

# CCP Checklist

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- Attend an Informational Session (evening or during school).
- TURN in the **Intent to Participate Form** to High School Counselor by **April 1**.
- TURN in the **Counseling Session Form** to High School Counselor by **May 1**.
- Apply to the college/university in which you plan to enroll using the College Credit Plus Application supplied by your college advisor by **May 1**.
- Create a Parchment account. The link can be found on the Amanda-Cleacreek High School Counseling Services web page, use the following link: <https://www.parchment.com/u/registration/19475/account> \*contact Ms. Julie Feliciano for assistance.
- Request your transcript from Parchment and have it sent to the college/university for which you are applying for CCP courses.
- If you are not a current high school student with a 3.0 GPA, you must schedule the Accuplacer or submit ACT scores (act.org) if permitted, to the college/university. \*This must be coordinated with your admissions advisor from the college/university, not the High School Counselor.
- Turn in signed **College Credit Plus Participation Consent Form** to High School Counselor by **April 1**.
- Turn in signed **FERPA form** to High School Counselor by **April 1**.
- Turn in signed **Mature Content Questionnaire & Permission Slip** to High School Counselor by **May 1**.
- Attend orientation for the college/university.
- Register for classes with your college/university admissions counselor. \*Once your forms are signed by your school counselor, it is your responsibility to ensure that your admissions counselor receives the registration paperwork by the deadlines. School Counselors are not responsible for completing this important step.
- Turn in a **copy of CCP registration for classes** to High School Counselor **by the last day of school**.
- Ensure that you are not registered for more than 30 credit hours per year (summer to spring). Make an appointment with your CCP Advisor and school counselor to make changes as needed/ complete the appropriate self-pay paperwork if applicable.
- Check your college/university & ACHS email accounts DAILY for important communication about your courses. \*You are strongly advised to forward your college/university emails to your ACHS email account for convenience.
- Most colleges/universities provide waivers for textbooks. Be sure to communicate with your college advisor about how to obtain your books/materials. \*If your institution does NOT provide vouchers, YOU MUST provide the High School Counselor with a list of required textbooks to order on your behalf as soon as possible.
- If you choose to drop/change your courses, you are responsible for obtaining the DROP/CHANGE form from your college advisor, completing the paperwork, obtaining signatures, and returning the completed form to your college advisor to avoid penalties.







### Can I Participate?

If you are a student in grades 7-12 you can apply for College Credit Plus admission to a public or participating private college. The college will determine your eligibility based on your college-readiness in one or more subject areas. Your school counselor can 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.



### How Do College Courses Earn Me High School Credit?

College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a high school credit.



### How Are High School Graduation Requirements Affected?

High school graduation requirements will not be waived as a result of participation in College Credit Plus.



**College Credit Plus (CCP) does not replace the 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 end-of-course exams in English I, English II, Algebra I and Geometry. You do not have to take the end-of-course exams in Physical Science, American Government, and American History if you are enrolled in College Credit Plus courses that substitute. A CCP student's end-of-course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.**



### Where Can I Take College Classes?

Some college courses under College Credit Plus may be offered at your high school. You may also travel to the college where you have been admitted or enroll in one or more online courses offered by that college.



### My High School Has a Formal Arrangement With a Local College to Offer College Credit Plus. Are Those the Only Courses I Can Take?

No. After you are admitted to a college, you can take any courses offered by that college that you are college-ready to take. Also, each Ohio high school has developed two sample pathways – one leading to 15 credits and another to 30 credits. These should be included in your high school's course offerings. However, students have no obligation to take courses identified on a pathway or to complete a pathway. Students can take courses offered in person or online by any public or participating private college in Ohio.

### Will College Credit Plus Grades Appear on My High School Transcript?

Yes. High school credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. College Credit Plus courses will be computed into the GPA using the same scale as Advanced Placement and International Baccalaureate classes in your district.



### How Does College Credit Plus 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 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. Please check with your counselor to ensure that the course work you are taking is compliant with the OHSAA.



### 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 College Credit Plus?

Once you are eligible for College Credit Plus and admitted to a college, you will work with an advisor to discuss course options. Students must complete specific course credits when they begin the program. An advisor will assist you with your choices.



### 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. Please talk with your counselor for details.





### 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 may, in some instances, seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. Students must remain in good academic standing while in the program with the college's satisfactory academic progress policy as well as the College Credit Plus Probation and Dismissal rules. Your advisor or school counselor can provide details.

