



College



Credit

Plus

Handbook

Centerville's College Credit Plus Program

Ohio's new College Credit Plus can help you earn college and high school credit at the same time by taking college courses from Ohio college/universities. The purpose of the program is to promote rigorous academic pursuits and to provide a wide variety of options for college-ready students.

Local tax dollars are diverted from the school district's General Fund to pay for student's tuition and textbooks. Students attend Ohio's public colleges can earn both college and high school credit simultaneously, tuition is free as a part of the College Credit Plus program (CC+).

Centerville has partnered with:

- On Campus Offerings:
 - Wright State University (on-campus courses) –English courses
 - Sinclair (on-campus courses) – Career Tech

- Off Campus Courses:
 - Sinclair Community College, and
 - Wright State University for off campus options.
 - Miami
 - Other public and participating private institutions

How can I participate?

If you are a student in grades 7-12 you can apply for College Credit Plus admission to an Ohio public or participating private college. The college will admit you based on your college-readiness in one or more subject areas. This handbook will help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated high school graduation date.

How can College Credit Plus benefit me?

College Credit Plus provides more options for you to pursue rigorous academic coursework beyond the high school classroom. Under College Credit Plus, you can complete your freshman year of college or more, or explore college content that interests you. Earning college credits while you're in high school can reduce your time and costs of attending college after high school. The transcribed college credits you earn from a public Institution of Higher Learning will transfer to any Ohio public Institution of Higher Learning.

How do college courses earn me high school credit?

College Credit Plus allows students enrolled in high school to earn college credit that may apply toward Centerville's high school graduation requirements. Your counselor will help you understand how courses may be used for your graduation requirements.

How are high school graduation requirements affected?

High school graduation requirements will not be waived as a result of participation in College Credit Plus (CC+). You will not receive a diploma until after the required courses are successfully completed and the Centerville graduation requirements are met.

College Credit Plus does not replace the local requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Even if you are enrolled in college courses, you must take the required State assessments in English I, English II, Algebra I, and Geometry. If you are enrolled in a CC+ course on a college campus taking Biology, American History or American Government you may substitute for these required courses the student's end of course grade from the college course for the end of course exam. The final grade from the course will correspond with a point scale used for graduation requirements.

Centerville graduation requirements are based on yearlong courses in English (4 credits), Math (4 credits), Science (3 or 4 credits), Social Studies (3 credits), Health (.5 credit), PE (.5 credit), Fine Arts (1 credit), and Electives (3 or 4 credits) for a total of 20 credits. These requirements will not be waived for our on campus Credit Plus courses. We believe the quality of the experiences we offer students in a face to face environment is crucial to later success in college.

Students taking CC+ courses online or on a college campus will work with their counselor to meet graduation requirements. Each three semester credit hour class is equal to one Carnegie unit for courses taken off campus.

What Are the College Readiness Indicators?

A student who meets or exceeds the following thresholds will be deemed as remediation free and eligible to enroll in a college credit-bearing course at any of Ohio's public institution of higher education. **Colleges may require higher entrance exams for specified course, these thresholds are determined by the college/university.**

- * ACT: English Sub Score 18, Reading Sub Score 22, Math Sub Score 22
- * SAT: Writing & Reading 480, Math 530
- * Accuplacer Classic: Sentence skills 88 or 5 on Writeplacer, Reading 80, Math 55 CLM
- * Scores college ready on college/university placement exam(s), this score is determined by the college or university.
- * (See link for Student Eligibility Assessment Testing)
 - <https://www.ohiohighered.org/sites/ohiohighered.org/files/Student%20Eligibility%20Table%202018%202019%2010%2017%202017.pdf>

What are Alternative Pathways to qualify for College Credit Plus?

Beginning in 2018-19 school year students who do not meet College Readiness scores may be able to qualify for College Credit Plus. Please visit the Ohio Department of Higher Education for more information.

<https://www.ohiohighered.org/ccp/faqs>:

- Students must have an overall high school GPA of 3.0 or above.
- Have a letter of recommendation.

Where can I take College Classes?

