



State of New Mexico  
Dual Credit Request Form  
For Eligible Secondary School Students



Fall       Spring       Summer  
 2008       2009

Student Information					
				CHS:	
Last ▲	First ▲	Middle ▲	DOB mm/dd/yy	Pub Sch ID# xxx-xxx-xxx	Grade
				(      )	(      )
Student Street Address ▲		City ▲	St	Zip	Telephone home and cell
AdS: 320063				NMSU Alamogordo	
High School ACT Code (320xxx)		Secondary School Name		Postsecondary Institution Name	

Course Listing and Secondary/Postsecondary Approval							
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 studies. Therefore, I, the secondary representative, recommended this student for the following courses:							
Catalog #	Course# (e.g. ENGL 113)	Course Title (e.g. College Algebra)	Day (MTWRFSU)	Time (1:00pm-3pm)	Location (Secondary Name, Postsecondary Name, REC, online)	Higher Ed Credits	High School Credits

Secondary Representative Signature	Secondary Representative Name	Date (mm/dd/yyyy)
Postsecondary Representative Signature	Postsecondary Representative Name	Date (mm/dd/yyyy)

FERPA Release Form			
<p>We, the student and parent or guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with stated secondary and postsecondary institution. We understand the secondary representative will authorize course selection for each term.</p> <p>We understand that all prerequisite requirements, including assessment and course placement, must be met.</p> <p>We agree to abide by the guidelines in the Statewide Dual Credit Master Agreement, as well as secondary and postsecondary policies and codes of conduct.</p> <p>We will cooperate with both the secondary school and postsecondary institution in fulfilling student responsibilities.</p> <p>We understand that any courses registered for, or grades earned, become a permanent part of the student high school and college record. At the end of each semester, we authorize each stated postsecondary institution to forward all grades to the secondary schools, including grades for courses that are not a part of this agreement.</p> <p><b>We understate that is the student's responsibility to receive approval from the secondary representative for permission to drop or withdraw from a dual credit program course.</b></p> <p>According to the Family Education Rights and Privacy Act (FERPA) of 1974, all rights of access to students educational records transfer from parent to student when the student is enrolled in a postsecondary institution.</p> <p>In order to comply with FERPA requirements, the postsecondary institution stated in this form shall obtain written consent from each student before disclosing personally identifiable information from their educational record.</p> <p>As a participant in the dual credit program, I, the student understand that it is the responsibility of the postsecondary institution to release my grades to my high school. By signing below, I, the student, authorize the stated postsecondary institution to release information. I understand that information may be release orally, electronically, or in the form of copies of written records.</p> <p>I have the right to inspect any written records released pursuant to this consent. I understand that I may revoke this consent at any time.</p> <p><b>We, the student and parent or 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.</b></p>			
Student Signature	Date (mm/dd/yyyy)	Parent/Guardian Signature	Date (mm/dd/yyyy)

<input type="checkbox"/> Dual Credit Request Form completed/signed by all parties <input type="checkbox"/> Student meets course prerequisites <input type="checkbox"/> Student high school record received, if applicable.	Placement Exam Scores			H S GPA	Expected Grad Date
	English	Math	Reading		
Received by (print name)	Date (mm/dd/yyyy)	Entered by (print name)	Date (mm/dd/yyyy)		

## Other Postsecondary Information

### AGREEMENT OF PARTIES

#### A. STUDENT 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:*

1. discuss potential dual credit courses with the appropriate SECONDARY SCHOOL 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;
2. 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;
3. meet the prerequisites and requirements of the course(s) to be taken;
4. complete the Form available online or in hard copy from the SECONDARY SCHOOL or POSTSECONDARY INSTITUTION;
5. obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form;
6. return the Form with the specific courses requested, required signatures and, if applicable, a current high school transcript, and any assessment results to the SECONDARY SCHOOL representative after receiving POSTSECONDARY INSTITUTION approval;
7. register for courses during the POSTSECONDARY INSTITUTION standard registration periods (*Note: enrollments shall not be permitted after the close of posted late registration*);
8. discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate SECONDARY SCHOOL and POSTSECONDARY INSTITUTION staff; and
9. comply with the POSTSECONDARY INSTITUTION and SECONDARY SCHOOL 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:*

1. the rights and privileges equal to those extended to SECONDARY SCHOOL and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
2. the use of the POSTSECONDARY INSTITUTION library, course related labs and other instructional facilities, use of the 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
3. the right to appeal, in writing to the SECONDARY SCHOOL 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:*

1. return the textbooks and unused course supplies to the SECONDARY SCHOOL when the student completes the course or withdraws from the course (subject to provisions in Subsection B of Section 22-15-10 NMSA 1978 regarding lost or damaged instructional material);
2. 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 the SECONDARY SCHOOL if the dual credit course is offered during the school day; and
3. be responsible for course-specific (e.g. lab, computer) fees.

##### **4. Confidentiality of Student Records**

1. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with Family Educational Rights and Privacy Act (FERPA) requirements.
2. Participation in dual credit courses requires STUDENT and, if applicable, PARENT/GUARDIAN signatures on the Form for compliance with FERPA regulations.

##### **5. Secondary School and Postsecondary Institution Calendars**

STUDENTS earning dual credits shall abide by the regular operating calendars, schedules and associated requirements of the SECONDARY SCHOOL and POSTSECONDARY INSTITUTION. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with SECONDARY SCHOOL counselors for assistance.

#### B. SECONDARY SCHOOL

Endorsement of the **Form** shall be evidence the SECONDARY SCHOOL has and will comply with the provisions outlined in the Agreement between the POSTSECONDARY INSTITUTION and SECONDARY SCHOOL.

#### C. POSTSECONDARY INSTITUTION

Endorsement of the **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 SECONDARY SCHOOL and POSTSECONDARY INSTITUTION.