



**EOLA of OHIO**

TEMPLATES

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**REVISED GUIDELINE - VOL. 36, NO. 1**

**COLLEGE CREDIT PLUS PROGRAM**

The following guidelines are established in accordance with Board policy and the rules of the State Department of Education.

Each year, prior to ~~March~~**February** 1st, the District shall provide information regarding the College Credit Plus Program to the students currently enrolled in grades six (6) through eleven (11) and to their parents (Form 2271 F6). This information should be provided through multiple and easily accessible resources, including, but not limited to, the District's website, student assemblies, written communications to students (either electronically or through hard copy), and joint communication events with institutions of higher education.

The institutions of higher education ("IHE") to which the College Credit Plus Program applies are: both public colleges as defined in R.C. 3365.01 and participating private colleges as defined in R.C. 3365.01.

All courses offered under the College Credit Plus Program must be the same courses included in the partnering IHE's course catalogue for college-level, nonremedial courses, and must apply to at least one (1) degree or professional certification at the partnering college or university.

All instructors teaching a course under the College Credit Plus Program must meet the credential requirements set forth in guidelines and procedures established by the chancellor of the Ohio Board of Regents. If the guidelines require high school teachers to take any additional graduate-level coursework in order to meet the credential requirements, that coursework will be applicable to continuing education and professional development requirements for the renewal of the teacher's educator license. For high school teachers that are teaching courses for the college at a secondary school under the College Credit Plus Program, the participating IHE will provide at least one (1) professional development session per school year for such teachers and conduct at least one (1) classroom observation per school year for each course that is authorized by the college and taught by a high school teacher to verify that the course meets the quality of a college-level course.





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**Eligibility** (see Form 2271 F2 and Form 2271 F3)

- A. Students must be bona fide seventh graders, eighth graders, freshmen, sophomores, juniors, or seniors for the year in which participation is sought. In addition, the student must meet the ~~IHE~~ ~~of choice's~~ standards for admission, **enrollment**, and course placement **of the IHE and relevant academic programs**.
- B. Students must be remediation-free in one of the assessments established under R.C. 3345.061(F) (i.e., uniform statewide standards in mathematics, science, reading, and writing established by college presidents). A student who scores within one standard error of measurement below the remediation-free threshold for one of those assessments is considered to have met this requirement if the student also either:
  - 1. has a cumulative high school grade point average of at least 3.0. If the student is seeking to participate in seventh or eighth grade, the student must have an equivalent cumulative grade point average in the applicable grade levels;
  - 2. receives a recommendation from a school counselor, Principal, or career-technical program advisor.
- ( ) A student who has been expelled by this Board is ineligible to enroll during the period of expulsion. The Board ( ) ~~shall~~ **may** deny high school credit for postsecondary courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive both high school and college credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

Students participating in the College Credit Plus Program must elect at the time of enrollment in each course whether s/he is enrolling under **OPTION #1** or **OPTION #2** as outlined below:





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### **[ ] OPTION #1**

The student is responsible for all tuition, textbooks, materials, and fees associated with the course, and must choose whether to receive only college credit, or high school and college credit for the course; or

### **[ ] OPTION #2**

The student will have the participating college reimbursed by the Ohio Department of Education for all tuition, textbooks, materials, and fees associated with the course, and the student will receive both college credit and high school credit for the course.

During the time a student attends a course under **OPTION #1**, the student is not considered attending or enrolled in school anywhere. During the time a student attends a course under **OPTION #2**, the student is considered attending or enrolled in the District.

### **[END OF OPTIONS]**

- [ ]** A student may not enroll in courses to receive credit toward high school graduation for more than the equivalent of:
- A. four (4) academic school years, if the student so enrolls for the first time in grade nine (9);
  - B. three (3) academic school years, if the student so enrolls for the first time in grade ten (10);
  - C. two (2) academic school years, if the student so enrolls for the first time in grade eleven (11);
  - D. one (1) academic school year, if the student so enrolls for the first time in grade twelve (12).