### 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 College Credit Plus?

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 department of education to receive funding to underwrite their costs. PLEASE CHECK [HTTPS://HIGHERED.OHIO.GOV/CCP](https://higher.ed.ohio.gov/ccp) FOR INFORMATION, FORMS AND UPDATES.



## I Am Ready to Sign Up. What Are the Next Steps?

- Talk with your school counselor. Discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
- Prior to **February 1**, your district will provide information about the College Credit Plus program to all students in grades 7-12. An informational session will be held by **February 15** and all colleges and universities within a 30-mile radius will be invited to attend. If you cannot attend, schedule an appointment with your school counselor.
- By **April 1**, notify your school counselor by submitting the Intent to Participate form if you intend to participate in College Credit Plus during the next school year. After **April 1**, you will need permission from the school district principal to participate.
- You and your family should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available from your high school counselor and at the college's website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). You will have to take a college placement test to make sure you are college-ready. A map showing all Ohio public colleges can be found here: <https://higher.ed.ohio.gov/about/ohios-campuses>. Ohio private colleges can be found here: <https://higher.ed.ohio.gov/about/ohios-campuses/independent-campuses>
- Prior to college class attendance, your high school counselor will assist you in determining a course's equivalency to a high school course(s).
- Register for classes and provide a copy of your schedule to your high school counselor for review.



## Options for Enrollment in College Credit Plus

Ohio Revised Code section 3365.06 provides two options for College Credit Plus enrollment. Based on the order in which the options are listed within the statute, these are commonly referred to as "Option A" and "Option B." This summary sheet describes the two options available for College Credit Plus enrollment, payment, and credit earned.

### College Credit Plus (CCP) "Option A":

A student can choose to self-pay for tuition and costs of all textbooks, materials, and fees associated with a course under Option A.

- The student must meet the CCP eligibility and college admission requirements and choose to take courses that are allowable under CCP.
- A student must choose this option before the college's census date (usually 14 days after the start of term) by doing the following:
  - Student must notify the high school of the choice of Option A and the choice of receiving both high school and college credits or only college credit.
    - The credit received will be recorded on both the high school and college transcripts or college transcript only.
  - Student must notify the college to arrange for payment.
  - Student is not able to change options after the census date.
  - Student is billed directly by the college at the standard tuition rate, fees, and costs of textbooks.

Under no circumstances are sectarian or remedial courses eligible for CCP Option A or B.<sup>1</sup>

### College Credit Plus (CCP) "Option B":

A student can choose to utilize state funds for tuition and costs of all textbooks, materials, and fees associated with the course under Option B.

- The student must meet the CCP eligibility and college admission requirements and choose to take courses that allowable under CCP.

When choosing Option B, a student will automatically receive both high school credit and college credit:

- Option B is the default option for CCP students.
- A student will be automatically enrolled under Option B unless the student notifies the high school and college of the choice of Option A (as described above).
- A nonpublic school or homeschooled student will automatically utilize the state awarded funds under Option B.
  - If a nonpublic school or homeschool student wants to enroll in additional college courses which are partially or fully exceeding the awarded college credit hours, the student can choose Option A and will be responsible for the entire course and cost of textbook(s).

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<sup>1</sup> If a student chooses to self-pay for college courses **outside of the College Credit Plus program** (e.g., to take a sectarian course), the decisions pertaining to awarding credit are between the student, the secondary school, and the college. A student pursuing such options should be mindful that the student is not afforded the rights and protections afforded to students under the College Credit Plus program.





## **Amanda-Clearcreek College Credit Plus - General Information**

Thank you for your interest in the College Credit Plus (CCP) program with Amanda-Clearcreek High School. Below you will find detailed information regarding the program as well as a contract that is required by Amanda-Clearcreek for your participation in the CCP program.

It is imperative that you read and understand all information outlined in this document. Once accepted and enrolled in courses with a university, you are considered a college student and will be treated as such. This means that much of the responsibility falls to you as a student, just as it would if you were in a traditional college setting, and we must work with you the student, and not your parent, directly.

Please read the information below and ask questions to ensure you understand everything accurately.

