

## Navajo Technical University (NTU) DUAL CREDIT AGREEMENT OF UNDERSTANDING



Welcome to NTU! We are very pleased to welcome new and returning students to the NTU Dual Credit Program. It is important that you understand the responsibility accepted when enrolling in college level coursework. You, your parents, and your high school have agreed that you have the academic abilities and maturity to take a college course at Navajo Technical University.

### **I understand:**

- ✓ I am enrolled in a college course and will be treated as a college student. I am responsible for class attendance and assignments.
- ✓ I need to stay in contact with my instructor during the course. Contact information, including office hours, are available in the syllabus. Many instructors count off for non-attendance. (Instructors do not have to accommodate outside schedules.)
- ✓ I will do my best to complete required work, turn it in on time, and be successful in class. I will pay attention to the instructor's grading policy as listed in the syllabus. Course assignments and deadlines are available in the syllabus.
- ✓ I am taking this course for dual credit. **My grade will be reflected on my high school transcripts and could affect graduation, grade point average, and class placement.** The grade will be reflected on my college transcripts and may affect financial aid for college after graduation.



- ✓ If I am having difficulty in my class, I will contact my instructor or the following staff:

**Crownpoint, Main Campus:**

Freda Joe, Dual Credit Coordinator  
(505) 387-7364  
fjoe@navajotech.edu

**Chinle Site:**

Arlena Benallie, Site Director  
(928) 674-5764  
abenallie@navajotech.edu

- ✓ There are deadline dates for dropping or withdrawing from a course. **If I quit attending class, I may receive an F grade, if I do not properly withdraw from my class(es).** To drop or withdraw from my class(es), I must speak with the Dual Credit Coordinator before the deadline.
- ✓ Finals may not be at the same time or location as my class. It is my responsibility to make arrangements to be at the time and place specified for my final exam.



**Share this Agreement with your Parents, and  
keep it for your records.**



# Dual Credit Checklist



## Applications:

- ❖ Applications must be filled out completely in order to be processed. **Social Security Number and State High School ID numbers are required –**
  - If you are in AZ, this is your SAIS ID;
  - If you are in NM, this is your STARS ID;
  - If you are a BIE student, this is your NAIS ID.
- ❖ IT IS YOUR RESPONSIBILITY to follow all instructions on the application packet. Sign each place signature is required, and get required parent signature if you are under 18 years of age, and High School Representative (High School Counselor) signatures.
- ❖ The following documents must be submitted to the NTU Dual Credit Coordinator for enrollment:
  1. A completed NTU Dual Credit Application for Enrollment
  2. Completed Dual Credit Registration Form
  3. A copy of Tribal Enrollment/Certificate of Indian Blood (CIB) for Native American students.
  4. Current High School Transcripts.
  5. NM PED Dual Credit Request Form (For New Mexico students only)



## Course Responsibility:

- ✓ You must successfully complete all requirements for the college course you enrolled in to earn college credit and high school elective credit.
- ✓ You must earn a passing grade
- ✓ If you do not demonstrate the ability to participate as a college student or pass the class/classes you registered for, you may not be able to participate in the Dual Credit Program in the future.

If you have questions about this process or any Dual Credit questions, contact:

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(505) 387-7364  
fjoe@navajotech.edu

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(928) 674-5764  
abenallie@navajotech.edu



**DUAL CREDIT REGISTRATION FORM**  
Navajo Technical University

- ☐ NM: High School: \_\_\_\_\_  
☐ AZ: High School: \_\_\_\_\_  
☐ Bond Wilson Technical Center  
☐ McKinley Academy

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle Initial

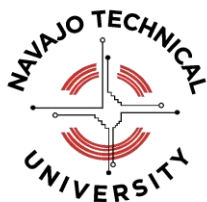
High School: \_\_\_\_\_ NTU STUDENT ID: \_\_\_\_\_

Crs. No.	Course Title	Cr. Hrs.	Instructor	Location	Time	M	T	W	R	F
TOTAL CREDIT HOURS:			6 credits is maximum credits allowed for Summer							

High School Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: July 30, 2019



# APPLICATION FOR DUAL CREDIT ENROLLMENT

NAVAJO TECHNICAL UNIVERSITY

P.O. Box 849

Crownpoint, NM 87313

505-387-7364

Semester and Year of Enrollment: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

NTU Student ID Number: \_\_\_\_\_

**ALL QUESTIONS must be answered. Incomplete applications will not be accepted.**

## 1. Personal Information

Full Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: ( ) Female ( ) Male Marital Status: ( ) Married ( ) Single ( ) Divorced ( ) Separated

Are you a U.S Citizen?: ( ) Yes ( ) No If you answered no, what country are you a citizen of? \_\_\_\_\_

State of Residence: \_\_\_\_\_ County: \_\_\_\_\_

Do you require special accommodations? ( ) Yes ( ) No (If Yes, contact the Special Needs Counselor at (505) 786-4138)

## 2. Parent's Information

Parent/Legal Guardian's Name: \_\_\_\_\_

Address (If Different from above): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number : \_\_\_\_\_ ( Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

## 3. Ethnicity Information

### Predominant Ethnic Background

(Federal law requests this information for statistical reporting purposes.)

