NEW MEXICO
Public Education Department

SAMPLE NM ECHS POSTSECONDARY PARTNERSHIP MEMORANDUM OF UNDERSTANDING

Relationship to New Mexico Dual Credit Requirements
This MOU is intended to establish the partnership responsibilities and shared commitments necessary to implement an Early College High School (ECHS) program. It is developed with reference to New Mexico's applicable dual credit requirements, including 6.30.7 NMAC, and ECHS designation requirements under 6.30.13 NMAC. The parties should ensure that this MOU and its implementation are consistent with applicable state requirements and any required agreements or procedures established by the New Mexico Public Education Department (NMPED) and the participating postsecondary institution.

Between **[High School / School District]** and **[Postsecondary Institution]**
For: **Early College High School Partnership**

1. Purpose

This Memorandum of Understanding (MOU) establishes the partnership between [High School/School District] and **[Postsecondary Institution]** to implement an Early College High School (ECHS) program. The program provides students the opportunity to earn a high school diploma while completing postsecondary credits and credentials.

2. Parties & Duration

- **Parties:** [High School / District] and [College / University / Community College]
- **Effective Date:** [Insert Date]
- **Term:** [Insert agreed-upon term], subject to annual review and any applicable renewal requirements.

3. Responsibilities of Each Party

Role	Responsibilities	Partnership-Specific Agreement / Notes
High School / LEA	• Recruit, inform, and orient students and families about ECHS opportunities, expectations, and available supports.	
	• Coordinate student advising, enrollment, scheduling, and participation in agreed-upon dual credit opportunities.	
	• Provide or coordinate academic and student supports, including counseling, advising, mentoring, tutoring, and interventions as appropriate.	
	• Ensure students understand and meet applicable New Mexico dual credit eligibility requirements and the	

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Role	Responsibilities	Partnership-Specific Agreement / Notes
	placement, prerequisite, and readiness requirements established by the Postsecondary Institution.	
	• Coordinate with the Postsecondary Partner regarding student progress, course concerns, and students who may need additional support.	
	• Collect and share student academic and participation data with the Postsecondary Partner and applicable state agencies, consistent with applicable requirements.	
	• Coordinate with workforce partners and the Postsecondary Institution, as appropriate, to support career exploration and work-based learning opportunities for ECHS students.	
	• Participate in pathway development, review, and improvement with the Postsecondary Partner.	
	• Fulfill applicable NM PED and HED reporting and program requirements.	
Postsecondary Institution	• Designate an appropriate representative to coordinate dual credit approvals and partnership activities.	
	• Provide agreed-upon dual credit courses and postsecondary learning opportunities identified through the partnership.	
	• Collaborate with the High School/LEA on student eligibility, academic standing, admission, enrollment, registration, course placement, scheduling, and advising, consistent with applicable New Mexico requirements and institutional policies.	
	• Provide information and orientation, in collaboration with the High School/LEA, regarding the expectations, academic rigor, time commitments, and responsibilities associated with dual credit coursework.	
	• Provide course information, including schedules, syllabi, prerequisites, delivery options, course requirements, and applicable program or credential requirements.	
	• Provide qualified faculty, instructional facilities, technology, and other resources necessary to deliver agreed-upon postsecondary coursework.	
	• Ensure instructors meet applicable institutional and accrediting requirements for teaching postsecondary coursework and approve faculty for dual credit courses.	
	• Communicate with the High School/LEA regarding student progress, course concerns, and students who may need	

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Role	Responsibilities	Partnership-Specific Agreement / Notes
Postsecondary Institution	additional support; monitor academic progress and provide reports as appropriate.	
	• Provide final grades to the High School/LEA according to an agreed-upon timeline that supports timely updates to high school records and graduation planning.	
	• Maintain official postsecondary academic records and transcripts in accordance with applicable requirements.	
	• Share student enrollment, course completion, grades, credential/degree progress, and other agreed-upon data with the High School/LEA, consistent with applicable privacy and data-sharing requirements.	
	• Collaboratively develop, review, and maintain ECHS pathways aligned with student goals, postsecondary credentials or degrees, and workforce needs.	
	• Collaborate with the High School/LEA and workforce partners to support career exploration and work-based learning opportunities, as appropriate.	
	• Maintain a student appeals process related to dual credit enrollment, consistent with applicable requirements.	
	• Participate in regular partnership review and improvement activities.	