### **Program Eligibility**

College Credit Plus (CCP) is a program that gives students an opportunity to be enrolled in both high school and college coursework at the same time. College Credit Plus (CCP) replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all dual enrollment programs. The Ohio Department of Higher Education has additional information at the following website:

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

- Any student in grades 7-12 is eligible to participate in College Credit Plus.
  - Students must be academically ready for college level coursework and willing to adhere to both the demands of college and high school simultaneously.
- All public secondary schools and all public colleges must provide an opportunity for academically eligible students in grades 7-12 to take college coursework.
  - The majority of these classes will be offered on the campuses/online through these universities.

### **Credits**

College credit are converted to high school credits in the following manner:

- 6 semester credits = 2.0 high school Carnegie credits
- 5 semester credits = 1.66 high school Carnegie credits
- 4 semester credits = 1.33 high school Carnegie credits
- 3 semester credits = 1.0 high school Carnegie credits
- 2 semester credits = .66 high school Carnegie credits
- 1 semester credit = .33 high school Carnegie credits

### **Transferring College Credits**

- Credits earned through CCP are transferable to many public and private institutions in Ohio and out of the state.
  - It is best to contact the university directly (including the specific school within the university) to verify what they will and will not accept CCP credits as.
- Students who want to transfer to another university will need to send their transcript from the Institution of Higher Learning (IHL) to the university they plan to attend.
- Many of these courses apply toward the general education requirement or as electives.
- You can use platforms such as Transferology to assist.

### **Financial and Transportation Obligations**

Under Option B: Tuition, course fees, and cost of textbooks will be paid for by the Amanda-Clearcreek Local School District. However, if a student enrolls in more than 30 credit hours (a combination of CCP and high school Carnegie credits), the student/parents/guardians will be notified and become responsible for paying for the entire CCP course that places the student over the allotted 30 credit hours.

\*If you are choosing Option A (self-pay) students and parents must work directly with the college/university to decide if the student wants to earn both high school & college credits.

The Amanda-Clearcreek Local School District is not responsible for providing transportation to college campuses for students who plan on taking their CCP courses at the college or university.

Each institution has a different policy when it comes to book purchases. Please email and ask the student's college advisor prior to the start of each semester.

**If a student fails a College Credit Plus course, the student will be financially responsible for the entire cost of the course. Amanda-Clearcreek Local Schools will have already paid for the course. Amanda-Clearcreek will bill the student for the cost of the course(s). The cost will be added to the students' school fees. This cost must be paid in full prior to graduation.**

### **High School and College Counseling Services**

The Amanda-Clearcreek Local School District will host a high school College Credit Plus meeting each year to share information with parents regarding CCP information and the process that will need to be followed to enroll students in CCP for the following school year. This is typically held in January, prior to the school year during which a student plans to participate in CCP.

The majority of Amanda-Clearcreek students take courses at Hocking College (hosted online and here at A-C), Ohio Christian University, Ohio University-Lancaster, and Columbus State Community College. Students are not limited to these institutions.

## **Enrollment and Scheduling**

Students interested in participating in the CCP program must complete the following:

- Complete the Letter of Intent to Participate in College Credit Plus and return to their school counselor before April 1 of the school year prior to the year they plan to participate in CCP.
- Apply to the university from which they want to take courses by deadlines at the college
- Meet all testing requirements for the college. This also means arranging any placement tests before the end of the school year to know if you are accepted or not.
- Schedule a meeting with their school counselor to discuss courses of interest, graduation, and potential scheduling conflicts that may arise.
  - For example, Band is offered 8<sup>th</sup> period. If a student is interested in taking a college course offered on a university campus during the same time, he/she will need to make a decision as to which course they wish to take.
  - Students interested in CCP will need to register for a full course load while registering for their classes for the upcoming school year.
  - Students cannot register for more than 30 credit hours including both high school and college credit hours. Any student who would like to take more than 30 credit hours will need to self-pay for those hours. You will need to speak with both the institution and ACHS before making the decision to take more than 30 credit hours. Parents/Guardians must complete a separate registration for self-pay courses.
  - Students who are accepted into a university will need to meet with their school counselor to make the appropriate schedule adjustments.
  - Students cannot register for classes outside of the “First 15” courses that a college is allowed to offer to a CCP student. Once a student has met the first 15 credit hour requirement, a student may potentially be eligible for other courses based on placement test scores, prerequisites being met, etc.
  - Complete Amanda-Clearcreek’s College Credit Plus Contract (which can be found on the last page of this information) and return to their ACHS school counselor.

