

Regulation IHCDA

Las Cruces Public Schools

Related Entries: IHCDA; IHBHD

Responsible Office: Associate Superintendent for Teaching, Learning and Research

CONCURRENT ENROLLMENT AND DUAL-CREDIT PROGRAMS

I. PURPOSE

To set forth procedures and eligibility criteria for concurrent and dual-credit enrollment.

II. BACKGROUND

The primary purpose of concurrent enrollment and 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. Concurrent enrollment and dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously. Dual-credit programs are authorized by Sections 21-1-1.2, 21-1B-3, 21-13-19 and 22-13-1.4 NMSA 1978 and 6.30.7 NMAC.

III. DEFINITIONS

1. *Concurrent enrollment* refers to enrollment of high school students in courses at the postsecondary level that are not designated as dual credit courses. Students concurrently enrolled are responsible for paying course tuition, instructional materials and all applicable fees at that postsecondary institution. (Concurrent enrollment at New Mexico State University [NMSU] is referred to as Early Admissions.)
2. *Dual credit enrollment* allows high school students to enroll 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.
3. *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.
4. *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 the high schools.

5. *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.
6. *Dual credit master agreement* is the required documentation of the Postsecondary Institution and Local Education Agency (districts) collaboration regarding eligible courses and student eligibility criteria.

IV. PROCEDURES

Las Cruces Public Schools, in collaboration with the partnering postsecondary institutions, may establish specific eligibility for concurrent and 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 concurrent and 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 concurrent enrollment (referred to as Early Admissions) with NMSU.
 - a. Students must: be a junior or senior in high school; have a minimum of a 3.0 grade point average (GPA), and an ACT score of 23 or higher. (Students' PLAN or PSAT scores may be considered for initial eligibility for one semester only.)
 - b. Concurrently enrolled students may enroll in up to eight credit hours per semester and must meet all course prerequisites.
2. Student eligibility for dual credit enrollment with NMSU.
 - a. Students must: be a junior or senior in high school; or enrolled in an LCPS program that allows earlier dual credit enrollment eligibility (i.e. Early College High School; Rio Grande Preparatory Institute) or receive approval from the Director of Secondary Instruction; and meet requirements for eligibility as approved by the Director of Secondary Instruction. (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 LCPS/NMSU dual credit master agreement. High school counselors have the list of approved courses.
3. 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 LCPS program that allows earlier dual credit enrollment eligibility (i.e. Early College High School; Rio Grande Preparatory Institute) or receive approval from the Director of Secondary Instruction; and meet requirements for eligibility as approved by the Director of Secondary Instruction.
 - 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 LCPS/DACC dual credit master agreement. High school counselors have the list of approved courses.
4. Students seeking to enroll in a postsecondary institution other than NMSU *or* DACC must request course availability and enrollment criteria through their high school counselor prior to enrollment.

B. Las Cruces Public Schools' responsibilities:

1. Participate in annual review and revision of the secondary/postsecondary 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 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 table:

College credits	High school elective credits earned
1 or 2	1/2
3 or 4	1
5 or 6	2
9	3



Associate Superintendent for Instruction

August 13, 2014

Date Approved

History: Formerly Procedure 447; updated 10.20.09; revised 6.3.11

Legal Reference: NMSA 22-10A-33 NMSA