level courses offered by a postsecondary institution that may be academic or career technical but not remedial or

developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate.

J. "Elective course" means courses defined and approved as such by local school boards.

K. "FERPA" is the Family Educational Rights and Privacy Act [20 U.S. Code 1232g].

L. "Form" is the dual credit request form.

M. "General fees" as defined in 5.7.18 NMAC and Subsection B of Section 21-1-4-NMSA 1978 means a fixed sum charged to students for items not covered by tuition and required of such a proportion of all students that the student who does not pay the charge is an exception. General fees include fees for matriculation, library services, student activities, student union services, student health services, debt service and athletics. An institution may charge fees in addition to general fees that are course-specific or that pertain to a smaller proportion of students.

N. "Individualized education program" or "IEP" means a written statement for a child with a disability that is developed, reviewed, and revised in accordance with 34 CFR Secs. 300.320 through 300.324.

O. "Local educational agency (LEA)" is a district as defined in 6.29.1.7 NMAC (a public school district, a state-chartered charter school or a state educational institution), or a bureau of Indian education-funded high school.

P. "Physical education activity course" refers to courses with CIP code of 36.0108.

Q. "Postsecondary institution" refers to a public postsecondary educational institution operating in the state, including a community college, branch community college, technical vocational institute, four-year educational institution, and tribal colleges.

R. "Remedial course" refers to courses with CIP codes of 32.0104 or 32.0108 that fall within the numeracy and computational skills, precollegiate mathematics skills, precollegiate reading skills, precollegiate writing skills, or communications skills categories.

S. "Tribal college" means a tribally, federally or congressionally chartered post-secondary educational institution located in New Mexico that is accredited by the north central association of colleges and schools.

[6.30.7.7 NMAC - Rp, 6.30.7.7 NMAC, 06/30/08; A, 08/16/10]

#### **6.30.7.8 UNIFORM MASTER AGREEMENT.**

A. The agreement specifies the means by which the state will provide equal opportunities to all public high school students who wish to participate in the dual credit program.

B. LEAs and postsecondary institutions providing dual credit programs shall complete the agreement and the LEA shall submit the completed agreement to the public education department.

C. A completed agreement shall contain signatures from all parties and includes an appendix developed collaboratively by the LEA and postsecondary institution that specifies eligible dual credit courses.

D. LEAs may complete agreements with multiple postsecondary institutions.

E. A fully executed copy of each agreement shall be submitted by the LEA to the public education department within 10 days of approval.

F. The agreement:

(1) specifies eligible courses, academic quality of dual credit courses, student eligibility, course approval, course requirements, required content of the form, state reporting, liabilities of parties, and student appeals; and

(2) states the roles, responsibilities, and liabilities of the LEA, the postsecondary institution, student, and the student's family.

G. Duties and responsibilities of the postsecondary institution. The postsecondary institution shall:

(1) designate a representative to review and sign the completed form with the understanding that only forms endorsed by all parties shall constitute a dual credit approval request;

(2) determine, in collaboration with the LEA, the required academic standing of each student eligible to participate in the dual credit program;

(3) collaborate with the LEA to reach agreement on admission and registration of eligible dual credit students for the stated semester;

(4) employ a method of qualifying the student for dual credit that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested;

(5) provide advisement to review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and programmatic issues;

(6) provide the form to eligible students and appropriate LEA staff online and in hard copy;

- (7) approve the form for each student on a course-by-course basis each semester based on each student's prior coursework, career pathway, or academic readiness;
- (8) provide a copy of each approved form to the appropriate LEA representative;
- (9) provide course placement evaluation and consider a high school college readiness assessment to verify a student's academic skill level and to ensure compliance with course prerequisites;
- (10) provide information and orientation, in collaboration with the LEA to the student and parent or guardian regarding the responsibilities of dual credit enrollment including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the postsecondary institution credits attempted in order for dual credit to be awarded;
- (11) inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
- (12) advise the parent or guardian of FERPA rules;
- (13) waive all general fees for dual credit courses;
- (14) waive tuition for high school students taking dual credit courses;
- (15) make every effort to adopt textbooks for at least three years;
- (16) provide the LEA within the first thirty days of the academic term, access to each student's official schedule of classes as verification of registration; (the LEA shall notify the postsecondary institution if the report is in conflict with the school endorsed registration);
- (17) track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to the LEA;
- (18) retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
- (19) release, at the request of the student, official postsecondary institution transcripts in accordance with the postsecondary institution's transcript request practices;
- (20) provide final grades to the LEA for each dual credit student;
- (21) deliver final grades for all dual credit students to the LEA with sufficient time to be included with final grades; this schedule shall be defined by the parties in the agreement and shall address the time frame appropriate for determining student graduation from high school;
- (22) comply with data collection and reporting provisions in 6.30.7.12 NMAC;
- (23) approve faculty for all dual credit courses;
- (24) retain educational records in accordance with New Mexico statutes and record retention regulations as per 1.20.3 NMAC;
- (25) have a student appeals process pertaining to student enrollment in dual credit programs (postsecondary institution decisions are final); and
- (26) have the right to appeal to the dual credit council on issues related to implementing the dual credit program, agreement, and rules.

**H. Duties and responsibilities of the LEA. The LEA shall:**

- (1) designate a representative to collaborate with the postsecondary institution to reach agreement on admission and registration of eligible dual credit students for the stated semester;
- (2) determine, in collaboration with the postsecondary institution, the required academic standing of each student eligible to participate in the dual credit program;
- (3) collaborate with the postsecondary institution to reach agreement on admission and registration of eligible dual credit students for the stated semester;
- (4) employ a method of qualifying the student for dual credit based on factors which may include academic performance review, use of next step plan, assessments, advisement and career guidance, and therefore recommend enrollment at the postsecondary institution with evidence that the student has the appropriate skills and maturity to benefit from the instruction requested;
- (5) provide information and orientation to students about opportunities to participate in dual credit programs during student advisement, academic support, and formulation of annual next step plans;
- (6) provide the form to eligible students and appropriate LEA staff online and in hard copy;
- (7) approve the form for each student on a course-by-course basis each semester based on each student's prior coursework, career pathway, or academic readiness;
- (8) provide information and orientation, in collaboration with the postsecondary institution, to the student and student's family regarding the responsibilities of dual credit enrollment including academic rigor, time

commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the college credits attempted in order for dual credit to be awarded;

(9) inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;

(10) notify the postsecondary institution if the student's official schedule of classes is in conflict with the school endorsed registration;

(11) provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law);

(12) inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the postsecondary institution;

(13) work collaboratively with the postsecondary institution to submit a student's request for change in registration according to postsecondary institution policies and within officially published deadlines;

(14) make it clear to students that if they fail or withdraw from dual credit classes that they were intending to use to substitute for a high school requirement that they will have to make up those credits in order to graduate; the dual credit course grade will appear on the student high school transcript;

(15) pay the cost of the required textbooks and other course supplies for the postsecondary course the dual credit student is enrolled in through purchase arrangements with the bookstore at the postsecondary institution or other cost-efficient methods;

(16) collaborate with the postsecondary institution to offer dual credit courses at the high school site according to LEA site time blocks;

(17) furnish an official high school transcript to the postsecondary institution if required by the postsecondary institution;

(18) record, unchanged, the grade given to the dual credit student by the postsecondary institution on each student high school transcript;

(19) retain educational records in accordance with New Mexico statutes and record retention regulations as per 1.20.2 NMAC;

(20) comply with data collection and reporting provisions in 6.30.7.12 NMAC;

(21) have a student appeals process pertaining to student enrollment in dual credit programs LEA decisions are final); and

(22) have the right to appeal to the dual credit council on issues related to implementing the dual credit program, agreement, and rules.

