

Master Agreement Development Process

Dual Credit Master Agreements should be submitted electronically to the Dual Credit Education Administrator at Jaime.Cherry@state.nm.us. Questions may be emailed to Ms. Cherry, or she can be reached at 505-469-6744. Complete, updated Master Agreements should be submitted in the event of changes to the Master Agreement, changes to the LEA and/or Postsecondary Institution official signatories or at a minimum of once every three years. All courses offered for dual credit through the school year must be included on the Master Agreement Appendix. The Appendix, by law, must be updated annually.

The Dual Credit Council encourages Local Education Agencies (LEAs) and Postsecondary Institutions to use this process to reflect unique local needs and education goals of both the high school and college, while ensuring the rigor of college coursework is maintained. Courses must support an articulated program of study for each student and should be part of a student's Next Step Plan.

Step One: Read the Dual Credit Rule (6.30.7 NMAC) and the Sample Dual Credit Master Agreement; both can be found on the Dual Credit webpage: http://www.ped.state.nm.us/ped/CCR_programs_dualcredit.html.

While following the collaborative process below, ensure the Dual Credit rule is followed. Nothing in the appendices of the Master Agreement can contradict the Dual Credit rule. Please keep in mind the following:

- PE activity and remedial/developmental courses cannot be offered for Dual Credit;
- All Dual Credit courses must be aligned to PED standards and benchmarks and must have the STARS Code and Course Number listed on the Appendix.
- LEAs must purchase Dual Credit textbooks but may create policies to ensure this does not become a financial burden.

Step Two: The Master Agreement is documentation of the Postsecondary Institution and Local Education Agency collaboration. This collaboration is vital to meet the Dual Credit Program goal of ensuring high school alignment to college expectations so more high school students graduate college and career ready. Areas of collaboration include:

- Articulate both LEA and Postsecondary Dual Credit student requirements.
- Discuss/Clarify
 - LEA requirements: grade level? GPA minimum? other?
 - Postsecondary requirements: grade level? GPA minimum? Placement test score? other?
- Identify appropriate courses for Dual Credit: Postsecondary and LEA select together.
 - Ensure Dual Credit courses meet PED standards and benchmarks
 - For some courses, matching PED standards/benchmarks with Higher Education competencies at the department chair level may be most appropriate;
 - For other courses, matching PED standards/benchmarks with actual college course content may necessitate high school teachers and college professors working together.

Step Three: The Master Agreement is one manner by which the PED monitors the Dual Credit Program. The PED ensures compliance to the Dual Credit rule.

- LEA and Postsecondary Institution leaders must agree to and sign the Master Agreement.
- LEAs must submit the Master Agreement to the PED.

Step Four: The Master Agreement appendix will be used by both the Higher Education Department and the Public Education Department:

- HED will not reimburse Postsecondary Institutions for courses that are not included in the Master Agreement.
- PED will not reimburse LEAs for textbooks for courses that are not included in the Master Agreement.
- If ineligible courses are included in the Master Agreement Appendix, these courses will not be reimbursed by HED, nor will PED reimburse LEAs for textbooks for ineligible courses (remedial, developmental, and PE activity courses are all ineligible for Dual Credit).