Centerville may some offer College Credit Plus courses on our high school campus. You may also travel to the college where you have been admitted or enroll in one or more online courses offered by that college. The Centerville City School District is not responsible for transportation for students to college campuses. If you select one of the neighboring colleges you must meet that college's admission criteria for the course you want to take. Centerville has partnered with Wright State University and Sinclair. Registration information is available on their web pages; you may take courses at multiple local public college or university for free.

Will College Credit Plus grades appear my high school transcripts?

Yes, high school credit awarded for courses successfully completed under College Credit Plus that are used to satisfy graduation requirements will be listed on your high school transcript and will calculate into your high school and possibly your college GPA. All CC+ courses will be weighted courses if a similar course is weighted in the same department as the CC+ course.

Conversion of college hours to high school credits:

- 3 or more college semester hours = 1.0 high school credit
- 2 college semester hour = .666 high school credit
- 1 college semester hour = .333 high school credit

How does CC+ impact athletic eligibility?

If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be eligible, students must be passing five, one credit courses. This guideline will remain in effect even if a student is participating in CC+. Please check with your Athletic Director and counselor to ensure that the course work you are taking is compliant with the OHSAA.

<http://www.ohsaa.org/Portals/0/Eligibility/EligibilityGuidelinesGuidanceCounselors.pdf>

How many college credits can a student earn?

Students can earn a **maximum** of 30 college semester credit hours per academic year and a **maximum** of 120 college semester credit hours prior to their high school graduation.

The Ohio Board of Regents has established a formula that students must refer to when registering for high school and college courses. This formula is utilized to insure that students do not exceed full-time status. Full-time status can be calculated as follows:

1. Determine student's number of high school ONLY credits,
2. Multiply that number by 3, and
3. Subtract the result from the number 30
4. That number is the total number of college credits that CC+ students may earn that academic year.

Example: If a student is taking a full schedule at Centerville High School (six periods-six units), you will take $6 \times 3 = 18$ and subtract 18 from 30 to get 12. Then 12 credits would be the MAXIMUM number of college semester credits that a student can take during the academic year. If a student goes over the maximum number of semester credit hours, the students/parents would be responsible for the financial costs associated with that college course.

What are my academic and social responsibilities?

You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to your school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

What courses are available through CC+?

Once you are admitted to an Ohio college for College Credit Plus, you may take any course in the college's course catalogue that is not remedial or religious, and that applies toward a degree or professional certificate, in a subject area in which you are college-ready. Not all college courses will satisfy your high school graduation requirements. All College Credit Plus courses you take:

- Level 1- first 15 credit hours must be transferable (CTAG, OTM, TAG, and/or CTAG).
- Level 2- any other course that is not a Level I course.

Who pays for college admission, textbooks, fees and transportation?

Students attending a public college will not be charged for tuition, books, or fees. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with law. Responsibility for transportation rests with the student. Students who qualify for the free and reduced lunch program may not have to pay any fees to a private college. Students will be responsible for parking fees on the college campus.

What if I fail a class?

Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district will seek reimbursement for the amount of state funds paid to the college on your behalf for that college course and textbooks purchased for the course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. If a student fails a CC+ course during spring semester, the high school student may not be eligible for the summer term of College Credit Plus.

Does college credit transfer after graduation?

Thanks to Ohio's Transfer to Degree Guarantee, many entry-level courses earned at an Ohio public college are guaranteed to transfer to any other Ohio public college. Credits earned at private colleges, or those that you want to transfer to an out-of-state institution, will be evaluated on a case-by-case basis by the institution you are seeking to attend. Go [to https://transfercredit.ohio.gov](https://transfercredit.ohio.gov) to learn more about credit transfer among the state's public institutions of higher education. This tool allows you to find the best pathways to degree completion and launch successful careers! Earning college credit will not affect applications for financial aid/scholarships limited to entering freshmen.

Are private school and homeschool students eligible for CC+?

Yes. College Credit Plus is an opportunity available to all 7-12 grade students who are accepted into the program by a college or university within Ohio. The program operates in much the same way regardless of what high school a student attends. However, students attending a private high school and homeschool students must apply to the Ohio Department of Education to receive funding to underwrite their costs.

PLEASE CHECK: https://www.ohiohighered.org/content/college_credit_plus_info_students_families#overview
https://www.ohiohighered.org/content/college_credit_plus_info_students_families

What are the required steps to participate in College Credit Plus?

