

ALMA D'ARTE CHARTER HIGH SCHOOL
STUDENT INSTRUCTION POLICY

Policy No. SI004
Adopted: 09/13/10
Amended: 03/07/16

SUBJECT: DUAL CREDIT

PURPOSE: The Governance Council (GC) is committed to providing an effective and equitable process for eligible students to earn dual credit while enrolled both in a public school program and in a postsecondary institution.

BACKGROUND: The primary purpose of the dual credit program is to increase the educational options and opportunities for high school students and to increase the overall quality of instruction and learning available through secondary schools. Dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously as defined in 6.30.7 NMAC.

The Council directs the school staff to inform students and parents of dual credit options, and as resources allow, effectively place students in these opportunities.

DEFINITIONS:

- (A) Dual credit enrollment refers to high school students enrolling in college-level courses offered by a postsecondary institution. Students are able to simultaneously earn credit toward high school graduation and a postsecondary degree or certificate.
- (B) Postsecondary institution refers to a public postsecondary educational institution operating in the state, including a community college, branch community college, technical vocational institute, and four-year educational institution.
- (C) Eligible courses refer to college courses that are academic and/or career technical and are included in the secondary and postsecondary dual credit master agreement. Remedial, developmental, and physical education activity courses are not eligible for dual credit. The partner postsecondary institution has final approval of what courses are authorized for dual credit enrollment, with the intent not to replace or duplicate courses currently offered at Alma d'arte.
- (D) Developmental courses refer to remedial and/or basic skills courses determined to be at the pre-collegiate level in mathematics, reading, writing, and communication skills.
- (E) Dual credit master agreement is the required documentation of the Postsecondary Institution and Alma d'arte's collaboration regarding eligible courses and student eligibility criteria.

POSITION: Alma d'arte Charter High School, in collaboration with the partnering postsecondary institutions, may establish specific eligibility for dual credit course criteria beyond the New Mexico Public Education Department's (NMPED) stated requirements. NMPED requirements include: mandatory enrollment in one-half or more of each school day, in a public school, written permission from the both the public secondary institution and the postsecondary institution and written permission, if student is under the age of 18, from the student's parent or guardian (6.30.7 NMAC).

(A) Student Responsibilities and Eligibility

Students participating in dual credit courses are subject to the postsecondary institution's code of conduct and all policies related to course completion, including: grading, attendance, drop/add and withdrawal procedures. Students must also provide their own transportation.

1. Student eligibility for dual credit enrollment with NMSU.
 - a. Students must: be a junior or senior in high school; or enrolled in an Alma d'arte program that allows earlier dual credit enrollment eligibility or receive approval from the CAO/Principal; and meet requirements for eligibility as approved by the CAO/Principal. Students' PLAN or PSAT score may be considered for initial eligibility for one semester only.
 - b. Dual enrolled students may enroll in up to eight credit hours per semester and must meet all course prerequisites.
 - c. Courses are preapproved and are listed on the Alma d'arte/NMSU dual credit master agreement. High school counselors have the list of approved courses.
2. Student eligibility for dual credit enrollment with Doña Ana Community College (DACC).
 - a. Students must: be a junior or senior in high school, or enrolled in an Alma program that allows earlier dual credit enrollment eligibility or receive approval from the CAO/Principal; and meet requirements for eligibility as approved by the CAO/Principal.
 - b. Dual credit students may enroll in up to nine credit hours per semester and must meet all course prerequisites.
 - c. Courses are preapproved and are listed on the Alma d'arte/DACC dual credit master agreement. High school counselors have the list of approved courses.
3. Students seeking to enroll in a postsecondary institution other than NMSU or DACC must request course availability and enrollment criteria through the CAO/Principal prior to enrollment.

(B) Alma d' arte's responsibilities

1. Participate in annual review and revision of the secondary/postsecondary dual credit master agreement and course list.
2. Provide appropriate advisement and marketing materials to all high school students.

3. Provide the postsecondary institution with high school transcripts and assessment scores as requested for program participation.
4. Transcript credit earned from accredited postsecondary institution upon receipt of an official grade or transcript record from the institution.
5. Provide required instructional materials.

(C) Postsecondary institutions' responsibilities

1. Participate in annual review and revision of the secondary/postsecondary dual credit master agreement and course list.
2. Provide appropriate advisement and marketing materials to all high school students.
3. Waive tuition and general fees for dual credit courses.
4. Provide final grades to secondary institutions.

(D) Credits awarded for dual credit courses

1. After successful completion of a dual credit course, high school credits will be awarded according to the following conversion:
 - a. 1 or 2 College credits = 1/2 High school elective credits earned
 - b. 3 or 4 College credits = 1 High school elective credits earned
 - c. 5 or 6 College credits = 2 High school elective credits earned
 - d. 9 College credits = 3 High school elective credits earned
2. Alma d' arte will transcript credit earned from accredited institutions upon receipt of an official grade or transcript record from the institution.

Legal reference: 6.30.7.7 NMAC-N, NMSA 22-10A33 NMSA

END