## **Academic and Social Responsibilities of Students**

College Credit Plus students will have the following academic and social rights and responsibilities:

- Students must be academically ready for college level coursework and willing to adhere to both the demands of college and high school simultaneously.
- Students will need to work closely with their school counselor when deciding which classes to enroll in and how the selection of those classes impact the student's school day.
- Students will be expected to follow the rules and regulations set by the college/university.
- Students will also be expected to follow the rules and regulations set for high school students detailed in the student handbook.
- Students are eligible to receive advising from campus-based support services of that institution.
- Students will continue to have access to their high school counselor and all other resources available to high school students.
- Participation in CCP does not guarantee you admission to college after high school.
  - Students should follow the regular undergraduate application process for whatever college they plan to attend after high school.

## **Potential Benefits and Risks of Participation**

- Benefits
  - Expanded curriculum offerings
  - Opportunities to study in more depth those areas of special interest or need
  - Opportunities to earn college credits while still in high school
  - Opportunities for financial support for taking college courses while still in high school
  - Opportunities to experience college level work and life prior to making final decisions about whether and/or where to attend college
- Risks
  - Increased student responsibility for learning due to less instructional guidance
  - Reduced opportunities to participate in high school co-curricular and extra-curricular activities
  - Increased financial obligations
  - Potential loss of after-school employment opportunities
  - Possible effect on grade point average and class standing
  - Increased time for travel, study, etc.

### **Potential Benefits and Risks of Participation (cont.)**

- FERPA (Family Education Rights and Privacy Act)
  - Any student accepted into the CCP program is considered an official college student by the institution of higher learning and is subject to the federal FERPA.
    - This means that college records (i.e. – grade reports, disciplinary actions, attendance reports, etc.) are not released to anyone, EVEN PARENTS, without written permission from the student.
    - Students can sign a Consent Form that would allow a parent to have greater access to information from the college, however, professors WILL NOT exchange emails or phone calls with parents of College Credit Plus Students.
  - For CCP students, the high school and the college may exchange information, but this is not general practice until grades are released at the end of the semester.



## CCP Model Pathways

### General Education CCP Pathway Hocking College/Amanda-Clearcreek HS

Course #	Course Name	Location	Credits
BIOS 1113	Anatomy & Physiology I	Amanda-Clearcreek	4
COMM 1130	Speech	Amanda-Clearcreek	3
ENGL 1510	English Composition I	Amanda-Clearcreek	4
ENGL 2123	English Composition II	Amanda-Clearcreek	3
MATH 11130	Pre-Calculus	Amanda-Clearcreek	6
		<b>TOTAL</b>	<b>20</b>

### Associate of Arts CCP Pathway Hocking College/Amanda-Clearcreek HS

Course #	Course Name	Location	Credits
BIOS 1113	Anatomy & Physiology I	Amanda-Clearcreek	4
COMM 1130	Speech	Amanda-Clearcreek	3
ENGL 1510	English Composition I	Amanda-Clearcreek	4
ENGL 2123	English Composition II	Amanda-Clearcreek	3
MATH 11130	Pre-Calculus	Amanda-Clearcreek	6
ENVS 1101	Environmental Science	Online (HC)	3
GOVT 1142	American Government & Politics	Online (HC)	3
HUM 2203	Introduction to Ethics	Online (HC)	3
PSYC 1101	General Psychology	Online (HC)	3
		<b>TOTAL</b>	<b>32</b>





# Guidelines for Student Athletic Eligibility

Produced by The Ohio High School Athletic Association for School Counselors

Revised 6/10/2022



Many student scholarship appeals that come to the OHSAA office place **sole responsibility on you**, the school counselor, for their failure to meet the requirements of the applicable scholarship bylaws found in 4-4. The OHSAA recognizes that this notion is fundamentally flawed and incorrect and emphasizes that our rules make reference to the fact that scholastic success is a shared responsibility with parents and students expected to shoulder most of the load. The Executive Director's Office has prepared this resource to help inform you of the crucial information that you need to know in order to best advise students appropriately.

