



NEW MEXICO
HIGHER EDUCATION DEPARTMENT

NMPED
Public Education Department

Dual Credit Program

Administrator - Frequently Asked Questions

College and Career Readiness Bureau

A large, stylized graphic consisting of several overlapping, semi-transparent blue and grey rectangular blocks arranged in a horizontal, slightly curved line. The blocks have a 3D effect with shadows and highlights.

2019

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NEW MEXICO DUAL CREDIT PROGRAM ELIGIBILITY

ARE ALL HIGH SCHOOL STUDENTS ELIGIBLE FOR DUAL CREDIT?

Yes, with some provisions. As dual credit courses are college courses, participation is limited to students who are prepared for college level work. All eligible students are enrolled provisionally to start, with applicable enrollment status categories described in greater detail below:

- a. First Semester Provisional: High school students who demonstrate readiness for college coursework on standardized assessments of reading, writing, and mathematics (such as PARCC or AccuPlacer) may provisionally enroll in any first term course of the Program (as identified in the HEI's term-by-term sequencing plan). Students must complete all term-one courses before enrolling in term-two courses.
- b. Provisional: High school students who do not demonstrate readiness for college coursework on standardized assessments of reading, writing, and mathematics may provisionally enroll in one dual credit course; may register and enroll in a course in their pathway that does not require college mathematics and/or college English courses as prerequisites; and must continue to pursue readiness for college coursework by completing high school ELA and mathematics courses with a grade of C or higher.

Dual credit participation is available to Bureau of Indian Education (BIE)-funded, homeschool and private high school students as for public and charter high school students. The Higher Education Institution (HEI) may require such students to test proficient on a standardized placement test if they do not already have a standardized test score that exceeds the HEI's established cut score.

All students enrolling in the New Mexico Dual Credit Program are required to have a STARS ID. Students who do not have an assigned STARS ID can obtain one from the Higher Education Department. Contact Dyanne Salazar at (505) 476-8441 or dyanne.salazar@state.nm.us to obtain a STARS ID.

For students enrolled at an Early College High School, the high school and HEI administrators determine eligibility requirements for dual credit enrollment.

WHAT COURSES CAN STUDENTS TAKE FOR DUAL CREDIT?

In order to ensure that dual credit courses save students time and money in pursuit of postsecondary credentials, courses shall be academic or career technical in nature, and must apply toward a degree or certificate program as specified in the student's Next Step Plan. A student may pursue a program of study that leads to:

- an industry-recognized certificate in a specific skill training area,
- an associate degree at a community college, or
- a bachelor's degree at a university.

Students shall enroll in courses applicable to their stated program of study. Students who meet HEI formal dual credit placement policy enrollment standards and maintain a college GPA of 2.5¹—may take a maximum of two courses per semester (first semester dual credit students are limited to one dual credit course) until all high school graduation requirements (other than elective requirements) are complete.

WHAT COURSES CAN PROVISIONALLY ENROLLED STUDENTS TAKE FOR DUAL CREDIT?

Provisionally enrolled students must enroll in courses within their declared program of study.

¹ In order to qualify for lottery scholarship funding, the student's first semester GPA of post-high school enrollment must be 2.5 or higher. Speak to a financial aid advisor for additional information.

WHO IS RESPONSIBLE FOR ENSURING THAT STUDENTS ONLY ENROLL IN COURSES THAT ARE ON THEIR NEXT STEP PLAN?

The Next Step Plan is a legislatively mandated requirement (see 6.29.1 NMAC *Standards for Excellence*) for all high school students. Having a plan helps ensure that dual credit saves students time in their pursuit of postsecondary credentials. Parents, high school administrators and counselors, and HEI administrators share responsibility for guiding students toward a suitable program of study. *All adults* who sign the dual credit request form attest to the requested courses being part of a student's program of study as documented on their Next Step Plan. HEI enrollment policies also include verification that the courses are part of the student's declared program of study.

