STATEWIDE DUAL CREDIT MASTER AGREEMENT

*September 2010*

NEW MEXICO SECONDARY AND POSTSECONDARY DUAL CREDIT PROGRAM

MEMORANDUM OF AGREEMENT

**Between NEW MEXICO STATE UNIVERSITY (POSTSECONDARY INSTITUTION)**

**and GADSDEN INDEPENDENT SCHOOLS (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 Transcripting 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 specif~~i~~es 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, 20**14** to June 30, 20**15** . 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 | LEA |
| **New Mexico State University** | **Gadsden Independent Schools** |
| Postsecondary Name | LEA Name |
| **Dr. Bernadette Montoya** | **Efren Yturralde** |
| Postsecondary Representative Name | LEA Representative Name |
| **Vice President for Student Affairs and Enrollment Management**  | **Superintendent** |
| Postsecondary Representative Title | LEA Representative Title |
|  |  |
| Postsecondary Representative Signature | LEA Representative Signature |
|  |  |
| Date | Date |

**APPENDIX**

**For Dual Credit Program Master Agreement**

 **Between GADSDEN INDEPENDENT SCHOOLS (LEA) and NEW MEXICO STATE UNIVERSITY (Postsecondary)**

**Listing of Authorized Dual Credit Courses and Location of Delivery as of March 2014 (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.

