

2020-  
2021



# NMJC Dual Credit Policy Guide

2020-2021

## Introduction

This handbook is intended to serve as an overview of the policies New Mexico Junior College must follow in order to maintain accreditation under Higher Learning Commission accreditation standards and to stay compliant with all State of New Mexico policies, procedures, and requirements. HLC published an updated [policy book](#) as of September 2019. Effective June 30, 2008, **21-1-1.2 NMSA 1978**, further codified in **6.30.7 NMAC**, authorized the Public Education Department (PED) and the Higher Education Department (HED) to establish a Dual Credit Program in the State of New Mexico. Policies described herein are subject to change in accordance with HLC and State of New Mexico mandates for Dual Credit programs, higher education institutions (HEIs), and Local Education Agencies (LEAs).



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## HLC Guidelines

The institution (New Mexico Junior College) provides high quality education, wherever and however its offerings are delivered.

- NMJC's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).
- All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.

The institution (NMJC) demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

- The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.

Dual Credit courses offered at high school sites must be aligned with NMJC course expectations.

## Assumed Practices

Courses that carry academic credit toward college-level credentials have content and rigor appropriate to higher education.

The institution has a process for ensuring that all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that degree or are of equivalent rigor.

See HLC's policy manual [here](#).

## Faculty Credentials

Faculty for all Dual Credit courses are considered NMJC employees and must be approved by New Mexico Junior College prior to teaching a Dual Credit course. Faculty teaching general education courses, or other non-occupational courses hold a master's degree or higher in the discipline subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Faculty teaching career-technical education courses must possess a minimum of an Associate Degree or are employed based on equivalent experience as defined by NMJC. In cases where experience is used as a credentialing factor, a minimum threshold of experience is determined using a standardized evaluation process. Please see Appendix: **Dual Credit Faculty Pay Rate** for more information about how instructional staff at the high school Dual Credit sites are compensated.

## New Mexico Program Basics

Dual enrollment programs in New Mexico are known as “Dual Credit.” NMJC must approve faculty for all dual credit courses in accordance with HLC guidelines for accreditation. Each high school offering dual credit courses must submit a signed uniform master agreement with NMJC to the Public Education Department (PED) every three years. The agreement must specify eligible courses, academic quality of dual credit courses, course approval and course requirements. College courses eligible for dual credit must meet the rigor for NMJC credit and be congruent with the NMJC’s academic standards. Dual credit courses offered at high schools must conform to college academic standards. Course requirements for high school students enrolled in dual credit courses must be equal to those of regular college students.

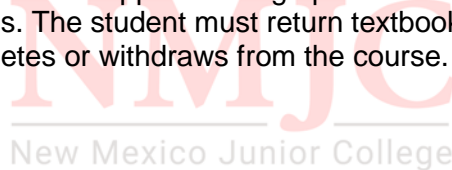
LEAs must provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law). Districts must also inform students in need of accommodations or other arrangements of the need to speak directly with [Student Accessibility Services](#) at NMJC.

High school students are allowed use of the NMJC library, course-related labs and other instructional facilities, use of the NMJC programs and services such as counseling, tutoring, advising, and special services for students with disabilities, and access to NMJC personnel and resources as required.

The student's district, charter school, state-supported school or bureau of Indian education high school must pay for required textbooks and other course supplies through purchase agreements with the NMJC bookstore or through other cost-efficient methods. The student must return textbooks and unused course supplies to his or her school when the student completes or withdraws from the course. NMJC makes every effort to adopt textbooks for multi-year use.

### How much does it cost?

Tuition and books for Dual Credit students at NMJC are free. Please note that students in select Dual Credit programs will be responsible for certain administrative fees and expenses for required course equipment/materials.