Each year Centerville will hold information sessions and list information on our district web site regarding the College Credit Plus Program prior to March 1. By March 31st partnering colleges will hold information sessions on how to apply to their institution.

1. All students interested in participating in Centerville's College Credit Plus program must **submit an "College Credit Plus Intent Contract" to their Unit Counselor no later than March 31st**. The form must be signed by both the student and parent and either mailed postmarked by April 1st or emailed or submitted electronically to the school by **March 31st**. **The CC+ Intent Contract must be completed in its entirety. This intent form must be completed annually for those students wishing to continue in the CC+ program.**
2. Contact colleges for information, application forms, and criteria for acceptance into their College Credit Plus program. You must go through the procedures established by the college for CC+ admission and it is the student's responsibility to take any required college placement test to assure you are college-ready. Contact the college for the placement test information.
3. For students who need to take a **placement test** for admission purposes, they must contact the college or university or make individual arrangements. Centerville does not provide college placement testing.
4. Register for classes at the college that you have been admitted to and provide a copy of your schedule to your Unit Counselor.
 - a. If the student decides to make any changes in course selections which were approved by CHS Unit counselor. **Any changes need to be communicated to your Unit Counselor.**
 - b. Please note that Unit Counselors are only available for a limited number of days before and after the school year. Please schedule an appointment with them **BEFORE** summer break, if possible.
 - i. Your counselors may not be available during the summer. If you have concerns over your schedule, then see your counselor prior to the first week of school.
 - ii. Please provide your counselor with a copy of your college schedule.
5. **Returning CC+ students** must submit the **CC+ Intent Contract** and re-apply for the new school year.
6. Remember it is the responsibility of the student and his/her family to meet college application and registration deadlines.

Note: Centerville City School District may not overload/change courses to accommodate CC+ coursework. Scheduling conflicts are not the responsibility of the school district or college. CHS will work with the student to accommodate potential conflicts in scheduling but may not be able to resolve all conflicts for a variety of reasons. In some cases, college courses may be dropped due to low enrollment.

How are grades calculated for CC+?

GPA and Credit Conversion for CC+:

Per HB 487, CC+ courses **must** receive the equivalent weighted grade as any weighted course within the same content area.

The grade from the university **MUST** appear the same on the high school transcript as it does on the college transcript. The conversion of the grade to the honor scale will be calculated into the student's GPA, if/when the course receives the honors conversion.

Grades may be received by the high school after the high school semester concludes. The school district will do its very best to have the grades entered prior to graduation. This may cause issues with graduation. Posting and the receipt of grades is determined by the university and the district will react when these grades are received.

CHS Grading Scale:

Grade Scale		Honors Grade Scale	
Letter Gr.	%	Letter Gr.	%
A+	97-100	H+	97-100
A	93-96	H	93-96
A-	90-92	H-	90-92
B+	87-89	A+	87-89
B	83-86	A	84-86
B-	80-82	A-	81-83
C+	77-79	B+	78-80
C	73-76	B	75-77
C-	70-72	B-	72-74
D+	67-69	C+	69-71
D	63-66	C	66-68
D-	60-62	C-	63-65
F+	55-59	D+	60-62
F	50-54	D	57-59
F-	0-49	D-	54-56
		F+	52-53
		F	50-51
		F-	49-BELOW

Giving Weighted Grades:

- * All Core Courses will receive weighted grades:
 - o (ELA, Math, Science, Social St+ World Lang., Fine Arts)
 - o If a weighted course is offered at CHS, the equivalent weighted grade must be awarded within the same content area.
- * CC+ Courses not receiving Weighted Grades:
 - o Health
 - o PE
 - o Business Courses
 - o Comp. Science
 - o Most electives
- * *This conversion will be completed by CC+ Coordinator*

The CC+ Coordinator determines the coding of each course based on the categorization of that course determined by the university.

Conversion of college hours to high school credits:

- o 3 or more college semester hours = 1.0 high school credit
- o 2 college semester hour = .666 high school credit
- o 1 college semester hour = .333 high school credit

Who can I contact with questions regarding CC +?