| **College Common Course #** | **College Course Subject-# (e.g. ENG-102)** | **College Course Title** | **Location(s) of Course Delivery** | **Possible****Semester(s) Offered** | **STARS Course Code** | **STARS Course Title** |
| --- | --- | --- | --- | --- | --- | --- |
| MATH 2123 | A ST 251G (same as STAT 251G) | Statistics for Business and the Behavioral Science (3 cr.) | NMSU-Las Cruces | F, Sp |  |  |
| ACCT 2113 | ACCT 221 | Financial Accounting (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0212 | Cost Accounting |
| ACCT 2123 | ACCT 222 | Management Accounting (3 cr.); prereq ACCT 221 | NMSU-Las Cruces | F, Sp, Su,  | 0207 | Accounting |
| None | A E 102 | Introduction to Aerospace Engineering (1 cr.) | NMSU-Las Cruces | F, Sp | 1621 | Aerospace Engineering |
| None | AG E 100 | Intro Agricultural Economics & Business (3 cr.) | NMSU-Las Cruces | F, Sp | 0133 | Intro to Sci. of Ag. |
| None | AG E 200 | Special Topics: Youth Entrepreneurship Summer Camp (YES Camp) (3 cr.) | NMSU-Las Cruces | Su | 0224 | Bus. Entrepreneurship |
| None | AG E 210G | Survey of Food and Agricultural Issues (3 cr.) | NMSU-Las Cruces | F, Sp | 0173 | Ag. Food |
| None | AG E 236 | Agribusiness Management Principles (3 cr.)  | NMSU-Las Cruces | F, Sp | 0171 | Ag. Business |
| None | AG E 250 | Life with Microcomputers (3 cr.) | NMSU-Las Cruces | F, Sp | 0302 | Computer Appl. |
| None | AGRO 100G w/Lab (same as HORT 100G) | Introduction to Plant Science (4 cr.); course fee=$50 | NMSU-Las Cruces | F, Sp | 0141 | Horticulture/Botany |
| None | ANSC 100 | Introductory Animal Science (3 cr.); on-campus | NMSU-Las Cruces | F, Sp | 0142 | Ag. Animals |
| None | ANSC 220 | Animal Science Career Development (1 cr.); LC campus only | NMSU-Las Cruces | Sp |  |  |
| None | ANTH 115 | Native Peoples of North America (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2719 | Native Amer. Stud. |
| ANTH 2113 | ANTH 125G | Introduction to World Cultures (3 cr.) | NMSU-Las Cruces | F, Sp, SU | 2788 | Topics in Anthropology |
| None | ANTH 130G/130GL | Human's Place in Nature: Intro to Biological Anthropology (3 cr. + 1 cr. L) course fee=$5 | NMSU-Las Cruces | F, Sp, Su | 2788 | Topics in Anthropology |
| ANTH 1113 | ANTH 201G | Introduction to Anthropology (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2777 | Anthropology |
| None | ARAB 111 | Elementary Arabic 1 (4 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | ARAB 112 | Elementary Arabic 2 (4 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | ARAB 211 | Intermediate Arabic 1 (3 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | ARAB 212 | Intermediate Arabic 2 (3 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | ASTR 105G | The Planets (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1761 | Astronomy |
| ASTR 1114 | ASTR 110G | Introduction to Astronomy (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1761 | Astronomy |
| None | AXED 100 | Intro to Agricultural, Extension, and Tech Ed (3 cr.) | NMSU-Las Cruces | F | 0134 | Intro. to Sci. of Ag. |
| BCIS 1113 | BCIS 110 | Introduction to Computerized Info Systems (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0316 | Computing Sys. |
| None | BCIS 122 | Intro to Information Systems Programming (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0323 | Computer Prog. |
| BUSA 1113 | BUSA 111 | Business in a Global Society (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0221 | Intro. to Bus. |
| None | C E 151 | Intro to Civil Engineering (3 cr.) | NMSU-Las Cruces | F, Sp | 2543 | Civil Eng. |
| None | C E 231 | Intro to Fluid Mechanics (3 cr.) | NMSU-Las Cruces | F, Sp | 2543 | Civil Eng. |
| None | C E 233  | Mechanics-Statics (3 cr.) | NMSU-Las Cruces | F, Sp |  |  |
| None | C E 256 | Environmental Engineering and Science (3 cr.) | NMSU-Las Cruces | F, Sp |  |  |
| None | C E 256L | Environmental Science Lab (1 cr.) | NMSU-Las Cruces | F, Sp |  |  |
| None | C EP 110G | Human Growth and Behavior (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2772 | Topics in Psyc. |
| None | C EP 210 | Educational Psychology (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2772 | Topics in Psyc. |
| None | C EP 215 | The Preschool Child (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0505 | Child Development |
| CRJI 1113 | C J 101G | Introduction to Criminal Justice (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2513 | Criminal Justice |
| BCIS 1113 | C S 110 | Computer Literacy (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0302 | General Computer |
| None | C S 111 | Computer Science Principles (4 cr.) | NMSU-Las Cruces | F, Sp |  |  |
| None | C S 117 | Introduction to Computer Animation (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0315 | Computer Graphics |
| None | C S 171G | Introduction to Computer Sciences (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 0323 | Comp Sci/Prog. |
| None | C S 172 | Computer Science I (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 0323 | Computer Sci. |
| None | C S 187 | Java Programming (3 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | CH E 111 | Intro to Computer Calculations in Chemical Engineering (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1618 | Computer Int. Man. |
| None | CH E 201 | Material and Energy Balances (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1612 | Materials and Proc. |
