STATEWIDE DUAL CREDIT MASTER AGREEMENT

NEW MEXICO SECONDARY AND POSTSECONDARY DUAL CREDIT PROGRAM MEMORANDUM OF AGREEMENT

Between The University of New Mexico - Albuquerque/Main Campus (*hereafter* UNM)
(POSTSECONDARY INSTITUTION)
and
Bosque School

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 whether enrolled in public, private or home schools, and public postsecondary institutions in New Mexico including tribal colleges (*hereafter* Postsecondary Institution). In this agreement, when we reference "LEA" we are also implying that all secondary schools are included unless otherwise noted. 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 whether enrolled in public, private or home schools 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 whether enrolled in public, private or home schools 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 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. <u>Eligible Courses</u>

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 into 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 STARS Course Code/Title is not listed on the Appendix but can be obtained through the LEA's STARS Coordinator. The LEA shall submit the appendix electronically to NMHED and PED 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 [IDEAL-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 (6.30.8 NMAC).

2. <u>Academic Quality of Dual Credit Courses</u>

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. Credit may be eligible for transfer from one public postsecondary institution to another and may be applied toward requirements for postsecondary graduation and receipt of a degree. However, how/if a course transfers and the applicability of that transfer work toward degree requirements is ultimately at the discretion of the receiving institution.

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, spring, and summer semesters if he or she:

a. is enrolled during the fall and spring 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);
b. 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
c. 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, but there may be at the POSTSECONDARY INSTITUTION; 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 Transcripting 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 is available on the UNM Dual Credit website as well as the NM PED website. 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.
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 to determine the appropriate credit ratio. The Council is an advisory group consisting of NMHED and PED 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(s) to review and sign the completed Form with the understanding that only a form endorsed by all parties and all other required admission documents are submitted by the posted deadlines shall constitute a dual credit approval request;

    a. UNM's Dual Credit Coordinator and/or Supervisor are the approved representatives of UNM that may review and sign the completed Form on behalf of the Postsecondary Institution. Signing the Form moves the admission process forward, but does not guarantee registration of the course(s) listed on the Form. Courses indicated on this form are subject to change before/after/during the admission process due to course placement, advisement with a UNM advisor, and/or course availability at the time of registration. In such cases, a new Form may be required which the UNM Dual Credit Coordinator will help to facilitate.

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

a. New Students – First Semester Provisional - Students who are applying for their first semester of dual credit at UNM and meet the following eligibility requirements and enrollment limits:
    i. Junior (11th grade) or Senior (12th grade) standing
    ii. Cumulative high school GPA of 2.5 (flat or unweighted) and minimum college GPA of 2.5 if dual credit courses have previously been completed outside of UNM
    iii. At minimum, 16 years of age
    iv. May only enroll in one course. Exceptions to the course enrollment limit are made without petition for those students enrolled in Dual Credit Outreach Programs through the Career Enrichment Center (CEC) for the following courses: EMS 113, 142; CHIN 1110, 1120, 2110, 2120; ECE 101, 131L; CS 152L; CCST 1110, 1125, 2110, 2996 and through UNM's ISEE College Program for the following courses: CCST 1110, 1125, 2110, 2996.

b. Returning Students – Provisional - Students who have already completed at minimum one dual credit semester at UNM, wish to continue taking dual credit courses at UNM, and who meet the following eligibility requirements and enrollment limits:
    i. Junior (11th grade) or Senior (12th grade) standing
    ii. Cumulative high school GPA of 2.5 (flat or unweighted)
    iii. Cumulative college GPA between 2.5 and 2.99
    iv. Earned a "C" or higher in all attempted college courses. Have not earned grades of C-, D+, D, D-, F, or W in any college courses.
    v. May only enroll in one course. Exceptions to the course enrollment limit are made without petition for those students enrolled in Dual Credit Outreach Programs through the Career Enrichment Center (CEC) for the following courses: EMS 113, 142; CHIN 1110, 1120, 2110, 2120; ECE 101, 131L; CS 152L; CCST 1110, 1125, 2110, 2996 and through UNM's ISEE College Program for the following courses: CCST 1110, 1125, 2110, 2996.

c. Returning Students – Ongoing Enrollment - Students who have already completed at minimum one dual credit semester at UNM, wish to continue taking dual credit courses at UNM and who meet the following eligibility requirements and enrollment limits:
    i. Junior (11th grade) or Senior (12th grade) standing
    ii. Cumulative high school GPA of 2.5 (flat or unweighted)
    iii. Cumulative college GPA at or above 3.0
    iv. Earned a "C" or higher in all attempted college courses. Have not earned grades of C-, D+, D, D-, F, or W in any college courses.
    v. May enroll in a maximum of two courses per semester until all high school graduation requirements are complete. After completing all high school graduation requirements (other than elective requirements), students may enroll in a maximum of four courses per semester pending restrictions listed in the Master Agreement. Exceptions to the course enrollment limit are made without petition for those students enrolled in Dual Credit Outreach Programs through the Career Enrichment Center (CEC) for the following courses: EMS 113, 142; CHIN 1110, 1120, 2110, 2120; ECE 101, 131L; CS 152L; CCST 1110, 1125, 2110, 2996 and through UNM's ISEE College Program for the following courses: CCST 1110, 1125, 2110, 2996.

