College Credit PLUS

# PROBATION & DISMISSAL

**UNDERPERFORMING STUDENT RULE**

OHIO ADMINISTRATIVE CODE 3333-1-65.13

**Rule 3333-1-65.13** went into effect starting the summer term of the 2018-19 academic year, defining underperforming students and providing regulations for College Credit Plus probation and dismissal from the program.

*PLEASE NOTE: This rule does not alter, supersede, or affect any college or university policies or procedures on satisfactory academic progress.*

## CCP PROBATION

**A student is placed on CCP Probation when he or she either:**

- Has earned lower than a cumulative 2.0 GPA in College Credit Plus courses.
  ***or***
- Withdraws from, or receives no credit* for, two or more courses in same term.

**While on CCP Probation, the student:**

- May only enroll in one College Credit Plus course for one college term (semester/ quarter).
- May not enroll in a college course in the same subject in which the student previously earned a D, F, or received no credit.*

## CCP DISMISSAL

**A student is placed on CCP Dismissal when the student has failed to increase his or her GPA to 2.0 or above in College Credit Plus courses during the CCP Probation term.**

- When placed on CCP Dismissal, the student may not enroll in any College Credit Plus courses for the following college term.
- At the end of the dismissal term, the student can request to be reinstated in the program.
- The student may appeal CCP Dismissal within 5 days of being notified of dismissal status.

## APPEALS

**Probation Appeals:**

- A student on CCP Probation may appeal the ability to take a course in the same subject in which he or she previously earned a D, F, or received no credit.*

**Dismissal Appeals:**

- Within 5 days of being dismissed, the student may submit an appeal to the secondary school to appeal CCP Dismissal.
- The secondary school shall determine whether the student may continue on CCP Dismissal, move to CCP Probation, or participate without restrictions per the school's adopted policy.

**For both types of appeals:**

- Each secondary school is required create a policy to direct the school's appeal process, as described in Ohio Administrative Code section 3333-1-65.13.
- Extenuating circumstances must be considered, separate from academic performance.

* *"No credit" under this rule has been interpreted to mean a transcript entry of W, NC, or equivalent.*

# CCP PROBATION & DISMISSAL ROLES & RESPONSIBILITIES

## Students, Parents, Secondary Schools, Colleges, & Universities

Review the complete rule (Ohio Administrative Code 3333-1-65.13 available at http://codes.ohio.gov) for details regarding course restrictions, dis-enrollments, policy development, counseling sessions, advising, etc.

## Secondary Schools

Are responsible for:

- Placing students on CCP Probation and/or CCP Dismissal, creating an appeals policy, and managing the appeals process.
- Reviewing the college grades and cumulative GPA's of students.
- Notifying the student and parents of a student's CCP Probation or CCP Dismissal status.
- Verify correct enrollment while on CCP probation.

## Colleges & Universities

Are responsible for:

- Sending pre-term notices of student enrollment to secondary schools.
- Sending student grades to secondary schools as soon as possible after the term ends.

## Homeschooled Students & Families

Review entire rule for details on compliance, funding, and payment responsibilities. Actions required by secondary schools must be taken by the parent of the homeschooled student.

## IMPLEMENTATION RESOURCES

*Visit the "**Underperforming Students Rule**" section of **www.ohiohighered.org/ccp/resources** for:*

- **Guidance for Creating an Underperforming Student Policy & Sample Template.**
- **CCP Probation and Dismissal Form** for use with students and families.
- **Probation Scenarios GPA Calculator** to assist with determining student GPA's.

# Montpelier Schools
# College Credit Plus
# Probation & Dismissal Form

## College Credit Plus Probation Notification

Student Name _____ Notification Meeting Date _____

The above named student has been placed on probation within the CCP program due to the following:

- ☐ Has earned a cumulative college GPA lower than a 2.0 in the classes taken through the CCP Program.
- ☐ Has withdrawn from, or received no credit for, two or more courses in the same term. Withdrawals will be defined as those courses dropped after the 14th day of the start of a term.

A student on probation within the CCP program must adhere to the following conditions:

- The student may enroll in no more than one college course and the student may not enroll in a college course of 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 has already registered for courses prior to being placed on probation, the student is responsible for ensuring they are dis-enrolled from any ineligible courses.
- If the student fails to ensure they are dis-enrolled from any ineligible courses resulting in a charge for said courses, the student will be held financially responsible for the cost of tuition and books for those courses and will be dismissed from the CCP in its entirety until a time to be determined by the secondary school.
- If the student is able to raise their cumulative college GPA to a 2.0 or above while on probation, the student will be removed from probation for the following term and may fully participate in the CCP program again.
- If the student does not raise their cumulative college GPA to a 2.0 or above during the probation term, the student will be dismissed from the CCP program in its entirety until a time to be determined by the secondary school.

I understand that by signing this form, I am verifying that I have read and understand the guidelines regarding my probation status within the CCP program.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Institution of Higher Education Representative Signature _____ Date _____

## College Credit Plus Dismissal Notification

Student Name Notification Meeting Date

The above named student has been dismissed from the CCP program in its entirety due to the following:

☐ Has been placed on probation for two (2) consecutive terms
☐ Failed to dis-enroll from ineligible CCP courses after being placed on probation within an adequate time frame, resulting in charges to the district

A student dismissed from the CCP program must adhere to the following conditions:

- The student may no longer take any college courses through the program until a time determined by the secondary school.
- If the student has already registered for courses prior to being dismissed, the student is responsible for ensuring they are dis-enrolled from any courses.
- If the student fails to ensure they are dis-enrolled from any courses resulting in a charge for said courses, the student will be held financially responsible for the cost of tuition and books for those courses and will continued to be dismissed from the CCP in its entirety until a time to be determined by the secondary school.

The following conditions will be placed on the student before consideration will be made regarding their re-entry back into the CCP program.

I understand that by signing this form, I am verifying that I have read and understand the guidelines regarding my dismissal from the CCP program.

Student Signature Date

Parent/Guardian Signature Date

Institution of Higher Education Representative Signature Date

**College Credit Plus Probation & Dismissal Board Policy Notice**

Note that this form represents a summarization of the official Board policy regarding underperforming students, probation and dismissal within the College Credit Plus program. For more information, please review Board policy.