HOW DO STUDENTS ENROLL IN DUAL CREDIT?

To enroll in dual credit, a student needs to complete both a Next Step Plan and a Dual Credit Request form. Both forms shall be in a format substantially similar to the forms posted on the PED website. The Next Step Plan must be signed by the student, parent and a HS designee. The Dual Credit Request form must be signed by the student, a parent, a HS designee and an HEI designee. The HS designee is responsible for verifying that the student is pursuing a program of study that is aligned with the student's career interests and goals, and that the selected HEI offers an appropriate program of study. The HEI is responsible for verifying that the requested course is part of the student's declared program of study or meta-major.

New dual credit students and those changing their program of study must use a fully signed Dual Credit Request Form and may not enroll via online registration.

CAN STUDENTS TAKE REMEDIAL OR DEVELOPMENTAL COURSES FOR DUAL CREDIT?

No. Dual credit courses are designed to save a student time toward completion of a degree or certificate program as specified in the student's Next Step Plan. Remedial and developmental courses may not be taken for dual credit, since they do not count toward a degree or certificate program.

CAN STUDENTS TAKE PHYSICAL EDUCATION (PE) COURSES FOR DUAL CREDIT?

No. PE activity classes like yoga, basketball and weight lifting are specifically not eligible for dual credit. However, there may be classes that are in the Physical Education Department that are not considered activity classes (such as Nutrition or Sports Management). Such classes may be taken for dual credit if they are part of a student's program of study.

ARE ADVANCED PLACEMENT COURSES ELIGIBLE FOR DUAL CREDIT?

No. Although Advanced Placement (AP) and dual credit courses are both acceleration options for high school students, AP and dual credit courses are distinct because AP courses are high school courses taught by high school teachers and dual credit courses are college courses taught by college faculty. Students who take a dual credit course however may elect to sit for the relevant AP exam.

Keep in mind the following points about dual credit and advanced placement coursework:

- 1) Dual credit core academic courses are transferrable to any New Mexico HEI.
- 2) Scores of 3, 4, or 5 on AP tests earn college credit at HEIs throughout the state and earn college credit at many schools throughout the nation.

For more information about AP courses in New Mexico, please visit the PED-Advanced Placement web page at:

<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/advanced-placement/>

CAN HEIS OFFER DUAL CREDIT COURSES THAT MEET HIGH SCHOOL GRADUATION REQUIREMENTS?

Yes. HEIs may offer dual credit courses for core high school academic credit. Performing a crosswalk between high school and postsecondary curricula ensures that the dual credit course covers applicable high school common core state standards. LEA and HEI faculty should collaborate on the development of a crosswalk of proposed curriculum.

In order for an HEI class to count for core high school academic credit, the district school board shall determine that the dual credit course provides high school students with the required exposure to common core academic standards for the high school class the course is replacing. Sample crosswalks are available under the [Dual Credit Resources](#) header on the PED-Dual Credit web page at:

<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/dual-credit/>

WHAT IS A META-MAJOR?

Meta-majors are 15 credit hour academic maps designed as planning tools for students who have not yet decided on a major. Each meta-major represents a broad cluster of degree programs. The meta-major academic maps include courses (such as English and mathematics) that lay the academic foundation for all of the degree programs represented by the specific meta-major. Meta-majors also include course options that facilitate exploration of the various disciplines represented.

Meta-majors share a common early pathway toward a degree, diverging as a student becomes more focused on an individual major. Selecting a meta-major can help ensure that courses taken early in a collegiate career will count toward a degree, thereby lessening the academic wandering that can impede student success.

Students can declare a meta-major if they are uncertain what they want to study. Students who are certain of their major shall enroll in courses that are in that major's degree plan. Meta-majors include:

- Applied and Clinical Health Sciences
- Applied Social and Behavioral Sciences
- Business
- Communications, Media Studies, and Creative Arts
- Humanities and Social Sciences
- Life Sciences
- Physical Sciences and Engineering
- Teacher Education

CAN LEAS AND HEIS SUBMIT APPEALS FOR COURSE TRANSCRIPTING RATIOS?

