**SAMPLE - MEMORANDUM OF UNDERSTANDING – POSTSECONDARY PARTNERS**

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, consistent with New Mexico’s ECHS designation requirements under **6.30.13 NMAC**.

**2. Parties & Duration**

* **Parties:** [High School / District] and [College / University / Community College]
* **Effective Date:** [Insert Date]
* **Term:** [Insert, e.g., 3 years], subject to annual review and renewal

**3. Responsibilities of Each Party**

| **Role** | **Responsibilities** |
| --- | --- |
| **HS/ LEA** | * Recruit, screen, and orient students for ECHS participation * Provide support services (counseling, advising, mentoring, tutoring) * Ensure students meet eligibility criteria as agreed * Maintain compliance with NM Public Education Department (PED) and HJigher Education Department (HED) reporting requirements * Collect and share student academic data (enrollment, courses, grades) with Postsecondary Partner and State agencies * Coordinate with workforce partners to support work-based learning opportunities |

|  |  |
| --- | --- |
| **Postsecondary Institution** | * Offer agreed-upon dual credit/dual enrollment courses * Provide course schedules, syllabi, and pathway/credential maps aligned with workforce needs * Supply faculty, labs, and resources as needed for dual credit courses * Ensure instructors meet credentialing requirements per Higher Learning Commission (HLC) or equivalent accrediting body, and provide documentation as requested * Share enrollment and student outcome data (enrollment, completions, grades, credentials) with High School/LEA and State agencies, consistent with FERPA and student authorizations * Participate in workforce-aligned pathway development and support work-based learning opportunities |

**4. Dual Credit / Course Appendix**

* **Appendix A** shall list approved dual credit courses, including: course number, title, delivery mode (on campus, high school, online), prerequisites, and credit hours.
* Courses will be updated annually in consultation between both parties.

**5. Student Eligibility & Support**

* Eligibility criteria: [Insert, e.g., GPA, grade level, placement exams].
* Support services include advising, tutoring, remediation (if needed), and mentoring to ensure student success.
* Students and parents/guardians shall complete the **State of New Mexico Dual Credit Request Form**, authorizing data sharing among institutions and State agencies.

**6. Data Sharing & Reporting**

The Postsecondary Institution shall provide to the High School/LEA and to the PED and HED:

* Number of ECHS students enrolled in dual credit courses
* Courses attempted, completions, and grades
* Credentials earned or in progress
* Disaggregated data by grade level and student subgroups, as required
* Reports each semester and annually, in compliance with FERPA and other privacy laws

**7. Performance Expectations (NM Section 9 Qualifications)**

* By end of Grade 11: Students attempt ≥3 postsecondary credit hours toward a credential
* By end of Grade 12: ≥80% of students complete at least 12 postsecondary credit hours toward a workforce credential
* Annual review will assess credential attainment, work-based learning participation, pathway enrollment, and alignment with ECHS program goals

**8. Outreach & Equity**

* Both parties commit to outreach and recruitment of underrepresented populations (first-generation college students, low-income students, English learners, students with disabilities, and students of color).
* Ensure equitable access to dual credit coursework, supports, and workforce opportunities.

**9. Budget & Resources**

* Responsibilities for tuition/waivers, fees, textbooks, transportation, and supplies shall be agreed upon annually.
* Each party commits resources including faculty, facilities, advising, and administrative support.

**10. Governance, Review, & Termination**

* A **Joint Partnership Committee** (with representatives from the High School, District, and Postsecondary Institution) will meet at least twice annually to monitor progress and resolve issues.
* This MOU will be reviewed annually; amendments may be made in writing with agreement of both parties.
* Either party may terminate this MOU with **90 days’ written notice**, provided that students currently enrolled in dual credit courses will be allowed to complete their coursework without interruption.

**11. Appendices**

* **Appendix A:** Approved Course List
* **Appendix B:** Key Contact Personnel
* **Appendix C (Optional):** Pathway Maps (HS + Postsecondary sequence to credential/degree)

**12. Signatures**

**[Superintendent / District Representative]**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[High School Principal]**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Postsecondary Institution Representative]**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_