

DUAL CREDIT POLICY
OF THE SCHOOL FOR THE ARTS - NEW MEXICO
AND
THE NEW MEXICO SCHOOL FOR THE ARTS

The purpose of this Dual Credit Policy is to ensure the rights of the students regarding dual credit courses while in the School for the Arts - New Mexico (the “SA-NM”), a New Mexico non-profit educational institution, and the New Mexico School for the Arts (the “Charter School”), a New Mexico public charter school for students with exceptional promise in the arts.

Duties and responsibilities of the Charter School.

Prior to the first day of school for students at the Charter School in fall, 2010, the Charter School shall:

- (1) designate a representative to collaborate with the postsecondary institution to reach agreement on admission and registration of eligible dual credit students for dual credit enrollment;
- (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 Charter School 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 Charter School 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 (Charter School 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.

I. 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 Charter School in one-half or more of the minimum course requirements approved by the New Mexico public education department for public school students;
 - (b) obtaining permission from the Charter School 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 Charter School 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 Charter School 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 Charter School and postsecondary institution staff;

(9) comply with the Charter School 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 Charter School 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 Charter School 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 Charter School 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 Charter School 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 Charter School 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 Charter School counselors for assistance.

This Dual Credit Policy was adopted by resolution of the Board of Trustees of the School for the Arts - New Mexico, a New Mexico nonprofit educational institution, and the Governing Board of the New Mexico School for the Arts, a New Mexico public charter high school effective as of _____, 2009.

New Mexico School for the Arts

 _____, Chair
 Of the Governing Board

School for the Arts - New Mexico

 _____, Chair
 Of the Board of Trustees

Attest:

Attest:

 _____, Secretary
 Of the Governing Board

 _____, Secretary
 Of the Board of Trustees

(Legal Reference: 6.30.7 NMAC)