No. As per rule, the dual credit transcripting ratio is 3:1; that is, three college credit hours to one high school unit.

HOW MANY DUAL CREDIT COURSES/HOURS CAN A STUDENT ENROLL IN PER SEMESTER?

When a student enters the dual credit program in provisional status, only one course is permitted per semester. Once a student transitions out of provisional status, two courses are permitted per semester. If the student completes all high school graduation requirement credits, up to four dual credit courses can be taken in a semester (subject to restrictions within the Statewide Dual Credit Master Agreement).

STATEWIDE DUAL CREDIT MASTER AGREEMENT

WHAT IS THE PURPOSE OF THE STATEWIDE DUAL CREDIT MASTER AGREEMENT?

The *Statewide Dual Credit Master Agreement* legally states the understanding and terms for delivery of dual credit coursework between an LEA and an HEI. Within the agreement, the *Appendix Listing of Authorized Dual Credit Courses* specifies which programs of study and corresponding courses are available at the HEI for students of the partner high school. Course selection within the program of study is dictated by the HEI course catalogue.

FOR HOW LONG ARE STATEWIDE DUAL CREDIT MASTER AGREEMENTS VALID?

The *Appendix Listing of Authorized Dual Credit Courses* contained within the *Statewide Dual Credit Master Agreement* must be updated, by statute, at a minimum, annually.

The agreement automatically renews for additional fiscal years unless either party notifies the other party of their intent not to renew 60 days before the end of the fiscal year.

The Statewide Dual Credit Master Agreement does not require annual update except if **one** or more of the following conditions apply:

- 1) Either or both of the signatories on the existing agreement have left their position(s);
- 2) Substantive changes are going to be made to the existing agreement;
- 3) Three years have transpired since the existing agreement was signed.

With the exception of the appendix (which requires annual update) the agreement may not be altered or modified by either party. LEAs, in collaboration with HEIs, may modify the *Appendix Listing of Authorized Dual Credit Courses* at the end of each semester, or annually. The appendix must be submitted annually and should be sent to the PED Dual Credit Administrator via email at jaime.cherry@state.nm.us.

Visit the PED-dual credit webpage for a copy of the *Statewide Dual Credit Master Agreement* template at:

https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/CCRB_dualcredit_Dual.Credit.Master.Agreement.Sample.pdf

CAN DISTRICTS SIGN MASTER AGREEMENTS WITH MULTIPLE HEIS?

Yes, LEAs may create agreements with multiple HEIs so long as their Geographic Area of Responsibility (GAR)-assigned community college partner is the primary partner with a dual credit agreement and has been offered the right of first refusal if programs of study sought by the LEA are not offered through their GAR partner.

If the district wishes to provide dual credit courses through distance learning or online delivery, the district may sign agreements with any HEI eligible to participate in the New Mexico Dual Credit Program, regardless of the location of that HEI. The GAR does not apply to distance learning or online dual credit agreements.

For additional details see the Geographic Areas of Responsibility administrative rule, 5.2.4 NMAC. The GAR rule is located on the PED-dual credit web page at:

https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/CCRB_dualcredit_5.2.4.NMACHED.pdf

CAN CHARTER SCHOOLS ENTER INTO THEIR OWN AGREEMENTS WITH COLLEGES/UNIVERSITIES?

A state charter school is an LEA and can enter into master agreements with HEIs. District charter schools may be a party to the master agreements of their district; however, they may also create master agreements with HEIs to meet the needs of their district charter school with the knowledge of their district administration.

WHERE SHOULD COMPLETED MASTER AGREEMENTS AND UPDATED APPENDICES BE SENT?

PED is the legally-designated recipient of fully-executed master agreements and appendices. Email a .pdf of the complete signed agreement, including the appendix, to PED Dual Credit Administrator jaime.cherry@state.nm.us for electronic filing. Appendices will be posted on the PED's dual credit web page.