What is your ethnicity? Yes ( ) Hispanic/Latino No ( ) Non-Hispanic/Latino

If you selected not Hispanic please check all that apply:

( ) American Indian / Alaskan Native ( ) Native Hawaiian or other Pacific Islander

( ) Asian ( ) White ( ) Black or African American

Are you an enrolled member of a federally recognized tribe? ( ) Yes ( ) No If not applicable, indicate "NA".

If so Tribe: \_\_\_\_\_ Census/Enrollment #: \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_

Tribal Agency: ( ) Eastern ( ) Western ( ) Ft. Defiance ( ) Chinle ( ) Shiprock

How well do you speak your tribal language? ( ) None ( ) Basic ( ) Intermediate ( ) Fluent

## 4. High School Information

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Graduation Date: \_\_\_\_\_ If NM Student (Required): STARS ID: \_\_\_\_\_  
If AZ Student (Required): SAIS ID: \_\_\_\_\_  
If BIE Student (Required): NAIS ID: \_\_\_\_\_

## 5. Safety and Security: All applicants must answer these questions.

Have you ever been convicted of a felony? ( ) Yes ( ) No

Have you ever been required to register as a sexual or violent offender? ( ) Yes ( ) NO

*If you answered "yes" to any of the questions, please attach an explanation, failure to do so will delay the process of your application. An affirmative response to any of the questions will not automatically prevent admissions, but you will be asked by Navajo Technical University to provide additional information or supporting documents, which needs to be received thirty days before the beginning of your enrollment term. The Dean of Student Services, Registrar, Head of Counseling office, Financial Aid, and Residential will review this application. Any false information may result in denial of admissions.*

## 6. Other Questions

How Did you hear about us?

( ) Radio ( ) Newspaper ( ) College/Career Fair ( ) Tribal Fair ( ) Internet ( ) Referral  
( ) Campus Tour ( ) Walk In ( ) HS Fair/Presentation ( ) Other: \_\_\_\_\_

## 7. Signature Verification, Drug Free Affidavit and Photo Release

### Photo Release (Optional)

I hereby grant permission to Navajo Technical University the right to use, publish, display, and or produce any video recorded or photographs for promotional publication, alumni publication and or on the Navajo Technical University Web site or Facebook Page.

**Student Signature:** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_



### Drug Free Affidavit (Required Signature)

Navajo Technical University is a Drug Free Campus. In Compliance with the Drug-Free School and Campuses Act, commonly known as Part 86 of EDGAR (34 CFR Part 86), as a condition to receive funds or any other form of financial assistance under federal program. The unlawful use, possession, manufacture, or distribution of alcoholic beverages, illegal drugs, and the possession of drug paraphernalia are strictly prohibited by Navajo Technical University policy and procedures, The Navajo Nation Code, State and Federal Laws. Under no circumstances will the use of any drugs and/or alcohol be allowed anywhere on campus. The use of drugs and/or alcohol is prohibited at all times on campus or at any school sponsored activity, including educational trips. Violation of the Drug Free Policy will result in the appropriate disciplinary action(s) as outlined in the Student Handbook and Employee Handbook.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND THE CONDITIONS OF THE  
DRUG FREE CAMPUS POLICY.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign and date your application, without a signature and date your application will not be processed.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**Student Signature:** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_



## 8. EXPRESS ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I/we agree to waive, discharge claims and release from liability and to hold harmless and indemnify NTU, the Board of Regents of NTU, officers, agents or employees of NTU from any and all liability, loss, damages, costs, expenses, including court costs and attorney fees, which are sustained or incurred due to my enrollment and any participation of school activities whether caused by the negligence of NTU, the Board of Regents of NTU, officers, agents, or employees of NTU or otherwise.

This waiver is intended to bind the members of my family, my heirs, executors, administrators, assigns and personal representative.

I authorize the appropriate college representatives to seek and authorize medical assistance on my behalf if needed and have noted below any special medical conditions of which they should be aware.

**Student Signature:**

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Parent/Guardian Signature:**

I hereby agree to the foregoing assumption of risk and release of liability on behalf of my/our child.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Other Information:**

Hospital: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Primary Physician: \_\_\_\_\_

Name, address, telephone number, plan and participant number of Medical Insurance Carrier:

\_\_\_\_\_  
Special Medical Conditions:

## 9. 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 Agreement with our student's 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 high 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.