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#### Enrollment

- ( ) By ~~March 30th~~ **April 1st** of each year, a student or his/her parent must complete and submit the Letter of Intent to Participate in College Credit Plus Form 2271. F1 to the Principal which signifies the student's intent to participate in the program for the following school year. Prior to completing this form the student and his/her parents must participate in the special counseling sessions described below and confirm receipt of these counseling services by signing the Statement of Responsibility Form 2271 F7.
- ( ) Failure to meet this deadline shall exclude the student from the program for that school year unless written consent is granted by the ~~Superintendent~~ **Principal** and the ~~Superintendent~~ **Principal** notifies the department of education of the student's intent to participate within ten (10) days of the date the student seeks consent. **If the Principal does not grant consent, the student may appeal the Principal's decision to the Superintendent. The decision of the Superintendent is final.** Participation may be withdrawn by the student or parent at any time upon written notification to the high school administration.
- ( ) Students must identify which credit option, either **OPTION #1** or **OPTION #2** above, they wish to pursue prior to the start of the first class session of the fall quarter or semester at the college. Once the first class session of the fall term has been held, the student may not change the option selected during the period of that school year, regardless of the number of courses taken.

#### Expulsion Notices to IHE

When a student is expelled, the Superintendent will send a written notice to any IHE in which the expelled student is enrolled under College Credit Plus at the time the expulsion is imposed. This notice must indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for college courses taken during an expulsion. If the expulsion is later extended, the Superintendent again must notify the IHE.





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### **Annual Information Session**

The District will schedule at least one (1) informational session per school year to allow each partnering IHE that is located within thirty (30) miles of the school to meet with interested students and parents. The session will include the benefits and consequences of participation and will outline any changes or additions to the requirements of the program. If there are no partnering IHEs located within thirty (30) miles of the school, the District will coordinate with the closest partnering college to offer an informational session. Multiple high schools within a district and multiple districts may participate together in a combined event, as long as in each instance parents and students have an opportunity to interact with a representative of and receive information from each participating postsecondary institution and their secondary school, so they will understand their College Credit Plus opportunities.

### **Program Requirements**

Students can choose to enroll in 1) courses taught at the college or university, 2) online courses, if available, or 3) College Credit Plus courses taught within the District, if available, or in a combination of the three (3). All students who have enrolled in the IHE under the College Credit Plus Program must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.

For College Credit Plus classes taught within the District, such classrooms will consist of students who all follow the same course syllabus, use the same textbook and materials, aspire to achieve the same learning outcomes, and are assessed using the same methods as the college course delivered on the college campus. A District student who is not enrolled in the IHE, but who is in the College Credit Plus classroom must, along with the student's parents, be provided written notice (Form 2271 F5) stating the student is not earning college credit and would likely be required to retake the course upon enrollment at an institution of higher education if college credit is desired.

The District will verify that none of its students participating in the College Credit Plus Program is taking more than thirty (30) college credit hours during an academic year and not more than the equivalent of four (4) academic years or 120 college credit hours total through the College Credit Plus Program.





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The District will determine the number of college credits a student earned through the College Credit Plus Program by using the following calculation:

- ( ) Take the number of high school units scheduled by the District for which the student receives only high school credit, then multiply that number by three (3) and then subtract the result from thirty (30). The resulting number shall be the total number of college credits a student participant may earn under the College Credit Plus Program in an academic year.

**OR**

- ( ) Under the College Credit Plus Program, postsecondary quarter hours are equal to .67 semester hours rounded to the nearest whole number.

The District will determine the amount of high school credit earned through participation in the College Credit Plus Program by using the following calculation:

- ( ) A College Credit Plus course transcribing three (3) or more semester credit hours shall count as one (1) full high school unit.

**OR**

- ( ) A College Credit Plus course transcribing less than three (3) semester hours shall count as the proportional fraction of a high school unit.

The District will ensure that enrollment in a College Credit Plus course for which an end-of-course examination is required under Section 3301.0712 of the Ohio Revised Code does not circumvent the participating student's obligation to take the required end-of-course examination.





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### **Development of Model Course Pathways**

The District will develop, in consultation with at least one (1) public partnering college or university, two (2) model pathways for courses offered under the College Credit Plus Program. The model pathways will serve as samples of the courses that a student can take toward a specified degree or certificate. One (1) of the model pathways will be a fifteen-credit hour pathway and one (1) will be a thirty (30) credit hour pathway. Each pathway shall include courses which, once completed, all apply to at least one (1) degree or professional certification offered at the IHE. The pathways may be organized by desired major or career path or may include various core courses required for a degree or professional certification by the IHE. The Board will publish the pathways among the school's official list of course offerings.