Please contact the Dual Credit Administrator at jaime.cherry@state.nm.us or 505-827-6712 if you need guidance on the electronic submission of your master agreement and/or appendix.

UNDER WHAT CIRCUMSTANCES WILL NM HED AND PED REQUEST STATEWIDE DUAL CREDIT MASTER AGREEMENT RESUBMISSION?

Master agreement resubmission is required under any one of four circumstances: 1) if the agreement text is modified (after the agreement has been signed)—the district and college/university names should only appear at the top of the first page and on the signature page, not within the text of the agreement, 2) if the appendix is incomplete, or if an older version was used or information is missing from the required format, 3) if the appendix includes ineligible programs of study, or 4) if inappropriate signatures are received. Given the LEA and HEI level of responsibility for dual credit, NM HED and PED expect district superintendents, charter and state-supported school administrators and college/university presidents (or their designees) to sign Statewide Dual Credit Master Agreements.

WE HAVE RECEIVED THE *APPENDIX LISTING OF AUTHORIZED DUAL CREDIT COURSES* FROM OUR PARTNER HEI AND IT CONTAINS THEIR COMPLETE CATALOG OF LOWER DIVISION COURSES. DOES THE LEA HAVE TO ACCEPT ALL COURSES LISTED?

No. The *Appendix Listing of Authorized Dual Credit Courses* should be developed collaboratively between the LEA and the HEI. The appendix should not contain every lower division course in an HEI's catalog. Instead it should contain courses that comprise course sequences of complete programs of study in career pathways that high school students can pursue at the HEI. For example, the HEI might offer science courses appropriate for an Applied Social and Behavioral Sciences meta-major, but not offer science courses appropriate for a Physical Sciences and Engineering meta-major. In this case, only the Applied Social and Behavioral Sciences meta-major and required courses should be listed in the appendix. Similarly, courses offered may comprise CTE programs of study at the HEI.

IN THE *APPENDIX LISTING OF AUTHORIZED DUAL CREDIT COURSES*, WHAT IS EXPECTED IN THE LOCATION(S) OF COURSE DELIVERY COLUMN?

Because NM HED and PED are using the *Appendix Listing of Authorized Dual Credit Courses* as one of the sources of information for its annual reporting requirements, it is important to be specific. Possible locations include, but are not limited to: High School, College/University, Distance Learning, Other; or a combination.

DUAL CREDIT ONLINE

IS THERE A LIST OF DUAL CREDIT COURSES AVAILABLE ONLINE?

Appendix Listings of Authorized Dual Credit Courses between HEIs and LEAs are posted on the PED-dual credit webpage. If a student wishes to pursue courses in a program of study that is not available locally, and the program of study is available via online education at another New Mexico HEI, the high school can execute an online master agreement so that the student may enroll at the HEI that offers the desired program of study.

DATA COLLECTION AND REPORTING

WHEN SHOULD HEIS SUBMIT THE DEAR DUAL CREDIT FILE TO THE NM HED?

At the end of each semester: March 2 for fall; June 15 for spring; September 30 for summer. Please call Dina Advani at 505-476-8408 for a list of the dual credit file data elements and for guidance on this topic.

SHOULD DUAL CREDIT STUDENT CREDIT HOURS (SCHs) BE CATEGORIZED AS RESTRICTED OR UNRESTRICTED CREDITS?

Dual credit SCHs should be reported as unrestricted *Instruction and General (I&G)* in order for them to be picked up in the formula.

WHAT ROLE DOES THE DUAL CREDIT REQUEST FORM PLAY IN DATA COLLECTION AND REPORTING?

The *Dual Credit Request Form* documents the financial commitment public HEIs make on behalf of high school students. This form is required of public HEIs to receive the tuition credit revenue offset. HEIs must ensure the forms contain required information in order to count those students in their enrollment reporting. LEAs must ensure each form contains the required student information as well as secondary school approval. Specifically, the form must include the student's name, STARS identification number, declared program of study, high school course code, HEI course code, and course name. All signatories attest to a statement affirming that the program of study is part of the student's Next Step Plan.