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

a. **Admission** - All students, new or returning, must submit a complete application packet by the deadlines posted at https://dualcredit.unm.edu and listed in the "Admission Deadlines" section of the UNM Dual Credit & Concurrent Enrollment Handbook to be considered for admission. Admission to UNM as a dual credit student is only good for one semester at time. The entire admission process that includes submission of a complete application packet must be followed for each and every semester that a student wishes to continue taking courses as a dual credit student. Specific instructions on what makes an application packet complete and the deadlines by which they should be submitted can be found on our website: https://dualcredit.unm.edu

    i. **OFFICIAL TRANSCRIPTS:**

        1. High School Transcripts
            a. All applicants must submit current, official high school transcripts. If applying for a fall or spring semester, it must include all grades from the previous spring semester. If applying for summer, it must include all grades from the previous fall semester.
            b. Official high school transcripts must be submitted directly to UNM from Parchment or from a high school counselor or other high school administrator. Transcripts submitted by a student or parent are considered unofficial even if the words, "Official Transcript" are written on the document and will not be accepted.
        2. College Transcripts
            a. Students that have taken dual credit courses at institutions outside of UNM or the UNM branch campuses, must submit official transcripts to UNM whenever a new set of courses are completed.
            b. Official transcripts must be sent directly to UNM Admissions from the college or university where the other dual credit courses were taken. They may be sent to apply@unm.edu if sent electronically or to P.O. Box 4985, Albuquerque, NM 87196-4895 if hardcopy is sent by mail.

b. **Registration** – A hold is placed on all dual credit student records at the time of admission and is not removed until the student transitions out of the dual credit program to a degree-seeking student at UNM either as a first-year student or a transfer student. This hold prevents a student from performing any registration processes (add/drop courses) on their own. All course registration processes will be completed on behalf the student by the Dual Credit Coordinator and/or Supervisor.

    i. UNM degree-seeking students, including new first-year students and new transfer students will be given priority for registration. Typically dual credit registration happens during the week prior to the start of the semester but in some cases may occur earlier (example: non-high demand courses, courses taking place at off campus at a high school site). Confirmation of registration will be emailed to the student at their UNM email account.

ii. Students must meet all pre-requisites and/or be eligible for any course restrictions for the course in which they plan to take before the Dual Credit Coordinator/Supervisor will register the student for the course.
iii. UNM will provide an enrollment report of all registered dual credit students to the LEA on the first day of UNM's academic term. Requests for additional enrollment reports can be made directly to the Dual Credit Coordinator at dualcredit@unm.edu. The LEA shall notify the POSTSECONDARY INSTITUTION by the end of the second week of UNM's academic term if the report is in conflict with the school endorsed registration

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;

    a. See admission requirements in 2 a, b, c above and course placement requirements in 8 a, b, c below.

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;

    a. Students will be referred to the appropriate academic advisor at UNM based on their interest in degree pathway and/or career. The student and the advisor will have a discussion about the course(s) selected on the Form. If after their discussion, the student chooses to change the course(s), a new Form complete with signatures must be completed. This can be facilitated by the Dual Credit Coordinator.

6. provide the Form to eligible students and appropriate LEA staff online and in hard copy;

    a. The Form will be available to complete online or download to print at: https://dualcredit.unm.edu

7. approve the Form each semester based on each student's prior coursework, career pathway, and/or academic readiness;
    a. The Form shall be reviewed and approved by the UNM Dual Credit Coordinator and/or Supervisor. Courses listed on the Form may be subject to change before/after/during the admission process due to course placement, advisement with a UNM academic advisor, and/or course availability at the time of registration. In such cases, a new NM Dual Credit Request form may be required which the UNM Dual Credit Coordinator will help to facilitate.
8. 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;

    a. There are a limited number of courses available for dual credit that do not require any placement scores or pre-requisite courses. We highly recommend that at the time of application to the Dual Credit Program, if a student has ACT, SAT, IB, AP, Accuplacer, CLEP scores and/or dual credit work from other higher education institutions outside of UNM Main and the UNM Branch Campuses that have not been previously sent officially to UNM that they submit those at that time to ensure a smooth course placement. If no such scores or outside dual credit work exists, we will recommend that the student, take the

appropriate Lobo Course Placement (LCP) tool (once admitted), Accuplacer exam, and/or other placement tool currently in use at UNM at that time to determine Math, English, and/or Reading placement to ensure students are starting at the right level of challenge. Depending on the student's course request and/or major interest, there may be other placement tools necessary to ensure proper placement such as Spanish, French, or German placement exams.

b. If a student places into one or more of our Foundational Courses (FYEX 1010: Foundational Math, FYEX 1030: Critical Text Analysis, and/or ENGL 1110X: Composition I: Stretch I) course selection will be limited to those courses that are compatible with our foundational level courses. An academic advisor will be able to discuss which compatible courses would be available for the student to take as a dual credit student interested in a particular degree program and/or as an exploratory/undecided student. Students may not take foundational courses as part of the Dual Credit Program but academic advisors can work with the student to find courses that would be appropriate to take.
c. Student must meet all pre-requisites and/or be eligible for any course restrictions for the course in which they plan to take before the Dual Credit Coordinator will register the student for a course.

