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## Introduction

### Overview

College Credit Plus (CCP) became Ohio's only dual enrollment program in the fall of 2015. Over 54,000 students participated in the first academic year (2015-2016) of CCP at 71 institutions of higher education. The purpose of the program is to provide to Ohio's students rigorous academic options. CCP is one of the many strategies employed in Ohio to meet the Attainment Goal of 65% of Ohio's citizens earning a degree, certificate or other postsecondary workforce credential of value in the workplace by 2025.

### Handbook Description

This document is intended to assist secondary school and college/university professionals with the details related to College Credit Plus. The document is not intended to replace a professional's responsibility for having a working knowledge of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) governing the CCP program. All references to the ORC and OAC are summaries or paraphrases. Secondary school and higher education personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations. As with all forms and files, the information within this document may become outdated as updates are made and legislative changes occur. Personnel are responsible for ensuring that they have the most up-to-date file and forms by checking the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) website regularly. Dates will be added to all forms and files to ensure current information is accessed.

### Institutional Participation in Program

All public secondary schools and all public colleges must participate in the CCP program. Any nonpublic secondary school or private college that chooses to participate in the program must follow the requirements of the program. However, if a nonpublic school student chooses to participate in the program, then the nonpublic school becomes responsible for the requirements of CCP program for the student (ORC 3365.02).

### Summary

On a regular basis, the website for the College Credit Plus program is updated with current information, guidance, and reference to legislation. Please visit [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) regularly for updates to this Policy and Procedure document as well as other important information.

This Policy and Procedure document does not include everything from the Ohio Revised Code or the Ohio Administrative Code. The document is only a supplement to provide general guidance on the current information for College Credit Plus. Reference the date in the footer of this document to ensure that you have the most up-to-date copy. **Refer to the official ORC and OAC for complete and current details on legislation.**

## Policy

### Statutes and Rules

#### Current Information

While this College Credit Plus “handbook” was designed to provide general guidance and helpful resources, it is not the final authority on the program. Professionals working with College Credit Plus students and policies should review the statutes and rules of College Credit Plus in Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). Changes to the ORC and OAC occur occasionally and may not be reflected after this document has been created and/or printed.

The Ohio Revised Code, as defined by the Ohio Legislature, “is organized into 31 general titles broken into chapters dealing with individual topics of law. The chapters are divided into sections, which contain the text of individual statutes. The laws are collected and published in the Ohio Revised Code (ORC or RC)” (Ohio Legislature, 2017).

The Ohio Administrative Code are “the rules adopted by the agencies of the state of Ohio. State agencies adopt rules to carry out the policies and intent of laws passed by the General Assembly. The rules are collected and published in the Ohio Administrative Code (OAC or AC)” (Ohio Legislature, 2017).

The website to view the ORC or the OAC is [www.codes.ohio.gov](http://www.codes.ohio.gov). The Lawriter LLC site is a public website in which you can search for law or rules.

College Credit Plus is referenced in multiple chapters of the ORC and OAC; however, most references are within ORC Chapter 3365 and OAC Rules 3333-1-65 through 3333-1-65.11. Within this document, references to the specific ORC or OAC language are provided as summaries. Refer to the official ORC and OAC documentation for all details.

#### 2017 Legislative Changes

In January 2017, Governor John Kasich introduced the Executive Budget to Ohio’s 132<sup>nd</sup> General Assembly. As required by state law, the Ohio House of Representatives first reviewed and received testimony on the bill, named House Bill 49 (or HB 49). The associated dates with the votes by the General Assembly and final signature by the Governor include:

- May 2, 2017, the Ohio House of Representatives passed HB 49 with amendments and modifications to the “As Introduced” Executive Budget.
- June 23, 2017, the Ohio Senate passed HB 49 with amendments and modifications.
- June 27, 2017, the Conference Committee approved their version of HB 49.
- June 28, 2017, the Ohio General Assembly approved Amended Substitute HB 49.
- June 30, 2017, Governor John Kasich signed Amended Substitute HB 49 with 47 vetoes including one for CCP. (Note: the House of Representatives voted to override several vetoes; however, the veto associated with College Credit Plus was not included as part of the overrides.)

Changes to College Credit Plus are summarized in the “New Provisions for College Credit Plus” document. As appropriate, changes will be mentioned within this document.

## Procedures

Public and nonpublic school districts are responsible for informing students and families about the College Credit Plus program. All public districts must participate in the program and are subject to the requirements of College Credit Plus statute and rules. Nonpublic school districts may choose to participate by actively engaging with college or university partners. When students enrolled in the nonpublic school choose to participate, then the nonpublic school district must be in compliance with all College Credit Plus rules (Ohio Revised Code 3365.02).

### Requirements of the Secondary Schools

(Ohio Revised Code 3365.04 and Ohio Administrative Code 3333-1-65.1)

*(Note: The following information includes a combination of paraphrased and direct language from the OAC and ORC in order to provide a more simplified version of the requirements. Always refer to OAC and ORC for exact language as needed.)*

#### Annual Notice

(Ohio Revised Code 3365.04 and Ohio Administrative Code 3333-1-65.1)

(1) Provide notice of program to students and parents by **February 1** via the school's website, written communications including those generally distributed to students, course booklet, student assembly, or information night. The information must include:

(i) Costs:

- (a) Notice of College Credit Plus opportunities that have no cost to students, including the free option to attend public institutions of higher education;
- (b) Clear references to the potential cost of participation with a nonpublic institution of higher education;
- (c) The prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education;
- (d) Nonpublic secondary schools must include an explanation that funding and participation may be limited for its students.

*Note: Nonpublic secondary school students must apply for funding annually. For the 2018-2019 funding cycle, the deadline is **April 13, 2018**.*

(ii) Criteria for student participation, including, but not limited to, the following:

(a) The requirement for a counseling session prior to participation (which may be included as part of the Information Session).

(b) A notice that states:

"Students must submit a written notice<sup>1</sup> of their intent to participate in the upcoming academic year, by April first, in accordance with section 3365.03 of the Revised Code, but may submit the written notice of intent to participate as early as February fifteenth. Students desiring to participate in college credit plus in the summer are strongly

encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April first notice of intent deadline in order to improve chances of meeting summer registration timelines."

<sup>1</sup>*Note: This written notice is the Intent to Participate form. For nonpublic students, the written notice must be provided to the Ohio Department of Education as part of the funding application.*

*Note: If a student misses the April 1 deadline, the student can seek consent from the principal to participate. If the principal does not provide written consent, the student may appeal the principal's decision to the governing entity or the superintendent of the school. The decision of the district superintendent or governing entity shall be final. See Ohio Revised Code 3365.03 for the exact timeline of appeals, decisions, and notifications.*

(iii) Student participation options:

- (a) A statement that secondary schools cannot limit a student's participation in the college credit plus program to only the courses offered in that school and that students may also participate on-line or at any other participating institution of higher education, or any combination thereof.
- (b) A statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may take postsecondary courses from more than one institution of higher education, concurrently.
- (c) List of courses offered at the secondary school through an agreement with an institution of higher education.
- (d) A statement that students should review the course catalog of an institution of higher education for a full listing of course offerings by the institution.
- (e) Specific information regarding a student's option to participate in the college credit plus program, at the high school-if applicable-, online, or at an institution of higher education, shall be made part of all communications developed by the secondary school to promote the college credit plus program.
- (f) Specific information pertaining to the student's opportunity to participate during the summer term and for any student participating in a summer term that transfers to a new secondary school, the responsibility of the student to notify the institution of higher education and the student's prior and new secondary school of such transfer.
- (g) Information communicated regarding a student's option to participate in accordance with (i) and (ii)<sup>2</sup> above, shall also include notice to the student of all deadlines pertinent to the student's participation; including all deadlines associated with summer term participation.

<sup>2</sup>*Note: (i) and (ii) refer to "costs" and "criteria for student participation" as noted above.*

(iv) The designated point of contact at the secondary school for its CCP program who can answer questions of students and parents and the community regarding the program's operation and who will act as a liaison to the state of Ohio to monitor future changes or amendments to the program.

#### Information Session

(Ohio Revised Code 3365.04 and Ohio Administrative Code 3333-1-65.1)

(2) Annual informational session scheduled between **October 1 and February 15**.

Each school must host an informational session for parents and students interested in the program. This is a required activity for the school, but attendance by parents and students is not required.

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 and their secondary school, so they will understand their College Credit Plus opportunities.

A secondary school may incorporate the counseling session into the annual informational session provided the secondary school makes alternate dates available for those unable to attend the annual informational session.

#### Counseling Session

(Ohio Revised Code 3365.04)

Each public and participating nonpublic secondary school shall do all of the following with respect to the college credit plus program:

(B) Provide counseling services to students in grades six through eleven and to their parents **before the students participate in the program** to ensure that students and parents are fully aware of the possible consequences and benefits of participation. Counseling information shall include:

- (1) Program eligibility;
- (2) The process for granting academic credits;
- (3) Any necessary financial arrangements for tuition, textbooks, and fees;
- (4) Criteria for any transportation aid;
- (5) Available support services;
- (6) Scheduling;
- (7) Communicating the possible consequences and benefits of participation, including all of the following:
  - (a) The consequences of failing or not completing a course under the program, including the effect on the student's ability to complete the secondary school's graduation requirements;



(b) The effect of the grade attained in a course under the program being included in the student's grade point average, as applicable;

(c) The benefits to the student for successfully completing a course under the program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.

(8) The academic and social responsibilities of students and parents under the program;

(9) Information about and encouragement to use the counseling services of the college in which the student intends to enroll;

(10) The standard packet of information for the program developed by the Chancellor of the Ohio Department of Higher Education. (This packet of information is a file on the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) website under "presentations" with the title including the words "College Credit Plus Information Sessions." There are separate presentations for public, nonpublic, and homeschooled students.)

For a **participating nonpublic secondary school**, counseling information shall also include an explanation that funding may be limited and that not all students who wish to participate may be able to do so.

The student and the student's parent shall sign a form, provided by the school, stating that they have received the counseling required and that they understand the responsibilities they must assume in the program (ORC 3365.03).

#### Additional Requirements

- Promote the program on the school's web site, including the details of the school's current agreements with partnering colleges;
- Implement a policy for the awarding of grades and the calculation of class standing for courses taken under CCP. The policy shall be equivalent to the school's policy for courses taken under the advanced standing programs or for other courses designated as honors courses by the school. If the policy includes awarding a weighted grade or enhancing a student's class standing for these courses, the policy shall also provide for these procedures to be applied to courses taken under the CCP program.
- Develop model course pathways (15 and 30 credit hours) and publish the course pathways among the school's official list of course offerings for the program (ORC 3365.13).
- Annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction (ORC 3365.15).

## Notification of Student Registration

Students can earn up to 30 credits per year, which includes high school only credits also. A maximum of 120 credits can be earned throughout the program. The 30 credits include summer semester, which is considered the beginning of the academic year (OAC 3333-1-65.11).

To determine the maximum number of credit hours for which a student can register, secondary schools must calculate credits by subtracting the high school only course credits (OAC 3333-1-65.2).

***30 - (number of high school only courses x 3) = maximum number of college credit hours per year***

Secondary schools must notify the student of the maximum number of credit hours prior to registration (OAC 3333-1-65.2).