THE REVISED DUAL CREDIT REQUEST FORM HAS A FIELD FOR THE STARS COURSE CODE. IS THIS NECESSARY AND WHERE DO I FIND THESE CODES?

The high school STARS course code is necessary as it substantially improves data cohesion between HED and PED. STARS course code listings are found in volume 2 of the STARS manual, located here:

<https://webnew.ped.state.nm.us/bureaus/information-technology/stars-manual/stars-courses-and-grades-domain/>

THE REVISED DUAL CREDIT REQUEST FORM ALSO HAS A CHECK BOX CONFIRMING THAT THE STUDENT'S NEXT STEP PLAN HAS BEEN REVIEWED. WHY HAS THIS CHANGE BEEN MADE?

By helping students who are unsure about a career choose either a program leading to an industry-recognized certificate or a meta-major consistent with their interests, we can help ensure that courses taken early in a collegiate career will count toward a meaningful credential, thereby lessening the academic wandering that can impede student success. In order to ensure that dual credit courses save students time and money, courses must be academic or career technical in nature, and must apply toward a degree or certificate program as specified in the student's Next Step Plan.

WHAT GOES IN THE STARS STUDENT ID # FIELD ON THE DUAL CREDIT REQUEST FORM?

Whoever is completing the Form is responsible for entering the nine-digit, HED-issued student identification number (also known as the "STARS ID"). This allows the state to match students in both the public and higher education data systems. The FERPA Release section of the Form must be signed by both the student and parent (unless the student is over 18 years of age) in order to allow LEAs and HEIs to collect and report dual credit data to the state.

MISCELLANEOUS

CAN A PUBLIC HEI OFFER DUAL CREDIT TO HOME SCHOOL OR PRIVATE SCHOOL STUDENTS?

Yes, legislation (SB 158 Dual Credit Program Parity) permits homeschool and private school students to participate in the dual credit program with a tuition and fee waiver. Homeschool and private school students however are responsible for incurring the costs of their textbooks, materials and associated course fees. Homeschool and private school students are also required to enroll in a meta-major, must have a Next Step Plan available for review, are limited to a maximum of two courses per semester and are eligible for the dual credit program only until their 18th birthday regardless of their high school diploma status.

CAN A PUBLIC HEI OFFER COLLEGE CREDIT TO TRIBAL (BIE-FUNDED) HIGH SCHOOL STUDENTS?

Yes, current legislation permits BIE-funded high school students and tribal colleges to participate in the dual credit program.

CAN A PUBLIC HEI WAIVE STUDENT COURSE SPECIFIC FEES?

While the dual credit statute and administrative code specifies that students are responsible for course-specific fees, HEI governing boards may elect to waive these costs.

MUST DUAL CREDIT TEXTBOOKS BE ON THE STATE-APPROVED LIST FOR PUBLIC SCHOOLS?

No. Since dual credit courses are college courses, they do not need to be on the state-approved list for public schools.

HOW DOES PED ALLOCATE TEXTBOOK FUNDS TO DISTRICTS AND STATE CHARTERS?

PED has received \$1M from the New Mexico state legislature for distribution to districts and state charters (LEAs) to offset the costs incurred by LEAs for dual credit textbooks and materials across the past three school years. The PED allocates LEA awards applying a multiplier based on prior year student enrollment and dual credit participation. Each year, funds are allocated to districts and charters based on the previous year's STARS dual credit enrollment reports.

To receive a Dual Credit Instructional Materials (DCIM) award, LEAs are required to initially complete a Request for Information (RfI) due in May for the forthcoming school year. LEAs are expected to follow the Allocation Guidelines provided at the time of award notification. This includes the timely submission of Requests for Reimbursement (RfR) submitted via OBMS for initial approval by the PED Dual Credit Administrator. For more information, please see the DCIM Allocation Guidelines which can be found here:

https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/CCRB_dualcredit_DCIM.FY2017.AllocationGuidelines.pdf

ARE STUDENTS REQUIRED TO RETURN TEXTBOOKS AND MATERIALS AFTER THEY COMPLETE DUAL CREDIT COURSES?