4. Appendix A: Approved Dual Credit Course List

Appendix A identifies the dual credit courses approved through the partnership. The course-list template below shall be completed by the LEA and Postsecondary Institution, as applicable.

- Postsecondary institution
- High school/LEA
- Date of approval or update
- College Common Course Number
- College course subject and number (e.g., ENGLG 1110G)
- College Course title
- Location of course delivery
- Semester(s) offered
- STARS/NOVA code
- STARS/NOVA course title

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The LEA and Postsecondary Institution shall collaborate to review and update Appendix A at least annually and as needed to reflect changes in course offerings, delivery options, schedules, prerequisites, or other course information, consistent with applicable New Mexico dual credit requirements.

Updates to Appendix A shall be made in accordance with the parties' agreed procedures and any applicable state requirements.

5. Student Eligibility & Participation

- Students shall meet applicable New Mexico dual credit eligibility requirements and the placement, prerequisite, and course requirements established by the Postsecondary Institution and the LEA, as applicable.
- Students and parents/guardians shall complete required New Mexico dual credit enrollment documentation and obtain required approvals before students participate in dual credit coursework.
- Students shall receive information about course expectations, applicable requirements, available supports, and the potential academic implications of course changes, withdrawal, or unsuccessful completion, including any effect on high school graduation requirements.
- The partners shall coordinate appropriate accommodations and student supports consistent with applicable requirements and each partner's responsibilities.
- The partners shall establish procedures for communicating course withdrawals, unsuccessful course completion, and other significant changes in enrollment in a timely manner so that student records, graduation planning, and required follow-up actions can be addressed.

6. Data Sharing & Reporting

The Postsecondary Institution shall provide the High School/LEA with timely access to the dual credit student information necessary to support student advising, transcript/credit reconciliation, progress monitoring, graduation planning, and applicable ECHS reporting.

At a minimum, the Postsecondary Institution shall provide, as applicable:

- Number of ECHS students enrolled in dual credit courses
- Courses in which ECHS students are enrolled, including courses attempted and completed
- Grades earned, including final grades according to an agreed-upon timeline
- Postsecondary credits earned
- Credentials or degrees earned or in progress
- Other agreed-upon student progress or outcome data needed to support the partnership and applicable ECHS reporting
- Disaggregated data by grade level and student subgroups, when permitted and required

The partners shall establish a mutually agreed-upon process and timeline for routine data sharing, including the responsible contacts, reporting frequency, secure method of transmission, and procedures for resolving missing or inconsistent data.

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All data sharing shall comply with FERPA and applicable federal and state privacy requirements.

7. Student Progress & Partnership Outcomes

The partners will monitor student progress and partnership outcomes to assess implementation of the ECHS model and identify opportunities for improvement.

Annual review will consider, as applicable:

- Postsecondary credit participation and completion
- Progress toward identified credentials or degrees
- Student participation in identified ECHS pathways
- Workforce credential attainment and work-based learning participation
- Student access and participation across identified student groups
- Progress toward applicable ECHS program goals and state requirements

The partners will use these findings to identify strengths, address barriers, and establish priorities for continued partnership improvement.

8. Equitable Access

The partners shall work together to promote equitable access to ECHS opportunities and identify and address barriers that may limit student participation in dual credit coursework, student supports, and career exploration and work-based learning opportunities.

9. Budget & Resources

- The parties shall comply with applicable New Mexico requirements governing the financial responsibilities associated with dual credit. Under 6.30.7 NMAC, the Postsecondary Institution shall waive tuition and general fees for eligible dual credit students, and the LEA shall pay for required textbooks and course supplies.
- Students are responsible for applicable course-specific fees, such as laboratory or computer fees, and for arranging transportation to the course location, consistent with applicable requirements. Transportation may be available through the LEA when a dual credit course is offered during the school day.
- The parties shall identify and document their respective responsibilities for staffing, facilities, technology, instructional materials beyond required textbooks and supplies, and other resources necessary to support agreed-upon ECHS pathways and dual credit offerings.
- Any additional partnership-specific financial or resource commitments shall be documented in this MOU or in subsequent written agreements, as applicable, consistent with state requirements, institutional and local policies, funding requirements, and available resources.