## IMPORTANT ITEMS TO KNOW

### HIGH SCHOOL

- Incoming 9<sup>th</sup> graders **MUST** earn passing grades in a minimum of four courses in their final grading period of grade 8 in order to be eligible, with regard to scholarship, during their first grading period of 9<sup>th</sup> grade.
- Thereafter, all high school students **MUST** earn passing grades in a minimum of five one-credit courses (or the equivalent) during the immediately preceding grading period to have continuing eligibility.
- Participate in every effort to ensure that all students are fully scheduled in a minimum of five one-credit courses each grading period.
- If a student comes to you and asks to drop a course, ask the following questions:
  - Are you a student athlete?
  - What sports do you play?
  - Have you visited with your athletic administrator or principal to determine if dropping this course will affect your eligibility to play a sport?
- Advise the student **not** to drop a course which reduces his/her course load below five credits unless you receive a form from a senior administrator, a template of which can be accessed here: <http://www.ohsaa.org/Portals/0/Eligibility/forms/SuggestedScheduleChangeForm.pdf>
- Physical Education Courses do count towards athletic eligibility but will **NEVER** count as a full credit course. It usually counts as only ¼ or ½ credit. Do not count this course as one of the five full credit courses.
- Always contact your principal or athletic administrator if you have any questions.
- The OHSAA has no minimum grade point (GPA) requirement, thus issues regarding eligibility when only the GPA is of concern are strictly a local school district matter and not an OHSAA matter

### Grades 7-8

- All 7-8<sup>th</sup> grade students **MUST** be enrolled in and earn passing grades in a minimum of four courses during the immediately preceding grading period to have continuing eligibility.
- Participate in every effort to ensure that all students are fully scheduled in a minimum of four courses each grading period.
- If a student comes to you and asks to drop a course, ask the following questions:
  - Are you a student athlete?
  - What sports do you play?
  - Have you visited with your athletic administrator or principal to determine if dropping this course will affect your eligibility to play a sport?
- Advise the student **not** to drop a course which reduces his/her course load below four courses unless you receive a form from a senior administrator, a template of which can be accessed here: <http://www.ohsaa.org/Portals/0/Eligibility/forms/SuggestedScheduleChangeForm.pdf>
- Always contact your principal or athletic administrator if you have any questions.

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.

In addition, students who have not met the high school or 7-8th scholarship requirement are not "substantively eligible;" and a student who fails to register for enough credit hours, fails a class(es) or drops a class that lowers the student below the requisite number of credits, always has a shared responsibility for this shortcoming thus disqualifying such shortcoming from the "due solely to an administrative error" category. Therefore, the administrative error bylaw shall never be used in conjunction with Bylaws 4-4-1 or 4-4-5.

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

Passing grades must be 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
P.E.	B	1/4 - semester	2	1/4 x 2 = 1/2
Keyboarding	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>

## Post-Secondary Option – College Credit Plus

**Note:** Please note that in order for a CCP class to be used for determining eligibility for Bylaw 4-4-1, the class must count toward HS graduation.

In addition, students electing to enroll 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 course work at the post-secondary institution 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. This means that courses which are four, five, six or even seven hours of credit receive just one Carnegie unit.** Examples of CCP options:

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

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

**The factor of 4 is used for post-secondary institutions that are using quarters.**

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
French	CCP	5 semester hours	$1 \times 4 = 4$
Sociology	CCP	3 semester hours	$1 \times 4 = 4$
Computers	CCP	2 semester hours	$.67 \times 4 = 2.68$
<b>Total Credits</b>			<b>10.68 = eligible for 1st grading period of next school year provided all courses passed</b>

**The factor of 4 is used for post-secondary institutions that are using quarters as long as the class is completed during one quarter.** Note that this student is taking all courses at the post-secondary institution, 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:

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English 10	C	1 - semester	2	$1 \times 2 = 2$
Spanish 2	C	1 - semester	2	$1 \times 2 = 2$
Health	B	1.4 - 1st 9 weeks	4	$1.4 \times 4 = 5.6$
<b>Total Credits</b>				<b>5 = eligible for 2nd grading period</b>

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
Calculus	B	1 - semester	2	$1 \times 2 = 2$
French	C	1 - semester	2	$1 \times 2 = 2$
Phys. Ed	A	1.4 - semester	2	$1.4 \times 2 = 2.8$
<b>Total Credits</b>				<b>4 1/2 = ineligible for 4th grading period</b>

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

Passing grades are required in a minimum of four subjects in which enrolled in the immediately preceding grading period. All courses, regardless of how many times per week the course meets, in which a student receives a grade count toward this eligibility requirement.

