

San Juan College
Instructions for Completion of the
Local Education Agency-Based Dual Credit Course Request Form

General Instructions:

This form is the only mechanism to initiate a request for a Local Education Agency (LEA)-Based Dual Credit course between the Local Education Agency and San Juan College as part of the State of New Mexico Dual Enrollment Initiative. This form **MUST** be submitted **PRIOR** to collaboration between LEA teachers and college faculty. Only courses that are identified on the San Juan College and School District Dual Credit Master Agreement will be considered for Local Education Agency based dual credit.

Instructions for Local Education Agency Dual Credit Representative:

1. Complete Part A in collaboration with the appropriate LEA teacher. Please note: all LEA instructors teaching Dual Credit courses must be approved adjunct faculty at San Juan College.
2. Save a copy of the Local Education Agency-Based Dual Credit Request Form for your records.
3. Forward the form to the LEA Principal with Part A completed for review and approval.

Instructions for Local Education Agency Principal:

1. Complete Part B.
2. Save a copy of the Local Education Agency-Based Dual Credit Request Form for your records.
3. Then, forward the form with Part B completed to the LEA Dual Credit Representative.

Instructions for Local Education Agency Dual Credit Representative:

1. Complete Part C.
2. Save a copy of the Local Education Agency-Based Dual Credit Request Form for your records.
3. Next, forward the completed form (Parts A,B, and C) as an scanned document to the San Juan College Office for Learning (officeforlearning@sanjuancollege.edu). **This form must be submitted by February 15th.**

Instructions for the SJC Office for Learning:

1. Complete Part D.
2. Save a copy of the Local Education Agency-Based Dual Credit Request Form for your records.
3. Forward the form to the appropriate San Juan College Dean or Director.

Instructions for the SJC Dean or Director:

1. Before reviewing Part E, check the adjunct application status of the potential LEA Based Dual Credit teacher.
2. Then, complete Part E.
3. Save a copy of the Local Education Agency-Based Dual Credit Request Form for your records
4. Review the form with the appropriate SJC faculty member.
5. **The form must be completed by February 22** and returned to officeforlearning@sanjuancollege.edu.

The Office for Learning will notify the Local Education Agency of approved courses by the end of February.

PART A

District

Local Education Agency

Course Information

List the four letter discipline identifier and the three digit course identification number in the provided table. If you are uncertain of this information, please refer to the current San Juan College Academic Catalog available at www.sanjuancollege.edu online.

Course # (ENGL 111)	Course Title (Freshman Comp)	Day (MTWRFSU)	Time (1:00-3:00pm)	Location (LEA School Name)	Higher Ed. Credits	Local Education Agency Credits

Semester Offered

Local Education Agency Based Dual Credit courses offered for a full year at the school will be considered Spring semester courses. Grades will be provided at the completion of the Spring semester. Students will enroll in the Spring semester by no later than the last day to add a SJC course.

Fall Spring Academic Year

**Local Education Agency Teacher Information
(For Contact Purposes Only)**

Teacher Name

E-Mail Address

Courses will only be considered and accepted for Local Education Agency Based Dual Credit classes, if the Local Education Agency instructor is approved as an adjunct instructor at San Juan College. For adjunct application and information go to the San Juan College Human Resources web page: <http://www.sanjuancollege.edu/pages/1233.asp>

Date San Juan College Adjunct Application
Submitted to Human Resources Dept

PART B

Local Education Agency Principal's Name

Local Education Agency Principal's Signature

Date

PART C

Local Education Agency Dual Credit Representative's Signature

Date

E-Mail the Course Request Form to officeforlearning@sanjuancollege.edu on or before February 15.

PART D

Vice President for Learning's Signature

Date

PART E

San Juan College Deans or Directors must return this form after completing PART E to the Office for Learning on or before **February 22** indicating whether the Local Education Agency Based Dual Credit request is *approved* or *denied*.

Please remember to retain a copy of this form for your records.

Check with Human Resources on the adjunct application status of the instructor referred to in PART A.

Approved

Not Approved

Need Additional Information

In the space below, identify the SJC faculty member

LEA course approved and SJC faculty member discussed course with LEA instructor

LEA course not approved by SJC

Use space to provide a brief statement as to why the course was denied

For SJC OFL use only:

Office for Learning Representative: _____

Date completed and forwarded to LEA Dual Credit Representative: _____

LEA Dual Credit Representative: _____