1. Duties and responsibilities of the student. The student shall:

(1) qualify for dual credit courses offered in the fall, winter and summer by:

(a) being enrolled during the fall and winter in a LEA in one-half or more of the minimum course requirements approved by the New Mexico public education department for public school students under its jurisdiction or by being in physical attendance at a bureau of Indian education-funded high school at least three documented contact hours per day pursuant to 25 CFR 39.211(c);

(b) obtaining permission from the LEA representative (in consultation with the student's individualized education program team, as needed), the student's parent or guardian, and postsecondary institution representative through a fully executed form prior to enrolling in a dual credit course; and

(c) meeting postsecondary institution requirements to enroll as a dual credit student;

(2) discuss potential dual credit courses with the appropriate LEAs and postsecondary institution staff, including postsecondary institution admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;

(3) obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;

(4) meet the prerequisites and requirements of the course(s) to be taken;

(5) complete the form available online or in hard copy from the LEA or postsecondary institution;

(6) obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the form;

- (7) register for courses during the postsecondary institution's standard registration periods (note: enrollments shall not be permitted after the close of posted late registration);
  - (8) discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate LEA and postsecondary institution staff;
  - (9) comply with the LEA and postsecondary institution student code of conduct and other institutional policies;
  - (10) have rights and privileges that include:
    - (a) the rights and privileges equal to those extended to LEA and postsecondary institution students, unless otherwise excluded by any section of this agreement;
    - (b) use of the postsecondary institution library, course-related labs and other instructional facilities, use of the postsecondary institution programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to postsecondary institution personnel and resources as required; and
    - (c) the right to appeal, in writing to the LEA or postsecondary institution, as applicable, any decision pertaining to enrollment in the dual credit program;
  - (11) return the textbooks and unused course supplies to the LEA when the student completes the course or withdraws from the course (subject to provisions in Subsection B of Section 22-15-10 NMSA 1978 regarding lost or damaged instructional material);
  - (12) arrange transportation to the site of the dual credit course; depending upon the time and course location, the student may have access to transportation through the LEA if the dual credit course is offered during the school day;
  - (13) be responsible for course-specific (e.g. lab, computer) fees;
  - (14) allow educational records to be retained and disseminated in accordance with the requirements of the FERPA;
  - (15) sign the FERPA release form, along with student parent or guardian, if applicable, in order to participate in dual credit courses; and
  - (16) abide by regular operating calendars, schedules and associated requirements of both the LEA and postsecondary institution; in instances in which the calendars are incongruent, the student is required to independently satisfy both calendar requirements and may consult with LEA counselors for assistance.
- [6.30.7.8 NMAC - Rp, 6.30.7.8 NMAC, 06/30/08; A, 08/16/10]

**6.30.7.9 LIMITATIONS OF THE AGREEMENT.**

- A. With the exception of the appendix, the agreement may not be altered or modified by either party.
  - B. The agreement shall automatically renew for additional fiscal years unless either party notifies the other party of their intent not to renew 60 days before the end of the fiscal year.
  - C. LEAs, in collaboration with postsecondary institutions, may modify the list of dual credit courses in the appendix of the agreement. Modifications shall be submitted to the higher education department and the public education department by the end of each semester.
- [6.30.7.9 NMAC - Rp, 6.30.7.9 NMAC, 06/30/08; A, 08/16/10]

**6.30.7.10 LIABILITIES OF PARTIES.**

- A. Dual credit status shall neither enhance nor diminish on-campus liabilities for the LEA or the postsecondary institution.
  - B. Management of risk and liabilities shall be in accordance with the LEA and the postsecondary institution policies and codes of conduct.
  - C. Personal liabilities for the student shall be equal to those of regular postsecondary institution students.
- [6.30.7.10 NMAC - Rp, 6.30.7.10 NMAC, 06/30/08; A, 08/16/10]

**6.30.7.11 ELIGIBLE COURSES.**

- A. Types of courses.
  - (1) College courses that are academic or career technical and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit. Remedial, developmental and physical education activity courses are not eligible for dual credit.
  - (2) Courses taken for audit are not eligible for dual credit.

- (3) Dual credit courses may be taken as elective or core course (except physical education activity course) high school credits.
- (4) Dual credit courses must meet the public education department standards and benchmarks.
- (5) College courses eligible for dual credit shall meet the rigor for postsecondary institution credit and be congruent with the postsecondary institution's academic standards.
- (6) Dual credit courses offered in high school settings shall conform to college academic standards.
- (7) Course requirements for high school students enrolled in dual credit courses shall be equal to those of regular college students.
- (8) Dual credit courses that are part of the general education common core for postsecondary institutions are eligible for transfer among New Mexico postsecondary institutions pursuant to Subsection D of 21-1B-3 NMSA 1978.

**B. Identifying courses.**

- (1) The LEA in collaboration with the postsecondary institution shall determine a list of academic and career technical courses eligible for dual credit for inclusion into the appendix.
- (2) The appendix shall indicate the name of the postsecondary institution, the name of the LEA, the date, course subject and number, course title, location of course delivery and semesters offered.
- (3) The LEA shall annually submit the appendix to the higher education department and the public education department; Subsection C of 6.30.7.9 NMAC still applies.
- (4) The higher education department and the public education department shall post the appendix on their respective websites and update the appendix as needed.

**C. Course delivery.**

- (1) Dual credit courses may be offered at LEAs, postsecondary institutions, and off-campus centers as determined by the LEA in collaboration with the postsecondary institution offering the courses.
- (2) Dual credit courses may be delivered during or outside of regular LEA hours.
- (3) Postsecondary institutions may offer dual credit courses via distance learning (ITV, online, hybrid, correspondence) in accordance with 6.30.7 NMAC as this option becomes available and cost-effective. All dual credit course rules apply.
- (4) LEAs and postsecondary institutions participating in the cyber academy shall be subject to applicable rules pertaining to it.

**D. Semesters dual credit may be taken; caps for dual credit; nature of high school credit earned.**

- (1) Eligible students may enroll in dual credit courses year-round.
- (2) There is no state limit to the number of credits a student may earn through dual credit in an academic term; however, the student must meet eligibility requirements.
- (3) Unless otherwise approved by the cabinet secretaries of the higher education and public education departments, successful completion of three credit hours of postsecondary instruction shall result in the awarding of one high school unit for said completed postsecondary course. If the LEA and postsecondary institution determine that a different ratio is warranted for a particular dual credit course comparable to LEA core courses in order to meet public education department standards and benchmarks, they may appeal to the council, which may recommend a different ratio to the cabinet secretaries of the public education and higher education departments. The joint decision of the public education and higher education department cabinet secretaries shall be final.

