EMHS DUAL CREDIT AGREEMENT – GUIDELINES & IMPORTANT INFORMATION

As a Dual Credit Student and Parent, we are aware of the following information, expectations and rules:

**Definition**: "Dual Credit Program" means a program that allows high school students to enroll in college-level courses offered by a public post-secondary educational institution that may be academic or career-technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a post-secondary degree or certificate. Physical Education courses are not offered as dual credit. The Dual Credit Program is available to high school students who are academically eligible in their high school program.

**Eligibility**: To be eligible to participate in the Dual Credit Program, the student shall:
1. Be enrolled in a regular public school in one-half or more of the minimum course requirements;
2. Obtain permission from the high school representative prior to enrolling in a dual credit course; and
3. Meet the college’s admission requirements for dual credit students and the minimum scores on appropriate placement exams (i.e. ACT, SAT or Accuplacer).

**Dual Credit Agreements**: EMHS currently has dual credit agreements with Central New Mexico Community College (CNM) for in-person and on-line courses, Eastern New Mexico University (ENMU) for on-line courses and the University of New Mexico (UNM) for in-person and on-line courses.

**Important Information**:
- **Tuition and Fees**: Tuition for dual credit courses is waived (FREE) for high school students in the Dual Credit Program. Students must pay any associated course fees. CNM and ENMU waive fees for on-line courses. UNM charges students for on-line course fees.
- **Admission Requirements**: Each college has specific admission requirements for Dual Credit students.
  - **CNM**: Students must be rising sophomores and meet testing requirements through ACT, SAT or Accuplacer scores for specific courses. When registering for the ACT or SAT, students should send their scores to CNM. The Student Guidance Center administers the Accuplacer on the EMHS campus. The Accuplacer is free and students may test once every 24 hours. For additional information, visit [http://www.cnm.edu/depts/marketing/outreach-events-schoolrelations/dual-credit/dual-credit-the-best-deal-in-town](http://www.cnm.edu/depts/marketing/outreach-events-schoolrelations/dual-credit/dual-credit-the-best-deal-in-town).
  - **ENMU**: Students must be rising juniors, have a minimum cumulative high school GPA of 2.5 and meet testing requirements through ACT or SAT scores for specific courses. When registering for the ACT or SAT, students should send their scores to ENMU. For additional information, visit [http://www.enmu.edu/future-students/counselors/dual-enrollment.shtml](http://www.enmu.edu/future-students/counselors/dual-enrollment.shtml).
  - **UNM**: Students must be rising juniors and meet testing requirements through ACT or SAT scores for specific courses. Students must have a minimum cumulative GPA of 2.5 OR have a class rank in the top 25% with a minimum GPA of 2.25 OR have an ACT composite score of 23 or SAT total score of 1060 with a minimum GPA of 2.25. When registering for the ACT or SAT, students should send their scores to UNM. For additional information, visit [http://advisement.unm.edu/dual-enrollment/](http://advisement.unm.edu/dual-enrollment/). UNM also requires dual credit students to participate in a mandatory, in-person orientation. For additional information, visit [http://nso.unm.edu/dual-credit/faqs.html](http://nso.unm.edu/dual-credit/faqs.html).
- **Code of Conduct**: As institutes of higher learning, the colleges are concerned that all individuals conduct themselves with a high level of honesty, integrity, maturity and responsibility. It is important dual credit students understand they are both students in high school and college. As such, students must abide by both sets of behavioral rules. Students must attend all classes daily, be punctual in attendance, come to class prepared, be respectful, conduct themselves in a responsible manner, and abide by the general rules for the college. Students need to understand that a discipline incident as a dual credit student becomes part of the student’s permanent college record.
- **Plagiarism**: All students must abide by the college’s academic code of conduct.
  - Plagiarism is the act of submitting an assignment or paper that, in part or whole, includes the work of another person that the student did not write. This includes, but is not limited to, copying words from another source without indicating in some manner, i.e. citations, footnotes, quotation marks, or some other means of reference, that these words or ideas come from a source other than the student. Plagiarism also includes receiving assistance with ideas or language (beyond proofreading) from another person, including those outside of class.
  - Students must commit to not cheating on classwork in any way, and that the work and papers they submit will NOT in any way be plagiarized, in part or in their entirety. Students must also understand that if they do submit a plagiarized assignment or paper, they will, at a minimum, receive a ZERO on the assignment and disciplinary action may follow.