For more information on Center College Credit Plus Program contact:

- * Your student's Unit Counselor at Centerville High School:
 - **Central Unit:**
Marion Delatore
Career Pathways Coordinator and Guidance Department Chairperson
marion.delatore@centerville.k12.oh.us
 - **East Unit**
Meghan Leiker
Last names: A-Ki
meghan.leiker@centerville.k12.oh.us

Samantha Stingley
Last names: Kj-Z
samantha.stingley@centerville.k12.oh.us
 - **South Unit**
Andrea Fleishman
Last names: A-Ki
andrea.fleishman@centerville.k12.oh.us

Beth Buck
Last names: Kj-Z
beth.buck@centerville.k12.oh.us
 - **West Unit**
Stella McCrory
Last names: A-Ki
stella.mccrory@centerville.k12.oh.us

Kensie Everhart
Last names: Kj-Z
kensie.everhart@centerville.k12.oh.us
- (or)
- **Coordinator of College Credit Plus**
Eric S. Gearhart
Principal,
School of Possibilities &
Coordinator of College Credit Plus
Eric.Gearhart@centerville.k12.oh.us

Deadlines for CC+?

- * **Submit a “College Credit Plus Intent Contract” to their Unit Counselor no later than **March 31th**.** The form must be signed by both the student and parent and either mailed or electronically submitted (postmarked by April 1st or submitted electronically by March 31th). **The CC+ Intent Contract must be completed in its entirety.**
- * *This intent form/contract must be completed annually for those students wishing to continue in the CC+ program.*
- * Students should have all supporting documentation to their Unit Counselor (by April 20th)
(*Second to the last Friday in April*)
- * Books need to be turned in at the end of each semester.
- * **Sinclair Community College:**
 - Please check their application deadline and other CC+ information for Sinclair’s courses
<https://www.sinclair.edu/academics/k12/college-credit-plus/>
- * **Wright State University:**
 - Please check their application deadline and other CC+ information for Wright State’s courses
<https://www.wright.edu/college-credit-plus>

What are the maximum college credits that can be taken?

Students enrolled in the College Credit Plus program can only take up to 30 college credit hours per academic year and NOT more than 120 college credit hours in high school. Also, students in the College Credit Plus program can NOT exceed full time status. Full time status is calculated as follows:

1. Determine student’s number of high school ONLY units,
2. Multiple that number by 3, and
3. Subtract the result from the number 30.
4. That number is the total number of college credits that a College Credit Plus student may earn that academic year.

Example: If a student is taking a full schedule at Centerville High School (seven periods-seven units), you will take $7 \times 3 = 21$ and subtract 21 from 30 to get 9. Then 9 credits would be the MAXIMUM college credits that a student can take during the academic year. If they go over the maximum amount, students/parents would be responsible for financial costs associated with that college course. (The calendar year begins in summer term to spring term of the following year).

If a student exceeds the maximum number of college credits that can be earned, then the student/family becomes financially responsible for any cost associated with the overage (Self-Pay). What course(s) associated with the overage will be determined by the registration date.

College Credit Plus Student/Parent Checklist



Application Process:

- Meet with your counselor and inform him/her of your intent to participate in the CC+ program.
Go to Centerville Schools Website- High School Guidance Page- view the College Credit Plus Power Point and review the Student Handbook. Then, go to the link for College Credit Plus Intent Contract. Please fill out this Google form on CHS Guidance webpage under College Credit Plus.
- Turn in "College Credit Plus Intent Contract" submit it electronically by:
(by March 31st) ***This intent form/contract must be completed annually for those students wishing to continue in the CC+ program.***
- Test College ready on a college placement test (ACT, SAT, ALECs, Accuplacer, etc...
(Send those scores to the college/university)
- Complete the University College Credit Plus Application. Please bring in your completed college application into your Unit Counselor. (Online applications must be printed out and given to your counselor)
(by May 1st when applicable)
- Submit supporting documents required by the college/university to your Unit Counselor (by April 20th)
(authorization form, signature page, or application verification to guidance).
[When Applicable]
- Guidance will mail supporting documents and transcripts to the university by the end of the deadline. Students may also need to take the documents to the college where student is applying and continue to follow the college's procedure for College Credit Plus.
- Students will send their official placement scores to the university, such as their ACT score. This is a requirement for CC+. Students may need to follow up or contact the university regarding placement tests.
- Once admitted, student will receive a congratulatory letter and an authorization form from the college. The student must follow the college's instructions and identify college courses of interest. The student will seek advisement from the college counselor.
- If the student decides to make any changes in course selections which were approved by CHS Unit counselor. Please submit **any changes concerning your schedule to your Unit Counselor.**
- The last requirement for CHS students is they **MUST** bring in a final copy of their college schedule to their CHS counselor.