Secondary schools must review all college enrollment information to determine if the student has registered for more than the 30 hours. Colleges and universities must provide a “pre-term notice” to the secondary schools that will indicate all courses for which a student from the secondary school has registered. This pre-term notice is due to the secondary schools 14 days prior to the start of the course (OAC 3333-1-65.2 & 3333-1-65.3).

Upon receipt of the pre-term notice (or notices if the student has enrolled at more than one institution), the secondary school must verify that each student has not exceeded the maximum hours per year. If the student has exceeded the maximum, the school must notify the student of the issue. The student has the option to either change his/her high school schedule, drop a course, or self-pay for the course to be in compliance (OAC 3333-1-65.2).

- Note: If a course exceeds the limit, and the student opts to self-pay, the entire course is self-pay at the college’s or university’s standard rate of tuition, fees, and textbooks.

## End of Course Examinations

College Credit Plus courses or approved AP/IB tests, in the subject area, will satisfy the End-of-Course graduation requirement of American history, American government, physical science (class of 2018 only) and biology; and the college course grade earned under College Credit Plus or AP/IB test score may earn graduation points in place of the end-of-course tests.

The following table from the Ohio Department of Education website must be used to convert College Credit Plus grades to graduation points for valid courses. This applies only to American history, American government and science. There are no permitted substitutions for English language arts and mathematics.

<b>COLLEGE CREDIT PLUS COURSE GRADE (SOCIAL STUDIES AND SCIENCE SUBSTITUTE COURSES)</b>	<b>OHIO GRADUATION POINTS</b>
A or B	5
C	4
D	3
Not applicable	2
Not applicable	1
F – Fail or drop the course	0

It is important to note, while students can earn graduation points for CCP coursework and AP/IB test scores in biology, all schools must administer the biology end-of-course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American History or American Government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course.

There are no CCP/AP/IB substitutions for mathematics or English language arts exams. Students may use math and English language arts CCP/AP/IB courses to satisfy the curriculum requirements, but schools must administer the EOC tests to students to earn graduation points.

(ORC 3365.12 and OAC 3333-1-65.2)

Review “High School Graduation Course Substitution Crosswalk” document for more information.

### Credit Conversion

Secondary schools shall use the following conversion for a postsecondary course completed by a student participant under CCP to determine the amount of high school credit earned through participation in the program:

- (a) A college credit plus course transcribing three or more semester credit hours shall count as one full high school unit.
- (b) A college credit plus course transcribing less than three semester hours shall count as the proportional fraction of a high school unit (OAC 3333-1-65.2).

### Underperforming Students

When students fail a class, the student will receive an “F” on both the high school and college transcripts. The course grade of “F” will be computed into the high school and college grade point averages (GPA). The public secondary school district will still be responsible for payment of the course but has the option of seeking reimbursement for the amount of state funds paid to the college on behalf of the student for that class (unless the student is considered economically disadvantaged). The school district may withhold grades and credits received for the course until reimbursement has been made (ORC 3365.09).

The chief administrator of a nonpublic school district in which a participant is enrolled may seek reimbursement from the participant/parent for the amount of state funds paid to the college on behalf of the participant. Upon receipt of the funds, the administrator must send the amount to the Ohio Department of Education which, on behalf of the Superintendent of Public Instruction, will credit the amount to the general revenue fund of Ohio.

Refer to the “College Credit Plus: Impact of Student Grades and Decisions to Withdraw” document for scenarios of students related to withdrawal or failure of courses.

Students may not be prohibited from participating in the College Credit Plus program as long as the student meets all eligibility requirements for the program (ORC 3365.03). Students can continue to participate regardless of underperforming in previous classes. (*Note: House Bill 49-Ohio Revised Code*

***3365.091 requires the Chancellor of Higher Education (Ohio Department of Higher Education) in consultation with the Superintendent of Public Instruction (Ohio Department of Education) to adopt rules related to “underperforming students.” The effective date of the rule is slated for Summer 2018.***

A public high school can adopt a policy to deny high school credit for courses taken under CCP when a student is expelled from the high school. Colleges can determine if they will withdraw its acceptance of the expelled student. Refer to ORC 3365.032 for details including notices, payments and refunds.

## Awarding Credit

### *Final Grade on Transcript*

College Credit Plus courses are college courses; therefore, the final grade earned by the student in the course is the grade that will be recorded on the college transcript and the high school transcript. The grade must be the same regardless of whether the college and the secondary school grading scales match. The college grade is the final grade.

### *Course Substitutions*

High school credit awarded for courses successfully completed under CCP shall count toward the graduation requirements and subject area requirements of the public secondary school or participating nonpublic secondary school. If a course comparable to one a participant completed at a college is offered by the school, the governing entity or governing body shall award comparable credit for the course completed at the college. If no comparable course is offered by the school, the governing entity or governing body shall grant an appropriate number of elective credits to the participant.

### *Grade Dispute Appeal*

If there is a dispute between a participant's school and a participant regarding high school credits granted for a course, the participant may appeal the decision to the Ohio Department of Education (House Bill 49-Ohio Revised Code 3365.12). The decision regarding any high school credits granted under this section is final.

### *College Course on High School Transcript*

Evidence of successful completion of each course and the high school credits awarded by the school shall be included in the student's record. The record shall indicate that the credits were earned as a participant under this chapter and shall include the name of the college at which the credits were earned (ORC 3365.12).

### *Nonpassing Grades or Withdrawals*

Students earn letter grades for the CCP courses (e.g., A, B, C, D, and F). For students who do not pass a CCP course or withdraw from the course after the college's required date, the grade will appear on both the college and high school transcripts (i.e., F or W). The course grade of “F” will be computed into the high school and college grade point average (GPA).

The secondary school district will still be responsible for payment of the course but has the option of seeking reimbursement for the amount of state funds paid to the college on behalf of the student for that class (unless the student is considered economically disadvantaged). The school district may withhold grades and credits received for high school course taken until reimbursement has been made (ORC 3365.09).

Refer to the “College Credit Plus: Impact of Student Grades and Decisions to Withdraw” document for scenarios of students related to withdrawal or failure of courses.

*Weighting of Grades*

Public and participating nonpublic secondary schools must implement a policy for awarding of grades and the calculation of class standing for courses. The policy adopted shall be equivalent to the school’s policy for courses taken under the advanced standing programs of AP or IB or other honors courses by the school. If the policy includes awarding a weighted grade or enhancing a student’s class standing for these courses, the policy shall also provide for these procedures to be applied to courses taken under the CCP program (ORC 3365.04).

To clarify when a course **MUST** be weighted (required by law) or when a course **MAY** be weighted (local policy decision), please review the following chart:

To clarify when a course **MUST** be weighted (required by law) or when a course **MAY** be weighted (local policy decision), please review the following chart:

LOCAL SITUATION (IF...)	OUTCOME (... THEN)
<p><b>1. District HAS a Weighted Honors, AP, or IB course in a Subject Area.</b></p> <p><i>Example: The school offers English (or other courses) and the grading scale for those English courses is weighted.</i></p>	<p>The district <b>MUST</b> weight a CCP course in that Subject Area</p>
<p><b>2. District DOES NOT HAVE a Weighted Honors, AP, or IB course in a Subject Area</b></p> <p><i>Example: The school offers Business courses (or other subjects), but the grading scale for those courses is not weighted.</i></p>	<p>The district <b>CANNOT</b> weight CCP courses in that Subject Area</p>
<p><b>3. District HAS NO Honors, AP, or IB course in a Subject Area</b></p> <p><i>Example: The school does not offer any courses in Culinary Arts (or other subjects); therefore, the district has no grading scale assigned.</i></p>	<p>The district <b>MAY</b> weight CCP courses higher than non-advanced standing courses in that Subject Area</p>

Please refer to the **High School Graduation Requirements Crosswalk document** to review what courses can serve as substitutions within a subject area (e.g., college-level composition and communication courses can substitute for English requirements, so these are in the same subject area).

(ORC 3365.04)

## Economically Disadvantaged Identification

No student considered to be economically disadvantaged shall be charged for anything related to CCP participation. All secondary schools must develop a process to identify students who are economically disadvantaged according to the following information (OAC 3333-1-65.2).

(a) A student shall be considered economically disadvantaged for the purpose of CCP participation if the student is either of the following:

(i) A member of a household that meets the income eligibility guidelines for free or reduced-price meals, less than or equal to one hundred eighty-five per cent of federal poverty guidelines under the provisions of the National School Lunch Act, 42 U.S.C. 1758, effective date January 7, 2011;

(ii) A member of a household that participates in at least one 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.

(b) A student whose siblings attend a school that has established that the student's family income is at or below the criteria described in this rule, shall be considered economically disadvantaged for purposes of this chapter without the student's secondary school or district collecting its own data on that family.

(c) A school district's or building's designation of community eligibility options shall not be considered in determining if a student is economically disadvantaged for purposes of this rule (OAC 3333-1-65.6).

## Financial Responsibility

### Tuition

1. Public secondary schools are responsible for the CCP participants' tuition (ORC 3365.07 and OAC 3333-1-65-.6).
2. Nonpublic secondary schools are not responsible for CCP participants' tuition. Instead, nonpublic school students must apply for funding annually through the state of Ohio (ORC 3365.07, OAC 3333-1-65.8).
3. CCP Tuition is calculated based on the Foundation funding a public school district receives per pupil. The calculation identifies the "default ceiling amount" or the maximum a college or university will receive per credit hour (unless the college or university's standard rate of tuition is less than the default ceiling amount, then the college or university will receive the standard rate). The ceiling amount is for courses a student takes at the college campus or online. The "default floor amount" is the minimum a college or university will receive per credit hour. This is the amount charged for courses a student takes at the high school with a credentialed high school teacher (ORC 3365.01, 3365.07, OAC 3333-1-65.6).
4. Secondary schools and partnering colleges/universities can negotiate alternate rates between the floor and ceiling. These negotiated rates agreements must be executed and made available by **February 1** annually (OAC 3333-1-65.6). Secondary schools may not limit student participation to colleges or universities with which an alternative payment structure has been negotiated (OAC 3333-1-65.1, 3333-1-65.6).

