Memorandum of Understanding 2023-2024

For College Credit Plus (CCP)

Between Stark State College and

Ohio Public and Private School Districts

The purpose of this Memorandum of Understanding between an Ohio public and private school district (District) and Stark State College (College, Institution of Higher Education, IHE) is to outline the responsibilities and funding arrangements pertaining to College Credit Plus (CCP) courses taught by college faculty. College Credit Plus for this agreement is defined as providing middle and high school students, grades 7-12, the opportunity to be enrolled in a college-level course or series of courses taught by the college and the IHE faculty (including courses taught by high school teachers who are credentialed IHE adjuncts). Upon successful completion of the course, the student will receive both high school graduation credit and college credit from the cooperating IHE. Stark State College and the school District will comply with all the laws, rules and timelines associated with College Credit Plus.
The District and Stark State College agree to the following:

Student Requirements:

1. Student must meet HB49 Eligibility Requirements for participation in the College Credit Plus program, unless requirements are waived or modified by the Chancellor. Stark State College will pursue waivers for all students and programs.

2. For acceptance into the program, the College will review the following application materials provided by the student:

   - Completed college application
   - High school transcripts
   - All Stark State College entrance requirements, including appropriate scores on ACCUPLACER, ACT and SAT tests
   - Permission Slip for Mature Content and Student Questionnaire

3. Completion of the "Succeeding Online" orientation course at least one week prior to the start of the online college course, in accordance with Stark State's calendar.

4. For online courses, student must have basic computer skills, such as sending email, attaching files to email, accessing the Internet, and word-processing skills.

5. The student is responsible for gaining access to a computer and Internet that meet the IHE requirements for students to complete assignments outside the normal school day

6. Students must setup Multi-Factor Authentication (MFA) to access College systems and resources.

Program Requirements:

7. All College Credit Plus courses must be non-remedial.

8. All College Credit Plus courses should be transferable with a grade of C or better.

9. The District will use the IHE text, materials, equipment, course syllabus and assessments.

10. The District needs to be aware of the Multi-Factor Authentication (MFA) requirement for CCP students and help accommodate this requirement to ensure students can access their College course materials in the classroom.

11. College Credit Plus Blended classrooms (containing both CCP students and non-CCP students) must have different learning expectations, as outlined on the syllabi provided by the CCP high school adjunct. Stark State College faculty will assist CCP high school adjuncts, as needed, with syllabi.

12. Parents should be made aware: "The subject matter of a course enrolled in under the College Credit Plus program may include mature subject matter or materials, including those of a graphic, explicit, violent, or sexual nature, that will not be modified based upon College Credit Plus enrollee participation, regardless of where course instruction occurs."

13. When classes are held at the school or online, Stark State College will provide the textbook. Stark State College also will manage the textbooks for the Districts, with assistance from the high schools. Please designate the person in your District who will work with Stark State's CCP Book Store.

Trista Claxon (Name)

claxont@npschools.org (Email)

14. As in the past, the District will provide the books for students who take courses on Stark State College's campus.

15. When an access code is required for a course taken at the high school, online, or on Stark State's campus, the District will be responsible for the cost of the code.

16. The District and the IHE will jointly provide student support such as counseling and tutoring. Using the IHE's Learning Management System, the IHE will assign each student an academic advisor and inform the student of the academic no-fault drop course date.

17. Districts (High School CCP Adjuncts) will provide Never Attends, Mid-Term Grades and Final Grades based on the IHE timelines.

18. Once students have completed the course(s), the IHE will submit official grades to the District in a timely manner.

19. The District and the IHE will implement the policies and procedures of the administrative rule for College Credit Plus underperforming students.

20. IHE and District agree that they will provide any necessary information needed for required College Credit Plus data collection.

21. The IHE and the District will collaborate annually on College Credit Plus informational meetings for parents and students. Teachers must meet Ohio Department of Higher Education and College guidelines for adjunct status.

22. The IHE will provide faculty to serve as mentors to adjunct faculty members to ensure that College-level work is maintained. College mentors will supply adjunct faculty members with all the required instructional materials and will schedule classroom observations, as required by College Credit Plus guidelines.

23. College Credit Plus adjunct faculty members will participate in at least three hours of Stark State faculty orientation and professional development activities, as required by College Credit Plus guidelines.

24. The IHE will provide adjunct faculty with course evaluations to be administered to students upon completion of the college course.

25. For online courses, the District will provide qualified high school teachers who will meet with students on a regular basis and provide face-to-face student support. Online instruction will be provided by the IHE faculty member.

26. At least one week prior to the start of the online course, supporting high school teachers must complete the online training course, "Succeeding Online."

27. Online courses will follow the IHE semester calendar.

Financial Structure:

28. Neither IHE nor District will charge tuition or fees to students.

29. The host institution of each laboratory course will provide all equipment and supplies that are normally kept in the laboratory. This includes weights, measures and glassware. The host institution will provide lab kits containing all required tools and safety equipment. There will be no reimbursement of the initial costs for providing such items between the Parties.

30. When Stark State is the host institution, the District will be responsible for the cost of replacing items from the lab kits that are not returned to the IHE in good condition, normal wear and tear expected. They are considered no different than a damaged or missing textbook.

31. The District will pay the IHE for course fees and service fees that have been established to pay a third-party for a service required for the student to participate in their course or field of study. These include individual course fees to cover the cost of consumables, health screenings, health records management, background checks, uniforms and other fees.

32. Self-Pay (Option A) students will pay the current IHE tuition rate in accordance with state rules, regardless of a signed MOU.

33. Tuition for students who withdraw from College Credit Plus courses will be in accordance with applicable rules. District will have College Credit Plus tuition deducted from their foundation

funds, as applicable, based on this agreement and College Credit Plus rules and timeline.

34. The IHE will retain all State Share of Instruction (SSI) funds for students completing all CCP courses.

35. In accordance with HB 49, the district will be charged tuition rates as follow:

    A. State of Ohio floor amount $41.64/semester credit hour for classes taken at a location operated by the District and taught by an IHE faculty member who is also a faculty member of the District. Stark State College will continue to pick up the cost and management of all textbooks.

    B. $61.64/semester credit hour for classes taken online taught by IHE faculty member. Stark State College will continue to pick up the cost and management of all textbooks.

    C. $82/semester credit hour for classes taken at a location operated by the District and taught by an IHE faculty member who is not also a faculty member of the District.

    D. $118/semester credit hour for classes taken at a location operated by the IHE

36. For courses taught by an IHE faculty member who is not a faculty member of the District, the College reserves the right to cancel the class if a minimum number of students is not enrolled; this will vary depending on the number of credit hours in the course and contact load hours for the faculty member.

This agreement supersedes all previous agreements.

Term of Agreement

The term of this agreement shall be for the 2023-2024 academic year, including the Summer session in 2023-2024. This agreement cannot be used by either party to limit participation of a student enrolling in courses that are not part of this agreement.

The parties listed below are in agreement with the above-stated conditions.

IHE: Stark State College

IHE President Para M. Jones Date 1/19/2023

School District New Philadelphia City

Superintendent Amy Wentworth Date 2/13/2023