Yes, statute (21-1-1.2.D. NMSA 1978) states: "The student shall return the textbooks and unused course supplies to the high school when the student completes the course or withdraws from the course." If students fail to return materials and/or supplies that were purchased by the LEA for their use in a dual credit course, subject to provisions in Subsection B of Section 22-15-10 NMSA 1978 regarding lost or damaged instructional material, the LEA is able to charge the student for these materials.

CAN YOU TELL ME IF STUDENTS WHO ATTEND PRIVATE HIGH SCHOOLS OR HOME SCHOOLS ARE ASSIGNED STARS ID NUMBERS?

A student who attends private school, and who has not attended a public school previously, will not have a STARS ID until he/she is enrolled in a public school. An eligible private school or home school student who wishes to enroll in dual credit may obtain a STARS ID number in order to complete the dual credit request form. ID numbers may be requested from the Higher Education Department. Contact Dyanne Salazar, via telephone at (505) 476-8441, or email at Dyanne.Salazar@state.nm.us.

ARE ADULT STUDENTS ELIGIBLE FOR DUAL CREDIT, AND IS THERE AN AGE LIMITATION?

Students who meet eligibility requirements for the dual credit program may enroll in a dual credit course that is part of a program of study. While there is no age limitation, students are ineligible for the dual credit program if they already have a high school diploma or GED. Students also cannot delay high school graduation in order to remain eligible for the dual credit program. Additionally, home school students may only enroll in the dual credit program until age 18.

WHO SHOULD I CONTACT IF THIS FAQ DOES NOT ADDRESS MY QUESTION(S)?

Please contact the PED Dual Credit Administrator via telephone or email at (505) 827-6712; jaime.cherry@state.nm.us.

DEFINITIONS

Alternative Demonstration of Competency (ADC)

A department-approved (July 2018), alternative option used to demonstrate competency in mathematics, reading, writing, science, or social studies for high school graduation, specifically an end of course exam, alternative assessment, or competency-based alternative as defined in Subsections A, E, and H of 6.19.7.7 NMAC. ADC is applicable to the Class of 2022 as outlined in the *New Mexico High School Graduation Manual*.

Appendix (to the Statewide Dual Credit Master Agreement)

The *Appendix of Approved Dual Credit Courses* specifies eligible courses for the dual credit program as agreed upon between the LEA and the HEI.

From the Master Agreement: The LEA in collaboration with the POSTSECONDARY INSTITUTION shall determine a list of academic and career technical courses eligible for dual credit for inclusion into the appendix. The appendix shall indicate the name of the postsecondary institution, the name of the LEA, the date, course subject and number, course title, location of course delivery and semester offered. The LEA shall submit the appendix electronically to NMHED and PED when the Master Agreement is signed and at the end of each semester prior to its application for which the appendix is modified.

Career Cluster

A career cluster is the broadest category of organization used by the U.S. Department of Labor to categorize occupations in the same field of work that require similar skills. At the federal level and in New Mexico, there are 16 career clusters under which all career pathways, programs of study and occupations are organized.

Career Pathway

A career pathway is a sub-division of a career cluster that further refines occupations and the corresponding skills of a field of work. The career pathway category is used in the U.S. Department of Labor's O*Net Resources as well as in the New Mexico Public Education Department's, *Career Clusters Guide*.

Concurrent Enrollment

"Concurrent enrollment" refers to enrollment of high school students in courses at the postsecondary level that are not designated as dual credit. This includes courses not listed within the dual credit master agreement between the eligible LEAs and postsecondary institution. Students who are concurrently enrolled may also be enrolled in the dual credit program if they meet eligibility requirements as specified in 6.30.7 NMAC.