5. Partnering colleges/universities may seek approval from the Chancellor of the Ohio Department of Higher Education to enter into an alternative funding agreement with a secondary school that establishes the per credit hour payment below the “floor.” The deadline for the request is February 1 annually. House Bill 49 changed ORC 3365.07 to a change in language which permits the Chancellor, rather than requires, to approve the agreement (ORC 3365.07 and OAC 3333-1-65.6).
6. Secondary schools are charged CCP tuition for any enrollment of a student who has not withdrawn from the course before the college’s established withdrawal date (ORC 3365.07).
7. If a secondary school student takes a summer course and attends a different secondary school than the student attended the previous spring, the student becomes subject to the default funding structure, or the alternative funding structure established between the secondary school the student is attending in the fall (OAC 3333-1-65.6).
8. Tuition payments are made for students who are enrolled in a joint vocational school district (JVSD) or career-technical center. A portion of the amount shall be deducted from the payments to the JVSD and a portion shall be deducted from the payments to the participant’s public school district in accordance with the full-time equivalency of the student’s enrollment in each district. This is also reported in the Enrollment Management Information System (EMIS). The entity that applies the CCP course credit toward the student’s high school graduation requirements or career technical education program of study shall report the student’s enrollment in the CCP course (ORC 3365.07 OAC 3333-1-65.9).
9. Tuition payments are calculated based on enrollment reports made by the secondary school within the EMIS system and the institution of higher education within the CCP Data Portal. The Ohio Department of Education deducts the Foundation payments from the secondary school and allocates the funds to the institution of higher education electronically (OAC 3333-1-65.9).
10. Secondary schools should be aware of and should notify students that private colleges or universities have the option to charge students directly a fee per credit hour to participate (ORC 3365.07).
11. Public secondary schools may seek reimbursement from the participant or the participant’s parent for the amount of state funds paid to the college on behalf of the participant for that college course. The school may withhold grades and credits received by the participant for high school courses taken by the participant until the participant or the participant’s parent provides reimbursement. Nonpublic secondary schools may seek reimbursement from the participant or the participant’s parent for the amount of state funds paid to the college on behalf of the participant for enrollment in that college course. Upon the collection of any funds, the nonpublic school shall send an amount equal to the funds collected to the Superintendent of Public Instruction (ORC 3365.09).

#### *Textbooks*

1. Public and nonpublic secondary schools are responsible for the CCP participants’ textbooks (ORC 3365.07).
2. Textbooks include paper and electronic and other purchased coursework materials (OAC 3333-1-65).

3. CCP classrooms at the partnering secondary schools must consist of students who all follow the same college 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 (OAC 3333-1-65.2).
4. In some cases, colleges have created a voucher system for students to use to assure accuracy in the subsequent high school billing. Other colleges have made arrangements with high schools or districts to purchase an inventory of certain books at the high school for students to borrow during the course term.
5. Since all supplemental supplies required by the course syllabus are provided by the college, some campus bookstores also have a way of tracking those purchases.
6. Colleges and high schools/districts likely will have communicated and planned on behalf of their shared students.
7. Colleges should communicate to CCP students if there is a particular purchase system in place with the student's high school or district; or if notification of the student's participation in College Credit Plus needs to be provided to the campus bookstore.
8. High schools often rely on the college to provide the student the book from the campus bookstore, and then invoice the high school/district once the academic term begins.
12. Secondary schools and colleges/universities may enter into an agreement for an alternative payment structure related to tuition, textbooks, and fees by February 1 annually (ORC 3365.07 and OAC 3333-1-65.6). Secondary schools may not limit student participation to colleges or universities with which an alternative payment structure has been negotiated (OAC 3333-1-65.1, 3333-1-65.6).
13. Secondary schools may require students to return the books to the school in order to re-use for future students.



## Requirements of the Institutions of Higher Education

(Ohio Revised Code 3365.05 and Ohio Administrative Code 3333-1-65.1, 3333-1-65.3, 3333-1-65.4, 3333-1-65.5, 3333-1-65.7)

All public colleges must participate in the College Credit Plus program and are subject to the requirements of Ohio Revised Code 3365. Any private college that chooses to participate in the program is also subject to the requirements of ORC 3365.

*(Note: The following information includes a combination of paraphrased and direct language from the OAC and ORC in order to provide a more simplified version of the requirements. Always refer to OAC and ORC for exact language as needed.)*

### Promotion of the Program

(1) Provide a notice of the institution's participation in the program and criteria for student participation in the program shall be posted on the institution's website and in all general material and other media the institution uses to advertise participation in postsecondary opportunities to secondary school students. The posting must include the following:

- (a) The courses offered at secondary schools;
- (b) A link to where students can get information regarding academic program requirements;
- (c) The criteria for student admission; and
- (d) The timeline for student application submission.
- (e) The timeline for course registration for summer, fall and spring terms.

(2) A partnering college shall coordinate with each partnering secondary school within thirty miles of the institution or the nearest partnering school if there are no partnering schools within thirty miles to present an informational session for interested students and parents. The institution of higher education shall provide a staff representative who is able to answer questions regarding admission standards and procedures as well as program and degree requirements.

(3) Out of state institutions of higher education are exempt from the notice and informational session requirements of this rule. (OAC 3333-1-65.1, ORC 3365.05)

## Eligibility & Admission Requirements

### *Student Eligibility*

Students must be Ohio residents to participate in the program (ORC 3365.02) and must apply for acceptance at the college or university of choice. All students seeking to participate in CCP must be academically assessed to determine eligibility by a college or university. Readiness is determined based on the review of an assessment exam such as ACT, SAT, or Accuplacer. The “Uniform Statewide Remediation-Free Standards” document, approved by college and university presidents, provides the minimum threshold of scores to determine student readiness. For academic year 2017-2018, colleges and universities can use additional measures to determine readiness such as high school GPA, letter of recommendation, end of course exams, writing assessment, review of previous college work, etc. (OAC 3333-1-65.3 and 3365.05).

Beginning with **academic year 2018-2019**, eligibility will be determined based on the assessment exam results. If a prospective CCP student places into college-level coursework in at least one subject area of the exam, then the student is eligible to participate.

If the student's scores do not indicate the student is ready for college-level courses in any of the assessment exam subject areas, then the student can be considered conditionally eligible if the student has

scored in a range near the threshold (calculated as one Standard Error of Measurement or SEM and provided by the Ohio Department of Higher Education) and if the student has met one of these conditions:

- a) Has a 3.0 cumulative GPA or
- b) Receives a recommendation from school counselor, principal, or career-technical advisor.

A student who has been deemed eligible must apply for admission to the institution and must work with an advisor at the college to discuss course placement options which may be more selective or higher than the eligibility requirements.

(House Bill 49-Ohio Revised Code 3365.03)

Refer to the table on the next page for the Eligibility Assessment Testing scores and ranges.

### College Credit Plus: Student Eligibility Assessment Testing

Effective Academic Year 2018-2019, a student interested in College Credit Plus must be considered eligible to participate.

- A student is considered **Eligible** for the program if the student scores at or above the “Assessment Threshold Score” in at least one subtest of an approved assessment exam\* in the table below.
- If a student does not score at the Assessment Threshold Score in at least one subtest, but has scored within the “Score Range to be Considered” (calculated as the standard error of measurement), then the student can be considered **Conditionally Eligible** for the program if he/she also meets one of these criteria:
  - ✓ Has a 3.0 cumulative GPA or
  - ✓ Receives a recommendation from school counselor, principal, or career-technical advisor

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	Sentence Skills	88	78 - 87
	WritePlacer	5	4
	Reading Comprehension	80	71 - 79
	College Level Math (CLM)	55	46 - 54
Next-Generation ACCUPLACER	Writing	263	257 - 262
	WritePlacer	5	4
	Reading	263	256 - 262
	Quantitative Reasoning, Algebra, & Statistics (QAS)	263	259 - 262
	Advanced Algebra & Functions (AAF)	263	257 - 262
ACT	English	18	16 - 17
	Reading	22	20 - 21
	Math	22	20 - 21
SAT	Evidence Based Reading & Writing	480	450 - 479
	Mathematics	530	500 - 529
ALEKS	Mathematics	46	40 - 45
MapleSoft T.A.	Mathematics	50% of algebra items answered correct (16 out of 32)	12 - 15 correct
PlaceU (WebAssign)	Mathematics	18	16 - 17

\*Approved assessment exams are listed in this table and in the “Uniform Statewide Standards for Remediation-Free” document. This document is reviewed annually; check for current version on [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp).

### *Institutional Admission*

Once eligibility is determined, colleges and university must apply its admission criteria for participation in the program and cannot set the standard higher than the criteria established for other students attending the institution and may not require different standards among students based on secondary grade level or student age (OAC 3333-1-65.3 and ORC 3365.05).

When applying for funding, nonpublic school students and homeschooled students will need a letter of acceptance from a college or university to upload to the funding application system. A homeschooled student must upload the letter of acceptance from the college in addition to the letter from the resident district superintendent excusing the student from compulsory education.

### *Course Placement*

The college's or university's policies and applicable state law govern course placement decisions.

Students who have been admitted into College Credit Plus are not required to have priority over other students regarding enrollment into college courses. However, once enrolled in a course, the CCP student cannot be removed from the course unless the student voluntarily drops or fails to meet student conduct rules (OAC 3333-1-65.3).

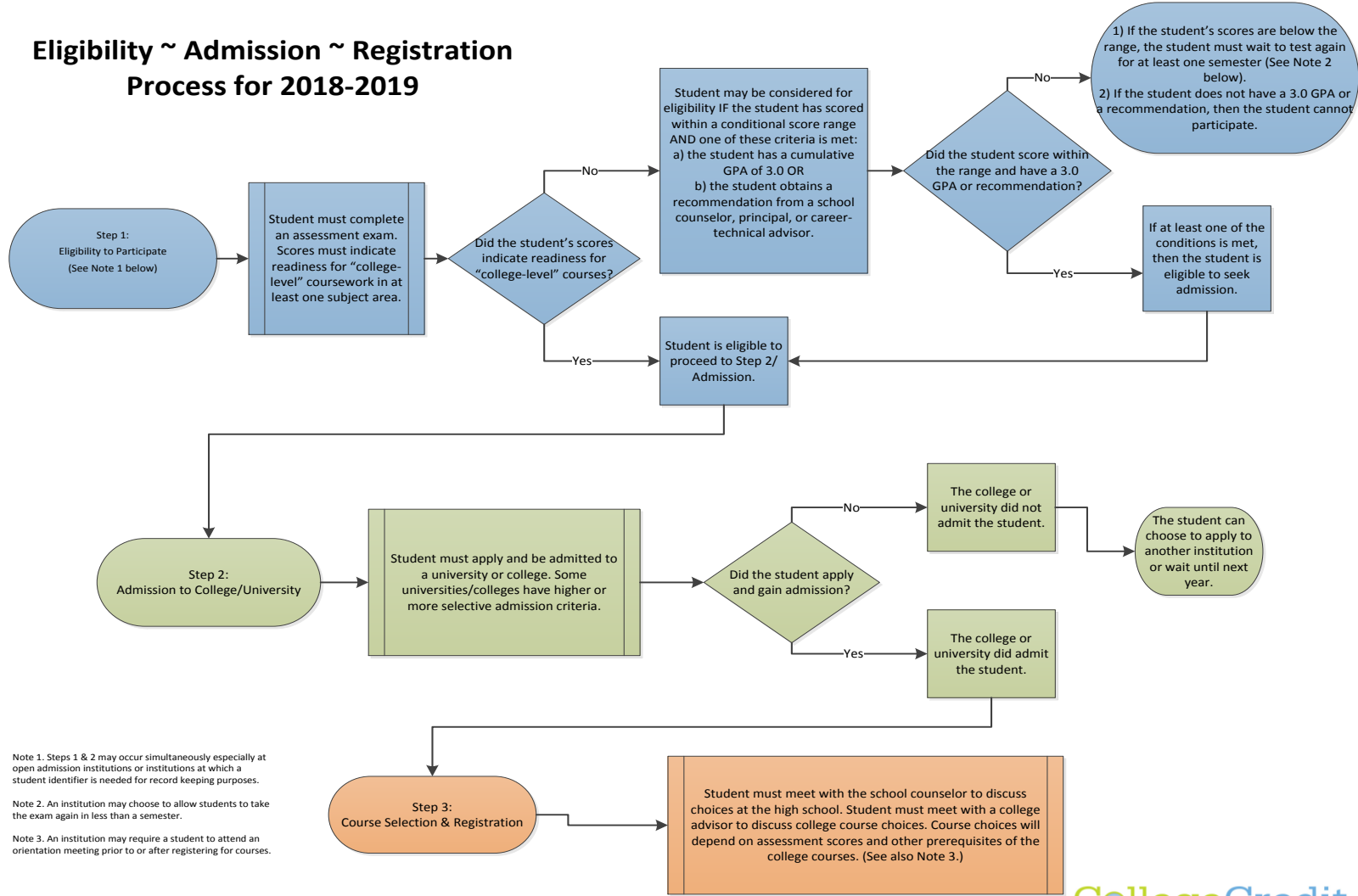
***Note: House Bill 49-Ohio Revised Code 3365.06 requires the Chancellor of Higher Education (Ohio Department of Higher Education) in consultation with the Superintendent of Public Instruction (Ohio Department of Education) to adopt rules related to "course eligibility" for the College Credit Plus program. The effective date of the rule is slated for Summer 2018.***

The flowchart on the next page provides a visual representation of the eligibility, admission, and course placement/selection process.