**E. Dual credit council.**

- (1) The cabinet secretaries of the higher education department and public education department shall appoint individuals to a dual credit council consisting of six members.
- (2) Council composition. The council shall consist of an equal number of higher education department and public education department staff with the council chairs alternating between the departments every two years.
- (3) The council shall administer an appeals process for LEA and postsecondary institution representatives to address issues outside the scope of the agreement, including the determination of alignment of course content to determine the appropriate credit ratio.
- (4) The council shall issue recommendations to the department secretaries on issues not addressed in the agreement.
- (5) LEAs and postsecondary institutions shall be allowed to continue current practices regarding core courses offered for dual credit until the council issues its recommendations or no later than the beginning of the 2009-2010 school year, the time that dual credit courses become a high school graduation requirement.
- (6) The higher education department and public education department cabinet secretaries shall act jointly upon dual credit council recommendations.

[6.30.7.11 NMAC - Rp, 6.30.7.11 NMAC, 06/30/08; A, 08/16/10]

**6.30.7.12 DATA COLLECTION AND REPORTING.**

**A. Data collection.**

(1) Each semester, a form shall be used to document each student request for enrollment in courses for dual credit and the review and approval process within the LEA and postsecondary institution. The postsecondary institution may require additional forms and information from the student.

(2) A completed form shall contain the high school student first name, middle initial, and last name, unique state student identification number, student grade level or expected date of high school graduation, student address (street address, city, state, and zip code), student county of residence, student telephone number, student gender, ACT high school code, secondary school name, postsecondary institution name, postsecondary institution course information (schedule number, course number, course section, course title, day, time, location, higher education credits, high school credits semester and year), a signed FERPA release form, required signatures, check boxes that indicate: whether form was completed and signed by all parties, whether student meets course prerequisites, and, if applicable, whether student high school record was received; applicable placement exam scores, high school grade point average, expected graduation date, and, if applicable, date of birth.

(3) In the event of scheduling changes, the postsecondary institution may change course information.

(4) Each LEA and postsecondary institution shall use the completed form to capture dual credit student data.

(5) Each LEA and postsecondary institution shall devise procedures for capturing dual credit data from the form.

(6) If applicable, each postsecondary institution shall bear responsibility for obtaining each dual credit student's social security number to meet data reporting requirements.

(7) Each postsecondary institution shall capture the public school student identification number retrieved from the completed form for each dual credit high school student.

(8) The public education department shall modify student transcripts to include the student identification number.

(9) The public education department shall capture the postsecondary institution course subject and number and course title from the appendix of each completed agreement.

**B. Data reporting.**

(1) For each completed form received, each LEA shall indicate which courses a dual credit student takes within the public education department data system.

(2) Each postsecondary institution shall report dual credit student data to the higher education department as stated in 5.6 NMAC.

(3) Each LEA shall submit the dual credit report during the appropriate reporting period to the public education department that contains:

(a) the number of dual credit students enrolled in college courses; and

(b) the courses taken and grades earned of each dual credit student.

(4) Each postsecondary institution shall submit the dual credit report during the appropriate reporting period to the higher education department that contains:

(a) the number of dual credit students enrolled in college courses; and

(b) the courses taken and grades earned of each dual credit student.

(5) The higher education department and the public education department shall verify and reconcile the respective dual credit reports at the end of each academic year.

(6) The public education department shall report to the legislature the high school graduation rates for participating LEAs for dual credit students once the students graduate from high school.

(7) The higher education department shall report to the legislature on the New Mexico postsecondary institutions dual credit students ultimately attend.

(8) The higher education department and the public education department shall annually report to the legislature the estimated cost of providing the statewide dual credit program, including tuition, fees, textbooks, and course supplies.

[6.30.7.12 NMAC - Rp, 6.30.7.12 NMAC, 6/30/08; A, 08/16/10]

**6.30.7.13 HOME SCHOOL OR PRIVATE SCHOOL STUDENTS.**

**A.** A home school or private school student who meets the eligibility criteria may receive both high school and college credit, provided that the student pays the full cost of the college courses.

B. Home school or private school students taking college courses for both high school and college credit shall be considered as being concurrently enrolled by the postsecondary institution for the purposes of data reporting.

[6.30.7.13 NMAC - Rp, 6.30.7.13 NMAC, 6/30/08; A, 08/16/10]

**HISTORY OF 6.30.7 NMAC:**

6.30.7 NMAC, Dual Credit, filed 8/2/2005 - Repealed effective 01/01/2008.

6.30.7 NMAC, Dual Credit, filed 12/14/2007 - Repealed effective 06/30/2008

1 AN ACT

2 RELATING TO EDUCATION; PROVIDING DUAL CREDIT PROGRAM PARITY  
3 FOR ALL HIGH SCHOOL STUDENTS; CLARIFYING LANGUAGE; UPDATING  
4 HOME SCHOOL REGISTRATION REQUIREMENTS.

5  
6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

7 SECTION 1. Section 21-1-1.2 NMSA 1978 (being Laws 2007,  
8 Chapter 227, Section 1, as amended) is amended to read:

9 "21-1-1.2. DUAL CREDIT FOR HIGH SCHOOL AND POST-  
10 SECONDARY CLASSES.--

11 A. As used in this section:

12 (1) "bureau of Indian education school"  
13 means a school located in New Mexico that is under the  
14 control of the bureau of Indian education of the United  
15 States department of the interior;

16 (2) "dual credit course" means a  
17 post-secondary course that may be academic or  
18 career-technical but not remedial or developmental and  
19 specified in a rule promulgated pursuant to Paragraph (1) of  
20 Subsection G of this section for which a student  
21 simultaneously earns credit toward high school graduation and  
22 a post-secondary degree or certificate;

23 (3) "dual credit program" means a program  
24 offered by a public post-secondary educational institution or  
25 tribal college that allows high school students to enroll in

1 dual credit courses;

2 (4) "high school" means a school offering  
3 one or more of grades nine through twelve or their equivalent  
4 and that is a school district, charter school,  
5 state-supported school, bureau of Indian education school,  
6 private school or home school; and

7 (5) "tribal college" means a tribally,  
8 federally or congressionally chartered post-secondary  
9 educational institution located in New Mexico that is  
10 accredited by the north central association of colleges and  
11 schools.

12 B. To be eligible to participate in a dual credit  
13 program, the student shall be a school-age person as that  
14 term is defined in the Public School Code and:

15 (1) except as provided in Subsection C of  
16 this section, be enrolled in a school district, charter  
17 school or state-supported school in one-half or more of the  
18 minimum course requirements approved by the public education  
19 department for public school students or, if a student in a  
20 bureau of Indian education school, private school or home  
21 school, be receiving at least one-half of the student's  
22 instruction at the student's high school; and

23 (2) obtain permission from the student's  
24 school counselor, school principal or head administrator of  
25 the high school that the student primarily attends prior to

1 enrolling in a dual credit course.

2 C. A student who has met the eligibility criteria  
3 provided for in Subsection B of this section in a fall or  
4 winter semester and who has not graduated or earned a general  
5 educational development certificate may take courses for dual  
6 credit during the immediately succeeding summer semester.

7 D. The high school that the student primarily  
8 attends shall pay the cost of the required textbooks and  
9 other course supplies for the post-secondary course the  
10 student is enrolled in through purchase arrangements with the  
11 bookstore at the public post-secondary educational  
12 institution or tribal college or through other cost-efficient  
13 methods. The student shall return the textbooks and unused  
14 course supplies to the high school when the student completes  
15 the course or withdraws from the course.

16 E. A public post-secondary educational institution  
17 or tribal college that participates in a dual credit program  
18 shall waive all general fees for dual credit courses.

