New Mexico State University
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NEW MEXICO
Public Education Department

NEW MEXICO
HIGHER EDUCATION DEPARTMENT

NMPED
Public Education Department

State of New Mexico
Dual Credit Request Form

School Year _____

○ Summer ○ Fall ○ Spring

OFFICE USE ONLY
New Student ••••••••••••••••••••• ◉
Continuing Student •••••••••••••••• ○
Readmit Student ••••••••••••••••••• ○
Change of Campus •••••••••••••••••• ○
First Term Attended_____
Hrs. Earned_____ GPA_____

Student Information

Last Name	First Name	MI	Date of Birth	STARS Student ID#	
Mailing Address	City	State	Zip Code	Residency – NM County	High School Name
Telephone	Ethnicity *	Gender	Program of Study	HS ACT Code**	HS GPA/Grad Year

*Social Security number and/or ethnicity are not required for dual credit participation. **HS ACT Code is not required for homeschool students.

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Course Listing and Secondary/Postsecondary Approval

ACT/SAT_____PSAT/PLAN _____

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) (MTWRF)	Time e.g. 1-1:30PM	Location of Course	Higher Education Credits	High School Credits

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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	Marlene Chavez-Toivanen, Ph.D. Postsecondary Representative Name (print/type)	

For Administrative Use

Dual Credit Form Provided by (print/type name) _____ Date _____

Dual Credit Form Received By (print/type name) _____ Date _____

☐ Completed/Signed Next Step Plan Reviewed ☐ Student Meets Course(s)Prerequisites ☐ Student High School Transcript Received

PARCC Scores						PSAT Scores		
Reading	Writing	ELA	Geometry	Algebra 2	Math	Reading /Writing	Math	Total Score

ACT Scores					SAT Scores			Accuplacer or Other Scores			
English	Math	Reading	Science	Composite	Crit Reading	Math	Total	Math	English	Essay	ESL

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; Higher Education Institution (HEI) means public two-year colleges and four-year universities.

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

a. Discuss potential dual credit courses with the appropriate LEA and HEI staff. This discussion shall include HEI 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;
b. 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;
c. Meet the prerequisites and requirements of the course(s) to be taken;
d. Complete this Dual Credit Request Form available online or in hard copy from the LEA or HEI;
e. 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;
f. 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 an HEI representative;
g. Register for courses during standard registration periods of the partner HEI (NOTE: enrollments shall not be permitted after the close of posted late registration);
h. 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 HEI staff; and
i. Comply with HEI and LEA student codes of conduct and other institutional policies.

2. Rights and Privileges of Student. The right and privileges of STUDENTS participating in the dual credit program include:

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

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

a. Return the textbooks and unused course supplies to the LEA when the student completes the course or withdraws from the course;
b. 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
c. Be responsible for course-specific (e.g. lab, computer) fees.

4. Confidentiality of Student Records.

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

5. High School and Higher Education Institution Calendars.

The regular operating institutional calendar and schedule of HEI shall be observed by STUDENTS earning dual credit. Dual credit STUDENTS are required to comply with the requirements of both the LEA and HEI 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 Memorandum of Agreement between the HEI and the LEA.

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

Student Acknowledgements and Responsibilities

I understand that by enrolling at NMSU, I am responsible for knowing, understanding, and following all policies, rules, and regulations at NMSU, in addition to following the rules and regulations set forth by the high school. With my signature below, I further certify that I understand the following:

- Courses will be more academically challenging than traditional high school courses, will include different requirements for each course, and will result in a separate grade for each course. Course requirements and activities will be described in a course syllabus handed out at one of the first class sessions of each course and it is my responsibility to follow the syllabus and to withdraw if either my parent (or legal guardian) or I do not think the course is appropriate for me.

- I understand that NMSU courses and activities on campus are developed for adults and may include adult content, controversial issues and opinions, and a wide variety of personal beliefs and practices. Some courses involve overnight travel with no supervision. Some courses involve activities where personal safety is dependent upon the exercise of good judgment (e.g. chemistry lab classes, welding classes). When the course syllabus is provided to me, I will review the course content and activities with my parent or legal guardian and I will withdraw from the course if we determine that the content is not appropriate for me.

- There are deadline dates for dropping or withdrawing from a course. These dates are in the *Schedule of Classes*. If I quit attending the class, I will receive an F grade. To use one of these options and/or avoid a failing grade I must speak with an academic advisor at NMSU.

- I will activate my NMSU email account, at my.nmsu.edu and check it nearly every day. I must follow the NMSU Schedule of Classes; if my High School has a day or Holiday off, I understand the College may be on a different schedule and I need to attend.

- The subject matter of the course may be more complex and mature in nature and the expectation is that my behavior and performance will be equivalent to that of a college student. Courses enrollment may include a mix of both high school and college students, and I may be the only minor in the course. The instructor and other students in the class may not realize that I am a minor.

- NMSU and its employees, faculty, agents, students, and regents are not responsible for any supervision or individual monitoring of dual credit students.

- Grades earned in dual credit courses become part of my permanent academic record and will be reflected on my college transcript. My grade will also be reflected on my high school transcripts and could affect graduation, grade point average, and class placement.

- Courses are generally transferrable; however, it is not NMSU's responsibility to ensure that the specific dual credit courses in which I enroll are transferable to subsequent institutions or programs.

- Participation in dual credit can affect future eligibility for scholarships and financial aid. It is my responsibility to determine how any institutions I might attend in the future will treat dual credit hours for the purposes of financial aid and progress toward degree.

- Student conduct is subject to the disciplinary policies and procedures of NMSU. Severe misconduct cases may result in failure of the course and suspension from the dual credit program. Any disciplinary action will become part of the student's education record with NMSU.

As the undersigned student, I hereby understand the Student Acknowledgements and Responsibilities statements above and will adhere to them.

_____	_____	_____
Student Signature	Printed Name	Date

Parent/Legal Guardian Certification

As a parent or legal guardian of the dual credit student named below, I have read and understand the "Student Acknowledgements and Responsibilities" and further certify that my child is:

- Academically prepared to complete college level material,
- Motivated and committed to study independently, and
- Sufficiently mature to appropriately deal with course material and activities designed for adults, and to interact socially with adult, college students

I understand that the university provides no special supervision or protection for dual credit students while on the NMSU campus.

As the parent or legal guardian of a dual credit student, I will
1) Follow up with my child/student to ensure they complete and submit appropriate enrollment forms,
2) Review course syllabi with my child/student and make a personal determination as to whether the course material is appropriate for my child, and
3) Remind my child that their grades and any misconduct at NMSU become part of their permanent college academic record.

In signing below, I represent that I am a custodial parent or legal guardian of the student named below, and I grant the named student permission to enroll in dual credit courses at New Mexico State University.

Student Full Name: _____ (print)

_____	_____
Parent Signature	Date

_____
Parent Printed Name