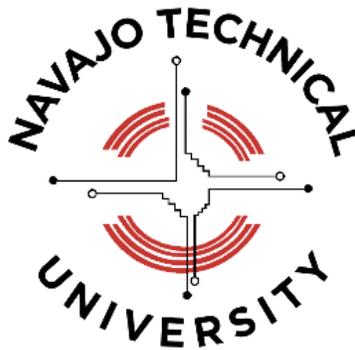


**Navajo Technical University**

# **Dual Credit Policy Manual**



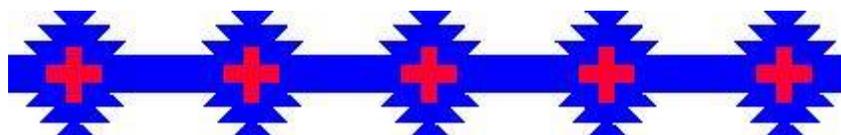
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## NAVAJO TECHNICAL UNIVERSITY



### **Mission Statement**

Navajo Technical University's mission is to provide college readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on-learning environment based on the Diné cultural principles: Nitsáhákees, Nahátá, Íina, Siihasin.

### **Vision Statement**

The vision of Navajo Technical University is to strengthen the cultural lives of students as leaders and active participants in global education, research, technology, and economic structures.

### **Philosophy Statement**

Based on Nitsáhákees, Nahátá, Íina, Siihasin, Navajo Technical University knows that every student has the innate ability and intelligence to learn and acquire the knowledge and skills that enhance their social, economic, and cultural values.

## Introduction

NTU is a Navajo Nation university established and chartered by the Navajo Nation. NTU has determined that it is desirable to offer college level courses that may be counted toward both High School and college graduation requirements at the High School level.

New Mexico State and Arizona State legislation provides statutory framework for the Dual Credit/ Enrollment program.

NTU has agreements in New Mexico with Gallup-McKinley County School District, Grants-Cibola County School District, Central Consolidated School District, Wingate High School (Bureau of Indian Education); and in Arizona - Chinle Unified School District, Red Mesa Unified School District, Window Rock Unified School District, Ganado Unified School District, Page Unified School District, Kayenta Unified School District, and BIE Schools - Greyhills Academy and Many Farms High School.

## The Mission of Dual Credit

The mission of the Dual Credit Program aligns with the mission of Navajo Technical University to ensure student success, provide additional opportunities for success in high school, and assist students in being college-ready or work-ready upon graduation from high school.

The Dual Credit Program provides early college experience, where students can explore their academic potential.



## Purpose for the Dual Credit/Enrollment Handbook

The NTU's Dual Credit/Enrollment program (DC program) Handbook is to inform students and parents of their responsibilities and roles as participants in the program.

The Handbook will ensure equity in delivering the Dual Credit/ Enrollment program to students, schools, and programs in established partnership with Navajo Technical University.

NTU will maintain compliance with the Federal Statues, Arizona Department of Education, Higher Education, New Mexico Higher Education Department, Navajo Nation, and the Higher Learning Commission of the North Central Association policy.

## Purpose of a Dual Credit/Enrollment Program

- The Dual Credit/Enrollment (DC) program is designed to increase the educational options and opportunities for high school students, and increase the overall quality of instruction and learning at secondary schools.
- DC programs allow students to earn credit at the secondary and postsecondary levels simultaneously, while receiving an early college experience.
- The programs may also encourage more students from underrepresented groups to consider higher education.
- Research studies on Dual Credit/Enrollment participation have shown that Dual Credit/Enrollment contributes to improved academic performance.
- Students who take Dual Credit/Enrollment courses perform well in their courses, graduate from high school at a higher rate than their peers, require less first-semester remediation in college, reduce the cost of higher education, and are more likely to obtain a college degree within four years. Dual Credit/Enrollment also provides an alternative for students tempted to leave high school to enter the workforce.
- Dual Credit/Enrollment provides equal access to higher education opportunities to students, whether rural or urban.

