

## **Procedures for offering dual credit courses at the High School**

New Mexico Tech (NMT) may allow approved high school instructors to offer agreed upon college-level NMT courses in their school as dual credit. The following is the procedure to do so:

1. The high school, having an executed 'Statewide Dual Credit Master Agreement' in place with NMT, must contact the Registrar's office informing them of their interest to offer an existing NMT course as a dual credit course at the high school.
2. The high school instructor must be an approved faculty member in the home department responsible for the course at NMT. This approval should follow the standard process used to hire faculty at NMT so that we can ensure their credentials align with NMT's Policy on Minimum Qualifications for Instructional Staff.
3. The high school instructor would meet with the department chairperson of the course's home department (i.e., department responsible for the course content) to receive a copy of the NMT course syllabus and to learn about what assessment requirements are needed for the course.
4. The department chairperson, with the approval of their academic dean, will indicate if the course is approved to be offered.
5. The department chairperson and academic dean will work with the Registrar's office to ensure it is appropriately tracked by NMT. The course will not be listed in the regular class schedule of NMT. Instead, students will register through the established dual credit process the high school has with NMT. At the end of the semester, the Registrar's office will provide the high school with the grade information for each student enrolled in the course.
6. The department chairperson of the home department, or their designee, will meet with the high school instructor before, during, and after the course offering to discuss the course and student progress. This will help assure the same content is offered in the high school and NMT.
7. At the end of the course, the high school instructor shall participate in the department's assessment process that includes submitting an assessment report to the appropriate NMT department chairperson and academic dean.
8. NMT and SHS will work together to ensure other elements of the course implementation are appropriately performed such as administering student evaluations of instruction, use of LMS, etc.