## Dual Credit at NMJC

Program	Advanced Career and Technology (ACT) Academy	Dual Enrollment	Early College/Dual Credit Academy	Advanced Placement
<b>Description</b>	Receive college credit for taking career technical courses at both high school sites and at NMJC's campus	College-level courses taken at high school sites (face-to-face and ITV) or online, which earn both NMJC and high school credits	College courses taken on NMJC's campus that earn high school and college credits	College-level courses offered in high school that are designed by committees of college faculty and AP teachers
<b>Instructor</b>	Courses taught by both high school and NMJC instructors	Courses taught by NMJC faculty and high school teachers meeting same standards and requirements of college faculty	Courses taught by NMJC faculty	Courses taught by high school teachers who meet AP course evaluation and professional development guidelines
<b>Exam</b>	Depending on program	Accuplacer college placement exam to enter program	Accuplacer college placement exam to enter program	College Board AP exam to earn college credit
<b>Costs</b>	Some minor program specific equipment/material costs	None	None	\$94 per AP exam (with a \$37 reduction for low-income students)
<b>Course Type</b>	Workforce courses	Academic courses	Academic courses	Academic courses
<b>Credit</b>	Credit applied automatically to college transcript	Credit applied automatically to college transcript	Credit applied automatically to college transcript	Apply for credit with an advisor
<b>Criteria for receipt of credit/degree</b>	Student receives credit and a grade that reflects class performance; typically, students must attend all classes and earn a grade of D or higher; some degree plans require a C or better in specific courses	Student receives credit and a grade that reflects class performance; typically, students must attend all classes and earn a grade of D or higher; some degree plans require a C or better in specific courses	Student receives credit and a grade that reflects class performance; typically, students must attend all classes and earn a grade of D or higher; some degree plans require a C or better in specific courses	Complete course with a passing grade and score of 3 or higher on the AP exam
<b>Transfer</b>	Applicable, in some cases, to Associate of Arts and Applied Science degrees at NMJC	Most academic coursework earning a C or better will transfer to NM public higher ed institutions and Texas Tech	Most academic coursework earning a C or better will transfer to NM public higher ed institutions and Texas Tech	Acceptance of credit depends on institutions and exam score (usually 3 or higher)

1. *ACT Academy* –Advanced Career and Technology (ACT) Academy offers Lea County high school students an arrangement in which students take courses that provide credit for graduation at both the high school- and college-levels, but in subjects and programs that are career- and technology-related and that lead towards an Associate of Applied Science or Certification at NMJC. ACT Academy students take classes at their high schools and participate in two hours per day of courses on the NMJC campus in the following areas of study: Criminal Justice, Certified Nursing Assistant (CNA), Welding, Automotive Technology, Cosmetology, and Instrumentation and Controls.
2. *Dual Enrollment* – The Dual Enrollment program is the starting point to pathways to degrees and/or credentials that lead directly to entry-level jobs in New Mexico. This program allows students the chance to take an academic course offering credit at two different schools: a public college or university and the high school at which the student would traditionally take classes. Dual Credit offers New Mexico high school students the opportunity to get a head start in college by earning credits at a public HEI while they finish electives and graduation requirements at their assigned high school.
3. *Early College/Dual Credit Academy* –Early College (also known as Dual Credit Academy) program is a free, accelerated learning model wherein students who are enrolled in Lea County high schools attend classes at New Mexico Junior College. The coursework completed to satisfactory standards at NMJC is then applied to graduation requirements at the local high school. The primary difference between Dual Enrollment and Early College is that many Dual Enrollment students will take their classes via distance or face-to-face modalities at their high school, whereas for a student to be considered in the Early College program, the student must be taking classes on NMJC's campus (classroom residency is at NMJC). Early College students will have an NMJC advisor and degree plan in their first semester of enrollment.