## Definition of Dual Credit/Enrollment

Dual Credit/Enrollment is a program that allows high school students to earn college credit by enrolling in courses designated as Dual Credit/Enrollment courses. Courses offered by a postsecondary institution may be academic or career technical, and simultaneously to earn credits toward high school graduation and a postsecondary degree or certificate. Dual Credit/Enrollment courses are not remedial/developmental or physical education courses.

## Dual Credit/Enrollment Student

"Student" is any person enrolled at NTU, including distance education originating at NTU, and Dual Credit/Enrollment classes taught at this campus or local education agency (high school), with an approved agreement. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Navajo Technical University are considered "students".

A Dual Credit/Enrollment student:

1. Is enrolled in a High School (LEA) during the Fall and Winter in one-half or more of the minimum course requirements approved under its state standards and jurisdiction, or by being in physical attendance at a Bureau of Indian Education-funded High School (LEA) at least three documented contact hours per day pursuant to existing state governing standards;
2. Obtains permission from the High School (LEA) representative (in consultation with the student's individualized education program team, as needed), and the student's parent or guardian if the student is under 18 years old, and NTU representative prior to enrolling in a dual credit course; and
3. Meets NTU requirements to enroll as a dual credit student.

## FERPA (Family Education Rights and Privacy Act)

The Family Education Rights and Privacy Act (FERPA) is a Federal Law which protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. For more information on FERPA please refer to 20 U.S.C. Section 1232g; 34 CFR Part 99. The rights outlined by FERPA include the following: the right to access educational records, right to request amendments to educational records, and the right to restrict disclosure of personally identifiable information. NTU may release information to parents if the student is a "dependent" as defined by Section 152 of the Internal Revenue Code, i.e. the parent claimed the student as a dependent on the most recent year's income tax statement.

## DEFINITIONS

**ACT**- American College Test - The ACT is a standardized test to determine a high school graduate's preparation for college-level work. It covers four areas: English, mathematics, reading, and science reasoning.

**Catalog** – means the current Navajo Technical University General Catalog.

**Concurrent enrollment** - The enrollment of high school students in courses at the postsecondary level that are not designated as dual credit.

**Developmental course** - classes that fall within the basic skills or career exploration/awareness skills categories and are not considered college-level courses.

**FERPA** - Family Educational Rights and Privacy Act - (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**General fees** - A fixed sum charged to students for items not covered by tuition and required of such a proportion of all students that the student who does not pay the charge is an exception. General fees include fees for application fees, laboratory fees, or technology fees.

**Hybrid Class** - Meeting in Person and Online. NTU offers traditional, in-person instruction, with students seated in classrooms and lecture halls. NTU also offers courses online, offering students more flexibility and the option to complete their coursework from the comfort of their own homes.

**LEA** - Local Educational Agency - A public school district, a state-chartered charter school or a state educational institution, or a Bureau of Indian Education-funded high school.

**MOA** – means the individual Dual Credit Memoranda of Agreement between NTU and state school districts, private, and Bureau of Indian Affairs institutions.

**Postsecondary Institution** – means NTU and any public postsecondary educational institution operating in the state, including a community college, branch community college, technical vocational institute, four-year educational institution, and tribal colleges.

**Remedial course** - courses that fall within precollege mathematics skills, precollege reading skills, pre-college writing skills, or communications skills categories.

**SAT** - Scholastic Assessment Test - The SAT is intended to forecast a student's ability to perform in his or her freshman year at college. The SAT test consists of two portions, one measuring students mathematical skills and the other their verbal skills.

**State** – means the states of Arizona, New Mexico, and/or Utah.

**TCU** - Tribal College and University - A tribally, federally or congressionally chartered post-secondary educational institution located in Arizona and New Mexico that is accredited by the Higher Learning Commission of the North Central Association.

## RESPONSIBILITIES AND DUTIES:

The following provisions outline the specific responsibilities and duties for the student and parents, NTU, and the secondary school/LEA. This section is divided into sections per party and further divided to include the following areas: 1) admission and enrollment of students, 2) responsibility for funding DC, and 3) the reporting of student records. The division of responsibility and duty is meant to ensure adequate participation by each party.