9. provide information and orientation, in collaboration with the LEA, to the student 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
POSTSECONDARY INSTITUTION credits attempted in order for dual credit to be awarded;

a. A link to our online orientation will be provided to the student at the time of admission. The link will be emailed to the email account(s) provided on UNM's online Dual Credit Application Form.

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

a. Students are responsible for acquiring this information from the course syllabus provided to them by the instructor of their course.

11. advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules;

a. Parents sign off on the FERPA Release Information that discusses FERPA rules when they sign off on the Form. Parents will be advised of and/or reminded of FERPA rules by the Dual Credit Coordinator on a case by case, as needed basis.

12. maintain and update annually a Dual Credit & Concurrent Enrollment Program Handbook for high school students, parents, and staff. The Dual Credit Program Handbook will include the UNM specific details outlined in this Master Agreement as well as other details for understanding the policy and procedure before, during, and after admission to the UNM Dual Credit Program.

13. Students have the right to petition an exception to our admission requirements (age, high school

class standing, and/or GPA) and/or course enrollment limit. Submission of a petition does not guarantee its approval.

14. Per UNM Policy, students in non-degree status who have not earned a bachelor's degree are limited to taking a maximum of 30 credit hours. Since dual credit students are enrolled as non-degree students, they are held to this limit of 30 hrs maximum.

2. <u>Responsibility for Funding Dual Credit</u>

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. remind students at point of registration that they are responsible to pay for all individual course fees.

3. <u>Reporting of Student Records</u>

The POSTSECONDARY INSTITUTION shall:

1. provide the LEA, on the first day of the UNM academic term, an enrollment report. The LEA shall notify the POSTSECONDARY INSTITUTION by the end of the second week of UNM's academic term if the report is in conflict with the school endorsed registration;
2. 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;
3. release, at the request of the student, official POSTSECONDARY INSTITUTION transcripts in accordance with the POSTSECONDARY INSTITUTION transcript request practices; and
4. provide final grades to the LEA for each dual credit student. UNM will provide this the next business day following the deadline for faculty to submit grades. The deadline for faculty to submit grades typically falls within one week or less of the last day of the semester.;
5. deliver final grades the day after UNM faculty's deadline to submit final grades for a given semester; and
6. 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;
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 by the end of the second week of classes for UNM's academic term 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 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.

Private and Homeschools:

Homeschool and private school students are responsible for incurring the costs of their textbooks, materials and associated course fees.

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. <u>Reporting of Student Records</u>

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;

    a. UNM will provide this the next business day following the deadline for faculty to submit grades. The deadline for faculty to submit grades typically falls within one week or less of the last day of the semester.

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. <u>Admission and Enrollment of Students</u>

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 and all other required admission application steps as listed on our website: https://dualcredit.unm.edu by the posted deadline dates;
5. obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form;
6. submit any requests for the registration of courses to the POSTSECONDARY INSTITUTION by the deadlines posted to their website for the given semester, acknowledging that only the dual credit coordinator/supervisor can register a dual credit student for courses. (*Note*: dual credit students will not be registered for a course after it has already begun);
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. <u>Financial Responsibility for Funding Dual Credit</u>

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. <u>Confidentiality of Student Records</u>

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. <u>Secondary School and Postsecondary Institution Calendars</u>

STUDENTS earning dual credits shall abide by the regular operating calendars, 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 June 1, 2026 to July 31, 2027 (Summer 2026, Fall 2026, Spring 2027 and Summer 2027 semesters). 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 by the LEA to NMHED and PED by the end of each semester. At minimum, courses on the Appendix will be reviewed and potentially updated once per calendar year to coincide with the publishing of the UNM Catalog each summer.

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 contain 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 executed copy of this Agreement shall be submitted by the LEA to PED within 10 days of approval.

APPROVED	
University of New Mexico-Albuquerque/Main (UNM)	**Bosque School (LEA)**
Sarah E. Dominguez	Alexandria Romero
UNM Representative Name	*Bosque School Representative Name*
Transfer Pathways Officer & Dual Credit Supervisor	Registrar
UNM Representative Title	*Bosque School Representative Title*
	
UNM Representative Signature	*Bosque School Representative Signature*
04.14.2026	04.15.2026
Date	*Date*