



**New Mexico Higher Education and Public Education Department  
Alignment Task Force**

*"Aligning New Mexico's High School Competencies with College Placement Requirements"*

**Dual Credit Committee**

FAQs for Administrators

October 31, 2008

The new statewide Dual Credit Program falls squarely within New Mexico's high school redesign efforts. SB943 (2007) and SB31 (2008) create a dual credit program that allows public high school students in school districts, charter schools and state-supported schools in the state to earn both high school and college credit for qualifying dual credit courses. New statutes and rules apply to school districts, charter schools, state-supported schools, colleges, universities and students and their parents. Over the course of a year, the Dual Credit Committee of the HED/PED Alignment Task Force, a group of over 50 leaders from public and higher education, met to create a new Dual Credit Master Agreement, Dual Credit Request Form, and administrative rules. The new program is slated to begin during the 2008-2009 school year. Visit and bookmark the Dual Credit Committee [page](#), where all items in teal may be found.

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**General**

***When does the new statewide Dual Credit Program begin?***

By 2008-2009, each district shall offer a program of courses for dual credit, in cooperation with an institution of higher education, and a program of distance learning courses. "District" means public school districts, charter schools and state-supported institutions. By 2009-2010, students entering grade 9 must earn at least one credit as an: honors, advanced placement, dual credit, or distance learning course during their high school years in order to graduate. See [SB561: High School Redesign \(2007\)](#).

***When is the first summer that eligible students can take dual credit courses?***

Summer 2009. A student who is enrolled in one-half or more of the minimum course requirements approved by PED for public school students during the fall and winter semesters and is academically eligible for dual credit, and who has not graduated or earned a general educational development certificate, may take courses for dual credit during the immediately succeeding summer semester. See [SB31 of 2008](#).

***Are all high school students eligible for dual credit?***

It is up to the district and college/university administrators to determine the academic standing of eligible dual credit students based on their Next Step Plan, readiness and career goals.

***Is there a dual credit brochure for students and parents?***

Yes. It is available as [tri-fold](#) and [8½x11](#) formats. Double-sided printing is encouraged.

***Where can I find a list of higher education dual credit contacts?***

On the Dual Credit Committee [page](#).

## Dual Credit Master Agreement

### **Are pre-2008-2009 Dual Credit Memorandum of Agreements still valid?**

No. The new statewide Dual Credit Program (as per statute and rule) calls for the creation of a new master agreement that: (1) specifies eligible courses, academic quality of dual credit courses, student eligibility, course approval, course requirements, required content of the dual credit request form, state reporting, liabilities of parties, and student appeals; and (2) states the roles, responsibilities, and liabilities of the district, the postsecondary institution, student, and the student's family. Visit the Dual Credit Committee [page](#) for the Agreement.

With the exception of the Appendix, the agreement may not be altered or modified by either party. 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. Districts, 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 New Mexico Higher Education Department and the Public Education Department by the end of each semester.

### **To what extent can districts sign dual credit agreements with multiple postsecondary institutions?**

Districts may sign agreements with the community college assigned to their service area and any four-year institution for face-to-face classes. Community colleges offering dual credit to districts within the service area have the first right of refusal for dual credit courses. However, said institution may sign an agreement with another two-year institution permitting the latter to offer dual credit courses.

If the district wishes to provide dual credit courses through instructional television (ITV) or online, the district may sign agreements with any institution of higher education eligible to participate in the dual credit program, regardless of the location of that institution.

See the Geographic Areas of Responsibility administrative rule, [5.2.4 NMAC](#).

### **Can charter schools enter into their own agreements with colleges/universities?**

Yes. The Charter School Act specifically provides that a "charter school is a public school that may contract with a school district or other party for provision of financial management, food services, transportation, facilities, education-related services or other services." 22-8B-4 NMSA 1978 specifies that charter schools are responsible for contracting for services.

### **Where should completed agreements be sent?**

As per rule, PED is the designated recipient of fully-executed agreements:

Marcia Knight  
Career Technical and Workforce Education Bureau  
New Mexico Public Education Department  
Mailing Address: 300 Don Gaspar, Santa Fe, NM 87501  
Physical Address: 120 South Federal Place, Room 207, Santa Fe, NM 87501

NMHED and PED request that the appendix be emailed to [dualcredit.council@state.nm.us](mailto:dualcredit.council@state.nm.us) to facilitate NMHED and PED posting on their respective websites. Please **do not** send agreements to NMHED.