**Student Signature:** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_



**The following documents must be submitted to the Navajo Technical University Admissions Office to be considered for enrollment:**

- ☐ Completed NTU Dual Credit Application
- ☐ Copy of Certificate of Indian Blood
- ☐ Current High School Transcript
- ☐ Completed New Mexico Statewide Dual Credit Request Form (*For New Mexico Students Only*)

**Please Review the application. NTU will not accept any applications unless all questions are answered and all required documents are attached.**

**NTU Dual Credit Campuses:**

Crownpoint, NM (Main Campus)  
505-387-7364

Zuni, NM  
505-782-6010

Bond Wilson Tech. Center, Kirtland, NM  
505-609-5020, 5017

Chinle, AZ  
928-674-5764



*Endless Possibilities*

# State of New Mexico Dual Credit Request Form

School Year

☐ Summer ☐ Fall ☐ Spring

Changing Program of Study?

## Student Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	MI	Date of Birth	STARS Student ID#	Social Security Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address	City	State	ZIP Code	Residency – County	High School Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Ethnicity *	Telephone	(NEW) Program of Study	HS ACT Code **	High School GPA/Graduation Year

\*Social Security number and/or ethnicity are not required for dual credit participation. \*\*HS ACT Code is not required for homeschool students.

## 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 Next Step Plan, 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	STARS Course Code	Day(s) (MTWThF)	Time, e.g. 1-1:30pm	Location of Course	Higher Education Credits	High School Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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 the above named high school and postsecondary institutions. 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 Dual Credit Memorandum of Agreement, and in 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 high 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 student 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 institution, the New Mexico Public Education and Higher Education Departments (NMPED/NMHED).*

All data 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

High School Representative Name (print/type)

Student Signature

Date

Parent/Guardian Signature

Date

Postsecondary Representative Signature

Date

Postsecondary Representative Name (print/type)



## For Administrative Use

Dual Credit Form Provided by (print/type name)

Date

Dual Credit Form Received by (print/type name)

Date

☐ Completed/Signed Next Step Plan Reviewed ☐ Student Meets Course(s) Prerequisites ☐ Student High School Transcript Received

PARCC Scores (Circle)					
Reading	Writing	ELA	Geometry	Algebra2	Math
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PSAT Scores (Circle)	
Reading/Writing	Math
<input type="text"/>	<input type="text"/>

Accuplacer or Other Scores (Circle)			
Math	English	Essay	ESL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Comments:

## Agreement of Parties

**A. STUDENT & PARENT.** Endorsement of the Dual Credit Form by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions. For purposes of this agreement, Local Education Agency (LEA) means public school districts, state chartered charter schools, state-supported schools and Bureau of Indian Education-funded high schools; Higher Education Institution (HEI) means public two-year colleges and four-year universities.

**1. Admission and Enrollment of Students.** *For a student to be accepted and enrolled into the dual credit program, the STUDENT shall:*

- Discuss potential dual credit courses with the appropriate LEA and HEI staff. This discussion shall include HEI admission and registration requirements, course requirements, credits to be attempted, congruence with student Next Step Plan, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
- 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;
- Meet the prerequisites and requirements of the course(s) to be taken;
- Complete this *Dual Credit Request Form* available online or in hard copy from the LEA or HEI;
- Return this *Dual Credit Request Form* with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of either Compass or Accuplacer assessment results to an LEA representative;
- Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the *Dual Credit Request Form* and submitting this form to an HEI representative;
- Register for courses during standard registration periods of the partner HEI (NOTE: enrollments shall not be permitted after the close of posted late registration);
- Discuss any request for a change in registration (add, drop, withdrawal), recognizing that "audit" is not allowed for a dual credit course, and complete all necessary forms and procedures with appropriate LEA and HEI staff; and
- Comply with HEI and LEA student codes of conduct and other institutional policies.

**2. Rights and Privileges of Student.** *The right and privileges of STUDENTS participating in the dual credit program include:*

- The rights and privileges equal to those extended to LEA and HEI students, unless otherwise excluded by any section of this Agreement;
- The use of HEI library, course related labs and other instructional facilities, use of HEI programs and services such as counseling, tutoring, advising, and special services for students with disabilities, and access to HEI personnel and resources as required; and
- The right to appeal, in writing to the LEA or HEI, as applicable, any decision pertaining to enrollment in the dual credit program.

**3. Financial Responsibility for Funding Dual Credit.** *The STUDENT shall:*

- Return the textbooks and unused course supplies to the LEA when the student completes the course or withdraws from the course;
- 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
- Be responsible for course-specific (e.g. lab, computer) fees.

**4. Confidentiality of Student Records.**

- Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements;
- Participation in the dual credit program requires STUDENT and/or PARENT/GUARDIAN signatures on this *Dual Credit Request Form* to comply with FERPA regulations.

**5. High School and Higher Education Institution Calendars.**

The regular operating institutional calendar and schedule of HEI shall be observed by STUDENTS earning dual credit. Dual credit STUDENTS are required to comply with the requirements of both the LEA and HEI official calendars. 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 counselors for assistance.

**B. LEA.** Endorsement of this *Dual Credit Request Form* shall be evidence the LEA has and will comply with the provisions outlined in the Memorandum of Agreement between the HEI and the LEA.

**C. HEI.** Endorsement of this *Dual Credit Request Form* shall be evidence that the HEI has and will comply with the provisions outlined in the Memorandum of Agreement between the LEA and the HEI.