



State of New Mexico
Dual Credit Request Form



Summer Fall Spring 2009 2010

Student Information – all information required (except Ethnicity is optional)

Form with fields for Last Name, First Name, MI, Date of Birth, STARS Student ID#, CNM ID #, Mailing Address, City, State, Zip, Residency – NM County, High School Name, Gender, Ethnicity (optional), Telephone, Expected Graduation Date, HS ACT Code, HS GPA.

Course Listing and Secondary/Postsecondary Approval – all course enrollment(s) must be listed

The above-named student has been given permission to enroll as a dual credit student. Based on this student’s academic record and overall maturity, I feel he/she will be successful in college level courses. Therefore, as high school representative, I recommend the student take the following course(s):

Table with 9 columns: Schedule #, Course #, Course Section #, Course Title, Day(s), Time, Location of Course, Higher Education Credits, High School Credits.

FERPA Release Information

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with stated high school and postsecondary institution.

We agree to abide by the guidelines in the Statewide Dual Credit Master Agreement, as well as high school and postsecondary policies and codes of conduct.

We will cooperate with both the high school and postsecondary institution in fulfilling student responsibilities. We understand that any courses registered for, or grades earned, become a permanent part of the student’s high school and college record.

We understand that it is the student’s responsibility or receive approval from the high school representative for permission to drop or withdraw from the course(s) listed above.

According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to the student’s educational records transfer from parent to student when the student is enrolled in a postsecondary institution.

By signing below, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED.

We, the student and parent/guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

Signatures – all signatures required. Submit completed form to any CNM Enrollment Services office

Signature lines for High School Representative, Student, and Enrollment Services Representative, with corresponding name and date fields.

Administrative Purposes at the Postsecondary Institutions

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Received by High School Relations Representative Date

HS Relations Representative Name

Completed/Signed Dual Credit Request

Student meets course(s)

Student high school transcript received (if applicable)

ACT Scores

English

Math

Reading

Postsecondary Institutional PLACEMENT Scores

Reading

Writing

Math

Other Comments:

Dual Credit students may not audit CNM courses. Register yourself online in myCNM after submitting this form.

Agreement of Parties

A. STUDENTS AND PARENTS OR GUARDIANS

Endorsement of the **Form** by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions.

1. Admission and Enrollment of Students. *For a student to be accepted and enrolled into a dual credit program, the STUDENT shall:*

- Discuss potential dual credit courses with the appropriate DISTRICT 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;
- 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;
- Meet the prerequisites and requirements of the course(s) to be taken;
- Complete the Form available online or in hard copy from DISTRICT or POSTSECONDARY INSTITUTION;
- Return the Form with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of any assessment results to DISTRICT representative;
- Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form and submit form to POSTSECONDARY INSTITUTION representative;
- Register for courses during POSTSECONDARY INSTITUTION's standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
- Discuss any request for a change in registration (add, drop, withdrawal), recognizing that "audit" is not allowed for a dual credit course, and complete all necessary forms and procedures with appropriate DISTRICT and POSTSECONDARY INSTITUTION staff; and
- Comply with POSTSECONDARY INSTITUTION and DISTRICT student code of conduct and other institutional policies.

2. Rights and Privileges of Student. *The right and privileges of STUDENTS participating in Dual Credit include:*

- The rights and privileges equal to those extended to DISTRICT and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
- The use of POSTSECONDARY INSTITUTION library, course related labs and other instructional facilities, use of 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
- The right to appeal, in writing to DISTRICT or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual credit program.

3. Financial Responsibility for Funding Dual Credit. *The STUDENT shall:*

- Return the textbooks and unused course supplies to DISTRICT when the student completes the course or withdraws from the course;
- 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 DISTRICT if the dual credit course is offered during the school day; and
- Be responsible for course-specific (e.g. lab, computer) fees.

4. Confidentiality of Student Records.

- Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements;
- Participation in dual credit courses requires STUDENT and PARENT/GUARDIAN signatures on the Dual Credit Form to comply with FERPA regulations.

5. Secondary School and Postsecondary Institution Calendars.

The regular operating institutional calendar and schedule of POSTSECONDARY INSTITUTION shall be observed by STUDENTS earning dual credits. Dual credit STUDENTS are required to comply with the requirements of both DISTRICT and POSTSECONDARY INSTITUTION official calendars. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with school counselors for assistance.

B. HIGH SCHOOL DISTRICT. Endorsement of the Dual Credit Form shall be evidence the DISTRICT has and will comply with the provisions outlined in the Agreement between the POSTSECONDARY INSTITUTION and the DISTRICT.

C. POSTSECONDARY INSTITUTION. Endorsement of the Dual Credit Form by the POSTSECONDARY INSTITUTION shall be evidence that the POSTSECONDARY INSTITUTION has and will comply with the provisions outlined in the Agreement between the DISTRICT and POSTSECONDARY INSTITUTION.