**Overview**

The Dual Credit Program offers New Mexico high school students an accelerated path in college or career. It was established in 2008 for qualified high school students to obtain credit for college coursework at public or tribal Higher Education Institution while simultaneously completing high school electives and graduation requirements.

In light of the current public health crisis, this document will serve as a quick reference to the most common dual credit questions.

|  |  |  |
| --- | --- | --- |
| **Higher Education Institution Responsibilities** | **Local Education Agency Responsibilities** | **Student Responsibilities.** |
| * Designate a representative to manage the Dual Credit Program
* Make every effort to adopt textbooks for at least three years
* Determine, in collaboration with the LEA, the required academic standing of each eligible student
* Provide information and orientation to the student and parent/guardian
* Waive all general fees and tuition for high school students
* Track progress of dual credit enrolled students on the issue of academic performance and provide these reports, as needed, to the LEA
* Provide final grades to the LEA for each dual credit student
 | * Designate a representative to manage the Dual Credit Program
* Determine, in collaboration with the HEI, the required academic standing of each eligible student
* Qualify students based on factors that may include academic performance, next step plan, assessments, and guidance
* Provide information and orientation to each student
* Notify the postsecondary institution if the student’s schedule of classes is in conflict with the school-endorsed registration
* Provide appropriate accommodations for special education students
* Pay the cost of the required textbooks
* Collaborate to offer dual credit courses at the high school site
* Record, unchanged, the grade given to the dual credit student by the postsecondary institution on the high school transcript.
 | * Be enrolled for ½ or more of the required LEA credits or be in attendance at a Bureau of Indian Affairs funded high school for at least three contact hours per day
* Meet LEA and HEI requirements to enroll
* Complete the dual credit request form and obtain permission from the LEA and HEI representative
* Arrange transportation to the site of the dual credit course
* Be responsible for course-specific fees (e.g., lab, computer)
* Adhere to schedules for both LEA and HEI
* With parent or guardian, sign the FERPA release form on the dual credit request form • Return textbooks to the LEA
 |

|  |  |
| --- | --- |
| How does dual credit differ from concurrent enrollment? | Dual credit allows a student to receive college credit and high school credit at the same time upon successful completion, whereas in *concurrent enrollment* a student is simply enrolled in a college course while enrolled as a high school student. The college course counts toward college credit, but does not count toward high school credit.  |
| What is required when enrolling in a Dual Credit course? | In order to enroll in dual credit courses, a STARS ID is required. This [link](https://webnew.ped.state.nm.us/bureaus/college-career-readiness/khan-academy-and-the-preliminary-scholastic-aptitude-test-psat/dual-credit/) will provide the steps needed to obtain your STARS ID. *\*Please note that is not the same as the number on a school ID.* |
| **Who is eligible to participate in the Dual Credit Program?** | All high school students are eligible to participate in the dual credit program, provided the following requirements are met:* Demonstrate readiness for the college coursework.
* Complete a career interest inventory.
* Select a pathway aligned to a credential or degree and the selected career.
* Complete a next step plan that aligns with student aptitudes and career interests.
* Meet the prerequisites of the course to be taken.

  |
| What types of courses are eligible for dual credit? | Academic or career technical college courses are eligible for dual credit. ***Remedial, developmental and physical education activity courses are not eligible for dual credit, nor are audit or intersession courses.***  |
| Do dual credit courses always count toward core academic course requirements?  | No. In order for a dual credit course to count as a core academic high school requirement, the course must meet the required New Mexico State Standards. MOST college courses do not meet the required standards and benchmarks set forth in New Mexico Administrative Code.  |
| Is there a process that enables a dual credit course to count toward an academic core course requirement?  | Yes. The school district may perform an alignment evaluation of the learning standards in both the college course and the core academic course (called a crosswalk). The district is obligated to ensure that ***all***standards of the high school course are delivered through the college course. If the district determines that the course is an appropriate equivalent, the district should seek local school board approval. Only upon school board approval shall the college course fulfill a high school academic core requirement.  |

|  |  |
| --- | --- |
| **Are there requirements to maintain eligibility in the Dual Credit Program?** | Yes. In order to maintain eligibility, students must* Continue making progress toward high school graduation and earn a **C** or higher in dual credit courses.
* Students must maintain half-time enrollment in high school until graduation requirements (other than electives) are completed.
 |
| **What happens if a student earns a grade below a C in a dual credit course?** | If a student receives below a C in any dual credit course the student will return to provisional enrollment status meaning:* the student may enroll in a dual credit course in their pathway, but may not enroll in previously taken course,
* The student will be limited to enroll in only one course per semester,
* The student must enroll in a partnered support mechanism available at the LEA or HEI, such as tutoring or grade checks.
 |
| **Will the grade a student receives in a dual credit course appear on their high school transcript?** | Yes. Grades earned in dual credit courses will appear on a student’s high school transcript as well as college transcript, and these are both permanent records. The grade can impact a student’s academic standing with a postsecondary institution. In addition, if a student is taking a dual credit course that is also fulfilling a core academic requirement, receiving a failing grade will have implication on a student’s graduation eligibility. It is extremely important that students are appropriately guided to courses that are within their college course readiness and that they fully understand the implications of receiving below average grades in dual credit courses. Students must seek out assistance from either the counselor at their high school or the dual credit coordinator at the Higher Education Institution, to find out what resources are available to support their academic success.  |
| **Can dual credit impact eligibility for the Legislative Lottery Scholarship?** |  No. A New Mexico student must obtain a New Mexico high school diploma or GED, enroll full-time with 15 credit hours or more at an eligible New Mexico public college or university and maintain a 2.5 GPA or above during the student’s first academic semester in college to be eligible.  |
| **Can dual credit impact a student’s eligibility for Financial Aid?** | Yes. Eligibility for Federal Financial Aid is based on ***all*** records, including classes attempted as a dual credit student. All classes are a permanent part of a student’s record. Dual Credit classes affect GPA, completion rate, and are counted toward overall college progress. When participating in dual credit courses, it is important that students understand that taking college courses can have a lasting impact on their progress and their eligibility for financial aid. |