Please Note: NMJC is authorized by the State of New Mexico to offer dual credit in Lea County. NMJC has Dual Credit Master Agreements, which permit the provision of dual credits, with five school districts in Lea County: Hobbs, Lovington, Eunice, Jal, and Tatum. For students who come from other school districts in NM, some virtual schools, or are homeschooled, Dual Credit is not available; however, students from other schools and districts may take courses that they are otherwise eligible for via Concurrent Enrollment:

- *Concurrent Enrollment* - Concurrent Enrollment allows students the chance to enroll in college courses for credit towards an Associate Degree or certification while they are in high school or are homeschooled, but does not automatically provide credits that count towards graduation for both high school and college simultaneously. Local Education Agencies (LEAs) that fall outside of NMJC's service area may elect, at each LEA's discretion, to award high school credit after the college credit has been transcribed at NMJC.

## Access to Dual Credit

Written approval/recommendation for Dual Credit programs at NMJC comes from a student's school of primary attendance.

Students must meet entrance requirements set by NMJC. NMJC provides course placement evaluation and considers a high school college readiness assessment to verify a student's academic skill level and ensure compliance with course prerequisites.

The agreement between the LEA and NMJC must specify the required academic standing of students eligible to participate in the dual credit program. LEAs must employ a method of qualifying students for dual credit participation based on factors which may include academic performance review, use of Next Step Plans, assessments, advisement and career guidance. LEAs recommend enrollment at NMJC with evidence, usually placement scores and high school transcripts, that the student has the appropriate skills and maturity to benefit from Dual Credit instruction. NMJC employs Accuplacer/SAT/ACT or a combination of these placement tests with GPA to demonstrate that the student has the appropriate skills and maturity to benefit from the instruction requested. Students enrolling in Dual Credit courses at NMJC are required to submit high school transcripts and/or placement scores with Dual Credit Registration Forms to facilitate college readiness assessments. Students have the right to appeal to the LEA or NMJC any decision regarding enrollment in the Dual Credit program. NMJC and LEAs must have a student appeals process for student enrollment in Dual Credit programs (the decision of the institution or LEA to which the student appeals is final). Students requesting appeals at NMJC must provide written notice of their intent to appeal to the Vice President of Instruction or designee, upon receipt of which a hearing will be scheduled.

NMJC and LEAs in Dual Credit Master Agreements must collaborate to provide information and orientation to students and parents on the responsibilities of dual credit enrollment, including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the NMJC credits attempted in order for dual credit to be awarded. NMJC and LEAs must also inform students of course requirement information, including course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information, which is found in course syllabi.

Students are required to discuss potential dual credit courses with the appropriate LEA and NMJC staff, including 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.

## Dual Credit Eligibility

High school students in any of the districts with Dual Credit Master Agreements with NMJC may participate in Dual Credit. Students outside of those districts may participate in Concurrent Enrollment but may not be eligible for Dual Credit. Most Dual Credit students will be juniors or seniors in high school. Students who are not juniors or seniors may be considered for Dual Credit programs on a case-by-case basis and using the same course prerequisites and standards for college readiness that are applied to all other students.

All students entering Dual Credit programs must demonstrate college readiness. College readiness is determined by high school counselors (or designee) and evaluated by NMJC personnel. In order to determine readiness, a range of factors is considered, including GPA, placement scores, and student interest. Students must submit high school transcripts and/or placement score results with a Dual Credit Registration Form (see Appendix) to take Dual Credit courses. Students are required to take the Accuplacer placement test to enroll in credit-bearing mathematics and English courses at NMJC; however, the test is not required for admission to all courses or programs. Lea County school districts are authorized to administer the Accuplacer placement tests to determine college readiness for students interested in Dual Credit. Accuplacer score requirements are listed in the Appendix (pg. 11): **Placement Score Cutoffs**. For ACT Academy programs of study, no Accuplacer



score is required; however, all intending ACT Academy students must have a minimum 2.0 high school GPA to be eligible (2.5 minimum for the CNA program).

