

# STATEWIDE DUAL CREDIT MASTER AGREEMENT

May 2016

## NEW MEXICO SECONDARY AND POSTSECONDARY DUAL CREDIT PROGRAM

### MEMORANDUM OF AGREEMENT

Between UNIVERSITY OF NEW MEXICO (POSTSECONDARY INSTITUTION)

Explore Academy Schools and (LEA)

**Note:** SB 943 (Laws 2007, Chapter 227) creates a dual credit program in state statute. Postsecondary institutions and Local Education Agencies (LEAs) must refer to 6.30.7 New Mexico Administrative Code (NMAC) for rules regarding dual credit program implementation.

## TERMS OF AGREEMENT

### PART 1 – GENERAL PROVISIONS OF AGREEMENT

#### A. SCOPE

Dual credit shall be provided in accordance with the terms and conditions of this uniform Master Agreement (*hereafter* Agreement), which supersedes all previous agreements, versions and addenda. This Agreement applies to local education agencies (public school districts, locally 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 tribal colleges (*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 NMAC.

#### 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



- 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);
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 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 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.



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 report 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;
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;



## **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 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
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);
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.





APPENDIX for Dual Credit Program Master between Explore Academy (LEA) and University of New Mexico. Listing of Authorized Dual Credit Courses and Location of Delivery as of May 12, 2016

College Common Core #	College Course Subject #	College Course Title	STARS Course Code	STARS Course Title
	101	College Preparation	08909100	College Success
	109	Intro to Comparative and Global Ethnic Societies	27359900	International Relations
	104	Intro to Africana Studies	27359900	International Relations
	182	Intro to Env Scie & Technology	22395555	Issues of American Culture
	185	Race, Class & Ethnicity	22395555	Issues of American Culture
	186	Intro to SW Studies	22239555	Issues of American Culture
	201	Intro to Chicana & Chicano Studies	27209900	Hispanic Studies
1113	101	INTRO TO ANTHROPOLOGY	27779900	ANTHROPOLOGY
1113	110	LANGUAGE, CULTURES AND HUMANS	27789900	TOPICS IN ANTHROPOLOGY
	130	Cultures of the World	27149901	World Area Studies
NA	160	HUMAN LIFE COURSE	27789900	TOPICS IN ANTHROPOLOGY
NA	161L	HUMAN LIFE COURSE LAB	27789900	TOPICS IN ANTHROPOLOGY
	220	World archeology	17969900	Life and Physical Science
NA	101	APPLIED MUSIC 1	11469911	MUSIC - INDEPENDENT STUDY
NA	102	APPLIED MUSIC 2	11469911	MUSIC - INDEPENDENT STUDY
NA	107	APPLIED MUSIC	11469911	MUSIC - INDEPENDENT STUDY
NA	101	ELEMENTARY ARABIC 1	12999901	FOREIGN LANGUAGE AND LITERATURE
NA	102	GENERAL ARABIC 2	12999901	FOREIGN LANGUAGE AND LITERATURE
NA	201	INTERMEDIATE ARABIC	12999901	FOREIGN LANGUAGE AND LITERATURE
NA	301	ARABIC - TOPICS	12999901	FOREIGN LANGUAGE AND LITERATURE
NA	101	INTRO TO ARCHITECTURE	07039000	DRAFTING - ARCHITECTURE
NA	109	INTRO TO ARCHITECTURE	07039000	DRAFTING - ARCHITECTURE
NA	121	INTRO TO ARCHITECTURE	07039000	DRAFTING - ARCHITECTURE
NA	198	ARTS AND SCIENCES TOPICS COURSE	11519903	ART APPRECIATION
1013	101	INTRO TO ART	11519903	ART APPRECIATION
2113	201	HISTORY OF ART	11529604	ART HISTORY
	202	History of Art 2	11529604	ART HISTORY
NA	125	ART PRACTICES	11519903	ART APPRECIATION
NA	187	INTRO TO PHOTOGRAPHY	11719901	PHOTOGRAPHY
NA	101	INTRO TO ASTRONOMY	17619924	ASTRONOMY
NA	101L	ASTRONOMY LAB	17619914	ASTRONOMY
1113	123	BIO FOR HEALTH RELATED MAJORS	17149925	BIO - SPECIFIC TOPICS
1111	124L	BIO FOR HEALTH RELATED MAJORS - LAB	17149915	BIO - SPECIFIC TOPICS
	101	Chemistry in Our Community	17229911	CHEMISTRY IN THE COMMUNITY
	111	Elem of General Chemistry	17229913	CHEMISTRY IN THE COMMUNITY
1213	121	GENERAL CHEMISTRY 1	17239924	CHEMISTRY - ADVANCED STUDIES
1221	122	GENERAL CHEMISTRY 2	17239924	CHEMISTRY - ADVANCED STUDIES
	131	Principles of Chemistry	17239924	CHEMISTRY - ADVANCED STUDIES
	132	Principles of Chemistry	17239924	CHEMISTRY - ADVANCED STUDIES
NA	311	PHYSICAL CHEMISTRY	17249924	CHEMISTRY - SPECIFIC TOPICS