- **FERPA**: Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. **Therefore, the college (i.e. instructor, personnel, Registrar, bookstore, etc.) will not communicate directly with the parent.** The student must conduct all academic business for him/herself. As such, it is the student’s responsibility to communicate with the instructor regarding his/her grade. Additionally, FERPA rules apply to EMHS faculty and staff. Mrs. Millea and Mrs. Podzemny are more than happy to help students communicate with their instructor, but they may not contact the instructor for the student.

- **On-line Courses**: Students must familiarize themselves with the on-line learning platform (i.e. Blackboard). Tutorials are available on the college’s website. Additionally, students who choose on-line classes must be conscientious and committed to completing the course in an alternate, non-traditional classroom environment.
  - CNM: For additional information and tutorials, visit [http://cnm.blackboard.com/webapps/portalframeset.jsp](http://cnm.blackboard.com/webapps/portalframeset.jsp).
  - ENMU: For additional information and tutorials, visit [http://www.enmu.edu/academics/distance-ed/online/](http://www.enmu.edu/academics/distance-ed/online/).
  - UNM: For additional information and tutorials, visit [http://online.unm.edu/help/learn/faculty/getting-started/index.html](http://online.unm.edu/help/learn/faculty/getting-started/index.html).

- **Tutoring Services**: It is the student’s responsibility to seek academic assistance for the college course. Students must be aware of the instructor’s office hours and take advantage of meeting with the instructor. CNM classes taught on the EMHS campus will have an office hour at the high school. Additionally, tutoring through the college’s tutoring center is available. Colleges may offer one-on-one and/or small-group learning assistance.
  - CNM: The Assistance Centers for Education (ACE) is available in person and on-line. For additional information, visit [http://www.cnm.edu/depts/advisement/student-resources/tutoring.html](http://www.cnm.edu/depts/advisement/student-resources/tutoring.html). (CNM also offers tutoring for high school courses. The student does not need to be a dual credit student and only needs to show a high school ID.)
  - UNM: The Center for Academic Program Support (CAPS) is available in person and on-line. For additional information, visit [http://caps.unm.edu/](http://caps.unm.edu/).
  - ENMU: The Tutoring Center is available on-line. For additional information, visit [http://www.enmu.edu/services/tdi/online-tutoring.shtml](http://www.enmu.edu/services/tdi/online-tutoring.shtml).

- **Transportation**: Transportation to the college campus is not provided by the high school. Dual credit students must provide their own transportation to CNM or UNM. Students may consider car-pooling with a friend. It is suggested students complete a “dry run” to determine the total time required to drive to campus, park, walk to class and find the classroom.

- **Parking Permits**: Parking permits are required on both the CNM and UNM campus.
  - CNM: All vehicles parking in free CNM general parking lots must obtain and display a free CNM parking decal, obtained by visiting the Student Activities I.D. office. For additional information, visit [http://www.cnm.edu/depts/parking/](http://www.cnm.edu/depts/parking/).
UNM: All vehicles parking in UNM lots must obtain and display a UNM parking permit. The UNM Park & Ride Lot permit costs $150. Students park off site and ride the UNM Shuttle Bus to campus. For additional information, visit http://pats.unm.edu/permits.cfm. Free or less expensive off-campus parking may be available, but students must be prepared to walk several blocks to campus.