### Responsibilities and Duties of STUDENT and Parents

#### 1. Admission and Enrollment of Students.

For a student to be accepted and enrolled into a Dual Credit/Enrollment program, the STUDENT shall:

- a. Discuss potential Dual Credit/Enrollment courses with their appropriate High School (LEA) counselor or school administrator, and NTU staff, including university admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under Dual Credit/Enrollment, and implications for failure to successfully complete the course;
- b. Obtain requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
- c. Meet the prerequisites and requirements of the course(s) to be taken;
- d. Complete all required forms, e.g. the Dual Credit/Enrollment Application for Enrollment, Dual Credit/Enrollment Request Form (available online or in hard copy from the High School (LEA) or NTU);
- e. Submit required forms, e.g. tribal enrollment form or Certificate of Indian Blood, and high school transcripts
- f. Obtain approval for enrolling in the Dual Credit/Enrollment program each semester by acquiring all necessary signatures on all forms and documents requiring signatures;
- g. Register for courses during the standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
- h. Discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate LEA and NTU staff; and
- i. Comply with the NTU and High School (LEA) student code of conduct and other institutional policies;
- j. Keep the Registrar's office informed of any changes made, including name, mailing and home address. To make the address/name change, forms are available at the Registrar or Admissions office. Name changes will require a copy of official document indicating the name change.

## 2. Rights and Privileges of STUDENT

The right and privileges of STUDENTS participating in Dual Credit/Enrollment include:

- a. The rights and privileges equal to those extended to the High School (LEA) and NTU students, unless otherwise excluded by any section of an approved Agreement/MOA;
- b. The use of the NTU library, course-related labs and other instructional facilities, use of university programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to personnel and resources as required; and
- c. The right to appeal, in writing to the High School (LEA) or NTU, as applicable, any decision pertaining to enrollment in the Dual Credit/Enrollment program.

## 3. Financial Responsibility for Funding Dual Credit/Enrollment

The STUDENT shall:

- a. Return the textbooks and unused course supplies to the High School (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); and
- b. Arrange transportation to the site of the Dual Credit/Enrollment course. Depending upon the time and course location, the student may have access to transportation through the LEA if the Dual Credit/Enrollment course is offered during the school day.

## 4. Confidentiality of Student Records

- a. 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.
- b. Participation in Dual Credit/Enrollment courses requires STUDENT and, if applicable, PARENT/GUARDIAN signatures on the Dual Credit Application for Enrollment and Dual Credit Request (New Mexico) Forms for compliance with FERPA regulations.

## 5. Secondary School and Postsecondary Institution Calendars

- a. STUDENTS earning Dual Credit/Enrollments shall abide by the regular operating calendars, schedules and associated requirements of the LEA and NTU. Instances in which the calendars are incongruent, the Dual Credit/Enrollment STUDENT is required to independently satisfy both calendar requirements.

## RESPONSIBILITIES AND DUTIES OF NTU

### 1. Policy and Procedure

- a. NTU will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in the appropriate State Education statutes and NTU policy.
- b. NTU will provide School District with NTU policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- c. NTU 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 NTU.

### 2. Admission and Enrollment of Students.

NTU shall:

- a. Admit students enrolled in Dual Enrollment Courses for college level credit under current procedures for admission to NTU Dual Credit. NTU retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with NTU policy;
- b. Determine, in collaboration with the LEA, the required academic standing of each student eligible to participate in the Dual Credit/Enrollment program;
- c. Collaborate with the LEA to reach agreement on admission and registration of eligible Dual Credit/Enrollment students for the stated semester;
- d. Employ a method of qualifying the student for Dual Credit/Enrollment that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested;
- e. Collaborate with the LEA, in providing 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;
- f. 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/Enrollment to be awarded;
- g. 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
- h. Advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules.

### 3. Responsibility for Funding Dual Credit/Enrollment.

NTU shall:

- a. Waive all general fees for Dual Credit/Enrollment courses;
- b. Waive tuition for High School (LEA) students taking Dual Credit/Enrollment courses; and
- c. Make every effort to adopt textbooks for at least three years.