| None | CHIN 111 | Elementary Chinese 1 (4 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | CHIN 112 | Elementary Chinese 2 (4 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | CHIN 211 | Intermediate Chinese 1 (4 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | CHIN 212 | Intermediate Chinese 2 (4 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| COMM 1213 | COMM 265G | Principles of Human Communication (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1073 | Comm. Skills |
| None | CTFM 178 | Fundamentals of Fashion (3 cr.) | NMSU-Las Cruces | Sp |  |  |
| None | CTFM 255 | Applied Principles in Clothing Design (3 cr.) | NMSU-Las Cruces | F |  |  |
| DANC 1113 | DANC 101G | Dance Appreciation (3 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | DANC 122 | Introduction to Latin Dance (1 cr.); course CD/Text fee=$5, other costs as required | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | DANC 125 | Introduction to Ballroom Dance (1 cr.); course CD/Text fee=$5, other costs as required | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | DANC 129 | Flamenco Dance Technique (1 cr.); course CD/handout fee=$5, other costs as required | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | E E 161 | Computer Aided Problem Solving (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 0399 | Computer-Other |
| None | E E 162 | Digital Circuit Design (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1616 | Digital Electronics |
| None | E E 201 | Networks I (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1616 | Digital Electronics |
| None | E E 210 | Engineering Anaysis I (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1617 | Engineering |
| None | E E 260 | Embedded Systems (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1617 | Engineering |
| None | E E 280 | DC and AC Circuits (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1616 | Digital Electronics |
| ENVS 1114 | E S 110G | Introduction to Environmental Science (4 cr.); course fee=$50 | NMSU-Las Cruces | F, Sp | 1751 | Environmental Science |
| None | E T 109 | Computer Drafting Fundamentals (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0707 | CAD Design and Software |
| None | E T 154 | Construction Methods and Communications (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1617 | Engineering |
| None | E T 160 | Basic Computer Operating Systems (3 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | E T 182 | Digital Logic (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1616 | Digital Electronics |
| None | E T 254 | Concrete Technology (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1617 | Engineering |
| ECED 1113 | ECED 115 | Child Growth, Development, and Learning (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0505 | Child Development |
| ECED 1122 | ECED 125 | Health, Safety, and Nutrition (2 cr.) | NMSU-Las Cruces | F, Sp, Su | 2534 | Educational Methodology |
| ECED 1133 | ECED 135 | Family and Community Collaboration (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2534 | Educational Methodology |
| None | ECON 201G | Introduction to Economics (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2742 | Economics |
| ECON 2113 | ECON 251G | Principles of Macroeconomics (3 cr.); prereq MATH Basic Skills | NMSU-Las Cruces | F, Sp, Su | 2744 | Macroeconomics |
| ECON 2123 | ECON 252G | Principles of Microeconomics (3 cr.); prereq MATH Basic Skills | NMSU-Las Cruces | F, Sp, Su | 2743 | Microeconomics |
| None | EDUC 168 | Educational Uses of Computers (2 cr.) | NMSU-Las Cruces | F, Sp, Su | 2534 | Educational Methodology |
| None | EDUC 181 | Field Experience I (1 cr.) *[prereq:Pre-Teaching I, II /completion of FEA program]* | NMSU-Las Cruces | F, Sp, Su | 2534 | Educational Methodology |
| None | EMD 101 | Freshmen Orientation (1 cr.) *[prereq:Pre-Teaching I, II /completion of FEA program]* | NMSU-Las Cruces | F, Sp | 2534 | Educational Methodology |
| None | EMD 250  | Introduction to Education (2 cr.) | NMSU-Las Cruces | F, Sp | 2534 | Educational Methodology |
| ENGL 1114 | ENGL 111G | Rhetoric and Composition (4 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | ENGL 115G | Perspectives on Literature (must meet prereq) (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1010 | Literature |
| None  | ENGL 203G | Business and Professional Communication (must meet prereq) (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1073 | Communication Skills |
| None | ENGL 211G | Writing in the Humanities and Soc Sciences (must meet prereq) (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1011 | Composition |
| ENGL 2113 | ENGL 218G  | Technical and Scientific Communication (must meet prereq) (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1022 | Technical Writing |
| None | ENGL 220G | Introduction to Creative Writing (must meet prereq) (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1021 | Creative Writing |
| None | ENGL 244G | Literature and Culture (must meet prereq) (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1010 | Literature |
| None | EPWS 100 | Introduction to Pest Management (3 cr.) | NMSU-Las Cruces | F | 0141 | Horticulture/Botany |
| None | FCS 181 | Interpersonal Skills in Intimate Relationships (3 cr.) | NMSU-Las Cruces | F, Sp | 2775 | Sociology |
| None | FCSE 245 | Overview of Family and Consumer Sciences Teaching (3 cr.) | NMSU-Las Cruces | F |  |  |
| None | FSTE 164G | Intro to Food Science and Technology (4 cr.) | NMSU-Las Cruces | F |  |  |
| None | FSTE 263G | Food Science I (4 cr.); course fee=$75 | NMSU-Las Cruces | F, Sp | 0512 | Advanced Foods |
