

Dual Credit Program Guidebook



Diné College
AY 2022-2023

www.dinecollege.edu

2022-2023 Academic Calendar

2022 Fall Semester

Convocation	August 8
Faculty Inter-campus days	August 9-12
Residence Halls Open	August 14
Instruction Begins/Late Registration	August 15
Last Day to Add Classes	August 19
Faculty Association/Department Meetings	September 2
Last Day to register for 2 nd 8 wk courses	September 2
Last Day to Drop, without "W"	September 2
21 Day Count	September 4
Labor Day-No Class	September 5
Fall 2022 Graduation Petition Deadline	September 16
45 Day Count	September 28
Mid-term Exam Week	October 3-7
Mid-term Grades Due	October 7
Faculty Association/Department Meetings	October 7
2 nd 8wk Courses Begin	October 11
Indigenous People's Day-Holiday	October 10
Late Graduation Petition w/ Fee	October 14
Last Day for Drops with "W"	October 14
Early Spring '23 Registration begins	October 17
Faculty Association/Department Meetings	November 4
Veteran's Day-No Class	November 11
Last Day of Instructor Drops	November 18
Thanksgiving Day Holiday	November 24
Diné Family Day Holiday	November 25
Last Day of Instruction	December 2
Final Exams Week	December 5-9
Winter Graduation Commencement	December 9
Faculty Assessment Days	December 12-13

2023 Spring Semester

Institutional Update	January 9
Inter-campus Days	January 10-13
Residence Halls Open	January 15
Martin Luther King Day-Holiday	January 16
Instruction Begins/Late Registration	January 17
Last Day to Add Classes	January 20
Faculty Association/Department	February 3
Last Day to Drop, without "W"	February 3
21 Day Count	February 6
SP 2023 Graduation Petition Deadline	February 17
Faculty Association/Department	March 3
No refund with Withdrawal	March 3

45 Day Count	March 2
Mid-term Grades Due	March 10
Mid-term Exam Week	March 6-10
Late Graduation Petition with Fee	March 10
Spring Break	March 13-17
2 nd 8-wks. Courses begin	March 20
Last Day to Drop with "W"	March 24
Fall & Summer '23 Registration Begins	April 3
Faculty Association/Department	April 7
Academic Achievement Awards	April 20
Last Day for Instructor Drops	April 21
Student Achievement Awards	April 21
Diné College Holiday	April 24
Last Day of Instruction	May 5
Final Exam Week	May 8-12
Graduation	May 12
Assessment/ Budget planning days	May 15-16

2023 Summer Sessions

Final Registration Summer Session 1 & 10 weeks	May 30
5 wks. 1 st Session Instruction Begins	May 20 -June 30
10 wks. Session Instruction Begins	May 30-Aug. 4
Diné College Memorial Day-Holiday	May 26
Memorial Day-Holiday	May 29
Last day of Instruction Session I	June 30
Independence Day-Holiday	July 4
Final Registration Session II	July 5
5 wks. 2 nd Session Instruction Begins	July 3-Aug 4

Students must be fully admitted into Diné College prior to course registration.

College Administration

Dr. Charles Monty Roessel, College President
Ed. D., Arizona State University, Educational Administration and Supervision
M.A., Prescott College Journalism
B.S., University of Northern Colorado, Photo-Communication/Industrial Arts

Dr. Geraldine Garrity, Provost
Ed.D., Fielding Graduate University, Education
M.Ed., Arizona State University, Curriculum & Instruction
B.A., Arizona State University, Education

Bo Lewis, Vice President of Finance & Administration
M.B.A., University of Phoenix, E-Business
B.S., University of Colorado, Business Administration
A.S., ITT Institute of Technology, Infor. Tech – Computer Network Systems
A.A., Lamson Business College, Accounting

Glennita Haskey, Vice President of Student Affairs
M.S., University of New Mexico, Occupational Therapy
B.S., University of New Mexico, Multicultural Education
A.S., Navajo Community College, Social Behavioral Science

Marie R. Nez, Vice President of Government Affairs & Public Relations
M.Ed., Northern Arizona University, Career & Technical Education
B.S., Northern Arizona University, Business Administration, Minor in CIS.
A.A., Diné College, Computer Sciences

College Board of Regents

Greg Bigman, President Northern Agency Representative
Theresa Hatathlie, Vice President Western Agency Representative
Daniel Tso, Treasurer. Health, Education & Human Services Representative
Sharon Toadecheenie, Secretary, Fort Defiance Agency Representative
Anderson Hoskie, Member, Eastern Agency Representative
Brandon Lester, ASDC President, Student Representative
Dr. Harold G. Begay, Member, Superintendent of Diné Schools Representative
Vacant, Central Agency Representative

Diné College Mission

Rooted in Diné language and culture, our mission is to advance quality post-secondary student learning and development to ensure the well-being of the Diné People.

Vision Statement

Our vision is to improve continuously our programs and services to make Diné College the exemplary higher education institution for the Diné People.

College Principles

Our educational principles are based on Sa'ah Naagháí Bik'eh Hózhóón, the Diné traditional living system, which places human life in harmony with the natural world and universe. The system provides for protection from the imperfections in life and for the development of well-being. The principles are four-fold:

- Nitsáhákees. Thinking. Baa nitsídzíkees. Apply the techniques of reasoning. Analyze alternative solutions through the use of the principles of logic and creativity.
- Nahat'á. Planning. Nahat'á anitsíkees bee yáti' dóó ííshjání óolzin. Develop and demonstrate communication skills. Nahat'á nahaaldeel. Demonstrate systematic organization skills.
- liná. Implementation. T'áá hó ájít'éego hozhoogo oodáál. Demonstrate self-direction based on personal values consistent with the moral standards of society. T'áá hó ájít'éego hózhóogo oodáál. Demonstrate quality, participation, work, and materials.
- Siihasin. Reflection and assurance. Siihasingo oodáál. Demonstrate competency. Siihasin nahaaldeel. Demonstrate confidence.

College Values

Our employees and students will adhere to the following values to achieve the mission and purposes of the College

- T'áá hó ájít'éego. Excellence and self-initiative in problem-solving, compassion, setting clear goals, and establishing positive working relationships.
- Ahil na'anish. Cooperating and helping one another, keeping all employees well informed, using proper language for communication, respecting one another on equal terms, and honoring K'é.
- Il ídlí Respecting the cultural, racial, and gender diversity of the Diné People, maintaining safe, courteous, respectful, and positive learning environments, and valuing inclusiveness.
- Il ééhózin. Understanding, thoughtfulness, competence, confidence, conscientiousness, and reflectivity for serving the needs of the Diné People.

Section 1: Diné College Dual Credit and Responsibilities

Diné College Dual Credit Program

Operation Statement

The Dual Credit Program will provide high school students with geographically feasible and affordable access to a quality post-secondary education.

Vision Statement

The Dual Credit Program will become a stepping stone from high school to college by serving as a pathway to academic degree programs or college-level courses.

Goals

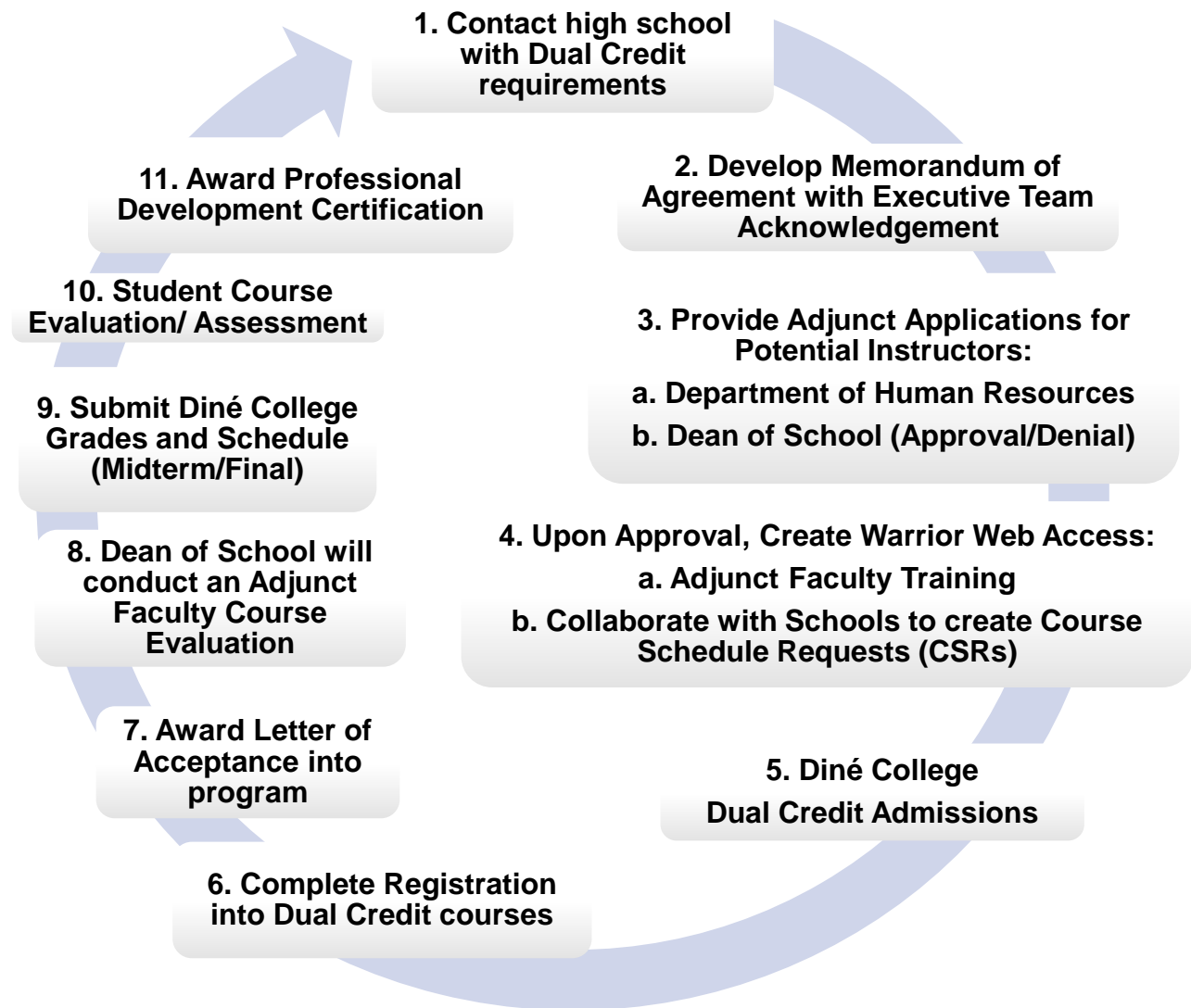
1. Maintain standardized Diné College Dual Credit Policies and Procedures with the states of Arizona and New Mexico to secure funding sources;
2. Ensure Diné College Dual Credit information and resources are accessible to students, parents, high schools, and dual credit adjunct faculty;
3. Continually provide outreach information about Diné College Dual Credit Program to high school students, parents, high school teachers and administrators;
4. Strengthen partnerships with Navajo Nation and surrounding high schools.