### **Counseling Services** (see Form 2271 F4)

[] The student and parents must participate in the following counseling services provided by the District. The counseling session may be incorporated into the annual information session provided the District makes alternative dates available for those unable to attend the annual information session.

( ) Program Eligibility and Credit Options

( ) Potential Risks and Consequences

Among the potential risks of participation the student must be willing to accept are:

1. increased student responsibility for learning because of less instructional guidance;
2. reduced opportunities to participate in high school co-curricular and extra-curricular activities;
3. increased financial obligations for tuition, books, materials, and fees, if college credit only is sought;
4. potential loss of after-school employment opportunities;





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5. possible effect on grade point average and class standing;
6. possible delay of graduation;
7. increased time for travel, study, etc.

( ) Potential benefits are:

1. expanded curriculum offerings;
2. opportunities to study in more depth those areas of special interest or need;
3. opportunities to earn college credits while still in high school;
4. opportunities for financial support for taking college courses while still in high school;
5. opportunities to experience college level work and life prior to making final decisions about whether and/or where to attend college.

( ) College Acceptance and Scheduling

Participation is contingent upon admission to the IHE. The District will assist the student in gaining admission by providing transcripts and other related documents but will accept no responsibility if the student is not accepted by the IHE. Students who are awaiting acceptance should register for District classes as if they were not participating in the program. Schedule changes will then be made prior to the start of each semester for those students who receive notice of admission which must be provided by the IHE, in writing, to the student, the District, and the Department of Education within ten (10) days of acceptance.





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( ) Participating Institutions of Higher Education

The District will maintain a list of all IHEs that currently participate in the program.

- ( ) In the event that the student withdraws from the college class for high school credit within the first two (2) weeks of the college course, the student will be re-enrolled in the high school class(es) that were previously dropped.
- ( ) Reasonable efforts will be made in scheduling to accommodate the needs of students who will be leaving the school campus in order to participate in this program. However, scheduling conflicts are not the responsibility of the District. Revising the master schedule and/or unduly overloading classes are not required in order to accommodate schedule requests.

( ) Financial Arrangements

Students who elect to take the college course for college credit only will have the financial responsibility for tuition, textbooks, materials, and fees. The Board accepts no financial responsibility for those students who will be paying for their own tuition, fees, or textbooks. Those arrangements are between the college and the student and/or his/her parents.

Students assume no financial obligations if they elect to take the college course for college and high school credit. Tuition, textbooks, materials, and fees are assumed by the Board. Should students fail to complete a course taken for credit (whether through a formal "class drop" process or through nonattendance reasons other than those normally accepted by the school administration) any and all financial obligations assumed by the Board will default to the students and their parents.





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Unless the student was expelled by the school, the Superintendent or chief administrator will not seek reimbursement from a participant or a participant's parent if the participant is identified as economically disadvantaged according to rules adopted by the Department of Education and these guidelines.

( ) Process for Granting Academic Credits

When students elect to receive high school credit for college courses, credit will be awarded for successful completion of courses in accordance with the following guidelines:

- ( ) The Principal shall require the student to submit a course syllabus or detailed description of each college course taken so that a comparison can be made with existing high school courses.
- ( ) If the Principal determines that the college course is comparable to one (1) offered by the high school, the equivalent high school credit shall be granted.
- ( ) If the Principal determines that the college course is not comparable to one (1) offered by the high school, credit shall be granted in a subject area similar to that taken by the student at the college.
- ( ) In the event that the student or parents contest the credit, the Superintendent shall determine the appropriate credit. The Superintendent's decision may be appealed to the State Board ~~Ohio Department~~ of Education, whose decision in the matter shall be final and binding.
- ( ) Students who enroll in a college course for both high school and college credit will receive on their high school transcript the grade issued by the college. While the course will be clearly designated on transcripts as a college course taken for high school credit, the grade will be computed in the grade point average as if issued by the high school faculty.





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- ( ) If a student is expelled from the District's schools, the Principal ( ) **shall** ( ) **may** deny high school credit for any postsecondary courses taken during the expulsion.
- ( ) If a college withdraws its acceptance of an expelled student who elected to take courses for high school credit only, the District shall not award high school credit for the college courses in which the student was enrolled at the time the college withdrew its acceptance.
- ( ) The policy for awarding grades and the calculation of class standing for College Credit Plus courses shall not disadvantage students who choose to participate in the College Credit Plus Program rather than in other advanced standing programs. All courses within the same academic subject area will provide the same value for all advanced standing courses, including College Credit Plus, advanced placement, international baccalaureate, and honor courses.
- ( ) Criteria for Transportation Aid

All students participating in the College Credit Plus Program will be responsible for their transportation to and from their homes and the college or to and from the district school and the college.