Dual Credit

Per New Mexico Administrative Code 6.30.7: the purposes of dual credit are:

- A. to provide high school students the opportunity to enroll in college-level academic or career technical courses offered by a post-secondary educational institution, and
 - B. to permit those enrolled students to simultaneously earn credit toward high school graduation and a post-secondary degree or certificate.
-

Dual Enrollment

In New Mexico, "dual enrollment" is frequently used incorrectly and interchangeably with "concurrent enrollment" to represent "dual credit".

The definition of "dual enrollment" is the same as "concurrent enrollment", neither of which should be taken to imply that a student receives credit for both high school graduation and college programs for each course completed. Dual enrollment only signifies that a student is enrolled in both high school and college courses for credit, NOT that each course provides credit for BOTH high school and college.

Early College High School (ECHS)

"Early college high school (ECHS)" means a local educational agency in a partnership with at least one institution of higher education that:

- Allows participants to simultaneously complete requirements toward earning a regular high school diploma and to earn not less than 12 credits toward a college-level certificate, associate degree, or bachelor's degree at the partner higher education institution;
 - Provides a program of study toward a postsecondary credential or degree without tuition cost to the participant or the participant's family;
 - Focuses on improving the academic achievement of low-achieving students and youth underrepresented in higher education by giving admissions preference to low-income students, such that the proportion of low income students in the student body is at least as high as that of the district in which the ECHS is located.
 - Operates in partnership with local business and industry and leads to work readiness credentials
 - Accelerates participant learning beginning no later than tenth grade
-

Geographic Area of Responsibility (GAR)

Per New Mexico Administrative Code 5.2.4: “Geographic area of responsibility (GAR)” is an assigned geographic region encompassing one or more public school districts where a public postsecondary educational institution has the exclusive right to meet the lower division postsecondary educational needs of the area, subject only to the limitations imposed by its enabling legislation and consistent with the provisions of this policy.

Higher Education Institution (HEI)

An equivalent term to *postsecondary institution*; as defined in 6.30.7 NMAC, refers to a public postsecondary educational institution operating in the state, including a community college, branch community college, technical vocational institute, four-year educational institution, and tribal colleges.

Local Educational Agency (LEA)

A “Local Educational Agency (LEA)” is a district as defined in 6.29.1.7 NMAC (a public school district, a state-chartered charter school or a state educational institution), or a bureau of Indian education-funded high school.

Next Step Plan

An annual personal written plan of studies developed by a student in a public school or other state-supported school or institution, in consultation with the student’s parent and school counselor or other school official charged with course work planning for the student (22-13-1.1(M)(3) NMSA 1978).

Program of Study

A program of study is a comprehensive, structured approach for delivering academic and career and technical education to prepare students for postsecondary education and career success. Meta-majors

Statewide Dual Credit Master Agreement

In NMAC 6.30.7.8, the statewide dual credit master agreement is referred to as the *Uniform Master Agreement*. The sample agreement located on the dual credit webpage can be found here:

https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/CCRB_dualcredit_Dual.Credit.Master.Agreement.Sample.pdf

The sample document is titled, *Statewide Dual Credit Master Agreement*. According to NMAC, this memorandum of agreement:

- A. specifies the means by which the state will provide equal opportunities to all public high school students who wish to participate in the dual credit program;
 - B. directs LEAs and postsecondary institutions providing dual credit programs to complete the agreement and that the LEA shall submit the completed agreement to the public education department; and,
 - C. states that a completed agreement shall contain signatures from all parties and includes an appendix developed collaboratively by the LEA and postsecondary institution that specifies eligible dual credit courses.
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Student Identification Number

This term is often used to refer to a student's STARS ID number. The STARS ID is the more correct term. 'STARS' is an acronym for *Student Teacher Accountability Reporting System*. The STARS ID is the number used to identify student data within this reporting system and is the manner in which the PED captures data for the U.S. Department of Education.