19 F. The higher education department shall revise  
20 procedures in the higher education funding formula to address  
21 enrollments in dual credit courses and to encourage  
22 institutions to waive tuition for high school students taking  
23 those courses.

24 G. The higher education department and the public  
25 education department shall adopt and promulgate rules to

1 implement a dual credit program that specify:

2 (1) post-secondary courses that are eligible  
3 for dual credit;

4 (2) conditions that apply, including:

5 (a) the required academic standing and  
6 conduct of students enrolled in dual credit courses;

7 (b) the semesters in which dual credit  
8 courses may be taken;

9 (c) the nature of high school credit  
10 earned;

11 (d) any caps on the number of courses,  
12 location of courses and provision of transcripts; and

13 (e) an appeals process for a student  
14 who is denied permission to enroll in a dual credit course;

15 (3) accommodations or other arrangements  
16 applicable to special education students;

17 (4) the contents of the uniform master  
18 agreement that govern the roles, responsibilities and  
19 liabilities of the high school, the public post-secondary  
20 educational institution or tribal college and the student and  
21 the student's family;

22 (5) provisions for expanding dual credit  
23 opportunities through distance learning and other methods;

24 (6) the means by which school districts,  
25 charter schools and state-supported schools are required to

1 inform students and parents about opportunities to  
2 participate in dual credit programs during student  
3 advisement, academic support and formulation of annual next  
4 step plans, as well as other methods; and

5 (7) provisions for collecting and  
6 disseminating annual data, including:

7 (a) the number of students taking dual  
8 credit courses;

9 (b) the participating high schools,  
10 public post-secondary educational institutions and tribal  
11 colleges;

12 (c) the courses taken and grades  
13 earned;

14 (d) the high school graduation rates  
15 for participating school districts, charter schools and  
16 state-supported schools;

17 (e) the public post-secondary  
18 educational institutions and tribal colleges that  
19 participating students ultimately attend; and

20 (f) the cost of providing dual credit  
21 courses.

22 H. The higher education department and the public  
23 education department shall evaluate the dual credit program  
24 in terms of its accessibility to students statewide and its  
25 effect on:

1 (1) student achievement in secondary  
2 education;

3 (2) student enrollment and completion of  
4 higher education; and

5 (3) high schools, public post-secondary  
6 educational institutions and tribal colleges.

7 I. The departments shall make an annual report,  
8 including recommendations, to the governor and the  
9 legislative education study committee.

10 J. The provisions of this section do not apply to  
11 the New Mexico military institute."

12 SECTION 2. Section 21-13-19 NMSA 1978 (being Laws 1968,  
13 Chapter 70, Section 2, as amended) is amended to read:

14 "21-13-19. ENROLLMENT DEFINED--PAYMENTS.--

15 A. For those students in community colleges taking  
16 college-level courses, full-time-equivalent students shall be  
17 defined and computed by the higher education department in  
18 the same manner in which it defines and computes  
19 full-time-equivalent students for all other college-level  
20 programs within its jurisdiction.

21 B. No student shall be included in any  
22 calculations made under the provisions of this section if the  
23 student is enrolled in a course the cost of which is totally  
24 reimbursed from federal, state or private sources.

25 C. The higher education department shall not

1 recommend an appropriation greater than three hundred  
2 twenty-five dollars (\$325) for each full-time-equivalent  
3 student for any community college that levies a tax at a rate  
4 less than two dollars (\$2.00), unless a lower amount is  
5 required by operation of the rate limitation provisions of  
6 Section 7-37-7.1 NMSA 1978 upon a rate of at least two  
7 dollars (\$2.00) on each one thousand dollars (\$1,000) of net  
8 taxable value, as that term is defined in the Property Tax  
9 Code, or any community college that reduces a previously  
10 authorized tax levy, except as required by the operation of  
11 the rate limitation provisions of Section 7-37-7.1 NMSA 1978.

12 D. The higher education department shall require  
13 from the community college such reports as the department  
14 deems necessary for the purpose of determining the number of  
15 full-time-equivalent students at the community college  
16 eligible to receive support under this section.

17 E. A community college board shall establish  
18 tuition and fee rates for its respective institutions for  
19 full-time, part-time, resident and nonresident students, as  
20 defined by the higher education department.

21 F. A community college board may establish and  
22 grant gratis scholarships to students who are residents of  
23 New Mexico in an amount not to exceed the matriculation fee  
24 or tuition and fees, or both. The gratis scholarships are in  
25 addition to the lottery tuition scholarships authorized in

1 Section 21-13-10 NMSA 1978 and shall be granted to the full  
2 extent of available funds before lottery tuition scholarships  
3 are granted. The number of scholarships established and  
4 granted pursuant to this subsection shall not exceed three  
5 percent of the preceding fall semester enrollment in each  
6 institution and shall not be established and granted for  
7 summer sessions. The president of each institution shall  
8 select and recommend to the community college board of the  
9 president's institution, as recipients of scholarships,  
10 students who possess good moral character and satisfactory  
11 initiative, scholastic standing and personality. All of the  
12 gratis scholarships established and granted by each community  
13 college board each year shall be granted on the basis of  
14 financial need."

15 SECTION 3. Section 22-1-2.1 NMSA 1978 (being Laws 1985,  
16 Chapter 21, Section 2, as amended) is amended to read:

17 "22-1-2.1. HOME SCHOOL--REQUIREMENTS.--Any person  
18 operating or intending to operate a home school shall:

19 A. submit a home school registration form made  
20 available by the department and posted on the department's  
21 web site to notify the department within thirty days of the  
22 establishment of the home school and to notify the department  
23 on or before August 1 of each subsequent year of operation of  
24 the home school;

25 B. maintain records of student disease

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immunization or a waiver of that requirement; and

C. provide instruction by a person possessing at least a high school diploma or its equivalent."

SECTION 4. EFFECTIVE DATE.--The effective date of the provisions of this act is July 1, 2014. \_\_\_\_\_

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## STATEWIDE DUAL CREDIT MASTER AGREEMENT

### NEW MEXICO SECONDARY AND POSTSECONDARY DUAL CREDIT PROGRAM

#### MEMORANDUM OF AGREEMENT

Between \_\_\_\_\_ (POSTSECONDARY INSTITUTION)

and \_\_\_\_\_ (LEA)

#### TERMS OF AGREEMENT

##### PART 1 – GENERAL PROVISIONS OF AGREEMENT

###### A. SCOPE

Dual credit shall be provided in accordance with the terms and conditions of the uniform Master Agreement (*hereafter* Agreement), which supersedes all previous agreements, revisions and addenda. This Agreement applies to local education agencies (public school districts, local chartered and state chartered charter schools, state-supported schools, and Bureau of Indian Education-funded high schools) (*hereafter* LEA), high school students who attend secondary schools, and public postsecondary institutions in New Mexico including colleges and universities (*hereafter* Postsecondary Institution). The LEA may complete agreements with multiple postsecondary institutions. The Postsecondary Institution may complete agreements with multiple LEAs.

###### B. DEFINITION OF DUAL CREDIT PROGRAM

“Dual credit program” means a program that allows high school students to enroll in college-level courses offered by a POSTSECONDARY INSTITUTION that may be academic or career technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate.

###### C. AUTHORIZATION

Dual Credit Programs are authorized by Sections 21-1-1.2, 21-1B-3, 21-13-19 and 22-13-1.4 NMSA 1978 and 6.30.7 NMA.