## College Credit Plus: Student Eligibility Process

*Effective Academic Year 2018-2019, a student interested in College Credit Plus must complete the steps in the chart below to determine eligibility, admission, and course placement/registration.*

### Eligibility ~ Admission ~ Registration Process for 2018-2019



Note 1. Steps 1 & 2 may occur simultaneously especially at open admission institutions or institutions at which a student identifier is needed for record keeping purposes.

Note 2. An institution may choose to allow students to take the exam again in less than a semester.

Note 3. An institution may require a student to attend an orientation meeting prior to or after registering for courses.

October 2017

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### State Residency

Students be Ohio residents to participate in the program (ORC 3365.02). For public school students, the student must be enrolled in a high school in Ohio and the school must be able to receive “foundation” funding for that student’s enrollment. Any student interested in enrolling in a public college or university must be considered a resident of Ohio as defined in state law. The college or university will verify that information with the student and family.

The funding associated with College Credit Plus is a combination of secondary school foundation funds (for public school students) and funds allocated from the Ohio budget (for nonpublic and homeschooled students) and college/university state share of instruction (SSI). The CCP legislation addresses the state share of instruction (SSI), foundation, and state allocated funds in Ohio Revised Code 3365.07. Public colleges only receive SSI for Ohio resident students that meet law and administrative requirements as set forth in ORC 3333.31 and OAC 3333-1-10.

The CCP legislation does not exempt a student from the Ohio student residency requirements in Ohio Administrative Code 3333-1-10. Therefore, colleges/universities must verify Ohio residency for each CCP participant (as they do for all college students). If the student is not an Ohio resident based on “Rule 10,” then the student cannot participate as a CCP student. He/she can enroll but the enrollment would be outside of the CCP program. The colleges/universities have the responsibility to inform the student in advance of the need to either drop the course before the census date or to pay for the course on his/her own.

### Confirmation of Enrollment

Public and nonpublic institutions of higher education must issue the following:

(a) A pre-term notice of admission to the institution for each student. This includes the specific course registrations and credit hours, to be sent not later than 14 calendar days prior to the first day of classes for the term of enrollment if the student's enrollment is within 14 calendar days prior to the first day of classes of the term, then a pre-term notice of admission shall be sent upon enrollment to all of the following:

- (i) The participant;
- (ii) The participant's parent;
- (iii) The secondary school of the participant;

(b) A confirmation of course enrollment notice, listing the courses and hours of enrollment, and the payment option (Option A or B as noted within ORC 3365.06) for each course not later than 21 calendar days after the first day of classes for a term of enrollment to all of the following:

- (i) The participant;
- (ii) The secondary school of the participant;

(c) Information on how a student may participate in the postsecondary institution's course evaluation process upon completion of the college credit plus course. (ORC 3365.05, OAC 3333-1-65.3)

## Academic Support Services & Advising

Each participating institution of higher education shall provide the following academic support services for the college credit plus program:

(a) Assign an academic advisor who is employed by the institution to each student enrolled in that institution under the college credit plus program and ensure the following occur:

(i) Prior to the first day of the term of enrollment at the institution, provide to each participating student the name and contact information of the academic advisor assigned to the student, along with the advisor's office hours and meeting scheduling process.

(ii) Have a mandatory meeting between the assigned academic advisor and each student enrolled under the college credit plus program, which shall occur prior to the date on which a withdrawal from a course would negatively affect a participant's grade point average. The mandatory meeting, shall include, but not be limited to, information regarding the following:

- (a) Academic resources available to assist students;
- (b) Availability of the college advisor to assist students after the meeting;
- (c) Process for engaging faculty and other campus resources for academic assistance;
- (d) Postsecondary institution's student handbook and codes of conduct;
- (e) Academic impact of dropping a course after the prescribed no-fault withdrawal date.

(b) Prior to the first day of the term of enrollment at the institution, each institution of higher education enrolling a student under the college credit plus program shall provide to each school counselor or other identified school staff designated to provide counseling services to students of the secondary school the following information:

- (i) A roster of participants from that school who are enrolled in the institution and a list of course enrollment for each participant;
- (ii) The date signifying when withdrawal from a course would negatively affect a participant's grade. (OAC 3333-1-65.3)

## Course Delivery

In addition to the traditional on-campus instruction offered by an institution of higher education for college level courses, under the CCP program, an institution may do all of the following:

(A) Provide instruction in college level courses in the secondary school with a secondary teacher if the following are met:

- (1) The teacher meets the qualification requirements to be the instructor that are identified in the guidelines established by the Chancellor of the Ohio Department of Higher Education;

(2) The CCP course offered in the secondary school shall follow the same course syllabus and learning outcomes, use the same textbook and materials and assessments as the college course delivered on the campus;

(3) The institution of higher education provides all secondary teachers who are teaching at least one college credit plus course with at least one three-hour professional development session per academic year.

The institution of higher education may determine the format and delivery mechanism for each professional development session it provides. If the participating institution provides secondary teachers with professional development using technology, then there must be a manner in place to track secondary teachers' participation and elicit teachers' feedback, and for the institution to respond to teachers' questions.

(4) The institution conducts at least one full-period classroom observation of each college credit plus course taught by each secondary teacher during the 2015-2016 school year or during the first academic year the secondary teacher instructs the college course, and then alternating academic years thereafter. The institution may determine its own classroom observation format and whether the observation is on-site at the location of the classroom, partially on-site or uses technology provided the following are met:

(a) The chief academic officer of the institution approves the classroom observation content expert and format;

(b) The higher education observer provides the secondary instructor with any feedback supporting the quality of the college-level course;

(c) The secondary school building administrator is notified at least twenty-four hours in advance of when each observation is expected to occur;

(d) If multiple sections of the same course are taught by the same instructor in the same or different secondary buildings, then only one observation is required. If multiple sections of the same course are taught by different instructors in the same or different secondary buildings, then each instructor must be observed in accordance with this rule.

(B) Provide online instruction in college level courses if all of the following are met:

(1) The faculty member, who is instructing the course, meets the qualification requirements of the chancellor;

(2) Each individual identified as the faculty member for an online course offered by an institution under the CCP program, shall do the following activities for the online course:

(a) Utilize course content and materials developed by higher education faculty;

(b) Provide course instruction;

(c) Develop course assessments;



(d) Develop course grading criteria;

(e) Assign the students' final grades.

(3) The faculty member instructing the course must be accessible to students and establish a mechanism for students to pose questions and interact with the faculty member in regards to course content and materials.

(4) The faculty member instructing the course may delegate tasks associated with the facilitation of the online course to an individual who has been approved by the chief academic officer in accordance with the postsecondary institution's policies, except that the activities listed in paragraph (B)(2) of this rule may not be delegated by the faculty member.

If tasks associated with facilitation of the online course are delegated to another individual, then the faculty member and the individual approved to provide facilitation shall interact regularly with regard to the manner and approach for implementing the facilitated activities.

Under no circumstances may facilitation be construed as responsibility for the course; the faculty member maintains responsibility for course instruction and student learning.

(5) Each CCP course offered online must be included in the college's course catalog. (OAC 3333-1-65.4)

## Financial Responsibility

### *Fees and supplies*

Colleges and universities are responsible for waiving all fees associated with CCP program participation and course enrollment. Fees include, but are not limited to, costs or fees charged for CCP application, activities required by the postsecondary institution that may enhance a student's likelihood of academic success, course-related or laboratory fees (OAC 3333-1-65). Any supplies required by the course syllabus are the responsibility of the college/university.

### *Assessment Exams*

Beginning with the eligibility and admission process for the 2018-2019 school year, Ohio Revised Code 3365.03 (new from House Bill 49) requires the college or university to which a student applies to participate in the CCP program to pay for one assessment to determine the student's eligibility. Any additional assessments used to determine the student's eligibility are the financial responsibility of the student.

### *Options*

The payment source of the funding is dependent on choice made by the student for payment and credit options:

#### Option A:

- Self-Pay: Students can elect to receive only college credit or high school and college credit at the time of enrollment.

- Students under Option A will be responsible for tuition, fees, materials, and books.
- Unless an approved Tuition Waiver request is on file with the Ohio Department of Higher Education, student pays standard tuition rate.
- When a student chooses this option, the college must notify the participant about payment of tuition and fees in the customary manner followed by the college.

Option B:

- State-Pay: Students receive both high school and college credit.
- Public school students will be funded through funds from the public school and nonpublic and homeschooled students will apply for funds allocated in the Ohio budget through the Ohio Department of Education process (ORC 3365.06).

### Nonpublic School Student Funding

Students enrolled in nonpublic (private) schools must apply for CCP funding annually. The student/family must follow the instructions on the Ohio Department of Education website to ensure the funding application is complete and submitted.

By **April 1**, students must submit the Nonpublic Student Intent to Participate form to [CCPIntentLetter@education.ohio.gov](mailto:CCPIntentLetter@education.ohio.gov).

For the 2018-2019 school year, beginning in **February and no later than April 13, 2018 at 5 p.m. EST** (the date changes annually), nonpublic school families must:

- Create a SAFE account
- Create a funding application within the SAFE system
- Upload the college acceptance letter
- Answer several questions related to the student's CCP plans for enrollment
- Click on "Submit" for the funding application no later than **April 13, 2018 at 5 p.m. EST**.
- (Note: Homeschooled students must follow these steps as well as upload a letter from the district superintendent indicating that the student is excused from compulsory education.)

By mid-May, students with successfully submitted funding applications will be awarded "units" based on the student grade level. Each unit is "no more than four credit hours." Applications are processed until all funds have been allocated. The funding award letter is accessible in the student SAFE account. Nonpublic school counselors also can have access to their students' letters. Students must provide the letters to the college or university when enrolling in courses. The letter provides a Unique Identification Number (UIN) and the number of credit hours the student has been awarded (ORC 3365.03, OAC 3333-1-65-8).