What is Next?

- Notify your Unit Counselor if you have been accepted or denied admittance.
- Please note that Unit Counselors are only available for a limited number of days before and after the school year. Please schedule an appointment with them **BEFORE** summer break.
 - Please submit your CC+ Schedule to your counselor. If changes are made to the schedule, please let your counselor know.
 - If you have concerns over your schedule, then see your counselor prior to the first week of school.
 - You will receive your CHS schedule on the first day of school.
 - If a conflict arises, you will be contacted by a representative at Centerville High School.
 - Centerville City School District may not overload/change courses to accommodate CC+ coursework.
- If you are accepted to a college, turn in your college schedule to your Unit Counselor as soon as possible. This helps with the scheduling process.
- The student is responsible for turning in all college information to the high school as well as the college/university as well as meeting the deadlines that have been established.

College Credit Plus English Course Offered at CHS



Students interested in taking CC+ English need to register for **ENG 1100: Academic Writing and Reading #C12000** and/or **ENG 2040: Great Books – Literature #C12002**, the dual-enrollment College Credit Plus English courses offered at CHS next year.

In order to take these classes, you must complete the following required steps. Failure to complete these steps will prevent you from taking the course.

STEP ONE: Submit a Letter of Intent to Participate in College Credit Plus form to your guidance counselor by April 1st. The form is available in each unit guidance office. If you do not submit the form, you cannot take the course.

STEP TWO: Apply to Wright State University as a College Credit Plus student by May 1st. <https://www.wright.edu/undergraduate-admissions/college-credit-plus/enrollment-process>
See your guidance counselor as soon as possible, since he or she must sign your application and provide you with an official high school transcript. If you do not apply to Wright State University by the deadline, you cannot take the course.

STEP THREE: Obtain and submit to Wright State your official ACT/SAT scores. If no ACT/SAT scores are available, a Wright State Writing Placement Test is required after you apply. Placement testing should be completed by June 1st. If you do not earn a qualifying ACT/SAT score or placement test score, or if you do not take the placement test before the deadline, you cannot take the course.

Students must have the following qualifying scores on the ACT or SAT:

- *ENG 1100: A score of 21 or above on the ACT English examination, or a score of 550 or above on the SAT Reading and Writing examinations, or a score of 86 or above on the Wright State writing placement examination*
- *ENG 2040: A score of 18 or above on the ACT English examination, or a score of 490 or above on the SAT Reading and Writing examinations, or a score of 84 or above on the Wright State writing placement examination*

Note: You will not need math scores for taking WSU's CC+ English course offered at CHS. (This only applies to ENG 1100 or ENG 2040. You will need to be included on the math waiver. However, if you take any other CC+ course you will need to meet that college/university placement scores which include a math placement test and/or ACT/SAT.

In order to meet all deadlines, please complete these steps right away. Priority placement will go to seniors. The number of sections available at CHS has not yet been determined. If you have any questions, please see your guidance counselor or Mr. Gearhart (in South Unit Guidance Office). Mr. Gearhart has Monday office hours. He will be in his office after 12 P.M. on most Mondays.

College Pathways

Academic Pathways have been created by high schools and colleges/universities to guide students to choose courses within an academic program. High School students may know which career area they might be interested in, but have not yet declared a major. These pathways will align students within an academic arena, but not a specific major. After a CC+ student completes 12 credit hours, they may be asked to declare a major. In order to do so, the student will need to meet with their college academic advisor. Declaring a major will help prevent the loss of credits when pursuing an associate's and/or bachelor's degree.

Students who plan on transferring credits earned while taking College Credit Plus courses should work with their college/university advisor to ensure that the credits will transfer, courses may successfully transfer into a specific program at a college or university. All courses that transfer should be coded Ohio Transfer Module (OTM) or Transfer Assurance Guide (TAG) courses, which guarantee transfer to all Ohio public colleges. Students who plan to transfer to a different college/institution, or out of the state of Ohio, or to a private institution should also work closely with the receiving institution, which is the school that they plan to transfer. This is the best way to assure that the course(s) taken will transfer. Please contact the Registrar's office at the receiving institution to see if the courses taken while enrolled in CC+ may successfully transfer.