Purpose and Definition

The purpose of the Dual Credit Guidebook is to provide eligible high school students enrollment resources into college courses in addition to supplying vital information for dual credit adjunct faculty and high school administrators. The students will receive high school and college credits simultaneously. The Dual Credit Program will allow high school students to engage in academic degree pathways with the intention of possibly attaining a certificate or degree by the end of their high school career. Students enrolled in the Dual Credit Program will benefit from the reduction in time to complete a degree along with no cost for tuition and fees.

Dual credit courses provide high school students an affordable opportunity to experience college-level courses. Dual credit courses are taught by Diné College credentialed adjunct faculty who instruct high school students on campus and/or in the high school, via face-to-face instruction or distance education (online, ITV, hybrid) instruction. Dual credit courses are taught using the College curriculum by adjunct faculty who teach on college and/or high school campuses. Based on demographics, a majority of dual credit courses will be taught by high school faculty, with supervision by Diné College School Deans, within the LEA. Dual credit students are allowed to enroll into courses on the regular College schedule from semester to semester, if available. The Diné College Dual Credit Policies and Procedures apply to dual credit courses offered on Diné College and high school campuses.

Dual Credit Process Map

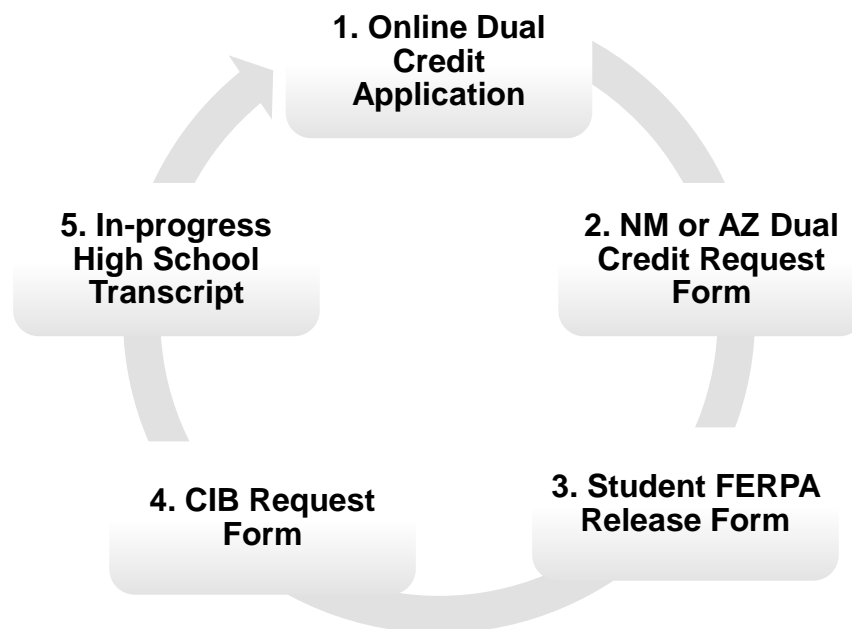
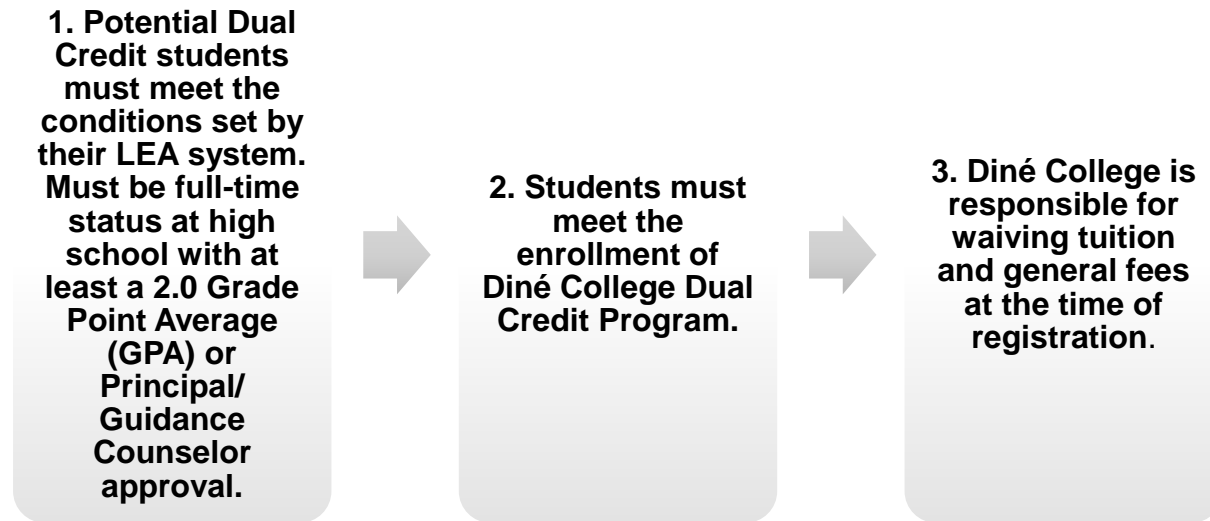


Section 2: Admissions and Registration Process

1. Enrollment and Registration

Entry for students into the Dual Credit Program is guided by the high school counselors, teachers, principals and parents. The high school will designate a point of contact for the Director of Dual Credit Enrollment Management to ensure all dual credit students meet the set deadlines to submit all proper admission and registration documentation. Through the course selection and registration processes, dual credit students will have the opportunity to earn credits towards a specific degree program within the College.

Diné College Dual Credit Program Requirements



Required Documents

Dual Credit students must submit the following to the Admissions Office before registering for classes:

1. Online Diné College Dual Credit Application

https://warriorweb.dinecollege.edu/ICS/Admissions/Applications/DUAL_Credit/Home.jnz

2. Diné College Dual Credit Request Form for Arizona or New Mexico, signed by the student, parent/guardian, high school representative, and have STARS, BIE, or SAIS ID numbers;

3. Student FERPA Release Form
4. Request for Official Certificate of Indian Blood Form for Native American students. Non-Native American students are exempt from submitting this document;
5. Official High School In-progress Transcripts (Reviewed by College for course placement)

These forms are available from high school counselors, Diné College Dual Credit point of contact, and online at <https://www.dinecollege.edu/academics/new-students/>.

Qualified high school applicants will be considered without regard to race, color, sex, religion, creed, national origin age or disability.

2. Diné College Dual Credit Billing Process

New Mexico

Diné College maintains compliance with Federal Statutes, New Mexico Higher Education Department, Arizona Department of Education and the Office of Navajo Nation Scholarships and Financial Assistance (ONNSFA).

Diné College's internal billing process for dual credit students complies with reimbursement policies set forth by the New Mexico Higher Education Department (pertaining to Tribal Colleges and Universities dual credit funding).

In the State of New Mexico, Diné College dual credit students will only be billed a tuition rate of \$50 per credit hour without fees. Diné College will waive application, technology and activity fees for dual credit students.

If a student receives a final letter grade of "D," "F," or "W," the student will inherit an outstanding bill with the College, which will need to be paid using personal funds. The student is ineligible for tuition reimbursement, if the student fails or withdraws from their course(s).

New Mexico Rates	Tuition Per Credit Hour	Technology Fee	Activity Fee	Application Fee
Regular College Student	\$55	\$20	\$25	\$20
Dual Credit Student	\$50	Not Applicable	Not Applicable	Not Applicable
Billing Code	DN (Dual Credit Student from New Mexico)			
Institutional Code	DX (Allows student to access official transcript and register for upcoming semesters)			

Arizona

Diné College maintains compliance with Federal Statutes, Arizona Department of Education, New Mexico Higher Education Department, and the (ONNSFA).

Diné College's internal billing process for dual credit students complies with reimbursement policies set forth by the Arizona Department of Education (pertaining to Tribal Colleges and Universities dual credit funding).

