

# College Credit Plus (CCP) Underperforming Students Dismissal and Appeals Process

(Also See Board Policy)

College Credit Plus (CCP) Underperforming Students Dismissal and Appeals Process per Ohio Administrative Code 3333-1-65.13

## Curriculum Pages

*The College Credit Plus Dismissal Appeals policy for the Centerville City School District is based on the requirements of Ohio Administrative Code 3333-1-65.13. Students who have been placed on CCP Dismissal or who have been placed on CCP Probation that prohibits the student from taking a course in the same subject and wish to appeal must notify the district superintendent within five business days after being notified of the CCP Dismissal or CCP Probation status. The district will notify the college or university in which a student is enrolled that the student has requested an appeal. The district superintendent will issue a decision on the student's appeal within ten business days after the date of the appeal is made. The decision of the superintendent is final.*

*To request an appeal, a student must provide a written explanation of why the student should be*

- 1) removed from CCP Dismissal or*
- 2) permitted to take a course in the same subject while on CCP Probation.*

*The district superintendent will review the written explanation and will consider the following possible activities that a student has taken:*

- 1. Completion high school courses with an established grade point average greater than or equal to a 3.0-3.5 during the term of dismissal including all courses taken during the term of dismissal. No semester grade shall be below a C during the term of dismissal;*
- 2. Completion of tutoring, extra course assistance, as available;*
- 3. Development of an individual pathway plan that includes high school graduation requirements and possible college courses; and*
- 4. Student shall maintain an attendance rate of greater than or equal to 93% during the term of dismissal.*

*The district superintendent has the discretion to allow a student to participate in the program if the student meets other factors to demonstrate readiness.*

*Note: The CCP Probation and CCP Dismissal policy (OAC 3333-1-65.13) does not alter, supersede, or affect any college policy or procedure on academic probation or dismissal through the college. Students wishing to appeal the college's policy must do so by following the college's procedures.*

**Student and Parent Information**  
**College Credit Plus**  
**CC+ Probation and CC+ Dismissal**



Student's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_  
Notification Meeting Date: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
School Representative: \_\_\_\_\_ Location: \_\_\_\_\_  
Counselor: \_\_\_\_\_ Unit/School: \_\_\_\_\_

This document may be used for students who are underperforming and may be placed on CC+ Probation, or if a student is deemed ineligible to participate and may be dismissed from the CC+ program.

**College Credit Plus (CC+) Probation** *(Check if this applies)*

Students in the College Credit Plus program who are deemed "underperforming" and are placed on CCP Probation are due to the following conditions (check one or both, as applicable):

Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.

Withdraws from, or receives **no credit** for, **two or more** courses in the **same term**. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition associated with the course.)

**Probationary Conditions and Dismissal**

- A student on CC+ Probation may enroll in no more than one college course and the student will not enroll in a college course in the same subject in which the student earned a grade of D or F or for which the student received no credit.
- If the student had already registered for more than one course prior to being placed on CCP Probation, the **student must request each college or university to dis-enroll the student from courses as necessary.**
- The student, as noted above, may continue to be enrolled in one course. **The student must notify that college in which course the student would like to remain enrolled.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. That student is also then considered an ineligible student and is dismissed from the CC+ program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student's cumulative GPA to a 2.0 or higher, the student is removed from CC+ Probation and may participate in the program without restrictions.
- **If the grade does not raise the cumulative GPA to a 2.0 or higher the student will be dismissed from the College Credit Plus, the secondary school is responsible for dismissing the student from the program.**

CC: Coordinating Principal, Unit Principal, Counselor(s), College Credit Plus Coordinator, and Superintendent/Designee.

\* Please place this form in the student's file and update the tracking information for this student.

**Student and Parent Information**  
**College Credit Plus**  
**CC+ Dismissal**

Student's Name: \_\_\_\_\_  
Counselor: \_\_\_\_\_

Meeting Date: \_\_\_\_\_  
Unit/School: \_\_\_\_\_

**CC+ Dismissal** *(check if this applies)*

Students in the College Credit Plus program who are deemed "ineligible" and are placed on CCP Dismissal when the student meets the definition of an underperforming student for two consecutive terms of enrollment.

**Dismissal:**

- Any student on CCP Dismissal may not take any college courses through the program.
- If the student had already registered for college courses prior to being dismissed, **the student will request each college to dis-enroll the student from the courses.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

***Appeals Process***

A student may appeal to the district superintendent or school governing entity the CC+ Dismissal or prohibition from taking a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received not credit.

The governing entity or superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student's CC+ status and may do any of the following:

- Allow the student to participate in the program without restrictions.
- Allow the student to take a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.
- Allow the student to participate in the program on CC+ Probation.
- Maintain the student's status on CC+ Dismissal from the program.

***The secondary school's policy (developed prior to the start of summer term 2018) must be attached to this document.***

- The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
- The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
- The district superintendent or school governing entity will issue a decision on the student's appeal within ten business days after the date the appeal is made.

**Complete these dates to inform the student of dates that must be met if an appeal is requested:**

- Notification Meeting Date (same as date on page 1): \_\_\_\_\_
- Student Request for Appeal by this date (five business days after the notification date): \_\_\_\_\_
- Secondary School Decision by this date (ten business days after the student requests the appeal): \_\_\_\_\_
- *The decision of the superintendent or governing entity is final.*
- The secondary school will promptly notify any college or university in which the student is enrolled of the decision.
  - If the decision is to continue the CCP Dismissal, the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.
  - If the superintendent or governing entity fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. If the decision on the appeal is made after the college/university's no-fault withdrawal date, the secondary school will pay for those courses.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

District Representative \_\_\_\_\_

Date: \_\_\_\_\_

*CC: Coordinating Principal, Unit Principal, Counselor(s), College Credit Plus Coordinator, and Superintendent/Designee.*

\* ***Please place this form in the student's file and update the tracking information for this student.***