If a student enrolls in a course that exceeds the number of credit hours awarded, the student/family is responsible for the standard rate tuition for that entire course's credit hours.

## Default Tuition Rates

Annually, the default rates are calculated based on the foundation funding for secondary schools. For the 2018-2019 academic year (beginning with summer term), the default rates are:

### Semesters

- Ceiling (online and on-campus courses): \$166.28 or the college/university's standard tuition per credit hour rate (whichever is less)
- Mid-level (college faculty travel to high school): \$83.14
- Floor (approved credentialed high school teacher teaching at the high school): \$41.57

### Quarters

- Ceiling (online and on-campus courses): \$110.85
- Mid-level (college faculty travel to high school): \$55.43
- Floor (approved credentialed high school teacher teaching at the high school): \$27.71

(ORC 3365.01, 3365.07)

Private colleges may charge students a fee per credit hour to participate if they have determined that the costs for CCP students exceed the reimbursement amount paid by the state of Ohio. The amounts for 2018-2019 are as follows:

- For students who enroll in courses on the college campus or online, the maximum amount is \$158.76 per credit hour. (Note: This maximum amount is calculated annually based on the Foundation amount for public schools.)
- For students who enroll in courses delivered at the high school taught by college faculty, the maximum amount is \$125 per credit hour.
- For students who enroll in courses delivered at the high school and taught by an approved credentialed high school teacher, the maximum amount is \$100 per credit hour. (ORC 3365.07)

## Alternate Funding Agreements

Institutions of higher education and their partnering secondary schools may enter into agreements to establish an alternative payment structure for tuition, textbooks, and fees instead of using the default tuition rates. Under the agreement, payments for each participant shall not be less than the default floor amount, unless approved by the Chancellor, and not more than the default ceiling amount. The agreements must:

- Be executed and made available by February 1 (annually)
- Comply with applicable laws and rules
- Not exceed one academic year

- Indicate that the admission process at an institution of higher education, as well as the decision to admit students for purposes of participating in CCP, are not contingent on the completion of an alternative funding payment structure agreement
- Include a provision that the agreement cannot be used by either party to limit participation of a student in enrolling in courses not part of the agreement
- Indicate that the per-credit hour rate, including one set below the floor, for each course delivery option identified under the agreement, is applied as a uniform rate to all students subject to the agreement, including summer term
- Include an attached letter indicating the institution's board of trustees' or equivalent governing authority authorized the terms of the alternative payment structure agreement
- Include all costs associated with the program, including but not limited to, textbooks and associated course fees and must not exceed student cost caps

(ORC 3365.07, OAC 3333-1-65-6)

If an alternative funding agreement is not mutually executed by February 1 (annually), then the default tuition amounts will be used for reimbursement (ORC 3365.07).

#### *Below the Floor Requests*

For institutions of higher education to offer a tuition rate below the established default floor amount, the institution must submit a request for "Alternative Funding Below the Floor" to the Chancellor of the Ohio Department of Higher Education.

For Academic Year 2017-2018, the requests were due on February 1, 2017, and the Chancellor approved the requests based on the assurance that the agreements comply with all other requirements of CCP to ensure program quality (ORC 3365.07).

For Academic Year 2018-2019, House Bill 49 changes the language of the approval. The provision permits, rather than requires, the Chancellor to approve waivers for agreements below the floor (ORC 3365.07).

If the Chancellor approves a waiver below the floor, the provisions of the agreement must comply with all other requirements of Ohio Revised Code Chapter 3365 to ensure program quality.

## Reporting

Public secondary school districts report enrollment through the Enrollment Management Information System (EMIS).

Institutions of higher education report enrollment through the CCP Data Portal and, for public colleges and universities, the Higher Education Information system (HEI). These include the following required reports from the postsecondary sector:

File	Brief Description and Purpose	Public	Private	Due Date
Student Data File	Student level course enrollment, credit hours, and method of deliveries. Used mainly for the payment/reimbursement system.	Required after day 14 of each term (or census day)	Required after day 14 of each term (or census day)	2 weeks after census day each term
Alternate Funding File	Captures the cost per-credit hour amount when there is an agreement signed with a district. Used for the payment/reimbursement system.	Only required if there are alternate funding agreements with districts	Only required if there are alternate funding agreements with districts	2 weeks after census day each term
Course Outcomes File	Captures the course outcomes for each term. Uses the same six key fields from the Student Data File and course outcome.	<i>NOT required.</i> Collected through HEI file submission.	Required.	30 days after the end of each term
College Readiness Assessment File	Student college readiness assessment scores. Used for program evaluation.	Required	Required	30 days after the end of each academic year
Demographics File	Student demographic and socio-economic status information. Used for program evaluation.	<i>NOT required.</i> Collected through HEI file submission.	Required	30 days after the end of the academic year
Compliance Questions	Survey questions related to program compliance	Required	Required	30 days after the end of the academic year

These required reports are based on the following statute (ORC) or rule (OAC) as listed in the table below:

Data Reporting

Statute or Rule	Responsible Party	Language
ORC 3365.04(G):	Public and Nonpublic Secondary Schools	Annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction pursuant to section 3365.15 of the Revised Code.
ORC 3365.05(H)	Public and Private Colleges	Annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction pursuant to section 3365.14 of the Revised Code.
ORC 3365.15	The chancellor of higher education and the superintendent of public instruction jointly shall do all of the following:	<p>(A) Adopt data reporting guidelines specifying the types of data that public and participating nonpublic secondary schools and public and participating private colleges, including eligible out-of-state colleges participating in the program, must annually collect, report, and track under division (G) of section 3365.04 and division (H) of section 3365.05 of the Revised Code. The types of data shall include all of the following:</p> <ul style="list-style-type: none"> <li>(1) For each secondary school and college: <ul style="list-style-type: none"> <li>(a) The number of participants disaggregated by grade level, socioeconomic status, race, gender, and disability;</li> <li>(b) The number of completed courses and credit hours, disaggregated by the college in which participants were enrolled;</li> <li>(c) The number of courses in which participants enrolled, disaggregated by subject area and level of difficulty.</li> </ul> </li> <li>(2) For each secondary school, the number of students who were denied participation in the program under division (A)(1)(a) or (C) of section 3365.03 or section 3365.031 or 3365.032 of the Revised Code. Each participating nonpublic secondary school shall also include the number of students who were denied participation due to the student not being awarded funding by the department of education pursuant to section 3365.071 of the Revised Code.</li> <li>(3) For each college: <ul style="list-style-type: none"> <li>(a) The number of students who applied to enroll in the college under the program but were not granted admission;</li> <li>(b) The average number of completed courses per participant;</li> <li>(c) The average grade point average for participants in college courses under the program.</li> </ul> </li> </ul> <p>The guidelines adopted under this division shall also include policies and procedures for the collection, reporting, and tracking of such data.</p> <p>(B) Annually compile the data required under division (A) of this section. Not later than the thirty-first day of December of each year, the data from the previous school year shall be posted in a prominent location on both the chancellor of higher education's and the department of education's web sites.</p> <p><i>(New information based on House Bill 49-Ohio Revised Code 3365.15)</i></p> <p>(C) Until December 2023, submit an annual report on outcomes of the college credit plus program that are supported by empirical evidence to the governor, the president of the senate, the speaker of the house of representatives, and the chairpersons of the education committees of the senate and house of representatives. The report shall include all of the following, disaggregated by cohort:</p> <ul style="list-style-type: none"> <li>(1) Number of degrees attained;</li> <li>(2) Level and type of degrees attained;</li> <li>(3) Number of students who receive a degree in two different subject areas;</li> </ul>

Statute or Rule	Responsible Party	Language
		<p>(4) Time to completion of a degree, disaggregated by level and type of degree attained;</p> <p>(5) Time to enrollment in a graduate or doctoral degree program;</p> <p>(6) The number of students who participate in a study abroad course;</p> <p>(7) How all of the measures described in division (C) of this section compare to both:</p> <p>(a) The overall student population who did not participate in the college credit plus program;</p> <p>(b) Any similar measures compiled under the former postsecondary enrollment options program, to the extent that such data is available.</p> <p>The first report shall be submitted not later than December 31, 2018, and each subsequent report shall be submitted not later than the thirty-first day of December each year thereafter until December 2023.</p> <p>(D) Establish a college credit plus advisory committee to assist in the development of performance metrics and the monitoring of the program's progress. At least one member of the advisory committee shall be a school guidance counselor.</p> <p>The chancellor shall also, in consultation with the superintendent, create a standard packet of information for the college credit plus program directed toward students and parents that are interested in the program.</p> <p>(E) The chancellor and the state superintendent also may submit a biennial report detailing the status of the college credit plus program, including an analysis of quality assurance measures related to the program, to the governor, the president of the senate, the speaker of the house of representatives, and the chairpersons of the education committees of the senate and house of representatives. If the chancellor and state superintendent choose to jointly submit the biennial report, both of the following shall apply:</p> <p>(1) The report shall include only data available through the higher education information system administered by the chancellor.</p> <p>(2) The first report shall be submitted not later than December 31, 2017, and each subsequent report shall be submitted not later than the thirty-first day of December every two years thereafter.</p> <p>(F) For purposes of this section, "cohort" means a group of students who participated in the college credit plus program and who, upon graduation from high school, enroll in an Ohio institution of higher education during the same academic year.</p>
OAC 3333-1-65.5	(A) Pursuant to section 3365.15 of the Revised Code, by July fifteenth of each year, each secondary school and institution of higher education with students enrolled under the college credit plus program shall submit the required data	<p>(1) The chancellor shall post the guidelines and any other pertinent information on the board of regents' website.</p> <p>(2) The superintendent shall post the guidelines and any other pertinent information on the department of education website.</p> <p>(3) If any institution of higher education or secondary school fails to submit required data, the chancellor and the superintendent may: withhold payment to, demand repayment from, suspend the ability to negotiate future alternative funding structure agreements or suspend the institution of higher education's eligibility to continue participating in the program.</p> <p>The chancellor or the superintendent, whichever is appropriate, shall do the following:</p> <p>(a) If the decision is to suspend an institution or secondary school's privileges under college credit plus, prior to such suspension, send written notice of noncompliance with a date not less than thirty days in which the institution or secondary school has to submit the data before the suspension goes into effect.</p> <p>(b) If the decision is to withhold payment, send written notice of noncompliance stating that funding is being withheld until the school submits the required data.</p> <p>(B) In addition to the required data submissions under paragraph A of this rule:</p> <p>(1) Institutions of higher education shall comply with ordinary procedures for data submissions otherwise required by law and for receipt of funding. The</p>

Statute or Rule	Responsible Party	Language
		chancellor will make efforts to avoid duplication of submission of data where possible. (2) Secondary schools shall comply with ordinary procedures for data submissions otherwise required by law and for receipt of funding.