In the State of Arizona, Diné College dual credit students will be billed a tuition rate of \$55 per credit hour. Diné College will bill a \$20 technology fee and a \$25 activity fee for each dual credit student every semester.

All students who participate in the Arizona dual credit program are eligible to receive tuition and fees reimbursements, regardless of final letter grades. Student must complete their entire semester or session.

Arizona Rates	Tuition Per Credit Hour	Technology Fee	Activity Fee	Application Fee
Regular College Student	\$55	\$20	\$25	\$20
Dual Credit Student	\$55	\$20	\$25	Not Applicable
Billing Code	DA (Dual Credit Student from Arizona)			
Institutional Code	DX (Allows student to access official transcript and register for upcoming semesters)			

3. Placement Testing

All dual credit students must abide by the standard College's Writing and Mathematics Placement Test.

Writing and Math Placement Assessment Overview

The requirements in place to meet placement assessment for Writing and Mathematics are as follows:

- Acceptance into Diné College with all documents submitted to the Office Admission at Tsaile Campus
- Official High School Transcript
- Official ACT or SAT Score (must have been taken within the last 5 years).

Writing Placement

English faculty will conduct writing Placement Assessment. All incoming first year students will be enrolled in ENG 101-College Composition I. English faculty will administer their own pretest on the first day of class to determine if they remain in ENG 101 or advance to ENG 102 – College Composition II.

Mathematics Placement

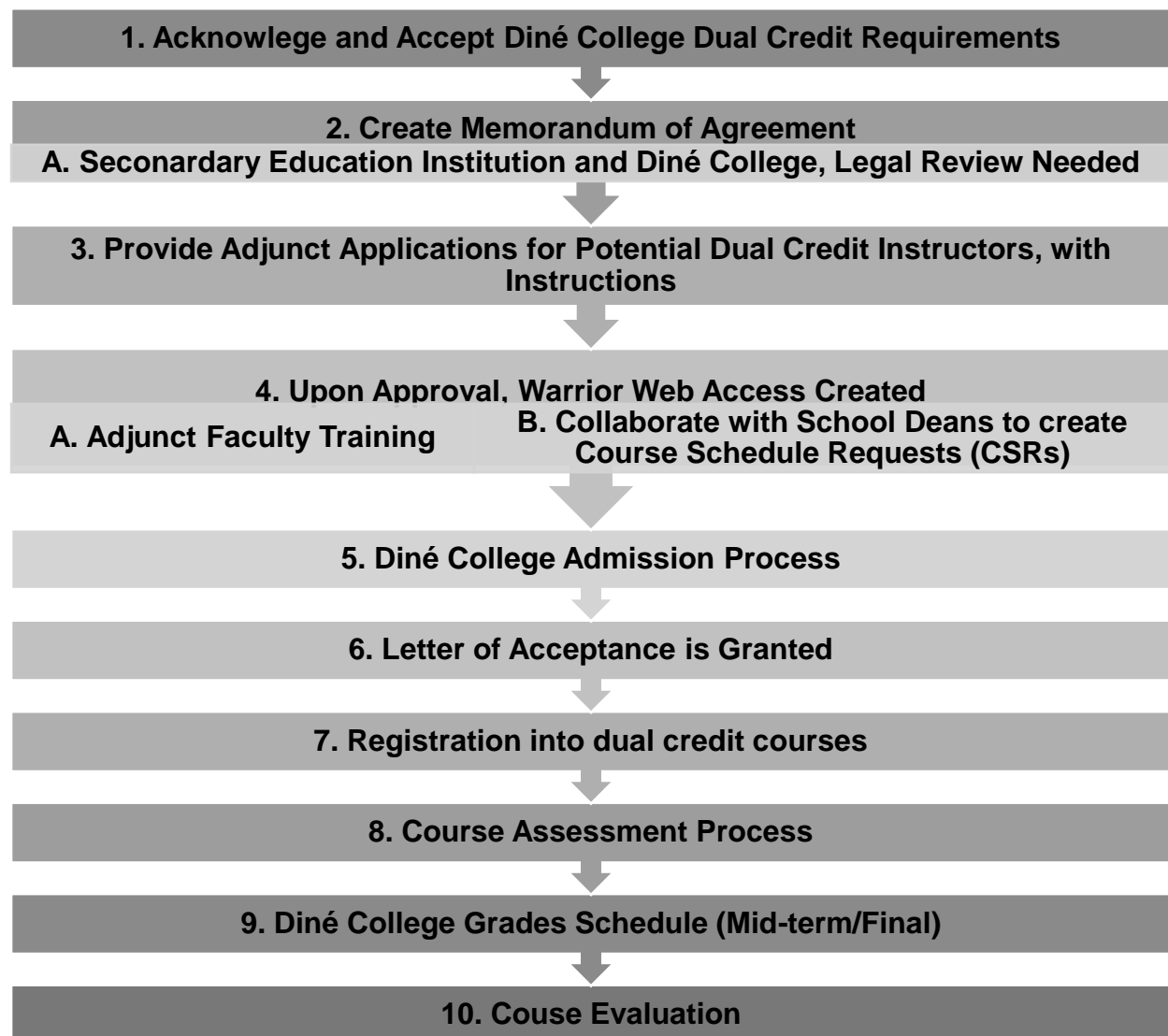
The Admissions Office will determine student enrollment in MTH 100, 102, 106 or 110, based on one of three options: (1) Official High School Transcript, (2) SAT/ACT scores, or (3) high school equivalency credential scores.

Exceptions: transfer students who have successfully completed college level English and/or Mathematics at another institution must provide an official college transcript of previous coursework. The Transcript Evaluator and the Office of Admissions determine the validity of the transfer grade.

4. Navajo Language Placement Test – Cut-Off Score

This test is also required for all Diné College students who will enroll in Diné College's Navajo language courses for the first time. Exam results will determine the level of course placement in Navajo language course(s). To schedule an exam, please contact School of Diné Studies at (928) 724-6658 located at Tsaile Campus.

Section 3: Responsibilities of Secondary Educational Institution



1. Higher Learning Commission (HLC) Requirements

Diné College is accredited to award College credits and degrees by the:

Higher Learning Commission of the North Central Association
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411

Phone: 800.621.7440 or 312.263.0456

Fax: 312.263.7462

info@hlcommission.org

Website: <http://www.ncahlc.org>

Diné College must maintain compliance with the Higher Learning Commission of the North Central Association policy. Diné College must also comply with standards and regulations set forth by Federal Statutes, Arizona Department of Education, Higher Education, New Mexico Higher Education Department and Navajo Nation.

1. Diné College is authorized to admit eligible high school students on a dual credit enrollment status.
2. The dual credit enrollment status remains in effect until the student graduates from high school and/or fulfills the general admissions requirements for a course creditable toward a college degree as stated in the College Catalog.
3. The college credits earned by a high school student will be documented by the Diné College Registrar's Office.

Transfer of Dual Credit/Enrollment Courses

Transfer of college credits is facilitated by transfer agreements among public colleges and universities in the States of Arizona and New Mexico, including Diné College and other Tribal Colleges and Universities.

1. Courses taken for dual credit enrollment will count toward a degree plan and/or transfer as any other college credit.
2. Transcripts will not be released for students who have not yet completed the admissions requirements for a dual credit course(s).

Credits and Transcripts

1. In New Mexico, three semester (3) credit hours at Diné College (postsecondary level) shall equal one (1) credit at the high school level in the same or related subject.
2. In Arizona, three semester (3) credit hours at Diné College (postsecondary level) shall equal one-half (.5) credit at the high school level in the same or related subject.

3. Policies and procedures concerning college transcripts are described in the College Catalog. Grades are posted to the transcript in letter form as submitted by instructors. Also, the transcript will show total hours enrolled and completed, hours earned, quality points, and grade point average (GPA) on a 4.0 scale.
4. No transcript is issued to any person or institution without the signed consent of the student, as required by Public Law 93-380, the Family Educational Rights and Privacy Act of 1974.

2. Diné College Department of Human Resources

Department of Human Resources
2nd Floor, Room 230A, Ned Hatathalie Culture Center
Tsaile Campus

Mail: P.O. BOX# C07, Tsaile, AZ. 86556

Phone: (928) 724-6603

Facsimile: (928) 724-6835

Email: chr@dinecollege.edu

3. Dual Credit Adjunct Faculty Requirements

Dual Credit Teacher/Instructor Eligibility

1. Diné College is mandated to comply with the Navajo Preference in Employment Act ("NPEA") and applicable laws.
2. Potential adjunct faculty should have a minimum of a Master's Degree or 18 credit hours in the content area for courses that require said qualifications. The faculty members teaching dual credit courses should hold the same minimal qualifications as required by the institution of its own respective faculty.
3. Potential adjunct faculty must be approved as an adjunct instructor for Diné College by a School Dean before the teacher may instruct a dual credit course.
4. Potential adjunct faculty will participate in a Diné College Dual Credit Program orientation prior to offering a course.
5. Diné College School Dean will review course syllabi prepared by adjunct faculty every semester. The Faculty Evaluation will include an observation of the dual credit classroom.

Instructor Pay

In accordance with Arizona and New Mexico Dual Credit policies, dual credit adjunct faculty are financially supported by the school district or high school annual contracts. Post-secondary institutions will not pay dual credit adjunct faculty.

Curriculum

1. Courses offered through the dual credit program will be the same curriculum as the college-level work for which high school students will earn both high school and college credit. Course materials, textbooks, assignments, and assessments will follow the Diné College course outcomes.
2. The Diné College School Dean reserves the right to determine which courses are eligible for dual credit.