### **Under what circumstances will NMHED and PED request agreement resubmission?**

On three grounds:

If the agreement text is modified—the district and college/university names should only appear at the top of the first page and on the signature page, not within the text of the agreement, which may not be modified as per rule.

If the Appendix is incomplete, whether an older version was used or information is missing from the required format.

If inappropriate signatures are received. Given the district and college level of responsibility for dual credit, NMHED and PED expect district superintendents, charter school and state-supported administrators and college/university presidents (or their designees) to sign Agreements.

## Eligible Courses

### ***Can students take remedial or developmental courses for dual credit?***

No. Statute requires that dual credit courses be academic or career technical in nature, which means they must apply toward a degree or certificate program. Remedial and developmental courses may not be taken for dual credit, since they do not count toward a degree or certificate program.

### ***Are Advanced Placement courses eligible for dual credit?***

No. Although Advanced Placement (AP) and dual credit courses are both advanced curricular options for high school students, AP and dual credit courses are mutually exclusive.

The College Board has [strict guidelines on AP course offerings](#) and annually certifies high school teachers to teach AP courses. AP courses are **high school courses** that *may be eligible* for college credit if and when the high school student takes an AP exam and obtains a score of at least three (out of five). Furthermore, each student must formally send AP scores to the college/university they are interested in; the college/university **then** determines if the student will receive college credit. Some institutions require scores of four or five to be accepted for credit. AP courses are offered over the length of the school year.

Dual credit courses are **college courses** offered by a postsecondary institution. Whether the student receives college credit for the course is contingent on a passing grade. Dual credit courses are offered over the course of semesters or trimesters.

### ***We have received the Appendix of eligible dual credit courses from our partner college/university and it contains their complete catalog of lower division courses; does the district have to accept all courses listed?***

No. The Appendix of eligible dual credit courses should be developed collaboratively between your district and the college/university. Districts have equal say in what courses are offered to their students. The Appendix should not contain every lower division course in a college/university catalog and should consider district needs.

### ***The dual credit administrative rules state that one secondary school credit shall be awarded for the successful completion of three credit hours of postsecondary institution instruction for elective courses not comparable to existing district elective courses. What happens in the case that a dual credit course is comparable to an existing elective course?***

Dual credit courses are not intended to supplant instruction at the high school level; rather, they are meant to advance and enrich the high school experience. The college/university cannot solely determine a dual credit course's inclusion in the Appendix of eligible courses. The district and college/university must jointly agree as to which courses are eligible for dual credit.

### ***Can colleges and universities offer core high school courses for dual credit?***

Yes, but the core transcripting ratio must be appealed to the Dual Credit Council (hereafter Council). The Council was created in rule to administer an appeals process for district 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 shall issue recommendations to the NMHED and PED department secretaries on issues not addressed in the agreement; the secretaries' decisions are final. Districts 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. Appeals documents are located on the Dual Credit Committee [page](#).

### ***Can districts and colleges/universities submit appeals for elective course transcripting ratios?***

No. As per rule, the elective transcripting ratio is 3:1.

### ***In the Appendix of eligible dual credit courses, what is expected in the "location" column?***

Because NMHED and PED are using the Appendix of eligible courses as one of the sources of information for its annual reporting requirements, it is important to be specific. Possible locations

include, but are not limited to: High School, College/University, High School/online, High School/ITV, or a combination thereof.

## Dual Credit Online

### **What is IDEAL-NM?**

IDEAL-NM stands for Innovative Digital Education and Learning in New Mexico. IDEAL-NM provides eLearning services to New Mexico P-12 schools, colleges and universities and government agencies by:

- collaborating with New Mexico schools in providing online courses that expand educational opportunity for all students.
- working with Regional Education Cooperatives in facilitating eLearning best-practices training for member schools.
- implementing a shared eLearning infrastructure using a single statewide Learning Management System, Web Conferencing System, and Help Desk for P-12 schools, colleges and universities, and government agencies.
- providing professional development courses for teachers, and training courses for government agency employees—courses to be developed in 2008-09.
- promoting statewide sharing of other educational resources, including subject matter expertise, instructional content and support services.
- coordinating with other statewide technology initiatives.

Contact IDEAL-NM at [info@ideal-nm.org](mailto:info@ideal-nm.org) or 505-383-2400. For more information, download the IDEAL-NM [brochure](#) and [frequently asked questions](#).

### **Who should I contact to develop an online dual credit course?**

Prospective eTeachers and online course developers may contact Noreen Romero at [noreen.romero@state.nm.us](mailto:noreen.romero@state.nm.us) or by calling 505-383-2400.