### Payment Process

The enrollment reporting triggers the payment process. Data are matched by connecting the student enrollment information based on the Statewide Student Identifier (SSID) or the Unique Identifier Number (UIN) entered by the Institution of Higher Education (IHE) and the secondary schools. The process includes the following steps:

- The IHE submits enrollment reports no later than two weeks after the 15<sup>th</sup> calendar day of the term (including summer) roster of requested information to the CCP Data Portal.
- The data from the Data Portal are matched with data from the Enrollment Management Information System (EMIS) submissions from the secondary schools. The resulting matches are posted in the Ohio District Data Exchange (ODDEX) system. (There is a module within ODDEX used by all EMIS reporting entities as a means to verify CCP enrollment and credit hour rate.)
- The secondary school has 45 days to review the enrollment information in ODDEX to confirm or dispute the accuracy of the roster. Any disputes are “flagged” within the system. If the school does not respond, the roster will be considered accurate.
- The IHE reviews any flagged enrollments within the ODDEX system and has 10 calendar days to respond.
- If flagged enrollments are not resolved, the Chancellor and Superintendent will resolve the dispute.
- Summer is included with fall submissions for schools to review.
- The Ohio Department of Education will make payments to the IHE on all approved enrollments. (OAC 3333-1-65.7)

Refer to the table below for the complete language related to the Payment Process from the Ohio Administrative Code.



Payment References in OAC

Rule	Responsible Party	Language
3333-1-65.7	Public or Private College	<p>(1) The full name of the institution;</p> <p>(2) The full name of the school district in which the participating student is attending;</p> <p>(3) The term and year the college credit plus course is being delivered;</p> <p>(4) The roster date;</p> <p>(5) The SSID number for each public school student, and the UIN for each nonpublic and home school student, enrolled in that institution's college credit plus course as of the fifteenth day of the course;</p> <p>(6) The college credit plus course number as it appears in the postsecondary institution's published course catalogue;</p> <p>(7) The number of college credit hours conferred for the course, specifying semester or quarter hours;</p> <p>(8) The cost per credit hour to be paid for secondary students enrolled in the institution and participating in the identified college credit plus course, based on:</p> <p>(a) If the per credit hour rate is the default amount in accordance with division (B) of section 3365.01 of the Revised Code then disclose if;</p> <p>(i) The course is delivered on the college campus, at another location operated by the college, or online;</p> <p>(ii) The course is delivered at the secondary school and taught by postsecondary faculty member;</p> <p>(iii) The course is delivered at the secondary school and taught by a qualified adjunct instructor who may also be a secondary school teacher.</p> <p>(b) If the secondary and postsecondary parties agreed to an alternative per credit hour payment structure in accordance with division (A)(2) of section 3365.07 of the Revised Code, then disclose that agreed cost per credit hour.</p> <p>(B) The department of education shall promptly provide the college submission to the secondary school including summer enrollments in fall submissions.</p>

Rule	Responsible Party	Language
3333-1-65.7	Public Secondary School	<p>(C) Not later than forty-five calendar days after the department of education received the college submission, the secondary school shall confirm the accuracy of the information provided by the institution under paragraphs (A)(1) to (A)(8) of this rule or dispute the submission to the department of education with accompanying documentation evidencing the district's or secondary school's position.</p> <p>(1) The department of education shall promptly provide disputed supporting documents to college.</p> <p>(2) The college shall respond within ten calendar days.</p> <p>(3) The chancellor of the board of regents and the superintendent of public instruction will resolve the matter if the parties cannot resolve the dispute.</p> <p>(D) If a secondary school does not confirm the accuracy of the information provided by the institution or does not dispute the information within the time allotted, then the information shall be considered accurate as provided by the institution.</p> <p>(E) Not later than the thirtieth day after the end of the term, the department of education shall make payments to colleges based on their submissions, except for items that are disputed.</p> <p>(F) Not later than two weeks after the start of a summer term course, an institution expecting payment on behalf of students enrolling in a course offered during summer term shall provide to the department of education the information required under paragraph (A) of this rule.</p>

### CCP Portal

For higher education professionals to access the CCP Data Portal, a “Campus User Authorization Form” must be obtained from the Ohio Department of Higher Education and completed by each individual requesting access. Once the form is received, ODHE personnel will set up an account. An email will be sent to the individual to create a password.

To access various pages and resources, visit the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) webpage and click on “Resources for Administrators.”

- Under “CCP Data Submission Information, there are links to presentations, ODDEX, OEDS, and payment reports.
- Click on the “CCP Data Page” link to see all of the instructions and file layout information
- On the CCP Data Page, click on the link to access the login page for the CCP Data Portal.

## ODDEX (Ohio District Data Exchange)

To access the Ohio District Data Exchange (ODDEX) system, an individual must set up a SAFE Account on the ODE webpage. Search [www.education.ohio.gov](http://www.education.ohio.gov) for SAFE portal.

Once the individual has a SAFE account, the district's or college's Ohio Educational Data System (OEDS) Administrator must provide access for the individual to the "Commenter-CCP" role. Once the role has been assigned, the individual then visits the ODDEX site to set up an account. Follow the instructions to the "First-Time User Setup" page which is on this website:

<https://www.ssdt-ohio.org/oddex>

Within ODDEX, the College Credit Plus module is used by all EMIS reporting personnel as a means to verify CCP enrollment and credit hour rate. Personnel can set flags to indicate possible issues with the college's reporting. Districts have the ability to review/approve records for 45 days from the Last Updated Data. There is an auto-approval if no action is taken by the district after 45 days. The 45-day window resets whenever updated data by the college is submitted.

Additional information about the ODDEX system can be found within PowerPoints under "CCP Data Reporting Training Presentations" on the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) Resources for Administrator page.

## Selective Service

Under the provisions of the Ohio Revised Code 3345.32, a male student born after December 31, 1959, who is at least 18 years of age and who is classified as an Ohio resident by the public college or university he is attending, is required to be registered with the Selective Service System. The male student is required to provide his Selective Service number to the public college or university within 30 days of his 18th birthday. If he does not submit his Selective Service number, the student will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which he is enrolled.

## Athletic Eligibility

Student athletes must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five, one-credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Refer to the "Guidelines for Student Athletic Eligibility" document for more information or to [www.ohsaa.org](http://www.ohsaa.org).

## Important Dates

The table below provides annual deadlines for College Credit Plus as identified in ORC 3365 and OAC 3333-1-65. Note that the *nonpublic and homeschooled funding application* deadline may change depending on holidays and weekends.

### Deadlines for College Credit Plus

Dates	Details	Responsible Party
February 1	<b>Annual Notice</b> to students provided to students/families about the College Credit Plus program through multiple and easily accessible resources. (OAC 3333-65.1 and ORC 3365.04)	Secondary School <sup>3</sup>
February 1	<p>If college/university and secondary school negotiate an <b>Alternative Payment Structure Agreement</b>, the agreement must be executed by February 1 annually. (ORC 3365.07 and OAC 3333-1-65.6)</p> <p>If college/university seeks approval for alternative funding agreement with a secondary school that establishes a per credit hour payment below the floor, the <b>Alternative Agreement-Below the Floor</b> request must be submitted to the Ohio Department of Higher Education by February 1 annually. (ORC 3365.07 and OAC 3333-1-65.6)</p>	College/University and Partnering Secondary School
Between October 1 and February 15	Annual <b>Information Session</b> to allow each partnering college within 30 miles of the school to meet with interested students and parents. The session shall include the benefits and consequences of participation and outline any changes or additions to the requirements of the program. (ORC 3365.04 and OAC 3333-1-65.1)	Secondary School
Prior to participation in the program (March 31 annually)	<p><b>Counseling session</b> to students in grades six through eleven and to their parents to ensure students and parents are fully aware of the possible consequences and benefits of participation (ORC 3365.04).</p> <p>Prior to registering for courses, secondary school shall notify the student of the total number of college credits a student participate may earn under CCP in an academic year (OAC 3333-1-65.2)</p>	Secondary School

<b>Dates</b>	<b>Details</b>	<b>Responsible Party</b>
Varying dates	Students apply for <b>admission</b> under the College Credit Plus program by the college deadline. The institution upon review of assessment and application materials will make eligibility and admission decisions.	Students apply directly to the college/university.
Between February 1 and April 1	Students complete and submit the <b>Intent to Participate</b> form. (ORC 3365.03 and OAC 3333-1-65.1)	Public School Students provide to school principal or equivalent.  Nonpublic School and Homeschool Students provide to Ohio Department of Education via email: CCPIntentLetter@education.ohio.gov.
April 13, 2018 (during a period established by the Ohio Department of Education – to be determined annually)	Nonpublic and home school students submit <b>funding application</b> via SAFE account.  Submission must include college acceptance letter. Homeschool students must also include letter from district of residency excusing student from compulsory education. (OAC 3333-1-65.8)	Nonpublic and homeschool students and families submit application through Ohio Department of Education’s SAFE system.
Mid-May (not later than five weeks after the close of the application period)	The Ohio Department of Education will notify each nonpublic and home school applicant of the student’s <b>funding award</b> . (OAC 3333-1-65.8)	Ohio Department of Education  Student must provide a copy of the funding award letter to the college/university to confirm eligible credit hours.  Nonpublic secondary school counselors can access their students’ funding award letters.
14 Calendar Days prior to the first day of classes	<b>Pre-term Notice of Admission</b> to be sent to participant, parent, and secondary school of that participant’s admission to the college and to the specific courses under the program. Notice must include course registrations and credit hours. (ORC 3365.05 & OAC 3333-1-65.3)	College/University

<b>Dates</b>	<b>Details</b>	<b>Responsible Party</b>
Upon receipt of Pre-Term Notice	Secondary School <b>verifies student hours</b> with review of all Pre-Term Notices to ensure the student has not exceeded the allowed amount. If the hours are exceeded, secondary school shall promptly notify the student of the issue and give the student the choice of adjusting schedule to comply with the maximum 30 college credit hours or self-paying outside of the CCP program. (OAC 3333-1-65.2)	Secondary School
Prior to the first day of the term of enrollment	College/university must provide to each participating student the name, contact information, office hours, and meeting process of the <b>academic advisor</b> assigned to the student. (OAC 3333-1-65.3)  College/University must provide to each school counselor: 1) a roster of participants from that school who are enrolled in the institution and 2) a list of course enrollment and the date signifying when withdrawal from a course would negatively affect a participant's grade. (OAC 3333-1-65.3)	College/university
Not later than two weeks after the 15 <sup>th</sup> calendar day after the CCP course starts	<b>Payment Submission:</b> College/university must submit required data elements to the Ohio Department of Education via the CCP Data Portal. (OAC 3333-1-65.7)	College/university
Not later than 21 Calendar Days after the first day of classes	College/university sends <b>Confirmation of Course Enrollment Notice</b> listing courses and hours of enrollment to participant and secondary school. (ORC 3365.06 and OAC 3333-1-65.3)	College/university
Not later than 45 calendar days after Payment Submission	Secondary school shall <b>confirm the accuracy</b> of the information provided by the college/university or dispute the submission via the ODDEX system. (OAC 3333-1-65.7)	Secondary School

<b>Dates</b>	<b>Details</b>	<b>Responsible Party</b>
Not later than the 30 <sup>th</sup> day after the end of the term	The Ohio Department of Education shall make <b>payments to colleges</b> based on their submission except for items that are disputed. (OAC 3333-1-65.7) House Bill 49-ORC 3365.07 added that “except in cases involving incomplete participant information or a dispute of participant information, payments shall be made by the last day of January for participants who were enrolled during the fall term and by the last day of July for participants who were enrolled during the spring term.”	Ohio Department of Education
July 15	Secondary school and college/university must submit required data. (ORC 3365.15 and OAC 3333-1-65.5 and OAC 3333-1-65.7)	Secondary School and College/University
Annually	College/university must provide all secondary teachers with at least one three-hour professional development session. (OAC 3333-1-65.4)  During the first year a secondary teacher instructs the college course, at least one-full period classroom observation and then alternative academic years thereafter. OAC 3333-1-65.4)	College/University

<sup>3</sup>Secondary School references in Ohio Revised Code specifically indicate all public and participating nonpublic secondary school. Note that “participating” is a school that actively engages in College Credit Plus or when a nonpublic school student chooses to participate.