Dual Credit Course Delivery Methods

Dual Credit courses will be delivered on the Diné College campuses, centers, at the high schools, online or approved Higher Learning Commission sites.

Section 4. Dual Credit Adjunct Faculty Credentialing Process

Potential adjunct faculty teaching dual credit courses at Diné College meet or exceed the minimum level education for adjunct faculty as specified by Diné College. College courses offered by Diné College are listed in the current Diné College Catalog. Official transcripts and other credentials are kept on file in the Diné College Human Resources Department.

Application

Potential Adjunct Faculty must submit a completed official Diné College Employment Application with all required documents to the Diné College Department of Human Resources.

Credentialing Adjunct Instructors for Dual Credit Courses

After potential adjunct faculty has submitted all required documents to the Diné College Department of Human Resources, the application is routed to the specified Diné College School Dean for approval. Upon approval from the School Dean of the applicant's qualifications, the Diné College School Dean will give final approval of the credentialing. If approved by the School Dean, the application will be processed by the Diné College Department of Human Resources as Diné College Adjunct Faculty within a specific School of the College.

Note: The attainment of a Master of Education degree does not demonstrate a qualification to teach dual credit courses in a particular discipline unless it is demonstrated that the content of that faculty member's Master of Education degree is sufficiently related to the discipline of the dual credit course.

1. Diné College Warrior Web Access (Email, Attendance, Grade Entry, etc.)

Upon Approval, Warrior Web ID is created: Warrior Web Access

A. Adjunct Faculty Training

B. Collaborate with Diné College School Dean regarding course syllabus and expectations.

Diné College Warrior Web Access

1. Once an adjunct faculty is officially credentialed to teach Diné College course(s), the adjunct faculty will request for Warrior Web Access. Warrior Web Access requires a password to be established. Warrior Web Access also allows adjunct faculty to utilize Diné College email, faculty grade entry, and access additional faculty resources.

2. Diné College Academic Schools Contact Information

School of Arts, Humanities and English	Dr. Karla Britton, Dean (928) 724-6614 kmbritton@dinecollege.edu
School of Diné Studies and Education	Rex Lee Jim, Dean (928) 724-6658 lisaac@dinecollege.edu
School of Science, Technology, Engineering and Math	James Tutt, Dean (928) 724-6938 jmtutt@dinecollege.edu
School of Business and Social Science	Patrick Blackwater, Interim Dean (928) 724-6967 pblackwater@dinecollege.edu

Appendices:**Appendix A: Diné College Dual Credit Memorandum of Agreement****A. State of Arizona**

**MEMORANDUM OF AGREEMENT BETWEEN
DINÉ COLLEGE
AND
(INSERT DISTRICT/SCHOOL NAME)**

This Agreement is entered into this ___ day of _____, 20__ between Diné College, ("College"), and _____, ("School District") (collectively "Parties").

AUTHORITY

School District is authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-

701.01 (F), and §15-1821.01. College is authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. §2501 et seq. This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

RECITALS

WHEREAS, College and School District desire to increase the educational options and opportunities for the School District's high school students and increase the overall quality of instruction and learning available through secondary schools; and

WHEREAS, dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously. The programs may also encourage more students to consider academic or career technical higher education, especially students from underrepresented groups; and

WHEREAS, research indicates that dual credit programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban.

NOW THEREFORE, College and School District have determined that it is in the best interests of the residents and students of the School District to offer college level courses that may be counted toward both high school and college graduation requirements at the District's high school during the school day under the terms and conditions set forth below.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A. R .S. § 15-101 (11), a "Dual Enrollment Course" is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

- a. applicable to an established community college academic degree or certificate program, and transferable to a college or university under the jurisdiction of the Arizona Board of Regents; or
- b. applicable to a community college occupational degree or certificate program; and
- c. notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

This Agreement shall be effective:

- a. After the governing boards of School District and College have approved it; and
- b. On the date that authorized representatives of both Parties have signed it ("Effective Date"). The term of this Agreement shall be for no more than one (1) year, beginning on the Effective Date through June 30, 20____ ("Term");
- c. The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may, by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements - Academic Quality

- A. College will offer Dual Enrollment Courses to School District juniors and seniors who meet College's prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students:
 1. Are of a quality and depth to qualify for college credit as determined by College; College courses eligible for dual credit

shall meet the rigor for College credit and be congruent with the College's normal offerings;

2. Are evaluated and approved through the College curriculum approval process; dual credit courses must meet the public education department standards and benchmarks;
3. Shall conform to the College's academic standards and shall be at a higher level than taught by the School District high school;
4. Are transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program. Dual credit courses are part of the Arizona General Education Curriculum (AGEC) for postsecondary institutions and are eligible for transfer among Arizona's public and tribal community colleges and universities postsecondary, as determined by the AZ Transfer Steering Committee; and
5. Are compliant with all other standards for College courses. Course requirement information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

4.2 Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.
- C. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

4.3 Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College, in collaboration with the School District, will assess the required academic standing of each student who seeks enrollment in a Dual Enrollment Course prior to,

or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.
- D. College will provide career counseling and advisement for School District students to review the appropriateness of each student's enrollment in Dual Enrollment Courses prior to registration, to determine academic readiness, age requirements and programmatic issues.
- E. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- C. Each semester, the DC-AZ Dual Credit Request Form shall be used to document each student request for enrollment in Dual Credit courses and the review and approval process within the School District and College. School District and College shall provide the form to eligible students and appropriate staff online and in hard copy. College shall approve the Form each semester based on each student's prior coursework, career pathway, and/or academic readiness. A copy of each approved Form shall be provided to the designated School District representative.
- D. College shall provide information and orientation, in collaboration with the School District, to students and parents or guardians regarding the students' responsibilities with respect to dual credit enrollment, including but not limited to academic rigor, time commitments, and behavioral expectations associated with taking College courses and the importance of satisfactorily completing the College credits attempted in order for dual credit to be awarded.

- E. College shall inform students and parents or guardians of course requirement information, including course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.
- F. College shall advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules and requirements.
- G. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act. College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.
- B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Student Eligibility and Enrollment

- A. School District students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College. A high school student who is under eighteen (18) years of age may be granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:
 - 1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
 - 2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;

3. a composite score of twenty-two (22) or more on the American college test;
 4. a passing score on the relevant portions of the Arizona instrument to measure standards test; OR
 5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course.
- B. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course.
- C. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses based on eligibility requirements and academic standards.
- D. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- E. For each student, the School District shall provide to College an identification number that College will assign to the student.

4.7 Reporting of Student Records

The College shall:

- A. provide the School District, within the first thirty (30) days of the academic term, access to each student's official schedule of classes as verification of registration. The School District shall notify the College if the report is in conflict with the school endorsed registration;
- B. track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to the School District;
- C. retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
- D. release, at the request of the student, official College transcripts in accordance with the College transcript request practices; and

- E. provide final grades to the School District for each dual credit student;
- F. deliver final grades for all dual credit students to the School District with sufficient time to be included with final grades; this schedule shall be defined by the parties in the agreement and shall address the time frame appropriate for determining student graduation from high school; and
- G. comply with data collection and reporting provisions.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

- A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.
- B. Pursuant to AR.S. § 15-1821.01(7), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student, as defined in A.R.S. § 15-901 (A) (1) (b), and is currently enrolled in and attending a full-time instructional program in a school in School District; except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.
- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the polices, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.
- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the College's prerequisites for the Dual Enrollment Course and complies with College policies and this Agreement regarding student placement in courses.
- E. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students according to School District policies. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course.
- F. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using a student identification number that will be provided to College for student identification purposes.

5.2 Instructors and Instruction

- A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.
- B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.
- C. If School District is providing the instructor, School District will provide, at School District's expense, a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

- A. School District, in collaboration with College, will assess the required academic standing of each student who seeks enrollment in a Dual Enrollment Course prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence to review and amend the course outlines as necessary.
- C. School District will provide counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

5.4 Policy and Procedure

- A. School District will provide College with School District policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- B. School District shall approve the DC-AZ Dual Credit Request Form each semester based on each student's prior coursework, career pathway, and/or academic readiness. A copy of each approved Form shall be provided to the designated College representative.
- C. School District shall provide the Form to eligible students and appropriate District staff in hard copy;
- D. School District shall provide information and orientation, in collaboration with College, to students and parents or guardians regarding the students' responsibilities with respect to dual credit

enrollment, including but not limited to academic rigor, time commitments, and behavioral expectations associated with taking College courses and the importance of satisfactorily completing the College credits attempted in order for dual credit to be awarded.

- G. School District shall inform students and parents or guardians of opportunities to participate in Dual credit programs during student advisement, academic support, and, where applicable, formulation of annual NEXT STEP plans;
- F. School District shall inform students and parents or guardians of course requirement information, including course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.
- G. School District will ensure that each student seeking enrollment in a Dual Enrollment Course has completed the necessary registration forms; has completed College assessment examinations, if required by College; is aware the student is subject to both School District policies and procedures and College policies and procedures; and is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately.
- H. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.
- I. School District shall advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules and requirements.
- J. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations as required by

Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

5.6 Facilities

School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. The parties shall enter into a separate Facilities Use Agreement to define the terms of the use and the responsibilities of the parties.