### **Is there a list of dual credit courses available online?**

Yes and no. NMHED and PED are required to post the appendices of eligible dual credit courses on their respective websites, which includes dual credit course locations.

IDEAL-NM provides a [catalog](#) of online courses that can be sorted based on a variety of fields, but these courses must appear in the agreements submitted to PED.

NMHED and PED are working with IDEAL-NM to develop an electronic statewide agreement for online dual credit courses. The e-agreement should be available by the 2009-2010 school year.

## Data Collection and Reporting

### **When should institutions of higher education submit the DEAR dual credit file to the New Mexico Higher Education Department?**

At the end of each semester: March 2 for fall; June 15 for spring; October 30 for summer. See the list of the [dual credit file data elements](#).

### **How will NMHED calculate the tuition credit offset for dual credit courses?**

See the NMHED Institutional Finance [Procedure for Tuition Revenue Credit](#). Refer to Section D: Methodology for language pertaining to dual credit.

### **Should dual credit student credit hours (SCHs) be categorized as restricted or unrestricted credits?**

The dual credit SCHs should be reported as unrestricted Instruction and General (I&G) in order for them to be picked up in the formula (especially for the tuition credit calculation; see the previous FAQ). 5.3.12 [New Mexico Administrative Code](#) (NMAC) defines “unrestricted credits” as student credit hours earned in a course offered for academic credit for which the faculty salary is paid by funds from the regular instruction and general sources and for which the student cost is the regular, on-campus tuition.

**What role does the Dual Credit Request form play in data collection and reporting?**

The [Dual Credit Request Form](#) represents the financial commitment colleges and universities need to receive the tuition credit revenue offset. Colleges and universities must ensure the forms contain required information in order to count those students in their enrollment reporting. Districts must ensure each form contains the required student information as well as secondary school approval.

**What goes in the Student Identification Number field on the Dual Credit Request Form?**

Districts are responsible for entering the nine-digit, PED-issued student identification number on each [Dual Credit Request Form](#) to allow the state to match students in both the public and higher education data systems. The FERPA Release section of the Dual Credit Request Form must be signed by both the student and parent (unless the student is over 18 years of age) in order to allow districts, colleges and universities collect and report dual credit data to the state.

**Miscellaneous**

**Can an institution of higher education offer college credit to home school, private school and tribal school students?**

Yes, but the dual credit statute and administrative rules **do not apply**. According to [5.55.4 NMAC](#) and [6.30.7 NMAC](#), home school, private school, or tribal school students who meet the eligibility criteria may receive both high school and college credit, provided that the student pays the full cost of the college courses. Non public school students taking college courses for both high school and college credit shall be considered as being concurrently enrolled by the college/university for the purposes of data reporting.

**Can the institution of higher education waive student course specific fees?**

While the dual credit statute and administrative rules specify that students are responsible for course-specific fees, institutional governing boards may elect to waive this cost.

**Must the dual credit textbooks be on the state-approved list for public schools?**

No. Since dual credit courses are college courses, they do not need to be on the state-approved list.

**How will PED allocate textbook funds to districts?**

As a result of the 2008 legislative session, PED received an additional \$1.6M in the Instructional Materials Fund for distribution to districts to cover dual credit textbook costs. All districts received a portion of these funds with their regular instructional materials disbursement. On April 1, 2008, PED distributed ninety percent (90%) of the estimated district entitlement for 2008-2009 based on prior year 40th day membership. However, to receive instructional materials funding, districts are required to complete their Initial/Tentative Budget Requests and receive approval from the Instructional Materials Bureau (IMB) Chief via the new Uniform Chart of Accounts. Visit the [IMB page](#) for more details.

In the spring of 2008, Legislative Education Study Committee (LESC) Chairman Representative Rick Miera commissioned LESC staff to draft new legislation for a dual credit textbook fund for the 2009 legislative session; proposals include the creation of a fund available on a reimbursement basis to districts participating in the dual credit program. See the September 2008 [LESC report](#).

**Who should I contact if this FAQ does not address my question(s)?**

Please address inquiries to the Dual Credit Council: [dualcredit.council@state.nm.us](mailto:dualcredit.council@state.nm.us)

To access documents referenced in this FAQ, visit the [Dual Credit Committee page](#):  
<http://inst.hed.state.nm.us/content.asp?CustComKey=199036&CategoryKey=317187&pn=Page&DomName=inst.hed.state.nm.us>