- **Credits/Grades:** A minimum percentage score of 70 must be earned in all dual credit courses for the credit to be earned at EMHS. One and two credit college classes equal 0.5 credit at EMHS. Three and four credit college classes equal 1.0 credit at EMHS. CNM and ENMU automatically send students’ final grades to EMHS. UNM dual credit students are responsible for printing and submitting their unofficial transcript to EMHS.

- **EMHS GPA Calculation:** Dual credit classes are counted as part of a student’s Grade Point Average (GPA) in the following ways and under the following circumstances:
  - Any dual credit course taken as part of the UNM Core Curriculum or the core curriculum of a student’s expected college will be recorded on a student’s high school transcript, be subject to the weighted grades table below and calculated into a student’s GPA. The UNM Core Curriculum with CNM Equivalent Class may be found at http://www.eastmountainhigh.net/academics/dual-enrollment/index.aspx.
  - Any dual credit course taken as part of the three 1.0 high school credit course requirements for athletics or other NMAA sanctioned activities (i.e. Speech & Debate or Bowling) will be recorded on a student’s high school transcript, be subject to the weighted grades table below and calculated into a student’s GPA.
  - Any dual credit course taken on the EMHS campus as a dual credit in the high school course will be recorded on a student’s transcript and calculated into a student’s GPA. This includes CSE 1101, MEMS 1002 and MEMS 1092 and FIN 1010. These courses do not carry weighted credit.

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<tr>
<th>Letter Grade</th>
<th>Percent</th>
<th>Non-Core Dual Credit Grade Points</th>
<th>Core Dual Credit Grade Points</th>
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<tr>
<td>A</td>
<td>90 – 100</td>
<td>4.0</td>
<td>5.0</td>
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<tr>
<td>B</td>
<td>80 – 89</td>
<td>3.0</td>
<td>4.0</td>
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<tr>
<td>C</td>
<td>70 – 79</td>
<td>2.0</td>
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<td>NC/D/F</td>
<td>0 – 69</td>
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- **Dual Credit and the Legislative Lottery Scholarship:** The New Mexico Legislative Lottery Scholarship is a recurring full-tuition award, which may be received for up to eight consecutive semesters, beginning the student’s second semester in college. The qualifying semester for this scholarship is the student’s first semester in college after being awarded a high school diploma or GED. This term must be completed with minimum 12 credits and 2.5 GPA. **Credits and grades earned prior to the qualifying semester through dual credit will NOT be used to determine initial eligibility for the Legislative Lottery Scholarship, but WILL be factored in a student’s cumulative GPA. As such, the cumulative GPA will be the determining factor in continued eligibility for the Legislative Lottery Scholarship.**

- **Disability Resources:** Students with documented physical, mental, learning, visual, speech or hearing disabilities should work with their EMHS Case Manager and the college.
  - **CNM Disability Resource Center:** For additional information, visit http://www.cnm.edu/depts/disability-resource-center/disability-resource-center.
  - **ENMU Disability Services:** For additional information, visit http://www.enmu.edu/services/disability/.
  - **UNM Student Support Services:** For additional information, visit http://ssstrio.unm.edu/.

- **Textbooks:** Students must contact Mrs. Childers to see if the EMHS Library has the textbook needed. If EMHS does not have the required textbook, it is the student’s responsibility to obtain the book either from an online source or from the college bookstore. EMHS will then reimburse families for the cost of the textbook, provided the procedure for requesting reimbursement is followed. The textbook contract is available at http://www.eastmountainhigh.net/academics/dual-enrollment/index.aspx. As stated in the contract, families will be reimbursed for the cost of the textbook after the last day a student can withdraw from a class. A student who withdraws from a class will not be reimbursed for the textbook. Mrs. Childers is available from 9am – 3pm. She may be reached by phone at 281-7400 x. 164 or by email at library@eastmountainhigh.net.
PART I: STUDENT RESPONSIBILITIES