6. MUTUAL AGREEMENTS

6.1. Instructor

- A. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.
- B. An instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

6.2. Students

- A. Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.
- B. For a student to be accepted and enrolled into a dual credit program, School District and College shall require the student to:
 - 1. discuss potential dual credit courses with the appropriate School District and College staff, including College 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 School District or College;
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 College 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 School District and College staff; and comply with the College and School District student code of conduct and other institutional policies.

C. Unless otherwise excluded by any section of this Agreement, students participating in Dual Credit courses shall have rights and privileges equal to those extended to College's other students, including the following:

1. use of the College library, course-related labs and other instructional facilities;
2. use of College programs and services such as counseling, tutoring, advising, and special services for the students with disabilities;
3. access to College personnel and resources as required; and
4. the right to appeal, in writing to the School District or College, as applicable, any decision pertaining to enrollment in the dual credit program.

D. Students earning dual credits shall abide by the regular operating calendars, schedules and associated requirements of the School District and College. In instances in which the calendars are incongruent, the Dual Credit student is required to independently

satisfy both calendar requirements and may consult with School District counselors for assistance.

6.3. Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4. Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by written agreement of School District and College.

6.5. Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6. Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7. Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS

7.1. Fees and Tuition

Fees and Tuition for Dual Credit courses are free of charge to the School District and the participating students. The College has a separate agreement with the Office of Navajo Nation Scholarship and Financial Assistance and will cover tuition and student fees for District students participating in the Dual Credit program. After a student's successful completion of the Dual Credit class(es), the College will request reimbursement from the Office of Navajo Nation Scholarship and Financial Assistance.

7.2. Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with the Family Rights and Privacy Act (20 USC 1 232(g)) ("FERPA") and regulations adopted pursuant to FERPA, the Individuals with Disabilities Education Act ("IDEA") and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student's education records:

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than ninety (90) days prior to the intended date of termination. Except as provided in this section 11, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 Risk to Health or Safety

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five (5) day period, this Agreement will automatically terminate.

10.3 No Relief from Obligations

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.4 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11 RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12 CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13 NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14 COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations which prohibit discrimination against any person based on race, religion, handicap color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the Americans with Disabilities Act (Public Law 101 336; 42 U.S.C. §§12101-12213).

15 RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

16 ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17 INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18 NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

Office of the President
DINÉ COLLEGE
P. O. Box C-08
Tsaile, AZ 86556

If to School District or Organization:

(INSERT DISTRICT/SCHOOL) ADDRESS

IN WITNESS WHEREOF, the Parties have executed this Agreement on this ____ day of _____, 20____.

DINÉ COLLEGE

By:_____ (Name), President

Date:_____

(DISTRICT/SCHOOL NAME)

By:_____ (Name and Title)

Date:_____

B. State of New Mexico

STATEWIDE DUAL CREDIT MASTER AGREEMENT
NEW MEXICO SECONDARY AND POSTSECONDARY DUAL CREDIT PROGRAM
MEMORANDUM OF AGREEMENT
Between DINÉ COLLEGE (POSTSECONDARY INSTITUTION)
and _____ (LEA)

Note: SB 943 (Laws 2007, Chapter 227) creates a dual credit program in state statute. Postsecondary institutions and Local Education Agencies (LEAs) must refer to 6.30.7 New Mexico Administrative Code (NMAC) for rules regarding dual credit program implementation.

TERMS OF AGREEMENT**PART 1 – GENERAL PROVISIONS OF AGREEMENT****A. SCOPE**

Dual credit shall be provided in accordance with the terms and conditions of this uniform Master Agreement (*hereafter* Agreement), which supersedes all previous agreements, versions and addenda. This Agreement applies to local education agencies (public school districts, locally chartered and state chartered charter schools, state-supported schools, and bureau of Indian education-funded high schools) (*hereafter* LEA), high school students who attend secondary schools, and public postsecondary institutions in New Mexico including tribal colleges (*hereafter* Postsecondary Institution). The LEA may complete agreements with multiple postsecondary institutions. The Postsecondary Institution may complete agreements with multiple LEAs.

B. DEFINITION OF DUAL CREDIT PROGRAM

“Dual credit program” means a program that allows high school students to enroll in college-level courses offered by a POSTSECONDARY INSTITUTION that may be academic or career technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate.

C. AUTHORIZATION

Dual Credit Programs are authorized by Sections 21-1-1.2, 21-1B-3, 21-13-19 and 22-13-1.4 NMSA 1978 and 6.30.7 NMAC.

D. PURPOSES

The primary purposes of a dual credit program are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools. Fundamentally, dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously.

The programs may also encourage more students to consider academic or career technical higher education, especially students from underrepresented groups. Research indicates that dual credit programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban.

E. ELIGIBILITY AND APPROVAL

The following general eligibility and approval requirements shall apply to all Agreements. The Agreement specifies the means by which the state will provide equal opportunities to all high school students who wish to participate in the dual credit program. The Agreement: 1) specifies eligible courses, academic quality of dual credit courses, student eligibility, course approval, course requirements, required content of the form, state reporting, liabilities of parties, and student appeals; and 2) states the roles, responsibilities, and liabilities of the LEA, the postsecondary institution, student, and the student's family.

1. Eligible Courses

College courses that are academic or career technical and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit. Remedial, developmental and physical education activity courses are not eligible for dual credit.

Dual credit courses may be taken as elective or core course (except physical education activity course) high school credits. Core course means a course required for high school graduation as defined in 22-13-1.1 NMSA.

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.

Dual credit courses may be offered at LEAs, POSTSECONDARY INSTITUTIONS, and off-campus centers as determined by the LEA in collaboration with the POSTSECONDARY INSTITUTION offering the courses. Dual credit courses may be delivered during or outside of LEA hours.

The POSTSECONDARY INSTITUTION may offer dual credit courses via distance learning (online, hybrid, correspondence, Cyber Academy [IDEAL-NM]) in accordance with 6.30.7.8 NMAC as this option becomes available and cost-effective. All dual credit

course rules apply (6.30.7 NMAC). The LEA and POSTSECONDARY INSTITUTION participating in the Cyber Academy shall be subject to applicable rules pertaining to distance learning (6.30.8 NMAC).

2. Academic Quality of Dual Credit Courses

College courses eligible for dual credit shall meet the rigor for POSTSECONDARY INSTITUTION credit and be congruent with the POSTSECONDARY INSTITUTION's normal offerings. Classes offered in LEA settings shall conform to the POSTSECONDARY INSTITUTION's academic standards. Faculty for all dual credit courses shall be approved by the POSTSECONDARY INSTITUTION.

Dual credit courses must meet the public education department standards and benchmarks.

Dual credit courses that are part of the general education common core for postsecondary institutions are eligible for transfer among New Mexico postsecondary institutions pursuant to Subsection D of 21-1B-3 NMSA 1978. Credit is eligible for transfer from one public postsecondary institution to another and is applied toward requirements for postsecondary graduation and receipt of a degree.

3. Student Eligibility

The LEA and POSTSECONDARY INSTITUTION shall qualify and advise candidates for dual credit from the pool of eligible high school students. A candidate for dual credit is eligible for consideration for fall, winter and summer semesters if he or she:

1. is enrolled during the fall and winter in a LEA in one-half or more of the minimum course requirements approved by PED for public school students under its jurisdiction or by being in physical attendance at a bureau of Indian education-funded high school at least three documented contact hours per day pursuant to 25 CFR 39.211(c);
2. obtains permission from the LEA representative (in consultation with the student's individualized education program team, as needed), the student's parent or guardian if the student is under 18 years old, and POSTSECONDARY INSTITUTION representative prior to enrolling in a dual credit course; and
3. meets POSTSECONDARY INSTITUTION requirements to enroll as a dual credit student.

4. Course Approval

Approval for dual credit shall be by the LEA and POSTSECONDARY INSTITUTION representatives on a course-by-course basis each semester based on the student's prior coursework, career pathway, and/or academic readiness. There is no state limit to the number of credits a student may earn through dual credit in an academic term; however, the student must meet eligibility requirements.

5. Course Requirements

The course requirements for high school students enrolled in dual credit courses shall be the same as those of regular college students. Course requirement information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

6. Eligible Semesters

Eligible students may enroll in dual credit courses year-round.

7. Course Transcribing Ratios

Unless otherwise approved by the cabinet secretaries of higher education and public education departments, successful completion of three credit hours of postsecondary instruction shall result in the awarding of one high school unit for said completed postsecondary course. If the LEA and POSTSECONDARY INSTITUTION determine that a different ratio is warranted for a particular dual credit course comparable to LEA core courses in order to meet PED standards and benchmarks, they may appeal to the Council, which may recommend a different ratio to the cabinet secretaries. The joint decision of the cabinet secretaries shall be final.

8. Required Content of Dual Credit Request Form

Each semester, the Dual Credit Request Form (hereafter Form) shall be used to document each student request for enrollment in dual credit courses and the review and approval process within the LEA and POSTSECONDARY INSTITUTION. LEAs and POSTSECONDARY INSTITUTIONS shall provide the form to eligible students and appropriate LEA staff online and in hard copy. The form appears at the end of this Agreement. 6.30.7.12 NMAC specifies Form content.

9. State Reporting

The LEA and POSTSECONDARY INSTITUTION shall retain educational records in accordance with New Mexico or Federal statutes and record retention regulations as per 1.20.2 NMAC and 1.20.3 NMAC, or 25 CFR, Part 43, as applicable. NMHED and PED shall verify and reconcile the respective dual credit records at the end of each academic year. Students enrolled in dual credit courses shall be classified as such and reported to NMHED and PED as per 6.30.7.12 NMAC.