## References & Websites

<b>Resource</b>	<b>URL</b>
Accuplacer	<a href="https://accuplacer.collegeboard.org/">https://accuplacer.collegeboard.org/</a>
ACT	<a href="http://www.act.org/">http://www.act.org/</a>
College Credit Plus	<a href="http://www.ohiohighered.org/ccp">www.ohiohighered.org/ccp</a>
National Alliance for Concurrent Enrollment Partnerships (NACEP)	<a href="http://www.nacep.org/">http://www.nacep.org/</a>
Ohio Administrative Code (OAC)	<a href="http://codes.ohio.gov/oac/3333-1-65">http://codes.ohio.gov/oac/3333-1-65</a>
Ohio Alliance for Dual Enrollment Partnerships (OADEP)	<a href="http://www.nacep.org/oadep/">http://www.nacep.org/oadep/</a> <a href="http://www.oadep.org">www.oadep.org</a>
Ohio Department of Education (ODE)	<a href="http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus">http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus</a>
Ohio Department of Higher Education (ODHE)	<a href="https://www.ohiohighered.org">https://www.ohiohighered.org</a>
Ohio High School Athletic Association (OHSAA)	<a href="http://ohsaa.org/">http://ohsaa.org/</a>
Ohio Legislature, 2017	<a href="https://www.legislature.ohio.gov/laws/ohio-codes">https://www.legislature.ohio.gov/laws/ohio-codes</a>
Ohio Revised Code	<a href="http://codes.ohio.gov/orc/3365">http://codes.ohio.gov/orc/3365</a>
SAT	<a href="https://collegereadiness.collegeboard.org/sat">https://collegereadiness.collegeboard.org/sat</a>
Transfer information	<a href="https://transfercredit.ohio.gov/">https://transfercredit.ohio.gov/</a>



## Document Resources

Within this handbook, several documents were mentioned and are provided on the following pages. Please note that these documents can also be found separately on the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) webpages.

**New Provisions for College Credit Plus  
Amended Substitute House Bill 49**

This table provides a brief overview of the provisions within the Ohio biennium budget (HB 49) that reference College Credit Plus. Please note that the Ohio Revised Code and Pages in HB 49 are provided, so individuals can seek exact language. This document is provided only for guidance and summary purposes.

<b>Provision</b>	<b>Description</b>	<b>Effective Dates<sup>1</sup> (Term or Academic Year)</b>	<b>Ohio Revised Code</b>	<b>Page in Am. Sub. HB 49</b>
Early College High School	<ul style="list-style-type: none"> <li>Exempts Early College High School (ECHS) programs from the requirements of College Credit Plus (CCP) provided the program meets the ECHS definition and is approved by the Superintendent of Public Instruction and the Chancellor of Higher Education</li> <li>Changes definition of ECHS programs</li> <li>Removes multiple references to ECHS programs</li> </ul>	Academic Year 2018-2019	3313.6013	Pages 837-840, 1095, 1108
References to Ohio Board of Regents	<ul style="list-style-type: none"> <li>Changes multiple references of Ohio Board of Regents to Ohio Department of Higher Education</li> </ul>	Academic Year 2017-2018	3365.01	Page 1093, 1098, 1099
Standard Rate Definition	<ul style="list-style-type: none"> <li>Defines the Standard Rate of tuition assessed per credit hour for in-state students enrolled in undergraduate courses</li> </ul>	Academic Year 2017-2018	3365.01	Page 1094
Student Appeals	<ul style="list-style-type: none"> <li>Changes the appeal process if a principal does not approve consent for a student to participate (if the student seeks consent after April 1)</li> <li>Appeals can be made by student to the school district superintendent or governing entity</li> <li>Establishes that the decision of the superintendent or governing entity is final</li> </ul>	Spring 2018 for Academic Year 2017-2018	3365.03	Page 1096
Student Eligibility	<ul style="list-style-type: none"> <li>Specifies student eligibility for CCP:               <ol style="list-style-type: none"> <li>Students must be remediation-free in accordance to one of the assessments in the Uniform Statewide Standards for Remediation-Free Status document</li> <li>If a student scores within one standard error of measurement (SEM) below the remediation-free threshold and the student has a 3.0 GPA, the student is eligible to participate</li> <li>If a student scores within one SEM below the remediation-free threshold and the student receives a recommendation from a school counselor, principal or career-technical program advisor, the student is eligible to participate</li> </ol> </li> </ul>	Academic Year 2018-2019	3365.03	Pages 1096-1097, 3330
Student Assessment	<ul style="list-style-type: none"> <li>Requires institution of higher education to pay for one assessment to determine student eligibility</li> </ul>	Any assessment after Effective Date (September 29, 2017 per Legislative Service Commission)	3365.03	Page 1098
Annual Notice Deadline	<ul style="list-style-type: none"> <li>Changes date to February 1 for secondary schools to provide information about CCP to all students in grades six through eleven</li> </ul>	February 1, 2018	3365.04	Page 1098

<b>Provision</b>	<b>Description</b>	<b>Effective Dates<sup>1</sup> (Term or Academic Year)</b>	<b>Ohio Revised Code</b>	<b>Page in Am. Sub. HB 49</b>
Minimum Grade for Credit	<ul style="list-style-type: none"> <li>Governor Kasich vetoed this amendment; therefore, this provision is not in effect</li> </ul>	VETOED	3365.04	Pages 1099, 1101
Recipients of enrollment notice	<ul style="list-style-type: none"> <li>Eliminates the requirement to send written notice to the superintendent of public institution (14 days prior and 21 days after first day of classes)</li> </ul>	Next term beginning after the Effective Date (September 29, 2017 per Legislative Service Commission)	3365.05	Page 1100
Eligible Courses	<ul style="list-style-type: none"> <li>Allows the Chancellor of Higher Education and the Superintendent of Public Instruction to adopt rules specifying which courses are eligible for CCP funding</li> <li>Specifies information to be addressed within the rule</li> </ul>	To be specified within the adopted rule	3365.06	Pages 1102-1103
Default Payment Structure	<ul style="list-style-type: none"> <li>Clarifies that the default ceiling payments under CCP shall not be more than the college's or university's standard rate</li> <li>Permits, rather than requires, the Chancellor to approve waivers for agreements below the funding floor</li> </ul>	Next term beginning after the Effective Date pending report and system updates (September 29, 2017 per Legislative Service Commission)	3365.07	Pages 1103-1106
Textbooks	<ul style="list-style-type: none"> <li>Am. Sub. HB 49 removed all provisions regarding CCP textbooks.</li> </ul>	No changes to current law	3365.07	Page 1104
Dates for Payments to IHE	<ul style="list-style-type: none"> <li>Requires payments to be made to IHE by January 31 for summer and fall enrollment and July 31 for spring enrollments except in cases involving incomplete participant information or a dispute of participant information</li> </ul>	January 31, 2018	3365.07	Page 1106
Underperforming Students	<ul style="list-style-type: none"> <li>Allows the Chancellor of Higher Education and the Superintendent of Public Instruction to adopt rules specifying conditions under which an underperforming participant may continue to participate in CCP</li> <li>Specifies information to be addressed within the rule</li> </ul>	To be specified within the adopted rule	3365.091	Page 1107
Appeal of grades dispute	<ul style="list-style-type: none"> <li>Changes the appeal of grade dispute decisions between a school and a CCP participant from the State Board of Education to the Ohio Department of Education</li> </ul>	Any grade dispute occurring after Fall 2017	3365.12	Page 1109
Biennial & Outcomes Reports	<ul style="list-style-type: none"> <li>Requires an outcomes report, due annually from December 2018 through December 2023, with data related to student degree completion and attainment and compares CCP participants with non-CCP participants</li> <li>Makes the biennial report, due December 2017 and every two years thereafter, permissive and includes data from the Higher Education Information system detailing the status of the CCP program</li> </ul>	Outcomes Report: December 31, 2018  Biennial Report: December 31, 2017	3365.15	Pages 1110-1111
Minor Labor Law Requirements	<ul style="list-style-type: none"> <li>Exempts CCP students in a state-recognized pre-apprenticeship program from minor labor law requirements</li> </ul>	Next term beginning after the Effective Date (September 29, 2017 per Legislative Service Commission)	4109.06	Page 1370

<sup>1</sup>This table indicates which term (e.g., semester, quarter) or academic year the provision will be in effect. Academic Year for College Credit Plus begins with Summer Term and ends with Spring Term.



## High School Graduation Course Substitution Crosswalk

This information includes general guidelines about college courses that can be substitutions for high school requirements. The list does not include all possible examples of courses. All course substitutions must be nonremedial and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to other Ohio Department of Education guidance for other options (e.g., credit flex, physical education waiver).

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
English language arts (4 high school credits)	Courses in literature, composition, journalism, speech, applied communication	Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the curriculum requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.
Health (1/2 high school credit)	Any health courses	
Mathematics (4 high school credits)	Any math courses	Students must earn one unit of algebra II or the equivalent of algebra II.  Students may use math CCP/AP/IB courses to satisfy the curriculum requirements but schools must administer the EOC tests (in algebra I or integrated math I and geometry or integrated math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.
Physical Education (1/2 high school credit)	Courses in which the main concentration is participation in physical activity, fitness, and/or exercise.	
Science (3 high school credits)	Any science courses	Students must earn: <ol style="list-style-type: none"> <li>1) one unit of physical sciences,</li> <li>2) one unit of life sciences and</li> <li>3) one unit of advanced* study in one or more of the following sciences:               <ul style="list-style-type: none"> <li>• chemistry, physics or other physical science;</li> <li>• advanced biology or other life science;</li> <li>• astronomy, physical geology or other earth or space science</li> </ul>               (*Note: A CCP science course does satisfy the advanced study requirement.)             </li> </ol> Schools must administer the biology EOC test to all students in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher.

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
Social studies (3 high school credits)	<p>Courses in social science, humanities, psychology, western civilization, political science</p> <p>American History substitutions must include the study of history of the Americas or western civilization (i.e., must include U.S. History).</p> <p>American Government substitutions must include the study of the American political system.</p>	<p>For the classes of 2018 and 2019, students must earn credits in American history and American government (one-half credit each).</p> <p>Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course.</p> <p>For the class of 2021, students must earn one-half credit in world history and civilizations (in addition to American history and American government). World History substitutions must be history courses that include the study of multiple civilizations outside the U.S. with an element of historical examination. Human geography, world issues, world history and other world studies courses may meet the requirement.</p>
Electives (5 high school credits)	<p>Various courses will satisfy elective requirements</p> <p>Foreign language: Any foreign language course (including American Sign Language)</p> <p>Fine Arts: Courses in drama/theater, dance, visual art, or music</p>	<p>Students must earn credit in one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.</p> <p>Students must complete at least two semesters of fine arts taken at any time in grades 7 through 12.</p>
Financial literacy	Various economics, financial, social science, or humanities courses which include the concepts of economics and financial literacy	All students must receive instruction in economics and financial literacy during grades 9-12. Districts must verify that students have received these concepts in a specific course or the district may provide the concepts in an alternative format.
Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)	CPR/AED courses	Schools must provide training for students in CPR and AED beginning in 2017-2018.