###### D. PURPOSES

The primary purposes of a dual credit program are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools. Fundamentally, dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously. The programs may also encourage more students to consider academic or career technical higher education, especially students from underrepresented groups. Research indicates that dual credit programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban.

###### E. ELIGIBILITY AND APPROVAL

The following general eligibility and approval requirements shall apply to all Agreements. The Agreement specifies the means by which the state will provide equal opportunities to all high school students who wish to participate in the dual credit program. The Agreement: 1) specifies eligible courses, academic quality of dual credit courses, student eligibility, course approval, course

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requirements, required content of the form, state reporting, liabilities of parties, and student appeals; and 2) states the roles, responsibilities, and liabilities of the LEA, the postsecondary institution, student, and the student's family.

### **1. Eligible Courses**

College courses that are academic or career technical and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit. Remedial, developmental and physical education activity courses are not eligible for dual credit. Dual credit courses may be taken as elective or core course (except physical education activity course) high school credits. Core course means a course required for high school graduation as defined in 22-13-1.1 NMSA.

The LEA in collaboration with the POSTSECONDARY INSTITUTION shall determine a list of academic and career technical courses eligible for dual credit for inclusion in the appendix. The appendix shall indicate the name of the postsecondary institution, the name of the LEA, the date, course subject and number, course title, location of course delivery and semester offered. The LEA shall submit the appendix electronically to NMHED and BEL when the Master Agreement is signed and at the end of each semester prior to its application for which the appendix is modified.

Dual credit courses may be offered at LEAs, POSTSECONDARY INSTITUTIONS, and off-campus centers as determined by the LEA in collaboration with the POSTSECONDARY INSTITUTION offering the courses. Dual credit courses may be delivered during or outside of LEA hours.

The POSTSECONDARY INSTITUTION may offer dual credit courses via distance learning (online, hybrid, correspondence, Cyber Academy [LEA to NM]) in accordance with 6.30.7.8 NMAC as this option becomes available and cost-effective. All dual credit course rules apply (6.30.7 NMAC). The LEA and POSTSECONDARY INSTITUTION participating in the Cyber Academy shall be subject to applicable rules pertaining to distance learning (6.30.7 NMAC).

### **2. Academic Quality of Dual Credit Courses**

College courses eligible for dual credit shall meet the rigor for POSTSECONDARY INSTITUTION credit and be congruent with the POSTSECONDARY INSTITUTION's normal offerings. Classes offered in LEA settings shall conform to the POSTSECONDARY INSTITUTION's academic standards. Faculty for all dual credit courses shall be approved by the POSTSECONDARY INSTITUTION.

Dual credit courses must meet the public education department standards and benchmarks.

Dual credit courses that are part of the general education common core for postsecondary institutions are eligible for transfer among New Mexico postsecondary institutions pursuant to Subsection D of 21-1B-3 NMSA 1978. Dual credit is eligible for transfer from one public postsecondary institution to another and is applied toward requirements for postsecondary graduation and receipt of a degree.

### **3. Student Eligibility**

The LEA and POSTSECONDARY INSTITUTION shall qualify and advise candidates for dual credit from the pool of eligible high school students. A candidate for dual credit is eligible for consideration for fall, winter and summer semesters if he or she:

1. is enrolled during the fall and winter in a LEA in one-half or more of the minimum course requirements approved by PED for public school students under its jurisdiction or by being in physical attendance at a bureau of Indian education-funded high school at least three documented contact hours per day pursuant to 25 CFR 39.211(c);

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2. obtains permission from the LEA representative (in consultation with the student's individualized education program team, as needed), the student's parent or guardian if the student is under 18 years old, and POSTSECONDARY INSTITUTION representative prior to enrolling in a dual credit course; and
3. meets POSTSECONDARY INSTITUTION requirements to enroll as a dual credit student.

#### **4. Course Approval**

Approval for dual credit shall be by the LEA and POSTSECONDARY INSTITUTION representatives on a course-by-course basis each semester based on the student's prior coursework, career pathway, and/or academic readiness. There is no state limit to the number of credits a student may earn through dual credit in an academic term; however, the student must meet eligibility requirements.

#### **5. Course Requirements**

The course requirements for high school students enrolled in dual credit courses shall be the same as those of regular college students. Course requirement information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

#### **6. Eligible Semesters**

Eligible students may enroll in dual credit courses year-round.

#### **7. Course Transcribing Ratios**

Unless otherwise approved by the cabinet secretaries of higher education and public education departments, successful completion of three credit hours of postsecondary instruction shall result in the awarding of one high school credit for said completed postsecondary course. If the LEA and POSTSECONDARY INSTITUTION determine that a different ratio is warranted for a particular dual credit course comparable to LEA core courses in order to meet PED standards and benchmarks, they may appeal to the Council, which may recommend a different ratio to the cabinet secretaries. The joint decision of the cabinet secretaries shall be final.

#### **8. Required Content of Dual Credit Request Form**

Each semester, the Dual Credit Request Form (hereafter Form) shall be used to document each student request for enrollment in dual credit courses and the review and approval process within the LEA and POSTSECONDARY INSTITUTION. LEAs and POSTSECONDARY INSTITUTIONS shall provide the Form to eligible students and appropriate LEA staff online and in hard copy. The form appears at the end of this Agreement. 6.30.7.12 NMAC specifies Form content.

#### **9. State Reporting**

The LEA and POSTSECONDARY INSTITUTION shall retain educational records in accordance with New Mexico or Federal statutes and record retention regulations as per 1.20.2 NMAC and 1.20.3 NMAC, or 25 CFR, Part 43, as applicable. NMHED and PED shall verify and reconcile the respective dual credit records at the end of each academic year. Students enrolled in dual credit courses shall be classified as such and reported to NMHED and PED as per 6.30.7.12 NMAC.

#### **10. Liabilities of Parties**

Dual credit status shall neither enhance nor diminish on-campus liabilities for the LEA or POSTSECONDARY INSTITUTION. Management of risk and liabilities shall be in accordance with the LEA and POSTSECONDARY INSTITUTION policies and codes of conduct.

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Personal liabilities for the student shall be equal to those of POSTSECONDARY INSTITUTION students.

**11. Appeals** Each STUDENT, LEA, and POSTSECONDARY INSTITUTION has the right to appeal decisions concerning the dual credit program.

The LEA and POSTSECONDARY INSTITUTION shall have a student appeals process pertaining to student enrollment in dual credit programs. LEA and POSTSECONDARY INSTITUTION decisions are final.

The Dual Credit Council (Council) shall administer an appeals process for LEA and POSTSECONDARY INSTITUTION representatives to address issues outside the scope of the Agreement, including the determination of alignment of course content, determine the appropriate credit ratio. The Council is an advisory group consisting of NMHED and LEA staff that issues recommendations to the cabinet secretaries. The cabinet secretaries shall act jointly upon Council recommendations; their joint decisions shall be final.

## **PART 2 – SPECIFIC PROVISIONS OF AGREEMENT**

The following provisions outline the specific responsibilities and duties that apply to the POSTSECONDARY INSTITUTION, SECONDARY SCHOOL, and STUDENTS participating in the dual credit program to ensure adequate participation by each party.