### 4. Reporting of Student Records.

NTU shall:

- a. 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 NTU if the report is in conflict with the school endorsed registration;
- b. Retain the official transcript or grade report of the Dual Credit/Enrollment student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
- c. Release, at the request of the student, official postsecondary institution transcripts in accordance with the transcript requests practices;
- d. Provide final grades to the LEA for each Dual Credit/Enrollment student;
- e. Deliver final grades for all Dual Credit/Enrollment 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
- f. Comply with data collection and reporting provisions.

## Responsibilities and duties of the Local Educational Authority (LEA)

### 5. Admission and Enrollment of Students.

The LEA shall:

- a. Designate a representative to collaborate with NTU to reach agreement on admission and registration of eligible Dual Credit/Enrollment students for the stated semester;
- b. Determine, in collaboration with NTU, the required academic standing for students eligible to participate in the Dual Credit/Enrollment program;
- c. Collaborate with NTU to reach agreement on admission and registration of eligible Dual Credit/Enrollment students for the stated semester;
- d. LEA will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined 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;

- e. The LEA designee may allow a freshman or sophomore student to enroll in Dual Credit/Enrollment Courses;
- f. LEA will adopt and utilize NTU-approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught;
- g. LEA shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course;
- h. If LEA 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 NTU for approval through the dual enrollment articulation process;
- i. In accordance with Arizona, New Mexico, and Utah State Dual Credit policies, dual credit adjunct faculty are financially supported under their existing district or high school yearly contracts. Post-secondary institutions will not pay dual credit instructors at high schools, unless explicitly agreed to in writing between both institutions and the classes do not fall within high school contract hours;
- j. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations, and instructional standards of NTU and comply with NTU assessments; and
- k. School District will provide counseling and advisement for School District students while they are enrolled in Dual Enrollment Courses.

## 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 State Education Department's 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 and Arizona postsecondary institutions. 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.

## Dual Credit/Enrollment Adjunct Faculty

In general, Dual Credit/Enrollment courses will be taught by high school faculty already on contract with the School District.

High School faculty selected by their school administrator to teach Dual Credit/Enrollment courses:

1. Will complete and submit the NTU Application for Employment, and provide documents specified in the application package and process as specified, e.g. Current Personal Resume, Copies of College/University Transcripts, and Letter of Interest.
2. Upon receipt, the applicant's application packet will be sent thru the NTU review and evaluation process to ensure the applicant meets NTU's qualifications for teaching the college-level courses.
3. High school faculty approved to teach Dual Credit/Enrollment courses are Adjunct Faculty of NTU
4. All Dual Credit/Enrollment classes will be delivered using the required NTU Syllabus, Textbook and classroom materials.
5. Dual Credit/Enrollment Adjunct Faculty will be supervised by college faculty under their department.

## Add/Drop Procedures

Students wishing to drop individual classes or withdraw from NTU completely must do so by the official drop/add deadline. Students are responsible for initiating a course drop, or they may be dropped by their instructor for non-attendance. Students who officially drop classes after the drop/add date are responsible for payment of tuition and any other fees.

Students wishing to add individual courses must do so by the official deadline. Any requests after the deadline will not be granted. All drop/add changes must be completed through the Registrar's Office.

## Enrollment/Withdrawal Procedures

In the event a student cannot attend classes after final registration of classes, it is the student's responsibility to withdraw from the university before the withdrawal deadline. Withdrawal forms are available in the Registrar's Office. Students who withdraw after the withdrawal date will be responsible for any outstanding financial accounts. Withdrawing past the Official Withdrawal date requires the instructor to assign a grade of "WF", "WP" or "F" and will be reported on the student's official transcript. The grade of "F" will be counted as failing grades which will be included in the calculation of the grade point average. Students who do not officially withdraw by the deadline will be responsible for tuition and fees in accordance to the Tuition Refund Policy.

## Completion of Student Courses

Students are responsible for completion of all courses in which they are enrolled at the college. Changes in enrollment, drops or withdrawals must be officially recorded on college records. A student not following proper course or withdrawal procedures will receive a failing grade.