| None | FWCE 110 | Introduction to Natural Resource Mgmt (3 cr.) | NMSU-Las Cruces | F, Sp | 0181 | Env. Sci./Natural Resources |
| GEOG 1114 | GEOG 111G | Geography of the Natural Environment (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 2702 | Geography |
| None | GEOG 120G | Culture and Environment (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2702 | Geography |
| None | GEOL 111G | Survey of Geology (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1702 | Geology |
| HIST 1053 | HIST 101G | Roots of Modern Europe (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2709 | Modern European Hist. |
| None | HIST 211G | East Asia to 1600 (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2714 | World Area Studies |
| None | HIST 212G | East Asia since 1600 (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2714 | World Area Studies |
| None | HL S 150G | Personal Health and Wellness (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1402 | Health and Fitness |
| None  | HL S 275  | Foundation of Health Education (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1401 | Health Education |
| None | HNDS 251 | Human Nutrition (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0504 | Nutrition |
| None | HON 115 | Journeys of Discovery (1 cr.) | NMSU-Las Cruces | F | 2752 | Contemporary World Issues |
| None | HON 203G | Understanding the Science of Human Behavior (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2772 | Topics in Psychology |
| None | HON 205G | Life, Energy and Evolution (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 1782 | Origins of Science |
| None | HON 208G | Music in Time and Space (3 cr.) | NMSU-Las Cruces | F, Sp | 1144 | Music Hist/Appreciation |
| None | HON 210G | The Accidental Mathematician (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2099 | Math-Other |
| None | HON 216G | Encounters with Art (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1151 | Art Appreciation |
| None | HON 219G | Earth, Time, and Life (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 2776 | Topics in Sociology |
| None | HON 220G | The World of the Renaissance: Discovering the Modern (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2714 | World Area Studies |
| None | HON 221G | Seeking the Way: Spirit and Intellect in Premodern China (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2714 | World Area Studies |
| None | HON 222G | Foundations of Western Culture (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2714 | World Area Studies |
| None | HON 225G | History of Ethics (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2799 | Social Sci. and History-Other |
| None | HON 226G | Puzzles, Paradoxes, and Truth (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2799 | Social Sci. and History-Other |
| None | HON 227G | Plato and the Discovery of Philosophy (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2783 | Philosophy |
| None | HON 228G | Religion and the State (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2695 | Religious Educ/Theology |
| None | HON 229G | The New Testament as Literature (3 cr.) | NMSU-Las Cruces | F, Sp | 2695 | Religious Educ/Theology |
| None | HON 230G | Bamboo and Silk: The Fabric of Chinese Literature (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1042 | Literature/Fine Arts |
| None | HON 232G | The Human Mind (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2772 | Topics in Psychology |
| None | HON 234G | The Worlds of Arthur (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2799 | Social Sci. and History-Other |
| None | HON 235G | The World of Anthropology (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2778 | Topics in Anthropology |
| None | HON 237G | Archaeology and the Search for the Past (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2799 | Social Sci. and History-Other |
| None | HON 239G | Medieval Understandings: Literature and Culture in the Middle Ages (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2713 | Ancient and Medieval Hist. |
| None | HON 241G | Telling American Stories: Society and Culture in Early America (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2729 | US History/Geog. |
| None | HON 242G | Claiming an American Past (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2729 | US History/Geog. |
| None | HON 244G | Masterpieces of World Literature (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1042 | Literature/Fine Arts |
| None | HON 248G | The Citizen and the State: Great Political Issues (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2740 | Govt. and Politics |
| None | HON 249G | American Politics in a Changing World (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2740 | Govt. and Politics |
| None | HON 265G | Principles of Human Communication Honors (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1073 | Comm. Skills |
| None | HON 270G | Theatre: Beginnings to Broadway (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1117 | Hist. and Lit. of Theater |
| None | HON 275G | Spirit and Evolution of Mathematics (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2072 | History of Math |
| None | HORT 100G w/Lab (same as AGRO 100G) | Introductory Plant Science (4 cr.); course fee=$50 | NMSU-Las Cruces | F, Sp | 0141 | Sci-Horticulture/Botany |
| None | HORT 205 | Introduction to Horticulture (3 cr.) | **Entirely On-Line** NMSU-Las Cruces | F, Sp, Su |  |  |
| None | HORT 240 | Floral Quality Evaluation and Design (2 cr.); course fee=$85 | NMSU-Las Cruces | F, Sp | 0145 | Floriculture |