### **A. RESPONSIBILITIES AND DUTIES OF THE POSTSECONDARY INSTITUTION**

#### **1. Admission and Enrollment of Students**

The *POSTSECONDARY INSTITUTION* shall:

1. designate a representative to review and sign the Completed Form with the understanding that only a form endorsed by all parties shall constitute a dual credit approval request;
2. determine, in collaboration with the LEA, the required academic standing of each student eligible to participate in the dual credit program.
3. collaborate with the LEA to reach agreement on admission and registration of eligible dual credit students for the semester;
4. employ a method of qualifying the student for dual credit that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested;
5. provide advisement to review the appropriateness of each student's enrollment in a course and provide information in terms of academic readiness, age requirements, and programmatic issues;
6. provide the Form to eligible students and appropriate LEA staff online and in hard copy;
7. approve the Form in each semester based on each student's prior coursework, career pathway, and/or academic readiness;
8. provide a copy of each approved Form to the appropriate LEA representative;
9. provide course placement evaluation services and consider a high school college readiness assessment to verify a student's academic skill level and to ensure compliance with course prerequisites;
10. provide information and orientation, in collaboration with the LEA, to the student and parent or guardian regarding the responsibilities of dual credit enrollment including academic rigor, time commitments, and behavioral expectations associated with taking POSTSECONDARY INSTITUTION courses and the importance of satisfactorily completing the

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POSTSECONDARY INSTITUTION credits attempted in order for dual credit to be awarded;

11. inform students of course requirement information, which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information; and
12. advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules.

## **2. Responsibility for Funding Dual Credit**

*The POSTSECONDARY INSTITUTION shall:*

1. waive all general fees for dual credit courses;
2. waive tuition for high school students taking dual credit courses; and
3. make every effort to adopt textbooks for at least three years.

## **3. Reporting of Student Records**

*The POSTSECONDARY INSTITUTION shall:*

1. provide the LEA, within the first thirty days of the academic term, access to each student's official schedule of classes as verification of registration. The LEA shall notify the POSTSECONDARY INSTITUTION if the schedule is in conflict with the school endorsed registration;
2. track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to the LEA;
3. retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
4. release, at the request of the student, official POSTSECONDARY INSTITUTION transcripts in accordance with the POSTSECONDARY INSTITUTION transcript request practices; and
5. provide final grades to the LEA for each dual credit student;
6. deliver final grades for all dual credit students to the LEA with sufficient time to be included with final grades; this schedule shall be defined by the parties in the agreement and shall address the time frame appropriate for determining student graduation from high school; and
7. comply with data collection and reporting provisions in 6.30.7.12 NMAC.

## **B. RESPONSIBILITIES AND DUTIES OF THE LEA**

### **1. Admission and Enrollment of Students**

*The LEA shall:*

1. designate a representative to collaborate with the POSTSECONDARY INSTITUTION to reach agreement on admission and registration of eligible dual credit students for the stated semester;
2. determine, in collaboration with the POSTSECONDARY INSTITUTION, the required academic standing for students eligible to participate in the dual credit program;
3. collaborate with the POSTSECONDARY INSTITUTION to reach agreement on admission and registration of eligible dual credit students for the stated semester;
4. employ a method of qualifying the student for dual credit based on factors which may include academic performance review, use of Next Step Plan, assessments, advisement and career guidance, and therefore recommend enrollment at the POSTSECONDARY INSTITUTION with evidence that the student has the appropriate skills and maturity to benefit from the instruction requested;

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5. provide information and orientation to students about opportunities to participate in dual credit programs during student advisement, academic support, and, where applicable, formulation of annual Next Step Plans;
6. provide the Form to eligible STUDENTS and appropriate LEA staff online and in hard copy;
7. approve the Form each semester based on each student's prior coursework, career pathway, and/or academic readiness;
8. provide information and orientation, in collaboration with the POSTSECONDARY INSTITUTION, to the STUDENT and STUDENT's family regarding the responsibilities of dual credit enrollment, including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the college credits attempted in order for dual credit to be awarded and lottery scholarship eligibility to be maintained;
9. inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
10. notify the POSTSECONDARY INSTITUTION if the student's official schedule of classes is in conflict with the school endorsed registration;
11. provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law);
12. inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the POSTSECONDARY INSTITUTION;
13. work collaboratively with the POSTSECONDARY INSTITUTION to submit a student's request for change in registration according to POSTSECONDARY INSTITUTION policies and within officially published deadlines (e.g. add, drop, withdrawal); and
14. make it clear to students that if they fail or withdraw from dual credit classes that they were intending to use to substitute for a high school requirement that they will have to make up those credits in order to graduate. The dual credit course grade will appear on the student high school transcript.

## **2. Responsibility for Funding Dual Credit**

*The LEA shall:*

Pay the cost of required textbooks and other course supplies for the postsecondary course the dual credit student is enrolled in through purchase arrangements with the bookstore at the POSTSECONDARY INSTITUTION or other cost-efficient methods.

## **3. Dual Credit Courses Offered at High School**

Upon the agreement of the LEA and the POSTSECONDARY INSTITUTION, courses may be offered at high school sites. In these instances, courses shall follow established LEA site time blocks.

## **4. Reporting of Student Records**

*The LEA shall:*

1. furnish an official high school transcript to the POSTSECONDARY INSTITUTION if required by the POSTSECONDARY INSTITUTION;
2. record, unchanged, the grade given to the dual credit student by the POSTSECONDARY INSTITUTION on each student high school transcript;

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3. retain educational records in accordance with New Mexico and Federal statutes and record retention regulations as per 1.20.2 NMAC or 25 CFR, Part 43, as applicable; and
4. comply with data collection and reporting provisions in 6.30.7.12 NMAC.

## **C. RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS**

### **1. Admission and Enrollment of Students**

*For a student to be accepted and enrolled into a dual credit program, the STUDENT shall:*

1. discuss potential dual credit courses with the appropriate LEA and POSTSECONDARY INSTITUTION staff, including POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
2. obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
3. meet the prerequisites and requirements of the course(s) to be taken;
4. complete the Form available online or in hard copy from the LEA or POSTSECONDARY INSTITUTION;
5. obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form;
6. register for courses during the POSTSECONDARY INSTITUTION standard registration periods (*Note: enrollments shall not be permitted after the close of posted late registration*);
7. discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate LEA and POSTSECONDARY INSTITUTION staff; and
8. comply with the POSTSECONDARY INSTITUTION and LEA student code of conduct and other institutional policies.

### **2. Rights and Privileges of Student**

*The right and privileges of STUDENTS participating in Dual Credit include:*

1. the rights and privileges equal to those extended to LEA and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
2. the use of the POSTSECONDARY INSTITUTION library, course-related labs and other facilities; use of the POSTSECONDARY INSTITUTION programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to POSTSECONDARY INSTITUTION personnel and resources as required;
3. the right to appeal, in writing to the LEA or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual credit program.

### **3. Financial Responsibility for Funding Dual Credit**

*The STUDENT shall:*

1. return the textbooks and unused course supplies to the LEA when the student completes the course or withdraws from the course (subject to provisions in Subsection B of Section 22-15-10 NMSA 1978 regarding lost or damaged instructional material);

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2. arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have access to transportation through the LEA if the dual credit course is offered during the school day; and
3. be responsible for course-specific (e.g. lab, computer) fees.

**4. Confidentiality of Student Records**

1. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with Family Educational Rights and Privacy Act (FERPA) requirements.
2. Participation in dual credit courses requires STUDENT and, if applicable, PARENT/GUARDIAN signatures on the Form for compliance with FERPA regulations.