10. Liabilities of Parties

Dual credit status shall neither enhance nor diminish on-campus liabilities for the LEA or POSTSECONDARY INSTITUTION. Management of risk and liabilities shall be in accordance with the LEA and POSTSECONDARY INSTITUTION policies and codes of conduct.

Personal liabilities for the student shall be equal to those of POSTSECONDARY INSTITUTION students.

11. Appeals Each STUDENT, LEA, and POSTSECONDARY INSTITUTION has the right to appeal decisions concerning the dual credit program.

The LEA and POSTSECONDARY INSTITUTION shall have a student appeals process pertaining to student enrollment in dual credit programs. LEA and POSTSECONDARY INSTITUTION decisions are final.

The Dual Credit Council (Council) shall administer an appeals process for LEA and POSTSECONDARY INSTITUTION representatives to address issues outside the scope of the Agreement, including the determination of alignment of course content to determine the appropriate credit ratio. The Council is an advisory group consisting of NMHED and PED staff that issues recommendations to the cabinet secretaries. The cabinet secretaries shall act jointly upon Council recommendations; their joint decisions shall be final.

PART 2 – SPECIFIC PROVISIONS OF AGREEMENT

The following provisions outline the specific responsibilities and duties that apply to the POSTSECONDARY INSTITUTION, SECONDARY SCHOOL, and STUDENTS participating in the dual credit program to ensure adequate participation by each party.

A. RESPONSIBILITIES AND DUTIES OF THE POSTSECONDARY INSTITUTION

1. Admission and Enrollment of Students

The POSTSECONDARY INSTITUTION shall:

1. designate a representative to review and sign the completed Form with the understanding that only a form endorsed by all parties shall constitute a dual credit approval request;
2. determine, in collaboration with the LEA, the required academic standing of each student eligible to participate in the dual credit program.
3. collaborate with the LEA to reach agreement on admission and registration of eligible dual credit students for the stated semester;
4. employ a method of qualifying the student for dual credit that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested;
5. provide advisement to review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and programmatic issues;
6. provide the Form to eligible students and appropriate LEA staff online and in hard copy;
7. approve the Form each semester based on each student's prior coursework, career pathway, and/or academic readiness;
8. provide a copy of each approved Form to the appropriate LEA representative;

9. provide course placement evaluation services and consider a high school college readiness assessment to verify a student's academic skill level and to ensure compliance with course prerequisites;
10. provide information and orientation, in collaboration with the LEA, to the student and parent or guardian regarding the responsibilities of dual credit enrollment including academic rigor, time commitments, and behavioral expectations associated with taking POSTSECONDARY INSTITUTION courses and the importance of satisfactorily completing the POSTSECONDARY INSTITUTION credits attempted in order for dual credit to be awarded;
11. inform students of course requirement information, which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information; and
12. advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules.

2. Responsibility for Funding Dual Credit

The POSTSECONDARY INSTITUTION shall:

1. waive all general fees for dual credit courses;
2. waive tuition for high school students taking dual credit courses; and
3. make every effort to adopt textbooks for at least three years.

3. Reporting of Student Records

The POSTSECONDARY INSTITUTION shall:

1. provide the LEA, within the first thirty days of the academic term, access to each student's official schedule of classes as verification of registration. The LEA shall notify the POSTSECONDARY INSTITUTION if the report is in conflict with the school endorsed registration;
2. track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to the LEA;
3. retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
4. release, at the request of the student, official POSTSECONDARY INSTITUTION transcripts in accordance with the POSTSECONDARY INSTITUTION transcript request practices; and
5. provide final grades to the LEA for each dual credit student;
6. deliver final grades for all dual credit students to the LEA with sufficient time to be included with final grades; this schedule shall be defined by the parties in the

agreement and shall address the time frame appropriate for determining student graduation from high school; and

7. comply with data collection and reporting provisions in 6.30.7.12 NMAC.

B. RESPONSIBILITIES AND DUTIES OF THE LEA

1. Admission and Enrollment of Students

The LEA shall:

1. designate a representative to collaborate with the POSTSECONDARY INSTITUTION to reach agreement on admission and registration of eligible dual credit students for the stated semester;
2. determine, in collaboration with the POSTSECONDARY INSTITUTION, the required academic standing for students eligible to participate in the dual credit program;
3. collaborate with the POSTSECONDARY INSTITUTION to reach agreement on admission and registration of eligible dual credit students for the stated semester;
4. employ a method of qualifying the student for dual credit based on factors which may include academic performance review, use of Next Step Plan, assessments, advisement and career guidance, and therefore recommend enrollment at the POSTSECONDARY INSTITUTION with evidence that the student has the appropriate skills and maturity to benefit from the instruction requested;
5. provide information and orientation to students about opportunities to participate in dual credit programs during student advisement, academic support, and, where applicable, formulation of annual Next Step Plans;
6. provide the Form to eligible STUDENTS and appropriate LEA staff online and in hard copy;
7. approve the Form each semester based on each student's prior coursework, career pathway, and/or academic readiness;
8. provide information and orientation, in collaboration with the POSTSECONDARY INSTITUTION, to the STUDENT and STUDENT's family regarding 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 college credits attempted in order for dual credit to be awarded and lottery scholarship eligibility to be maintained;
9. inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;

10. notify the POSTSECONDARY INSTITUTION if the student's official schedule of classes is in conflict with the school endorsed registration;
11. 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);
12. inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the POSTSECONDARY INSTITUTION;
13. work collaboratively with the POSTSECONDARY INSTITUTION to submit a student's request for change in registration according to POSTSECONDARY INSTITUTION policies and within officially published deadlines (e.g. add, drop, withdrawal); and
14. make it clear to students that if they fail or withdraw from dual credit classes that they were intending to use to substitute for a high school requirement that they will have to make up those credits in order to graduate. The dual credit course grade will appear on the student high school transcript.

2. Responsibility for Funding Dual Credit

The LEA shall:

Pay the cost of the required textbooks and other course supplies for the postsecondary course the dual credit student is enrolled in through purchase arrangements with the bookstore at the POSTSECONDARY INSTITUTION or other cost-efficient methods.

3. Dual Credit Courses Offered at High School

Upon the agreement of the LEA and the POSTSECONDARY INSTITUTION, courses may be offered at high school sites. In these instances, courses shall follow established LEA site time blocks.

4. Reporting of Student Records

The LEA shall:

1. furnish an official high school transcript to the POSTSECONDARY INSTITUTION if required by the POSTSECONDARY INSTITUTION;
2. record, unchanged, the grade given to the dual credit student by the POSTSECONDARY INSTITUTION on each student high school transcript;

3. retain educational records in accordance with New Mexico and Federal statutes and record retention regulations as per 1.20.2 NMAC or 25 CFR, Part 43, as applicable; and
4. comply with data collection and reporting provisions in 6.30.7.12 NMAC.

C. RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS

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 LEA 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 LEA 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 LEA and POSTSECONDARY INSTITUTION staff; and
8. comply with the POSTSECONDARY INSTITUTION and LEA 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 LEA 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 LEA 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 LEA 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 LEA 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 LEA 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 LEA counselors for assistance.

PART 3 – TERM AND FILING OF AGREEMENT

A. TERMS AND CONDITIONS

The initial term of this Agreement shall be from July 1, 2014 to June 30, 2017. With the exception of the appendix, this Agreement may not be altered or modified by either party. This Agreement shall automatically renew 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 LEA in collaboration with the POSTSECONDARY INSTITUTION, may modify the list of dual credit courses in the Appendix of the Agreement. Modifications to the Appendix must be submitted to NMHED and PED by the end of each semester.

The LEA and POSTSECONDARY INSTITUTION providing dual credit programs shall complete the Agreement and the LEA shall submit the completed Agreement to PED.

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.

B. FILING

A fully executed copy of this Agreement shall be submitted by the LEA to PED within 10 days of approval.

Approved

Postsecondary Institution Diné College	LEA
Postsecondary Name	LEA Name
Postsecondary Representative Name President	LEA Representative Name
Postsecondary Representative Title	LEA Representative Title
Postsecondary Representative Signature	LEA Representative Signature
Date	Date

APPENDIX For Dual Credit Program Master Agreement between _____ (LEA) and Diné College (Postsecondary).

Listing of Authorized Dual Credit Courses and Location of Delivery as of _____ (Date)

The appendix shall indicate the higher education common course number, if applicable, course subject and number, course title, location of course delivery and semesters offered. As available, STARS course code and title shall also be included.

C. Bureau of Indian Education Postsecondary Institutions

Dual Credit Agreement

MEMORANDUM OF UNDERSTANDING

April 2021

Between

Bureau of Indian Education Postsecondary Institutions

Haskell Indian Nations University

OR

Southwestern Indian Polytechnic Institute

OR

Tribally Controlled College or University

AND

Bureau of Indian Education-Funded Secondary Schools

1. Purpose of Agreement

The purpose of this agreement is to increase education options by providing dual credit opportunities to eligible students enrolled at BIE-funded Secondary Schools, referred to as BIE Secondary Schools in this document. This agreement provides access for students at BIE Secondary Schools to enroll in college-level academic or technical career courses offered at Haskell Indian Nations University or Southwestern Indian Polytechnic Institute (BIE-funded Postsecondary Institutions), referred to as BIE Postsecondary Institutions, or Tribally Controlled Colleges or Universities (TCUs).

This initiative encourages eligible students at BIE Secondary Schools to simultaneously earn transferable credit toward high school graduation, and a postsecondary degree or a technical career certificate using dual credit courses.