| None | HORT 250 | Plant Propagation (3 cr.) course fee $60 | NMSU-Las Cruces | F, Sp | 0141 | Sci-Horticulture/Botany |
| None | HRTM 201 | Introduction to Tourism (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0528 | Hospitality/Tourism |
| None | HRTM 221 | Introduction to Hospitality Management (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 0528 | Hospitality/Tourism |
| None | HRTM 231 | Safety, Sanitation and Health in the Hospitality Industry (2 cr.) | NMSU-Las Cruces | F, Sp, Su | 0528 | Hospitality/Tourism |
| None | I E 151 | Computational Methods in Industrial Engineering (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1617 | Engineering |
| None | JPNS 111 | Elementary Japanese 1 (4 cr.) | NMSU-Las Cruces | F, Sp | 1264 | Japanese I |
| None | JPNS 112 | Elementary Japanese 2 (4 cr.) | NMSU-Las Cruces | F, Sp | 1265 | Japanese II |
| None | JPNS 211 | Intermediate Japanese 1 (3 cr.) | NMSU-Las Cruces | F, Sp | 1265 | Japanese |
| None | JPNS 212 | Intermediate Japanese 2 (3 cr.) | NMSU-Las Cruces | F, Sp | 1265 | Japanese |
| None | M E 102 | Mechanical Engineering Orientation (1 cr.) | NMSU-Las Cruces | F, Sp | 1617 | Engineering |
| None | MATH 142G | Calculus for the Biological Mgmt Sciences (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2055 | Calculus |
| MATH 1213 | MATH 190G | Trigonometry &Precalculus (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 2048 | Trigonometry/An. Geom. |
| MATH 1613 | MATH 191G | Calculus and Analytic Geometry I (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 2058 | AP Calculus AB |
| MATH 1623 | MATH 192G | Calculus and Analytic Geometry II (4 cr.) | NMSU-Las Cruces | F, Sp, Su | 2059 | AP Calculus BC |
| None | MATH 235 | Calculus for the Tech Student I (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2055 | Calculus |
| None | MATH 236  | Calculus for the Tech Student II (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2055 | Calculus |
| None | MATH 275G/HON 275G | Spirit & Evolution of Mathematics (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2072 | History of Math |
| MATH 2614 | MATH 291G | Calculus and Analytic Geometry III (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2055 | Calculus |
| MUSI 1413 | MUS 201G | History of Jazz in Popular Music: A Blending of Cultures (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 1144 | Music History/Appr. |
| PHYS 1113+1111 | PHYS 211G+211GL | General Physics I (3 cr.+1 cr. L) | NMSU-Las Cruces | F, Sp, Su | 1735 | AP Physics B |
| PHYS 1123+1121 | PHYS 212G+212GL | General Physics II (3 cr.+1 cr. L) | NMSU-Las Cruces | F, Sp, Su | 1733 | Physics-Advanced Studies |
| None | PHYS 213+213L | Mechanics (3 cr.+1 cr. L) | NMSU-Las Cruces | F | 1736 | AP Physics/Mechanics |
| None | PHYS 203 | Supplemental Instruction for PHYS 213 (1 cr.) | NMSU-Las Cruces | F |  |  |
| None | PHYS 214+214L | Electricity and Magnetism (3 cr.+1 cr. L) | NMSU-Las Cruces | Sp | 1738 | AP Physics C Elec. and Magn. |
| None | PHYS 204 | Supplemental Instruction for PHYS 214 (1 cr.) | NMSU-Las Cruces | Sp |  |  |
| PHYS 1213+1211 | PHYS 215G+215GL | Engineering Physics I (3 cr.+1 cr. L) | NMSU-Las Cruces | F, Sp, Su | 1734 | Physics-Specific Topics |
| None | PHYS 205 | Supplemental Instruction for PHYS 215 (1 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| PHYS 1223+1221 | PHYS 216G+216GL | Engineering Physics II (3 cr.+1 cr. L) | NMSU-Las Cruces | F, Sp, Su | 1734 | Physics-Specific Topics |
| None | PHYS 206 | Supplemental Instruction for PHYS 216 (1 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | PHYS 217+217L | Heat, Light and Sound (3 cr.+1 cr. L) | NMSU-Las Cruces | F | 1733 | Physics |
| None | PHYS 221G+211GL | General Physics for Life Sciences I (3 cr.+1 cr. L) | NMSU-Las Cruces | F | 1734 | Physics-Specific Topics |
| None | PHYS 223 | Supplemental Instruction to PHYS 221 (1 cr.) | NMSU-Las Cruces | F |  |  |
| None | PHYS 222G+212GL | General Physics for Life Sciences II (3 cr.+1 cr. L) | NMSU-Las Cruces | Sp | 1734 | Physics-Specific Topics |
| None | PHYS 224 | Supplemental Instruction to PHYS 222 (1 cr.) | NMSU-Las Cruces | Sp |  |  |
| None | PORT 213 | Portuguese for Romance Language Students I (3 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| None | PORT 214 | Portuguese for Romance Language Students II (3 cr.) | NMSU-Las Cruces | F, Sp | 1294 | Other Lang. |
| SOCI 1113 | SOC 101G | Introductory Sociology (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2775 | Sociology |
| SOCI 2113 | SOC 201G | Contemporary Social Problems (3 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | SP M 191 | Medical Terminology (3 cr.) | NMSU-Las Cruces | F, Sp, Su |  |  |
| MATH 2123 | STAT 251G (same as A ST 251G) | Statistics for Business and the Behavioral Science (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2062 | Probability and Statistics |
| MATH 2133 | STAT 271G  | Statistics for Psychological Sciences (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2062 | Probability and Statistics |
| THTR 1013 | THTR 101G | The World of Theatre (3 cr.); course fee=$20 | NMSU-Las Cruces | F, Sp, Su |  |  |
| None | WS 201G | Introduction to Women's Studies (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2223 | Issues of Amer. Culture |
| None | WS 202G | Representing Women Across Culture (3 cr.) | NMSU-Las Cruces | F, Sp, Su | 2223 | Issues of Amer. Culture |
| \*\*Requests for accelerated courses will be considered on an individualized basis for dual credit eligibility. F, Sp, Su |