**5. Secondary School and Postsecondary Institution Calendars**

STUDENTS earning dual credits shall abide by the regular operating calendar schedules and associated requirements of the LEA and POSTSECONDARY INSTITUTION. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with LEA counselors for assistance.

**PART 3 – TERM AND FILING OF AGREEMENT**

**A. TERMS AND CONDITIONS**

The initial term of this Agreement shall be from July 1, 20\_\_\_\_ to June 30, 20\_\_\_\_. With the exception of the appendix, this Agreement may not be altered or modified by either party. This Agreement shall automatically renew for additional fiscal years unless either party notifies the other party of their intent not to renew 60 days before the end of the fiscal year. The LEA in collaboration with the POSTSECONDARY INSTITUTION may modify the list of dual credit courses in the Appendix of the Agreement. Modifications to the Appendix must be submitted to NMHED and PED by the end of each semester.

The LEA and POSTSECONDARY INSTITUTION providing dual credit programs shall complete the Agreement and the LEA shall submit the completed Agreement to PED.

A completed Agreement shall obtain signatures from all parties and includes an Appendix developed collaboratively by the LEA and POSTSECONDARY INSTITUTION that specifies eligible dual credit courses.

**B. FILING**

A fully completed Agreement shall be submitted by the LEA to PED within 10 days of approval.

POSTSECONDARY INSTITUTION	APPROVED	LEA
Postsecondary Name		LEA Name
Postsecondary Representative Name		LEA Representative Name
Postsecondary Representative Title		LEA Representative Title

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Postsecondary Representative Signature	LEA Representative Signature
Date	Date

**SAMPLE**





# Dual Credit/Concurrent Enrollment Application

USE BLACK INK ONLY.

Application for (select one)  Fall  Spring  Summer Year 20\_\_\_\_\_

Answer all questions completely. A current official high school transcript showing grade point average and NM State ID number must accompany this form.

1. Legal Name: \_\_\_\_\_  
Last First Middle

2. Previous name(s): \_\_\_\_\_  
If your educational records have been under another name or names, please include the name(s) under which transcripts will arrive

3. Social Security Number (REQUIRED\*):    -   -

\*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your SSN is mandatory based on University regulation. Your SSN is used to ensure an accurate academic record and to provide full access to all services such as financial aid. Your SSN will not be used as your primary University identification number. If you are unable to provide a SSN, the University will assign an alternate number to you. This will not impact the admission decision.

4. Mailing address: \_\_\_\_\_  
Number and Street or PO Box  
City State Zip Code

Parent: \_\_\_\_\_  
Number and Street or PO Box  
City State Zip Code

E-mail address: \_\_\_\_\_

5. Phone numbers: Home \_\_\_\_\_ Day \_\_\_\_\_ Cell \_\_\_\_\_

6. Gender:  Male  Female 7. Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

8. Birth City: \_\_\_\_\_ Birth State or Foreign Country: \_\_\_\_\_

9. Are you a United States citizen?  Yes  No  
If not a U.S. Citizen: Alien Registration#: \_\_\_\_\_ Visa Type: \_\_\_\_\_  
Country of Birth/Citizenship: \_\_\_\_\_

10. Race and Ethnicity: The University of New Mexico is required by Federal Law to request this information for statistical reporting purposes. Your response is voluntary.

Do you consider yourself to be Hispanic/Latino(a)?  Yes  No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native (Principal tribal group: \_\_\_\_\_)
- Asian  Native Hawaiian or Pacific Islander
- Black or African American  White

Federal Race and Ethnicity Definitions:  
*Hispanic or Latino* - A person of Cuban, Mexican, Puerto Rican, South or Central American or Spanish culture or origin regardless of race.  
*American Indian or Alaska Native* - A person having origins of the original peoples of the North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.  
*Asian* - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. Including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  
*Black or African American* - A person having origins in any of the black racial groups of Africa.  
*Native Hawaiian or Other Pacific Islander* - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  
*White* - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

11. High School: \_\_\_\_\_ Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name City State

12. List all colleges and universities ever attended in any status. Failure to provide complete information may result in delay of admission, loss of transfer credit, and/or dismissal. If enrolling in a major or seeking financial aid, SUBMIT TRANSCRIPTS FROM EACH INSTITUTION ATTENDED IN ANY STATUS. UNM transcripts already on file

Name of Institution	City and State	From	To	Degree Earned
		/ -	/	
		/	/	

### In-State Tuition Classification

A New Mexico resident is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in New Mexico for at least the past twelve months. Note: If you are under the age of 23, complete the Parent/Guardian information below.

	STUDENT	PARENT OR GUARDIAN
Do you regard New Mexico as your permanent residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Have you lived in New Mexico for at least the past 12 consecutive months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Are you currently registered to vote in New Mexico?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Are you currently registered to vote in another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Do you have a current New Mexico driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Do you have a current driver's license from another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Do you have a vehicle currently registered in another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response

The following situations may qualify you for resident tuition. Call 575-737-6245 for more information: Certified member of a nation, pueblo, or tribe located wholly or partially in New Mexico; Member or dependent of a member of the U.S. Armed Forces or National Guard; Relocation to New Mexico for employment or retirement.

### Concurrent Enrollment Request

Complete this section if enrolling in Concurrent Enrollment Status (if enrolling in courses for Dual Credit status, skip this section and complete the attached State of New Mexico Dual Credit Request Form.)

- High School: \_\_\_\_\_
  - Expected Graduation Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_
  - Cumulative Grade-Point Average: \_\_\_\_\_
  - Rank in Class: \_\_\_\_\_ Size of Class: \_\_\_\_\_
  - ACT Scores Test Date: \_\_\_\_\_
  - SAT Scores Test Date: \_\_\_\_\_
- |         |      |      |         |      |
|---------|------|------|---------|------|
|         |      |      |         |      |
| English | Math | Read | Science | Comp |
- |        |      |
|--------|------|
|        |      |
| Verbal | Math |

This student is academically qualified to enroll in the following course(s):

CRN	Dept/Number	Section	Title	Credit Hr.	Days

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNSELOR SIGNATURE

\_\_\_\_\_  
DATE

I certify that all information given in this application is complete and accurate to the best of my knowledge. If I am accepted as a student at the University of New Mexico, I agree to conform and abide by the letter and spirit of all rules, regulations, and procedures of the University. Misrepresentations in any statement of the applicant or failure to abide by University academic regulations will be considered adequate grounds for denying admission, for cancellation of registration, or for suspension from the University.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
DATE

The University of New Mexico is an Affirmative Action/Equal Opportunity Institution. To comply with the ADA and the Rehabilitation Act of 1973, UNM provides this publication in alternative forms. If you have a special need and require auxiliary service, please let us know.



## State of New Mexico Dual Credit Request Form

School Year \_\_\_\_\_

Summer     Fall     Spring

### Student Information

Last Name	First Name	MI	Date of Birth	STARS Student ID#	Social Security Number *
Mailing Address	City	State	ZIP Code	Residency – NM County	High School Name
Gender	Ethnicity *	Telephone	Expected Graduation Date	HS ACT Code	High School GPA

\*Social Security number and/or ethnicity are not required for dual credit participation.