Dual credit courses include college-level courses and technical career certificates, but do not include remedial, physical education, or developmental courses.

2. Term of Agreements

This agreement is effective for two years from the date of execution and can be renewed.

The Director, BIE, delegates' authority to the School Principals to enter into and approve this MOU for Bureau-Operated Schools, Navajo Schools and Tribally-Controlled Schools, and to route the final signed agreement to the appropriate Associate Deputy Director (ADD) which the school reports to, i.e., Bureau

Operated Schools, Navajo Schools and Tribally-Controlled Schools, for information purposes only.

The Presidents of the BIE Postsecondary Institutions or Tribally Controlled Universities are also delegated authority to enter into and approve this agreement.

3. Renewal of Agreement

This agreement can be renewed for additional terms, upon agreement of the BIE POSTSECONDARY INSTITUTION and the BIE SECONDARY SCHOOL. Renewals shall be prepared jointly, with all party signatures.

4. Responsibilities of Each Party

It is mutually agreed and understood that:

BIE Postsecondary Institutions (Haskell Indian Nations University, Southwestern Indian Polytechnic Institute) or Tribally Controlled Colleges and Universities will:

- A. Develop dual credit partnerships with BIE Secondary Institutions for the purpose of increasing educational options for students enrolled at these high schools using Dual Credit Programs, and will:
 - a. Determine the list of academic and career technical courses to be offered as dual credit in collaboration with the BIE Secondary Schools based on interest, enrollment, and capacity for delivery. Agreed upon courses will be identified in a “List of Courses Eligible for Dual Credit” and updated as needed;
 - b. Identify (1) how the class will be delivered, i.e., in person instruction or online delivery; (2) the technology capacity required to access the course, i.e., Internet access, a tablet, or laptop; and (3) the responsibility for providing access and textbooks to the dual credit student;
 - c. Classes designated as “in person instruction” will be delivered by faculty from Haskell, SIPI, and TCUs and offered on the campus of the respective institution. Travel time to and from classes will need to be considered in development of student schedules when enrolling in the “in person instruction”. It will be the responsibility of the student and high school to determine how transportation will be provided to and from the college campus;

- d. Develop policy and procedures for enrollment for the Dual Credit Program at the BIE Postsecondary institutions or Tribally Controlled Colleges and Universities and provide BIE Secondary Schools with Dual Credit Admission and Enrollment resources;
- e. Provide resources and information on the Dual Credit Program to BIE Secondary Schools for dissemination to prospective applicants, including information on the use of dual credit in earning transferable credit toward high school graduation and a postsecondary degree or technical career certificates, as well as the List of Courses Eligible for Dual Credit;
- f. Provide timely notification of the admission decision to the prospective applicant by the respective BIE/TCU Postsecondary Institution Admissions Office;
- g. Provide advising services to prospective Dual Credit students on required college prerequisites for the course, identify the textbooks or supplies needed and any fees required for admission, technology, library or lab;
- h. Courses offered in the Dual Credit Program are 100-level or above and are transferable to Higher Learning Commission accredited institutions, with no remedial, physical education, or college preparation courses;
- i. Generally three credit hours of post-secondary instruction will result in the awarding of one high school unit for said completed post-secondary course,
- j. Participating BIE Secondary Schools and BIE Postsecondary Institutions and TCUs will maintain dual credit enrollment agreements and aggregate data on dual enrollment students for annual reporting requirements to State Education departments;
- k. Ensure timely issuance of postsecondary credits/grades to the BIE Secondary School for recording on the official high school transcripts, as well as the BIE Postsecondary Institution and Tribally Controlled Colleges and Universities Transcript;
- l. BIE Postsecondary Institutions and TCUs are required to comply with national accreditation association requirements for the delivery of distance education and obtain approval from the association, such as the Higher Learning Commission (HLC) *before* implementation of the

delivery of distance education out-of-state, including delivery of dual credit out-of-state;

- m. It is recommended BIE Postsecondary Institutions utilize the services of national consortiums which manage compliance with state-specific policies required for out-of-state institutions delivering distance education, rather than the BIE/TCU postsecondary applying to each of the 24 states individually, in which BIE secondary schools are located.
- n. Membership to organizations, such as SARA – the State Authorization Reciprocity Agreement and payment of fees will improve efficiency in delivering distance education and meeting state requirements with support from SARA. Courses offered by Haskell, SIPI, TCUs will be reported on the college/university website, as well as the State SARA organization website.

BIE Funded Secondary Schools will:

- A. Develop partnerships with BIE Postsecondary Institutions or TCUs, for the purpose of increasing educational options for students at BIE Secondary Schools by using Dual Credit Program and will:
 - a. Determine the need of students in BIE Secondary Schools for academic and career technical courses that may be offered as dual credit in collaboration with the BIE Postsecondary Institutions, who will create a “List of Courses Eligible for Dual Credit” under this agreement;
 - b. Identify the technology capacity available for the student to access the course from home or the high school, as well as the ability of the Secondary School to provide Students access to a tablet, laptop or other required equipment using ESEA funds for “effective transitions for students from high school to postsecondary education” using Section 1121(d) [20 U.S.C. 6331] and Section 1112 (b)(10) [20 U.S.C. 6312(b)(10)].
 - c. Promote dual credit enrollment as a strategy for simultaneously earning transferable credit toward high school graduation and a postsecondary degree or a career technical certificate;
 - d. Develop policy and procedures for implementation of the Dual Credit Program for students at the BIE Secondary Schools, including

scheduling for participation in Dual Credit, reporting absences, and entering grades at the end of each term;

- e. Disseminate resources and information on Dual Credit program provided by BIE Postsecondary Institutions and Tribally Controlled Colleges and Universities for prospective Dual Credit students, including the “List of Courses Eligible for Dual Credit” on BIE Postsecondary Institution and TCU websites, and State Authorized Reciprocal Agreements (SARA) websites upon approval;
- f. Review and final approval of prospective students enrolling in dual credit *prior to submission* to the BIE Postsecondary Institution or Tribally Controlled College or University. This review will determine whether the dual credit courses selected meet Graduation requirements in the State in which the BIE Secondary School is located, as well as BIE Graduation Requirements, and align with the student’s schedule;
- g. Support, monitor and intervene on behalf of Dual Credit students experiencing obstacles to success;
- h. Maintain dual credit enrollment agreements, maintain annual data on dual enrollment students and provide data required to State to document fulfillment of graduation requirements and for issuance of official high school transcript.

5. Payment

Fees for students enrolled in BIE Secondary School will be established by BIE Postsecondary Institutions or the Tribally Controlled College or University.

BIE Postsecondary Institutions or TCUs participating in State Tribal Dual Credit Programs may be eligible to waive student tuition and/or fees and to be reimbursed by the State for waiver of student tuition and/or fees.

It is recommended fees for Dual Credit Programs be awarded using ESEA funds for “effective transitions for students from high school to postsecondary education, Section 1121(d) [20 U.S.C. 6331] and Section 1112 (b)(10) [20 U.S.C. 6312(b)(10)]”.

6. Representative of the Parties:

Each party will designate a representative to serve as a Liaison for Dual Credit Programs, to deliver and receive notices and other communications, to manage the program and relationships between BIE Postsecondary Institutions, TCUs, and BIE

Secondary Schools, to monitor receipt of fee payments and costs associated with the operation of the Dual Credit Program, to resolve student issues related to Dual Credit Programs, to work with State Authorization Reciprocity Agreement consortiums to approve proposed online courses, and to ensure fulfillment of accreditation requirements for online delivery of instruction are fully met.

As of the effective date of this MOU, the parties' representatives are:

BIE: Postsecondary Institutions

Name and Contact Information - TBD

BIE: Secondary Institutions

Name and Contact Information - TBD

7. Period of Agreement/Modification/Cancellation

This MOU shall be in effect upon signature of both parties. Any modification to this MOU must be by mutual consent and signed by both parties. Either party may terminate this MOU by giving written notice of at least 30 days in advance, with information provided to student on any repercussions. Dual credit agreements may not be terminated during a semester or school year for classes that are full-year.

8. Future Obligations

Nothing in this MOU may be construed to obligate the BIE or the United States to any current or future expenditure of resources in advance of the availability of appropriations from Congress. Nor does this MOU obligate the BIE or the United States to spend funds on any particular project or purpose, even if funds are available.

C. Authorizing Signatures

_____	_____
President, BIE/TCU College or University	School Principal, School Name
Date:	Date:

_____	_____
Vice-President for Academics - CAO	School Board Official, TCS, Navajo
Date:	Date:

Approved: Goal 4 Team – 10/7/2020; Office of Solicitor – 10/29/2020; Senior Leadership Product Review Edits – 3/3/2021; and to ensure consistency of reference terminology for Tribally Controlled Colleges and Universities working with BIE Secondary Schools as originally approved by Senior Leadership on 3/3/2021 – Final 5/27/21.

Appendix B: Application Requirements

A. Online Diné College Admission Application

https://warriorweb.dinecollege.edu/ICS/Admissions/Applications/DUAL_Credit/Home.jnz

B. Arizona Dual Credit Request Form

Arizona Diné College Dual Credit Program Application

Purpose: The dual credit program is for high school juniors and seniors who want to earn college credits while in high school. Dual credit courses enable a student to earn both college and high school credit at the same time.

Procedures: The student must submit a completed Diné College Application and the Dual Credit Program Application to the Diné College Registrar's Office.

The student will be admitted to the Diné College Dual Credit Program when the Dual Credit Application is completed and the student meets all criteria.