## Accuplacer Testing

Dual Credit students' first Accuplacer will be administered at each student's high school. Students may retake the Accuplacer at the [Testing Center at NMJC](#). To do this, students must schedule an appointment online and submit the **NMJC High School Accuplacer Form** with a valid signature from the student's high school. Instructions can be found on the High School Accuplacer Form.

## Enrollment, Course Change, and Withdrawal

### Enrolling

To enroll in Dual Credit courses, a student needs to express interest to his or her high school counselor, which can be done with a [Next Step Plan](#). Before admission to a Dual Credit program, students must demonstrate that they are college ready. College readiness is determined using factors such as placement scores, GPA, and academic/career interests. Students may take a career inventory [here](#). The next step is to complete an application for admission, which can be done online [here](#). If necessary, the student should take the Accuplacer/SAT/ACT (required for English and math Dual Credit courses at NMJC). Finally, with the help of a high school counselor and/or an NMJC advisor, the student needs to submit the **Dual Credit Registration Form** (see Appendix pg. 12) to the Director of Academic Programs at NMJC, and attach high school transcripts and/or placement score results. Enrollment in courses at NMJC is allowed through the first week of classes and thereafter is recorded on a student's permanent academic record.

Dual Credit programs require college-level effort from enrolled students. The expectations and rigor of coursework in ACT Academy/Dual Enrollment/Early College may surprise some students, as Dual Credit courses will differ significantly from those of high school classes. In order to maintain enrollment in a Dual Credit program, students are required to do the following:

- Continue progressing towards high school graduation
- Obtain course grades of C or better for each Dual Credit course taken
- Avoid withdrawals (W) or incompletes (I) for Dual credit courses
- Avoid violations of relevant student codes of conduct (Dual Credit students must follow both their high school's and NMJC's codes of conduct) and remain in good standing in both high school and college

### Changing a schedule

Students may make major changes (ADD/DROP) to their schedules by adding and dropping classes during the first week of classes for full-semester and first-eight-week classes. This is done using the New Mexico Junior College Class **ADD/Drop Form** (see Appendix pg. 13). For second-eight-week classes, changes to schedules must be submitted before the end of business on the first Wednesday after the start of the term.

NMJC will honor requests to change a Dual Credit schedule for a student after the ADD/DROP Period only where those courses are not held on NMJC's campus. Such requests must be made in advance of the deadline to withdraw from a class for all NMJC students (usually two weeks before the end of a semester or term). Please refer to the Appendix: **2020-2021- Important Dual Credit Calendar Dates** or the [NMJC Academic Calendar](#) on the website for more information. For all students in ITV courses, ACT Academy programs, and Early College/Dual Credit Academy programs, NMJC will not honor requests for changes past the ADD/DROP Period. Any exceptions to these policies will require approval from the relevant Dean and/or Vice President of Instruction and may require additional documentation/evidence.

## Withdrawing

Students who wish to withdraw from a Dual Credit course may do so prior to the Withdrawal Deadline. This is done using the New Mexico Junior College Class [ADD/Drop Form](#). Classes may not be added once the ADD/DROP Period has ended. Only withdrawals are permitted. The Withdrawal Deadline is usually two weeks prior to the end of a term or semester. After the Withdrawal Deadline, no changes may be made to a student's schedule and course grades become part of a student's permanent academic record.

When a student enrolls in Dual Credit courses or programs, even if the student takes all coursework at his or her high school, that student will have automatically triggered the creation of a permanent higher education record housed at NMJC. With some exceptions, after the first week of the semester, students may not add or switch courses but may drop a class. It is important to understand that dropped courses after the ADD/DROP Period appear as a W on the student's transcript. A W on a transcript does not affect GPA. However, withdrawing from courses is generally not recommended, as too many withdrawal marks on a transcript can affect eligibility for financial aid and admission to other colleges and universities, in addition to delaying a degree pathway.