If the District provides transportation to its students in grades eleven and twelve, the parent of a student participating in College Credit Plus may apply to the Board for full or partial reimbursement for the necessary costs of transporting the student between the secondary school the student attends and the IHE in which the student is enrolled.





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( ) Available Student Services

Students enrolled in the College Credit Plus Program will be entitled to all student services provided to any other of the District's school students (counseling, health, etc.). However, these services will be provided only while the students are on the school campus and only upon request. It is also the students' responsibility to keep themselves informed of academic and other requirements for all students who attend the school.

( ) Consequences of Failing or Not Completing a Course

- ( ) If students withdraw from the college course(s) within the first two (2) weeks of the course, they will be rescheduled for the appropriate District course(s), and no record of the college course will appear on the transcript. However, if students withdraw from the college course(s) after two (2) weeks of the classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.
- ( ) Any course taken for high school credit at an IHE and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the IHE where the work was undertaken.





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( ) Effect on Completion of Graduation Requirements

Students using college courses for credit toward high school graduation may do so. However, it is the responsibility of participating students and parents to be sure that the courses undertaken will meet the graduation requirements for the students. Upon acceptance by the IHE, students should schedule an appointment with a high school counselor to develop a written schedule showing courses to be taken at the high school and at the IHE as well as all graduation requirements remaining to be met. No high school graduation requirements shall be waived for any student as a result of participation in this program.

( ) Academic and Social Responsibilities of Students and Parents

( ) When attending either regular classes or co-curricular/extra-curricular activities at the high school, students participating in this program will be expected to abide by all Board policies and the Student Code of Conduct. Students and their parents assume all responsibility and liability related to attendance at an IHE and must agree to hold harmless the Board of Education, the administration, and the staff for any incidents arising out of participation in this program.

( ) Students must meet all requirements and standards established by the college and assume responsibility for attendance and behavior.

( ) Information and Encouragement to Use College Counseling Services

The school counselors, during the individual counseling sessions, shall make available any information provided by the IHE concerning its counseling services. In addition, counselors should encourage students and their parents to utilize counseling services available at the college to better ensure successful completion of the college courses.





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( ) Grade Point Computation and Reporting of Grades

- ( ) For those college courses taken for high school credit, the grade for that course will be computed at the end of the next regular grading period at the high school following the receipt of an official transcript from the IHE. All grades to be entered on the high school transcript must be taken from an official transcript from the IHE. Should there be an urgent need for a letter grade, notification on official letterhead from the college instructor advising of the grade will be accepted to verify the grade.
- ( ) Eligibility for co-curricular and extra-curricular activities in accordance with Board Policy 2430, and Policy 2431, will be affected if courses are taken for high school credit. Students will be provided Form 2271 F2 and asked to have their instructor fill it out. This form should be submitted **( ) weekly ( ) bi-weekly** prior to the close of high school classes each \_\_\_\_\_. Eligibility will be checked at the end of each college quarter or semester. A failing grade will result in an ineligibility for the next full school semester.
- ( ) The student and parents must receive the standard packet of information for the College Credit Plus Program developed by the chancellor of the Ohio Board of Regents pursuant to R.C. 3365.15.





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## Economically Disadvantaged Students

No student considered to be economically disadvantaged shall be charged for anything related to College Credit Plus Program participation.

A student will be considered economically disadvantaged for the purpose of College Credit Plus Program participation if the student is either:

- ( ) a member of a household that meets the income eligibility guidelines for free or reduced-price meals, less than or equal to 185% of federal poverty guidelines under the provisions of the National School Lunch Act, 42 U.S.C. 1758;

**OR**

- ( ) a member of a household that participates in at least one (1) of the following programs:
  - A. Medicaid;
  - B. food stamps;
  - C. supplementary security income (SSI);
  - D. Federal public housing assistance or Section 8 (a federal housing assistance program administered by the department of housing and urban development);
  - E. low income home energy assistance program.





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Once the District determines that a student is economically disadvantaged, any of the student's siblings who attend school within the District will automatically be considered economically disadvantaged by the District without the District collecting its own data on that family.

R.C. 3313.613, 3365.01 through 3365.09

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