1. TO BE COMPLETED BY STUDENT

Name _____

SS # _____

Address _____

City and State _____ Zip Code _____

Phone _____ Birth date _____

H.S. SAIS or BIE ID# _____

High School _____

Grade Level _____

Expected graduation date _____

REQUIRED INFORMATION

FALL SEMESTER 20 _____

Course Prefix and No.	Credit Hrs.	Section
Example ENG 102	3	08
1.		
2.		
3.		

SPRING SEMESTER 20 _____

Course Prefix and No.	Credit Hrs.	Section
Example ENG 102	3	08
1.		
2.		
3.		

SUMMER SEMESTER _____ **20** _____

Course Prefix and No.	Credit Hrs.	Section
Example ENG 102	3	08
1.		
2.		
3.		

2. TO BE COMPLETED BY THE HIGH SCHOOL COUNSELOR/PRINCIPAL

Student's GPA: _____

Student is in good standing: Yes No


3. SIGNATURES

I believe this student, my child, has the ability to benefit from college instruction and has the ability to conduct themselves in a manner consistent with a college-level student.



High School Representative: _____ Date: _____

Parent: _____ Date: _____

Student: _____ Date: _____




C. New Mexico Dual Credit Request Form

**State of New Mexico
Dual Credit Request Form**

Summer Fall Spring

School Year



Student Information

Last Name

First Name

MI

Date of Birth

STARS Student ID#

Social Security number *

Mailing Address

City

State

Zip

Residency – NM County

High School Name

Gender

Ethnicity *

Telephone

Expected Graduation Date

HS ACT Code

High School GPA

*Social Security number 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 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):

Schedule # e.g. CRN #	Course #, e.g. MATH 121	Course Section #	Course Title, e.g. College Algebra	Day(s) (MTWTF#)	Time, e.g. 1-1:30pm	Location of Course	Higher Education Credits	High School Credits

FERPA Release Information

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with stated high school and postsecondary institution. 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 Statewide Dual Credit Master Agreement, and 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 postsecondary 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 the student's 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 institutions, the public education department, and the higher education department. All data submitted to secondary and postsecondary institutions or the NMHED 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 Representative Signature

Date

Student Signature

Date

Parent/Guardian Signature

Date

High School Representative Name (print/type)

Postsecondary Representative Signature

Date

Postsecondary Representative Name

D. FERPA Student Release Form



Student Information Release Form (FERPA)

Subject to certain exceptions (known as Directory Information) set forth in the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Diné College will not provide personally identifiable student information to third parties without the student's signed, written permission. This information includes, but is not limited to: registration, student financial records, assessments, financial aid, and other student records.

You, the student, may grant Diné College permission to release authorized information to a third party by submitting this completed form. Third parties include, but are not limited to parents, spouses and third-party sponsors. A separate form must be submitted for each person/agency to which you wish to grant access to your information. **Authorized information will be provided only upon request by, and proof of identity of, the third party.**

Print Student Information			
First	Middle	Last	Student ID Number
Current Mailing Address (Street, City, State, ZIP)			Current Phone Number
Print Third Party Designee: PERSON			
Name		Relationship to Student	
Address (Street, City, State, ZIP)		Birthdate	Last 4 Digits of SSN
Print Third Party Designee: AGENCY			
Name			
Address (Street, City, State, ZIP)			Phone Number
Information Types Allowed (Check one or more of the boxes below to grant authorization):			
<input type="checkbox"/> Registration, academic performance/standing, class schedule, transcripts and/or enrollment information (Registrar's Office)			
<input type="checkbox"/> Financial aid awards, application data, disbursements, eligibility and/or financial aid satisfactory academic progress (Financial Aid & Scholarships Office)			
<input type="checkbox"/> Finance-related records, including billing statements, charges, credits, payments and past due amounts (Finance Office)			
<input type="checkbox"/> Student conduct and related disciplinary actions taken by DC (Student Residence Life)			

Incomplete, incorrect, unsigned or undated forms will not be accepted and will be returned to the DC employee witnessing the form; if witnessed by a notary public, the form will be returned to the student.

By submitting this form, you are not giving the third party authorization to speak, act, or sign any documents on your behalf. If you are contacted by phone by any college department, the college reserves the right to speak only to you and no one else.

Certification: By signing below, I consent to the release of the personal student information specified above to the individual or agency listed.

Student Signature Date

A DC employee or Notary Public must witness the signing of this form. This student has granted that information be released to the individual/agency named above.

Diné College Employee Printed Name Signature Date

Submit to the Registrar's Office for processing and a copy to Student.

NOTE: If you have any questions or need further clarification, please contact the Registrar's Office at (928) 724-6630/6631 or the Admissions Office, at (928) 724-6634.

E. Certificate of Indian Blood (CIB) Request Form

DINÉ COLLEGE

Records, Admissions & Registrar's Office

PO Box 67 • Tsale, AZ 86556

REQUEST FOR OFFICIAL CERTIFICATE OF INDIAN BLOOD

TO:

I am requesting for my Official (Stamped-Sealed) Certificate of Indian Blood to be forwarded to the address as soon as possible.

STUDENT NAME: _____ MAIDEN: _____

SS#: _____ CENSUS#: _____ DOB: _____

MOTHER'S NAME: _____ MAIDEN: _____

FATHER'S NAME: _____

STUDENT'S ADDRESS: _____

STUDENT'S SIGNATURE (Required): _____

SEND TO:

Diné College
Record & Admissions Office
PO Box 67
Tsale, AZ 86556

APPLICANT, send this form to your Agency Office of Vital Records:

Navajo Nation Office of Vital Records
PO Box 9000
Window Rock, AZ 86515
(928) 871-6386/6387

Chinle Agency Office of Vital Records
PO Box 2527
Chinle, AZ 86503
(928) 674-2279

Tuba City Agency Office of Vital Records
PO Box 1510
Tuba City, AZ 86045
(928) 283-3404

Crownpoint Agency Office of Vital Records
PO Box 148
Crownpoint, NM 87313
(505) 786-2034

Fort Defiance Agency Office of Vital Records
PO Box 290
Fort Defiance, AZ 86504
(928) 729-4020

To'Hajilee Office of Vital Records
PO Box 108
To'Hajilee, NM 87026
(505) 836-5099

Shiprock Agency Office of Vital Records
PO Box 60
Shiprock, NM 87420
(505) 368-1334

Ramah Office of Vital Records
PO Box 335
Ramah, NM 87321
(505) 775-3328

Alamo Office of Vital Records
PO Box 1250
Magdalena, NM 87325
(505) 854-2613

Appendix C: Diné College Employment Application for Adjunct Faculty



Diné College

Department of Human Resources, PO Box 98, One Circle Drive, Tsaile, AZ 86556

FACULTY & ADJUNCT EMPLOYMENT APPLICATION

EEO / Navajo Preference / Veteran Preference / ADA

Incomplete Packets & FAX Copies WILL NOT be accepted.

REQUIRED DOCUMENTS:

1. Signed Diné College Application, includes Background Screening form & Philosophy Statement
2. Curriculum Vitae
3. Three Letters of Recommendation: written within the past year.
 1st date _____ 2nd date _____ 3rd date _____
4. Unofficial copy of Academic Transcripts with application.

Employment packets are available online and at all Diné College site. To be considered, applicants must submit as a whole packet, the following Required Documents by the CLOSING date of each vacancy applying towards.

APPLICATION RESPONSIBILITIES:

1. Make sure application is *complete* and *all Required Documents* are submitted at time of submission.
2. Ensure a separate application is submitted for *each* job vacancy.
3. Vacancy Number must be indicated on the application for the desired position.
4. Copies of the employment application are acceptable and *must* have the original signature of the applicant.
5. DHR *does not* provide copying services.

FOR OFFICE USE ONLY

COMPLETE

DATE & INITIAL

◆ INDICATE WHICH YOU ARE APPLYING FOR

<input type="checkbox"/>	FACULTY & Location: _____	<input type="checkbox"/>	ADJUNCT & Location: _____
--------------------------	---------------------------	--------------------------	---------------------------

Vacancy Announcement Number

Vacancy Title

◆ PERSONNEL INFORMATION

Name: _____
(Last) (First) (Middle Initial)

Social Security Number: _____ Other Name Used: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: Home: _____ Message: _____

Email Address(es): _____

Availability Date: _____ Salary Desired: \$ _____

Page 1 of 8

Appendix D: Diné College Faculty Handbook Insert

Faculty Handbook



Diné College
Navajo Nation

Purpose and Disclaimer

The purpose of this Faculty Handbook is to provide basic information for faculty but should not be viewed as a complete guide to academics or other components of the faculty experience.

This handbook cannot and is not intended to address all circumstances related to the employee's role in the College, nor is the information contained in the handbook intended to constitute an express or implied contract of employment with the College. No provision of this handbook may be applied in contradiction of any policies of the College.

This handbook contains information in place as of the date of publication. This information is subject to change, modification, interpretation, and elimination at any time as a result of action by tribal, federal, or state governments, by the Board of Regents, and by the College administration.

Not all situations will be covered. Where policies do not apply or do not exist, the College retains its inherent right to create new policies and manage the College through its administration and Board of Regents.

This handbook contains Colleges policies, procedures, and other information in effect as of the date of issuance. Any subsequent changes in policies, procedures, or other information are effective as of the date of action or issuance by the appropriate College body even though such changes have not been distributed as revisions or additions to the Diné College Faculty Handbook.

Diné College

FACULTY HANDBOOK

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