### Course Listing and Secondary/Postsecondary Approval

The above-named student has been given permission to enroll as a dual credit student. Based on this student's Next Step Plan, academic record and overall maturity, I feel he/she will be successful in college level courses. Therefore, as high school representative, I recommend the student take the following course(s):

Schedule # e.g. CRN #	Course #, e.g. MATH 121	Course Section #	Course Title, e.g. College Algebra	STARS Course Code	Day(s) (MTWThF)	Time, e.g. 1-1:30pm	Location of Course	Higher Education Credits	High School Credits

### FERPA Release Information

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with the above named high school and postsecondary institutions. We understand the high school representative will authorize course selection for each term. We understand that all prerequisite requirements, including assessment and course placement must be met.

We agree to abide by the guidelines in the Statewide Dual Credit Master Agreement, and high school and postsecondary policies and codes of conduct.

We will cooperate with both the high school and postsecondary institution in fulfilling student responsibilities. We understand that any courses registered for, or grades earned, become a permanent part of the student's high school and college record. At the end of each quarter and/or semester, we authorize the postsecondary institution to send all grades to the high school, including those for courses that are not a part of this agreement.

We understand that it is the student's responsibility to receive approval from the high school representative for permission to drop or withdraw from the course(s) listed above.

According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to student educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Accordingly, dual credit students still enrolled in high school have rights of access to their postsecondary dual credit records. *In order for the student to receive credit, transcripts of dual credit courses will be shared among the secondary and postsecondary institution, the New Mexico Public Education and Higher Education Departments (NMPED/NMHED).*

All data will be used and maintained in accordance with all federal and state statutes, regulations, and policies.

By signing below, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time.

We, the student and parent/guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

### Signatures

\_\_\_\_\_  
High School Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Representative Name (print/type)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Postsecondary Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Postsecondary Representative Name (print/type)

## Administrative Purposes at the Postsecondary Institutions

Dual Credit Form Received by (print/type name)

Date

Entered by (print/type name)

Date

Completed/Signed Next Step Plan Attached

Student Meets Course(s) Prerequisites

Student High School Transcript Received

**ACT Scores**  
English Math Reading Science

**SAT Scores**  
Critical Reading Math Writing

**Compass OR Accuplacer Scores (circle one)**  
Reading Writing Math

### Comments:

### Agreement of Parties

**A. STUDENT & PARENT.** Endorsement of the Dual Credit Form by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions. For purposes of this agreement, Local Education Agency (LEA) means public school districts, state chartered charter schools, state-supported schools and Bureau of Indian Education-funded high schools.

**1. Admission and Enrollment of Students.** For a student to be accepted and enrolled into a dual credit program, the STUDENT shall:

- Discuss potential dual credit courses with the appropriate LEA and POSTSECONDARY INSTITUTION staff. This discussion shall include POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, congruence with student Next Step Plan, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
- Obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
- Meet the prerequisites and requirements of the course(s) to be taken;
- Complete this *Dual Credit Request Form* available online or in hard copy from the LEA or POSTSECONDARY INSTITUTION;
- Return this *Dual Credit Request Form* with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of either *Compass* or *Accuplacer* assessment results to an LEA representative;
- Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the *Dual Credit Request Form* and submitting this form to a POSTSECONDARY INSTITUTION representative;
- Register for courses during the POSTSECONDARY INSTITUTION's standard registration periods (NOTE: enrollments shall not be permitted after the close of posted late registration);
- Discuss any request for a change in registration (add, drop, withdrawal), recognizing that "audit" is not allowed for a dual credit course, and complete all necessary forms and procedures with appropriate LEA and POSTSECONDARY INSTITUTION staff; and
- Comply with POSTSECONDARY INSTITUTION and LEA student codes of conduct and other institutional policies.

**2. Rights and Privileges of Student.** The right and privileges of STUDENTS participating in Dual Credit include:

- The rights and privileges equal to those extended to LEA and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
- The use of POSTSECONDARY INSTITUTION library, course related labs and other instructional facilities, use of POSTSECONDARY INSTITUTION programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to POSTSECONDARY INSTITUTION personnel and resources as required; and
- The right to appeal, in writing to LEA or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual credit program.

**3. Financial Responsibility for Funding Dual Credit.** The STUDENT shall:

- Return the textbooks and unused course supplies to LEA when the student completes the course or withdraws from the course;
- Arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have access to transportation through LEA if the dual credit course is offered during the school day; and
- Be responsible for course-specific (e.g. lab, computer) fees.

**4. Confidentiality of Student Records.**

- Student educational records created as a result of the Agreement shall be retained and disseminated in accordance with FERPA requirements;
- Participation in dual credit courses requires STUDENT and/or PARENT/GUARDIAN signatures on this *Dual Credit Request Form* to comply with FERPA regulations.

**5. Secondary School and Postsecondary Institution Calendars.**

The regular operating institutional calendar and schedule of POSTSECONDARY INSTITUTION shall be observed by STUDENTS earning dual credit. Dual credit STUDENTS are required to comply with the requirements of both LEA and POSTSECONDARY INSTITUTION official calendars. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with school counselors for assistance.

**B. LEA.** Endorsement of this *Dual Credit Request Form* shall be evidence the LEA has and will comply with the provisions outlined in the Agreement between the POSTSECONDARY INSTITUTION and the LEA.

**C. POSTSECONDARY INSTITUTION.** Endorsement of this *Dual Credit Request Form* by the POSTSECONDARY INSTITUTION shall be evidence that the POSTSECONDARY INSTITUTION has and will comply with the provisions outlined in the Agreement between the LEA and the POSTSECONDARY INSTITUTION.



# COURSE OVERRIDE FORM

LAST NAME	FIRST NAME	BANNER ID	TERM

**Instructions:**

1. Fill out the top part of this form. Be sure to include your Banner ID Number.
2. Fill out the specific course information below depending on whether you are needing to override a Pre Requisite Course, Co-Requisite Course, or a Time Conflict. Be sure to include the CRN number and Name of the Course for Both Courses
3. Have the instructors sign the form. Forms without instructor signatures will not be processed.
4. Make an appointment with an advisor to review the form and for the Advisor to lift the Override.

PRE REQUISITE OVERRIDE			
COURSE REQUESTED		PRE-REQUISITE COURSE	
CRN:	NAME:	CRN:	NAME:
JUSTIFICATION FOR WAIVER REQUEST:			

**APPROVED BY:**

\_\_\_\_\_  
Course Instructor (printed)

\_\_\_\_\_  
Course Instructor (signature)

\_\_\_\_\_  
Date

CO-REQUISITE OVERRIDE			
COURSE REQUESTED		CO-REQUISITE COURSE	
CRN:	NAME:	CRN:	NAME:
JUSTIFICATION FOR WAIVER REQUEST:			

**APPROVED BY:**

\_\_\_\_\_  
Course Instructor (printed)

\_\_\_\_\_  
Course Instructor (signature)

\_\_\_\_\_  
Date

TIME CONFLICT OVERRIDE			
COURSE REQUESTED		COURSE REQUESTED	
CRN:	NAME:	CRN:	NAME:
JUSTIFICATION FOR WAIVER REQUEST:			

**APPROVED BY:**

\_\_\_\_\_  
Course Instructor 1 (printed)

\_\_\_\_\_  
Course Instructor 1 (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Instructor 2 (printed)

\_\_\_\_\_  
Course Instructor 2 (signature)

\_\_\_\_\_  
Date

SIGNATURES			
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\_\_\_\_\_  
Student (printed)

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor (printed)

\_\_\_\_\_  
Advisor (signature)

\_\_\_\_\_  
Date