May 2017, Ohio Department of Education and Ohio Department of Higher Education

# Impact of Student Grades and Decisions to Withdraw



## College Credit Plus: Impact of Student Grades and Decisions to Withdraw



Student Scenario	Grade Eamed	Is Being an Economically Disadvantaged Student a Factor?	High School Graduation Impact	Eligible to Retake Course under CCP	Option to Retake the College Course	Payment Responsibility Course	Course Payment Responsibility IF Course is Repeated
Student passes course but wants to retake it	"D-" or above grade on college transcript	No	College course grade is applied to high school transcript in satisfaction of graduation requirement in that subject area.	No	If the college's policy allows students to retake a course(s), then the student may choose to do so <i>outside</i> of the College Credit Plus program.	School District	Student/Family at the college's regular tuition rate
Student withdraws before the 15th day after the college course begins	None	No	Student has not satisfied the intended high school graduation requirement.	Yes	Under College Credit Plus	No payment	School District
Student drops or withdraws after the roster date, 14th day after the college course began*	None	Yes	Student has not satisfied the intended high school graduation requirement.	Yes	Under College Credit Plus	School District District may seek family reimbursement for tuition amount paid to the college for that student's enrollment in that course only, if the student is not economically disadvantaged pursuant to O.A.C. 3333-1-65.6	School District
Student receives a failing grade in the course	"F" or "E" grade	Yes	A failing grade is applied to student's high school transcript. If the course is retaken, in accordance with the college's policy, then the new grade may be applied to student's high school transcript in satisfaction of graduation requirement in that subject area.	Yes	If the college's policy allows students to retake a previously failed course.	School District District may seek family reimbursement for tuition amount paid to the college for that student's enrollment in that course only, if the student is not economically disadvantaged pursuant to O.A.C. 3333-1-65.6	School District

A College Credit Plus program participant is not eligible to receive a "no grade" course outcome, except for a "W" indicating the student withdrew from the course.

\*The district's reimbursement option for when a student drops or withdraws after the roster date, 14th day after the college course began is effective in accordance with the guidance located here. [https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/CCP/CCP\\_revised-interpretation\\_tuition-reimbursement\\_012516.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/CCP/CCP_revised-interpretation_tuition-reimbursement_012516.pdf)

January 25, 2016

## Guidelines for Student Athletic Eligibility

Produced By The Ohio High School Athletic Association

For School Counselors

Revised 4/15



As a school counselor, you are a vital link of the OHSAA team in efforts to promote scholarship and protect the eligibility of students. Information contained on this card will acquaint you with the OHSAA scholarship bylaws and regulations. In addition to the OHSAA standards, your school may have other standards that apply. Any questions you have concerning standards should be reviewed with your school principal or athletic administrator.

**NOTE:** In addition to any local standards or state mandated standards (GPA), the OHSAA standards must be met without exception in order to maintain athletic eligibility.

### OHSAA Bylaws for Students in Grades 7-12

Please familiarize yourself with the following OHSAA Bylaws:

- All beginning seventh graders are eligible insofar as the scholarship bylaw.
- All beginning ninth graders must have passed a **minimum of five** of all subjects in which enrolled the immediately preceding grading period.
- Eligibility for each grading period is determined by grades received in the preceding grading period. Per Bylaw 4-4-1, a grading period is defined as the school's Board-adopted calendar (e.g. six week, nine week, 12 week or semester). **Semester and yearly grades have no effect on OHSAA eligibility.**
- Grades 9-12:** To be eligible, a student-athlete must have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards along with those participating via state law that permits home educated, non-public, community and STEM school students to participate at public schools in the district of residence of the parents).
- Grades 7-8:** To be eligible, a student-athlete must have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period. Students who are participating via state law that permits home educated, non-public, community and STEM school students to participate at public schools in the district of residence of the parents must also comply).
- For eligibility, summer school grades shall not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken in the preceding grading period.

**NOTE:** "Grading period" is defined as your school's board-adopted calendar. In most school districts, this is a nine-week period, while some districts use six- or 12-week periods or semesters. It should also be noted, however, that interim, biweekly or weekly evaluations are not considered "grading periods," and restoration of eligibility is NOT permitted after such evaluations.

### Examples of Determining Student Eligibility – Grades 9-12

Passing grades must have been received in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4.

#### Example 1: 1st Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English 10	C	1 - all year	1	1 x 1 = 1
Spanish I	D	1 - all year	1	1 x 1 = 1
Health	B	1/2 - semester	2	1/2 x 2 = 1
Algebra	F	1 - all year	1	0
Computers	C	1/2 - semester	2	1/2 x 2 = 1
Social Studies	C	1/2 - semester	2	1/2 x 2 = 1
<b>Total Credits</b>				<b>5 = eligible for 2nd grading period</b>

#### Example 2: 4th Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English	C	1 - all year	1	1 x 1 = 1
O.W.E.	F	2 - all year	1	0
O.W.E.	D	1 - all year	1	1 x 1 = 1
History	B	1 - all year	1	1 x 1 = 1
Health	B	1/4 - semester	2	1/4 x 2 = 1/2
Typing	C	1/4 - 4th 9 weeks	4	1/4 x 4 = 1
<b>Total Credits</b>				<b>4 1/2 = ineligible for 1st grading period of next school year</b>

### College Credit Plus – New for 2015-16

Note: If a student is participating in the College Credit Plus program, regardless of where or how the post-secondary course is delivered, the calculation of equivalency has changed. Please note that in accordance with Bylaw 4-4-1, all courses taken in College Credit Plus must count toward high school graduation.

It is highly recommended that you review the program requirements and obtain a copy of the regulations governing College Credit Plus. This information can be found at [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp). In addition, eligible student selecting to participate in CCP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over, and 2.) The student-athlete is taking enough post-secondary course work exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. **College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately.** Examples of CCP options:

#### Example 1: 1st Nine-Week Grading Period

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
History	High	1 (year course)	1 x 1 = 1
Literature	CCP	3 semester hours	1 x 2 = 2
Calculus	CCP	5 semester hours	1 x 2 = 2
Biology	CCP	3 semester hours	1 x 2 = 2
<b>Total Credits</b>			<b>7 = eligible for 2nd grading period provided five credits passed.</b>

The factor of 2 is used for post-secondary institutions that are on the semester system.

(Over)

**Example 2: 4th Nine-Week Grading Period**

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
French	CCP	5 semester hours	1 x 2 = 2
Sociology	CCP	3 semester hours	1 x 2 = 2
Computers	CCP	2 semester hours	.67 x 2 = 1.34
Geology	CCP	3 semester hours	1 x 2 = 2
<b>Total Credits</b>			<b>7.34 = eligible for 1st grading period of next school year provided five credits passed</b>

The factor of 2 is used for post-secondary institutions that are on the semester system. Note that this student is taking all courses in CCP, which is acceptable.

**Block Scheduling**

Block scheduling or double blocking of courses does not change the calculation of credit equivalencies as required in OHSAA bylaws. Courses taken over one semester or one quarter (9-week period) carry a factor of 2 and 4, respectively. Therefore, if a student takes an English course during the first semester only and receives one credit for passing that course, that class carries an equivalency of 2 (1 credit x the factor for a semester course (2) = 2). Examples of block scheduling:

**Example 1: 1st Nine-Week Grading Period**

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English 10	C	1 - semester	2	1 x 2 = 2
Spanish 2	C	1 - semester	2	1 x 2 = 2
Health	B	1/4 - 1st 9 weeks	4	1/4 x 4 = 1
<b>Total Credits</b>				<b>5 = eligible for 2nd grading period</b>

**Example 2: 3rd Nine-Week Grading Period**

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
Calculus	B	1 - semester	2	1 x 2 = 2
French	C	1 - semester	2	1 x 2 = 2
Phys. Ed	A	1/4 - semester	2	1/4 x 2 = 1/2
<b>Total Credits</b>				<b>4 1/2 = ineligible for 4th grading period</b>

For information on Credit Flex as it relates to OHSAA eligibility standards, please go to [www.ohsaa.org/eligibility/default.asp](http://www.ohsaa.org/eligibility/default.asp)

**Examples of Determining Student Eligibility – Grades 7-8**

Passing grades must have been received in a minimum of five of all subjects in which enrolled in the immediately preceding grading period. All courses in which a student receives a grade count toward this eligibility requirement.

**Example 1: 1st Nine-Week Grading Period**

Subject	Grade
English	F
Math	B
Home Economics	B
Computers	C
Music	C
Health	F
<b>Credits Passed</b>	<b>4 of 6 classes = NOT eligible for 2nd grading period</b>

**Example 2: 3rd Nine-Week Grading Period**

Subject	Grade
English	F
Math	D
Industrial Arts	C
Music	B
Computers	B
Physical Education	B
<b>Credits Passed</b>	<b>5 of 6 classes = eligible for 4th grading period</b>

**Quick Reference for Protecting Student Eligibility**

- Parents and students share the responsibility to comply with scholarship standards. Therefore, a student should be advised not to drop a class without first consulting with the athletic administrator to determine whether it will affect athletic eligibility.
- Advise any student-athlete who desires to transfer that transferring may affect eligibility. At the beginning of the ninth grade year, students may enroll in and attend any member school that accepts him or her. Once eligibility has been established at a member school, a student who transfers will be ineligible for all contests until the first 50 percent of the maximum allowable regular season contests have been competed in any sport in which the student participated during the previous 12 months unless one of the exceptions to the transfer bylaw is met. Should one of your student-athletes plan to transfer, set up a meeting between the student-athlete, his/her parents and your school principal or athletic administrator to review what effect the transfer will have on athletic eligibility.
- Be knowledgeable of the OHSAA eligibility requirements.
- Attempt to identify students who are or may become athletes when reviewing class schedules. *Insure that student-athletes are taking enough courses to meet the eligibility requirements so that they may participate the next grading period.*
- Work closely with the coaches and athletic director.
- Contact the athletic director or principal on questions pertaining to eligibility and ask them to discuss any unresolved issues with the administrators in the OHSAA office who handle eligibility issues.

**NOTE:** The OHSAA has no minimum grade point (GPA) requirement, thus issues regarding eligibility when only the GPA is of concern is strictly a local school district matter and not an OHSAA matter.

For additional information, contact: **Ohio High School Athletic Association**  
 4080 Roselea Place, Columbus, Ohio 43214  
 Office Hours: Monday - Friday 7:30 a.m. - 4:30 p.m.  
 Telephone: (614) 267-2502 • Fax: (614) 267-1677 • Website: [ohsaa.org](http://ohsaa.org)

The complete text of the Bylaws and Regulations is published in the OHSAA Handbook, which is mailed to your school each summer and is posted on the OHSAA website.