- Complete all application procedures and meet the college’s entrance requirements.
- Be prepared by keeping track of the college ID# and any associated usernames and passwords. Some colleges suggest keeping this information in a student’s cell phone or personal electronic device.
- Adhere to the policies and procedures of EMHS and the college for all courses taken at the institution.
- Commit to completing the course.
- Be aware of Drop/Add deadlines if withdrawal from the course is desired or necessary to avoid a resulting poor or failing grade for the student if the class is not dropped. If a student decides to drop the college level course, he/she must notify Mrs. Millea immediately and follow the college's procedure for dropping the course. Failure to do so will result in a grade of "F" for the student at the college level.
- Be aware that all grades earned at the college level are included in the student's college GPA and many college degree programs require a grade of C or better.
- Obtain a grade of C or better in the Dual Credit course to earn high school credit at EMHS.
- Verify that the dual credit course will be accepted by the college/university that the student plans to attend upon high school graduation.
- Obtain an official transcript from the college(s) attended upon graduation from high school and send to the college at which the student is matriculating.

PART II: PARENT/GUARDIAN RESPONSIBILITIES

- Understand how the final grade in a dual credit course can affect a student in the future. Withdrawal from a class past the deadline or failing a class could affect the student’s eligibility for future scholarships.
- Be aware that all grades earned at the college level are included in the student's college GPA and many college degree programs require a grade of C or better.
- Remind students they will be developing a permanent college academic record and that all college level classes should be taken seriously. It is strongly advised that a student enroll in a college course only if he/she is committed to staying in the course, studying and passing the course.
- Follow-up with students to be sure they complete and submit the application for admission and registration forms.
- Sign forms as required if the student is under age 18.
- Understand EMHS has no control over college course content, college instructor, etc.
- Support students in staying organized, meeting class deadlines, and seeking tutoring or other help in succeeding in the college course.

PART III: EMHS RESPONSIBILITIES

- Counsel students academically regarding the most appropriate course(s) students should take based on their test scores, interests, high school graduation requirements and post-secondary plans.
- Assist students with the application and registration process.
- Administer the Accuplacer at a time convenient for both students and the Student Guidance Center.
- Support and encourage students.
- Include important information regarding dual credit (i.e. registration and drop/add dates) in the Timberwolf Times.
- Provide textbook(s) for dual credit classes.

** Information gathered from [www.cnm.edu](http://www.cnm.edu), [www.enmu.edu](http://www.enmu.edu) and [www.unm.edu](http://www.unm.edu). Updated 12.16.2013
DUAL CREDIT AGREEMENT SIGNATURE PAGE

I signify by initialing and signing below that I have read and understand the EMHS Dual Credit Agreement. This document will be kept on file for the student’s academic career at EMHS.

This signature page must be returned to Mrs. Millea within the first two weeks of the college class or the student will be dropped from the class.

STUDENT: I agree to attend class, complete assignments, and fully participate in all college courses for which I am registered and I agree to accept all responsibility for the grade I receive and all possible outcomes of enrolling in the college class. I also agree to seek support for the class if I am struggling.

PARENT/GUARDIAN: I agree to support my son/daughter in his/her endeavor to successfully complete a college class through the Dual Credit Program and realize that it is NOT the responsibility of EMHS or the college instructor to ensure my student’s success in the class. I support my student’s participation in the Dual Credit Program.

Please initial below indicating you have read and understand each section of the agreement:

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<td>Part III: EMHS Responsibilities</td>
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Student’s Name ___________________________ Student’s Signature ___________________________ Date __________

Parent’s Name ___________________________ Parent’s Signature ___________________________ Date __________

EMHS OFFICIAL: I agree to provide appropriate academic advisement to the student in supporting him/her to successfully meet high school graduation requirements and choose appropriate college level classes based on his/her interests and post-secondary plans.

EMHS Official’s Name _________________________ EMHS Official’s Signature _________________________ Date __________