Please contact your college/university to further explore their College Credit Plus Pathways.

- Sinclair Pathways
 - <http://www.sinclair.edu/www/assets/Image/Hom-Aca-HigSchPro/Pathways%20Packet%20updated.pdf>

- Miami Pathways
 - <http://miamioh.edu/admission/high-school/ccp/ccp-pathways/>

- Cedarville Pathways
 - <https://www.cedarville.edu/Admissions/College-Now/College-Credit-Plus/College-Credit-Plus-FAQ.aspx>

How do I find my CC+ Textbooks at CHS Library/IMC?

[All WSU and Sinclair students should report to the CHS Library to find his/her textbook.](#) We have a wide selection of books at CHS. If we do not have that textbook, then go to the college campus bookstore.

Students needing textbooks will need the following information before coming to the library.

1. Schedule
2. Syllabus or online access to the college webpage (*see below*)
3. Course name + Course number

How do I find out what book I will need for Sinclair?

- Go to the Sinclair Bookstore https://tartanstore.sinclair.edu/buy_textbooks.asp?
- The student will need to have their schedule or syllabus
 - Books can be found through our bookstores website by typing in the campus, term, course and section number.



A screenshot of the Sinclair Bookstore website. At the top is a dark red navigation bar with links for 'Textbooks', 'Merchandise', 'Customer Service', and 'Sinclair Athletics'. On the right side of the bar, there is a 'Sign In' button and the text 'You Are Not'. Below the navigation bar is a white section titled 'Shop Course Materials'. Underneath this title, there is a paragraph explaining that the bookstore makes it easy to find textbooks for every class. Below the paragraph are navigation links: 'Find It > Add It > Buy It'. There is also a link for 'Not sure what to do? Click for instructions.' and the text 'Sinclair College textbooks'. The main content area shows a form with two steps: '1. Select a Campus Term' with a dropdown menu showing '----- Select A Campus Term -----' and '2. Select a Department'.

How do I find out what book I will need for Wright State?

- It's available online. <https://wright.bncollege.com>
- Click on Shop Textbooks
- Students plug in their class and section and it tells them the books.
 - Students can see it as soon as they register.

A screenshot of the Wright State University bookstore website. The top navigation bar is dark green with the 'WRIGHT STATE UNIVERSITY' logo on the left and a search bar on the right. Below the navigation bar is a white banner with the text 'FREE IN-STORE PICKUP'. Underneath the banner is a large image of a person wearing a green backpack. Overlaid on the image is the text 'GET READY FOR THE NEW TERM' in large green letters, followed by 'We Price Match Textbooks! Learn More >' and a black button with the text 'SHOP TEXTBOOKS' in white.

Textbook Purchase and Return Policy

Each college/university has their own unique way to purchase and return textbooks and other materials associated with your course(s). The book(s) are purchased by the school district for your student to use as a part of the College Credit Plus program. If you fail to return this book, you will be charged as a result.

BEFORE GOING TO THE WSU or SINCLAIR BOOKSTORE, stop by the CHS Library/IMC. We have many books in our library for College Credit Plus. When you visit the high school library you will need:

- **Schedule+ syllabus or online access to the college.**
- **Course name + Course number**
 - **That way you know what books and editions of that book that you may need for your course(s).**

Beginning of the Semester:

Student's purchase or lease textbooks directly from the college. If a student needs to go to the college bookstore, please communicate to the bookstore that you are a Centerville student and the district will be billed for your textbooks. Wright State, Miami, and UC lease textbooks to their students. Some textbooks are leased and some books are purchased at Wright State.

However, Sinclair and *some* WSU books are purchased through the university. The school district purchases those books on the student's behalf. Those books need to be returned to CHS.

End of the Semester:

Textbooks have been provided for you to use throughout the semester. Sinclair and/or WSU students, if these textbooks were purchased with district funds and therefore are the property of the school district. Please return your college textbook to IMC/Library office at the conclusion of the college semester. When you return your books, please fill out the CC+ Book Return Form. If the book(s) are not returned you will be billed the cost of the textbook. (*Please see the next page*)

For non-Sinclair & WSU students, please return the textbooks to your university bookstore. Please follow the university protocol outlined by the college/university.



