



## **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 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;
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 DISTRICT or POSTSECONDARY INSTITUTION;
5. obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form;
6. register for courses during the POSTSECONDARY INSTITUTION standard registration periods (*Note: enrollments shall not be permitted after the close of posted late registration*);
7. discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate DISTRICT and POSTSECONDARY INSTITUTION staff; and
8. comply with the 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:*

1. the rights and privileges equal to those extended to DISTRICT 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 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:*

1. return the textbooks and unused course supplies to the DISTRICT 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 DISTRICT 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 DISTRICT 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 DISTRICT counselors for assistance.

### **B. DISTRICT**

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

### **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 DISTRICT and POSTSECONDARY INSTITUTION.