NMJC will honor requests to change Dual Credit schedules after the ADD/DROP Period only where those courses are not held on NMJC's campus. Such requests must be made in advance of the deadline to withdraw from a class for all NMJC students. Please refer to the NMJC Academic Calendar for exact dates. For students in ITV courses, ACT Academy programs, and Early College/Dual Credit Academy programs, the final day to add or drop a course, or otherwise change schedules, will be the last day of the first week of classes in each semester. Any exceptions to these policies will require approval from the relevant Dean and/or Vice President of Instruction and may require additional documentation or evidence.

## Advising

Advising is critical to student success at NMJC. Early College students meet with an advisor prior to enrollment each semester. Students participating in other Dual Credit programs will meet with NMJC advising staff sometime during their second semester of Dual Credit programming. This meeting with an NMJC advisor will culminate in the creation of a degree plan, so that Dual Credit students may clearly see their pathway towards a degree or certification. To get more information about days and times to meet with an advisor, speak with your high school counselor or call the Director of Academic Programs at NMJC at 575-492-2624.

## Attendance

The attendance policies for NMJC differ from those of Lea County's high schools. Dual Enrollment, Early College/DCA, and ACT Academy courses at NMJC follow the [NMJC Academic Calendar](#) and NMJC operates on a semester system. This means timeframes, deadlines, and schedules will not always be in harmony. Where calendars at high schools and at NMJC do not match, it is the students' responsibility to satisfy attendance requirements at both locations. Attendance at all classes for Dual Credit students is expected. Irregular attendance and participation in Dual Credit programs may result in poor grades and program ineligibility. Professors at NMJC reserve the right to set their own attendance policies for their courses and to remove students who have excessive absences.

In cases where a student will miss a Dual Credit class for personal reasons, it is incumbent upon the student to contact his or her professor and inform the professor of the anticipated absence. It is the student's responsibility to ensure that absences are excused and arrangements are made to make-up any missed work. It is highly recommended that whenever a student may miss a class, he or she speaks with his or her professor individually about the anticipated absence in advance. In cases where students will miss class/es in large groups as a result of an authorized event (testing, authorized extracurricular activities, etc.), LEA staff should inform the Director of Academic Programs at NMJC so that he or she may properly inform faculty and facilitate communication. This will help to avoid any negative effects on student academic standing. Communication

about student status between the LEA and NMJC is critical to ensuring that student safety and academic well-being are paramount.

## Academic Integrity

NMJC students are required to perform their own work on all class/lab/clinical projects, papers, and tests unless a professor specifically allows for collaboration with other students. If students combine their own thoughts with material written by other authors in projects, credit must be given to the creator of that outside material using a format designated by their professor. Students must show their work and may need to keep notes, copies of source material, rough drafts, and lab results. NMJC embraces the belief that all learners – students, faculty, staff, and administrators – will act with integrity and honesty. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted in the context of NMJC classes. An academic integrity violation may have consequences up-to-and-including failure in a course and removal from a Dual Credit program.

## Grading

NMJC uses a grading system in which students are assigned letter grades of A, B, C, D, or F to reflect student performance. Please note that, if a student earns a D in a Dual Credit course, credit for that course is unlikely to transfer to another institution. If a student earns an F, he or she will not receive high school or college credit for the course. Repeatedly earning grades lower than a C can make a Dual Credit student ineligible for Dual Credit programs.



## Appendix

### Placement Score Cutoffs

Subject	Accuplacer Test	Score	Eligible for
Math	Quantitative Reasoning, Algebra, & Statistics	250-275	MA 113A - Intermediate Algebra or Survey of Mathematics
		276-300	MA 113, 113B, 113D, 113E - College Algebra, Statistics, Math Analysis I, or Math for Elementary Teachers I
	Advanced Algebra & Functions	216-240	MA 113A - Intermediate Algebra or Survey of Mathematics
		241-300	MA 113, 113B, 113D, 113E - College Algebra, Statistics, Math Analysis I, or Math for Elementary Teachers I
		280-300	Trigonometry or Calculus - per instructor consultation
English	Writing	263-300	Composition & Rhetoric