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EPS	101	Intro to Geology	17019901	Earth Science
EPS	105L	Opt Lab for EPS 101	17019911	EARTH SCIENCE LAB
EPS	201L	Earth History	17019901	EARTH SCIENCE
FA	284	Experiencing the Arts	11529901	ART HISTORY
NA	FREN	101 ELEMENTARY FRENCH 1	12369901	FRENCH 1
NA	FREN	102 ELEMENTARY FRENCH 2	12369901	FRENCH 2
NA	FREN	175 ACCELERATED FRENCH	12379901	FRENCH 2
NA	FREN	201 INTERMEDIATE FRENCH 1	12369901	FRENCH 1
NA	FREN	202 INTERMEDIATE FRENCH 2	12369901	FRENCH 2
GEOG	101	Physical Geography	27019900	World Geography
GEOG	102L	Opt.Lab for G10G 101	27019900	World Geography
GEOG	102	Human Geography	27029900	Human Geography
GEOG	140	World Regional Geography	27019900	World Geography
GEOG	217	Energy, Environment & Society	27029901	Topics in Geography
NA	GRMN	101 ELEM GERMAN	12379901	GERMAN 1
NA	GRMN	102 ELEM GERMAN 2	12569901	GERMAN 2
1063	HIST	101 WESTERN CIV	27539900	WESTERN CIV 1
1053	HIST	102 WESTERN CIV	27539900	WESTERN CIV 2
HIST	161	History to US to 1877	27249100	Modern US History
HIST	162	History of US since 1877	27249100	Modern US History
HIST	181	History of Early Latin America	27529900	Contemporary World Issues
HIST	182	Modern Latin American History	27529900	Contemporary World Issues
NA	ITAL	175 ACCELERATED ITALIAN	12999901	FOREIGN LANGUAGE AND LITERATURE
NA	JAPN	101 ELEM JAPANESE	12649901	JAPANESE 1
NA	JAPN	201 INTERMEDIATE JAPANESE	12659901	JAPANESE 2
NA	JAPN	301 ADVANCED JAPANESE 1	12999901	FOREIGN LANGUAGE AND LITERATURE
NA	LATN	101 ELEMENTARY LATIN	12159901	LATIN 1
NA	LING	101 INTRO TO STUDY OF LINGUISTICS	27999900	SOCIAL SCIENCES AND HISTORY, OTHER
NA	MA	210 INTRO TO FILM	11729900	FILM/VIDEOTAPE
NA	MATH	106 LAB FOR MATH 120	20999123	MATH - OTHER
NA	MATH	107 LAB FOR MATH 1321	20999123	MATH - OTHER
NA	MATH	120 INTERMEDIATE ALGEBRA	20429123	ALGEBRA 3
1113	MATH	121 COLLEGE ALGEBRA	20429123	ALGEBRA 3
1113	MATH	123 TRIGONOMETRY	20489123	TRIGONOMETRY
MATH	129	Survey of Math	20999123	Math-other
NA	MATH	150 PRECALCULUS	20489123	PRECALCULUS
1614	MATH	162 CALCULUS	20559123	CALCULUS
NA	MATH	163 CALCULUS 2	20559123	CALCULUS
1613	MATH	180 ELEMENTS OF CALCULUS	20559123	CALCULUS
NA	MATH	181 ELEMENTS OF CALCULUS 2	20559123	CALCULUS
NA	MATH	284 CALC 3	20599123	AP CALC bc
NA	MATH	317 VECTOR ANALYSIS	20999123	MATH - OTHER



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1113	THEA	105	THEATER APPRECIATION	11119921	FINE AND PERFORMING ART - OTHER
NA	THEA	120	ACTING 1	11139921	DRAMA, ACTING, PERFORMANCE
NA	THEA	130	ACTING 2	11139921	DRAMA, ACTING, PERFORMANCE
NA	UNIV	175	EXPERIENTIAL LEARNING SEMINAR	22129000	SERVICE LEARNING