10. Liabilities of Parties

In accordance with 6.30.7.10 NMAC:

- Dual credit status shall neither enhance nor diminish on-campus liabilities for the LEA or the Postsecondary Institution.

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- Management of risk and liabilities shall be in accordance with the LEA and the Postsecondary Institution policies and codes of conduct.
- Personal liabilities for the student shall be equal to those of regular postsecondary institution students.

Reference: New Mexico Dual Credit Rule, 6.30.7.10 NMAC

11. Governance, Review, & Termination

- A partnership leadership team, with representatives from the High School/LEA and Postsecondary Institution, will meet at least twice annually to monitor partnership progress, address implementation issues, and identify areas for improvement.
- This MOU will be reviewed annually. Amendments may be made in writing with the agreement and approval of both parties, consistent with applicable requirements and institutional and local policies.
- Either party may terminate this MOU with 90 days' written notice, subject to applicable requirements and any required notice or approval procedures. The partners shall coordinate transition arrangements for students currently enrolled in dual credit courses and make reasonable efforts to minimize disruption to their coursework and progress toward high school graduation.

12. Appendices

The following appendices may be attached to this MOU and incorporated as part of the partnership agreement, as applicable:

- Appendix A: Approved Dual Credit Course List (Required)
- Appendix B: Key Contact Personnel

Appendices may be updated by mutual agreement of the parties in accordance with their agreed procedures and applicable state requirements. Updates that do not alter the substantive terms of this MOU need not require a formal amendment to the MOU itself, unless otherwise required.

13. Submission and Filing Requirements

- **Submission of Agreement:** The LEA shall submit a fully executed copy of this agreement to the New Mexico Public Education Department (NMPED) within 10 days of approval. The agreement must include signatures from all parties and an appendix developed collaboratively by the LEA and Postsecondary Institution identifying eligible dual credit courses. Submission is made to NMPED at: dual.credit@ped.nm.gov.
- **Annual Course-List Submission:** The LEA, in collaboration with the Postsecondary Institution, shall submit the approved course-list appendix annually to both NMPED and the New Mexico Higher Education Department (NMHED).

  NMHED at: jody.weber@hed.nm.-gov

  NMPED at: dual.credit@ped.nm.gov
- **Course-List Modifications:** Changes to the approved course list shall be submitted to NMPED and NMHED by the end of each semester, consistent with applicable New Mexico requirements.

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- For current guidance and submission instructions, refer to the Dual Credit Program | New Mexico Public Education Department (NMPED)
- Reference: 6.30.7.8(E), 6.30.7.9(C), and 6.30.7.11(B)(3) NMAC. https://hed.nm.gov/uploads/documents/PSA_dualcredit_6_30_7_NMACPED.pdf

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14. Signatures

Each party's signature must be provided by a representative authorized to enter into the agreement, consistent with applicable district and institutional policies.

Approved

Postsecondary Institution	LEA
Postsecondary Institution Name	LEA Name
Postsecondary Institution Representative Name	LEA Authorized Representative Name
Postsecondary Institution Representative Title	LEA Authorized Representative Title
Signature	Signature
Date	Date

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Appendix A

Approved Dual Credit Course List

Source: The Appendix A course-list format is adapted from the New Mexico Public Education Department (NMPED) Dual Credit Resources. Please refer to the state resources for applicable guidance and documentation as needed. **NMPED Dual Credit Resources**: Dual Credit Program | New Mexico Public Education Department (NMPED)

APPENDIX For Dual Credit Program Master Agreement between LEA, Click or tap here to enter text. **and Postsecondary**, Click or tap here to enter text. **Listing of Authorized Dual Credit Courses and Location of Delivery as of** Enter 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.

Common Course Number	College Course Subject & Number (e.g. ENGL-1110G)	College Course Title	Location(s) of Course Delivery	Semester(s) Offered	STARS Course Code	STARS Course Title

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Appendix B

Key Contact Personnel

This appendix identifies the primary contacts responsible for coordinating and supporting implementation of the ECHS partnership (modify as needed).

Role / Responsibility	Name and Title	Organization	Email Address	Phone Number
ECHS Program Coordinator				
High School Administrator				
Dual Credit Coordinator				
Postsecondary Partnership Representative				
Student Advising / Support Contact				
Data Sharing / Reporting Contact				

The partners shall review and update contact information as needed to maintain accurate communication and coordination.

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