Students may also use SAT, ACT, and TSI-A scores to demonstrate college readiness:

Additional Cutoffs		
	College Algebra	Composition & Rhetoric
SAT	Math 530+	Writing & Lang 480+
ACT	Math 22+	English 18+
TSI-A	Math 350+	Writing 340+ and Essay 4+

### Alternative Placement Cutoffs

Test Level	Score	GPA (within 1 year)	Course Placement	Name of Course
Arithmetic	240-259	3.0	TS113F	Elementary Algebra
	287-300		MA113 or MA103	Intermediate Algebra or Survey of Mathematics
Quantitative Reasoning, Algebra, & Statistics	224-236		TS113F	Elementary Algebra
	245-249		MA113 or MA103	Intermediate Algebra or Survey of Mathematics
	267-275		MA113A	College Algebra
Advanced Algebra & Functions	210-215		MA113 or MA103	Intermediate Algebra or Survey of Mathematics
	232-240	MA113A, 113B, 113D, 113E	College Algebra, Statistics, Math Analysis I, or Math for Elementary Teachers I	
	281-300		Trig/Calculus - per instructor consultation	
Writing	224-236	2.5	TS113A	Review of English I
	245-249		TS113C	Review of English II or ALP Co-Requisite
	258-262		EN113	Composition & Rhetoric

# Dual Credit Registration Form

## New Mexico Junior College *Pursuing Success through Learning* DUAL CREDIT REGISTRATION FORM

Fall  Spring  Summer  Year

<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Last Name	First Name	M	DOB	STARS Student ID	Social Security Number*	
<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Mailing Address		City	State	Zip	NM County	High School
<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Gender	Ethnicity*	Telephone	Expected Graduation Date	GPA		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		

\*Social Security number and/or ethnicity are not required for dual credit participation.

### 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 Next Step Plan, 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):

CRN	Course # (MA121)	Course section #	Course Name	STARS Course code	Days (MTWTHF)	Time	Course Location	College Credits	HS Credits

### FERPA Release Information/Agreement of Parties

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with the above-named high school and postsecondary institutions. We understand the high school representative will authorize course selection for each term. We understand that all prerequisite requirements, including assessment and course placement must be met.

We agree to abide by the guidelines in the Dual Credit Memorandum of Agreement and any handbooks, and in 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. At the end of each quarter and/or semester, we authorize the postsecondary institution to send all grades to the high school, including those for courses that are not a part of this agreement.

We understand that it is the student's responsibility to 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 student educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Accordingly, dual credit students still enrolled in high school have rights of access to their postsecondary dual credit records. In order for the student to receive credit, transcripts of dual credit courses will be shared among the secondary and postsecondary institution, the New Mexico Public Education and Higher Education Departments (NMPED/NMHED).

All data will be used and maintained in accordance with all federal and state statutes, regulations, and policies.

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. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time.

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

High School Signature	Date	College Signature	Date

Student Signature	Date	Parent/Guardian Signature	Date

**Please Note: student transcripts, placement scores (if applicable), or other proof of college readiness must be attached with this form.**

# ADD/Drop Form



**New Mexico Junior College**  
*Promoting Success through Learning*

## DUAL CREDIT ADD/DROP FORM

Date: \_\_\_\_\_ Student: \_\_\_\_\_

NMJC A#: \_\_\_\_\_ High School: \_\_\_\_\_

### Classes Dropped

CRN	Course #	Credit Hours	Time Begins/Ends	Days	Room	Instructor
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		

### Classes Added

CRN	Course #	Credit Hours	Time Begins/Ends	Days	Room	Instructor
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		

Student Signature \_\_\_\_\_ NMJC Approval \_\_\_\_\_

High School Approval \_\_\_\_\_ Entered by \_\_\_\_\_

Revised October 2019

# NMJC High School Accuplacer Form

## NMJC High School Accuplacer Form



Accuplacer tests are scheduled: **Monday-Thursday: 8:00am-5:00 pm.**

**Friday: 8:00am-3:00pm**

**Saturday: 10:00am-12:00pm**

You will need to bring a **High School ID** or **Government Issued ID**. We will not give an Accuplacer test without an ID.