|  |  |
| --- | --- |
| What are considered dual credit “instructional materials” and who is responsible for paying for them? | “Instructional materials” means school textbooks and other educational media that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material and electronic media. Please contact Jaime Cherry at Jaime.Cherry@state.nm.us if you are unsure if an item qualifies as a dual credit instructional material.It is the responsibility of the school district to purchase dual credit materials for public high school students. Homeschool and private school students are responsible for those costs. All instructional materials that are purchased by the school district must be returned to the district when the student completes or withdraws from the course.  |
| **Can a dual credit course count for more than one high school credit simultaneously?** | No. Successful completion of three credit hours of postsecondary instruction shall result in the awarding of one high school unit for said completed postsecondary course.  |
| **Are students able to take dual credit during the summer?** | Yes, provided the student ***does not*** receive their high school diploma at the end of the spring semester prior to the summer term. If a student graduates at the end of a fall semester, they are no longer eligible to participate in dual credit the following spring term.  |
| **What if a student does not meet the academic standards for a dual credit course?** | If a student does not demonstrate readiness for their college coursework, they may enroll provisionally in one dual credit course. Provisionally enrolled students must enroll in a partnered support mechanism at the Local Education Agency or Higher Education Institution, such as tutoring or grade checks.  |

|  |  |
| --- | --- |
| **Are homeschool and private school students able to participate in the Dual Credit Program?** | Yes, Higher Education Institutions shall waive tuition for all dual credit courses per [NMSA 21-1-1.2](https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/CCRB_dualcredit_NMSA.21-1-1.2.Dual_.credit.for_.high_.school.and_.post-secondary.classes2015.pdf). This includes homeschool and private school students. However, those students are responsible for covering the cost of textbooks and materials. If they have never been enrolled in a public school, they will need to obtain a [STARS ID](https://webnew.ped.state.nm.us/bureaus/college-career-readiness/khan-academy-and-the-preliminary-scholastic-aptitude-test-psat/dual-credit/).  |
| **If a student lives in New Mexico, can they take dual credit at an out-of state institution?** | The district is responsible for negotiating dual credit memorandum of understanding with an accredited Higher Education Institution and may elect to transcribe the college course for high school credit. Such a course must be transcribed at the allotted 3 credit hours per 1 unit conversion. For core academic parity, a crosswalk must be completed by the district to ensure state academic standards are adequately addressed, and school board approval of academic credit substitution is required. Districts *will not* be eligible to receive reimbursements for materials from the Dual Credit Instructional Material Fund, (27103) for students participating in dual credit courses outside of New Mexico. It is incumbent on the district or the families to cover expenses associated with the out of state course. A student may enroll at an out of state Higher Education Institution without earning credit at a NM high school, in which case this is concurrent enrollment, not dual credit. |

|  |  |
| --- | --- |
| **Resource Link** | **Summary of information you will find** |
| [New Mexico Higher Education Department/Resources for schools, administrators and students.](https://hed.state.nm.us/resources-for-schools/public_schools/dual-credit) | FAQs for students and parents, NMHED and PED dual credit contacts, dual credit forms. |
| [Policy and Procedures Manual for Dual Credit](https://webnew.ped.state.nm.us/wp-content/uploads/2018/03/Dual-Credit-Policy-and-Procedures-Manual.pdf) | This policy and procedures manual serves as a guide in alignment with state statute and New Mexico Administrative Code (NMAC) and provides guidance for best practice when administering and participating the Dual Credit Program.  |
| [NMPED College and Career Readiness Bureau’s Dual Credit page](https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/CCRB_dualcredit_SB158.Dual_.Credit.Program.Parity-Final.Govsigned.3.5.14.pdf) | You will find annual reports, administrative rule and legislation relating to dual credit, dual credit required forms and various dual credit resources. The process for obtaining a STARS ID can be found on this page.  |
| [NMAC 6.30.7](https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/CCRB_dualcredit_6.30.7.NMACPED.pdf) | This rule applies to local education agencies (LEAs) (public school districts including high schools, charter schools and state-supported schools), and bureau of Indian education-funded high schools), high school students who attend secondary schools, and public postsecondary institutions in New Mexico.  |
| [NMPED Dual Credit FAQs for students](https://webnew.ped.state.nm.us/bureaus/college-career-readiness/khan-academy-and-the-preliminary-scholastic-aptitude-test-psat/dual-credit/dual-credit-student-frequent-asked-questions-faq/) | This page will answer additional student FAQs that may not be addressed in this document. |

**Should you require further assistance and information, please contact:**

Jaime Cherry, Education Administrator, NMPED/College and Career Readiness Bureau: (505) 827-6798

Thomas Schawel, Education Administrator, NMHED/Academic Affairs and Policy: (505) 476-8416