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Book Return Form

Student Name:		School Official Initials:
Student ID:		
University Attended:		Date Collected (<i>school official</i>):
Date Returned:		
School Year:		

Course:	Book Name:	Semester/Term (Please Circle)		
		Summer	Fall	Spring
		Summer	Fall	Spring
		Summer	Fall	Spring
		Summer	Fall	Spring
		Summer	Fall	Spring
		Summer	Fall	Spring

A student needs to fill a form out each time he/she returns their books. If they attend multiple colleges/universities, the student will need to fill out a form for each institution he/she attended.

Underperforming Student Guidelines

A student is placed on CC+ Probation when he/she either:

- Has earned lower than a Cumulative 2.0 GPA in College Credit Plus courses. This Cumulative GPA is established by the college. It is not the students CHS GPA, **or**
- Withdraws from, or receives no credit (two or more courses in same term).
[https://www.centerville.k12.oh.us/uploaded/documents/chs/college_credit_plus/Probation_Dismissal_Summary_Guidance_\(10-24-18\).pdf](https://www.centerville.k12.oh.us/uploaded/documents/chs/college_credit_plus/Probation_Dismissal_Summary_Guidance_(10-24-18).pdf)

While on CC+ Probation, the student:

- Shall *only* enroll in one College Credit Plus course for one college term (semester or quarter).
- Shall not enroll in the college course in the same subject in which student previously earned D or F or received no credit.
- A student is placed on CC+ Dismissal when the student has failed to increase his or her GPA to 2.0 or above in College Credit Plus courses during the CC+ Probation term.

Appeals Process:

- Each student has a right to appeal their probation or dismissal to the College Credit Plus Coordinator. Please see your Unit Counselor in order to set up this meeting. Before the appeals meeting with the College Credit Plus Coordinator the student must fill out the CC+ Appeals form. This form and more information can be found on the College Credit Plus webpage:
https://www.centerville.k12.oh.us/uploaded/documents/chs/college_credit_plus/Probation_and_Dismissal_Board_Approval_and_Backup_CHS.pdf

Miscellaneous information regarding CC+

This handbook is the foundation of information required for students and parents regarding the CHS College Credit Plus program. As a district, we do our best to communicate new information as it pertains to the CC+ program. But you must remember, the college and the high school work cooperatively but independently of one another. The two institutions do not follow the same schedules, and may have different procedures/protocol. Students and parents need to familiarize themselves with both institutions so there are not any misunderstandings or errors throughout their CC+ experience.

The following is information that will be useful for the parents and students while participating in CC+.

- **The student as a self-advocate:**

- We cannot stress enough how important it is for the student to manage his/her own deadlines and paperwork while in the College Credit Plus program.
 - The district is **not** responsible for filling out paperwork for the student, nor is the district responsible for withdrawing a student from a course.
 - The student is responsible for filling out the CC+ paperwork required by the school district and the university, as well as meet all deadlines.
 - It is the student's responsibility to communicate to the school district and the university all matters of importance.
- There are penalties that can affect the student who does not self-advocate: grades, GPA, potential future student loans, financial obligations, and other areas that may not be specified if the student does not meet CC+ guidelines and deadlines. So it is extremely important for a student to be accountable in meeting all deadlines.

- **Not filling out an intent form and trying to participate:**

- If a student does not turn in an intent form by **April 1st**, then he/she cannot participate in CC+, nor can the student receive any college credit under the program.
- If a student registers at a college but did **not** fill out an intent form then:
 - The student will be removed from all CC+ courses.
 - The student needs to set up an appointment with their unit counselor to make schedule changes. The counselor is **not** responsible for withdrawing the student.
 - The student **MUST** withdraw from all university courses. It is the student's responsibility to fill out the proper university withdrawal forms by their designated deadline. If not, the student will be charged for the tuition, books, and other potential college credit plus cost.

- **Vacations and CC+:**

- Students who are participating in CC+ need to follow their university policies regarding breaks and Spring Break.
- If a student misses class, the university has the right and may penalize the student's grade due to missing class.
- Please check **beforehand** of with the university if you are looking to take any trips while the college is in session.