**Student's must schedule an appointment online. This is the link to schedule an appointment:** <https://online.nmjc.edu/testingcenter/default.aspx>

There is no fee the first time you take Accuplacer. If you need to retake a section of the test there is a fee of \$5.00. If you need to retake the whole test the fee is \$15.00. These fees are paid at the Cashier's office on the NMJC Campus located in the Ben Alexander building. The Cashier's Office closes at 5:00pm, so please come early to pay your fee if you are retesting.

Accuplacer is not a timed test, but please plan to be here for up to 2 hours.

There is a calculator embedded in the Accuplacer test. Please do not bring a calculator with you. There are no cell phones or electronics allowed in the Testing Center. Scrap paper and pencil are provided by the Testing Center. Earplugs are available upon request.

Retakes must wait for a minimum of **14 days** between attempts. Please fill out **ALL** of the following information.

<b>Date:</b>
<b>Name:</b>
<b>High School Name:</b>
<b>A#:</b>
<b>Approved by:</b>

Please check off which ACCUPLACER you will need to take.

- ACCUPLACER – Complete Reading, Writing, Math
- ACCUPLACER – English Placement
- ACCUPLACER- Math Placement
- ACCUPLACER- Reading Placement

## 2020-2021- Important Dual Credit Calendar Dates

Please note: these dates are not finalized and could be subject to change

### Fall 2020

April 13	Monday	Fall Registration Begins
August 14	Friday (5 pm)	Last day to enroll for credit (full and 1 <sup>st</sup> eight-week sessions)
August 17	Monday	Classes begin (full and 1 <sup>st</sup> eight-week sessions)
August 21	Friday (5 pm)	Last day to make schedule changes (full and 1 <sup>st</sup> eight-week sessions)
October 11	Sunday (midnight)	Final grades due (1 <sup>st</sup> eight-week) = midterm grades available for Early College/ACT Academy
November 17	Tuesday	Last day to withdraw from classes (full and 2 <sup>nd</sup> eight-week)
December 4	Friday	Last day of classes
December 7-9	Mon-Wed	Final exams
December 13	Sunday (midnight)	Final grades due = grades available for Early College/Act Academy

### Spring 2021

November 9	Monday	Registration for spring begins
January 8	Friday (5 pm)	Last day to enroll for credit (full and 1 <sup>st</sup> eight-week sessions)
January 11	Monday	Classes begin (full and 1 <sup>st</sup> eight-week sessions)
January 15	Friday	Last day to make schedule changes (full and 1 <sup>st</sup> eight-week sessions)
March 7	Sunday (midnight)	Final grades due (1 <sup>st</sup> eight-week) = midterm grades available for Early College/ACT Academy
April 15	Thursday	Last day to withdraw from classes (full and 2 <sup>nd</sup> eight-week)
April 30	Friday	Last day of classes
May 3-5	Mon-Wed	Final exams
May 9	Sunday (midnight)	Final grades due = grades available for Early College/Act Academy
June 1	Tuesday	ACT Academy

## Dual Credit Faculty Pay Rate

Faculty who work for the public schools will be paid a \$500 stipend for each Dual Credit class taught. A class consists of a minimum of 10 students to a maximum of 35. If a class has less than 10 students in one period and additional like classes are taught in additional periods, the numbers will be combined to equal 10, considered one class, and receive a \$500 stipend. For classes with less than 10 students enrolled, if the number cannot be combined with another class, the faculty will be paid \$50 per head.