Subject	Grade
English	F
Math	B
Home Economics	B
Computers	F
Music	C
Health	F
<b>Subjects Passed</b>	<b>3 of 6 classes = NOT eligible for 2nd grading period</b>

Subject	Grade
English	F
Math	D
Social Studies	C
Science	B
Physical Education	B
<b>Subjects Passed</b>	<b>4 of 5 classes = Eligible for 4th grading period</b>

Ohio High School Athletic Association

4080 Roselea Place, Columbus, Ohio 43214

Telephone: (614) 267-2502 • Email: [compliance@ohsaa.org](mailto:compliance@ohsaa.org) • Website: [ohsaa.org](http://ohsaa.org)



**Intent to Participate in College Credit Plus**  
Academic Year 2024 – 2025: Public Schools

Date*	
School Name	
Student Name	
Student Grade in 2024 – 2025	
Parent/Guardian Name	
Home Address	
Parent Phone Number	
Parent Email Address	
Student Phone Number	
Student Email Address	

*\*After April 1, you will need permission from the school principal to participate.*

**Declaration of Intent**

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the upcoming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits, and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the secondary school by April 1.

Parent Signature

Student Signature

Date





**Counseling Session for 2024 – 2025 School Year**

This document provides confirmation of counseling for the College Credit Plus program.

Date	
Student's Name	
Parent's or Guardian's Name	

The counseling session must occur before the student participates in the College Credit Plus program. Each public and participating nonpublic secondary school shall provide counseling services to students in grades six through eleven and to their parents before the students participate in the College Credit Plus program to ensure that students and parents are fully aware of the possible consequences and benefits of participation.

Counseling information shall include:

- Program eligibility;
- The process for granting academic credits;
- Any necessary financial arrangements for tuition, textbooks, and fees;
- Criteria for any transportation aid;
- Available support services;
- Scheduling;
- Communicating the possible consequences and benefits of participation, including all of the following:
  - 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;
  - The effect of the grade attained in a course under the program being included in the student's grade point average, as applicable;
  - 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.
- The academic and social responsibilities of students and parents under the program;
- Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
- The standard packet of information for the program developed by the Chancellor of the Ohio Department of Higher Education. (See the [highered.ohio.gov/ccp](http://highered.ohio.gov/ccp) for more information.)
- Information about the potential for mature subject matter, as defined in section [3365.035](#) of the Revised Code, in courses in which the student intends to enroll through the program and notification that courses will not be modified based upon program enrollee participation regardless of where course instruction occurs. The information shall include the permission slip described in division (B) of section [3365.035](#) of the Revised Code (attached).
- Secondary schools must also provide information of the administrative rules of Course Eligibility (OAC 3333-1-65.12) and Underperforming Students (OAC 3333-1-65.13).

- Information about Options A and B to include the following details:

Public Schools

- Option A: The student/family will be financially responsible for tuition and the cost of all textbooks, materials, and fees associated with the College Credit Plus course.
  - Under Option A, the student/ family must work directly with the college to arrange to make payment
  - Option A allows the student to choose to earn both college credit and high school credit OR only college credit
  - Option A must be elected at the time the student registers for college courses
  - Students must inform the college and the secondary school of electing Option A and whether student wants to earn both high school and college credits or only college credits
- Option B: The state of Ohio is financially responsible for the eligible course(s) in which the student chooses to enroll.
  - If Option B is selected, the funding for the course will be deducted from the secondary school and redirected to the college.
  - The student will receive high school and college credit.
- Combination of Options A & B: Student/family chooses to be responsible for all tuition, textbooks, materials, and fees for one or more courses. If this option is chosen, the student must inform the college which course(s) will be under Option A and which will be under option B.
- Students must inform the college of the choice of Option A or B when registering for courses. Students must inform the secondary school of whether the student wants to receive both high school and college credits or only high school credits.
- The final date to change the election of Option A or Option B is on or before the college's no-fault withdrawal date

Nonpublic Schools

- 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.<sup>1</sup>
- When students apply for state funding, they must submit the Funding Award letter to each higher education institution they attend.
- Nonpublic students that were not awarded all of the requested credits in their Funding Award (Option B) may take additional courses under Option A.

*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.*

Signatures:

Student

Date

Parent/Guardian

Date

---

<sup>1</sup> See [highered.ohio.gov](http://highered.ohio.gov) for funding application deadline, information, and links.

## Amanda-Clearcreek High School College Credit Plus Participation Consent Form

\*This form must be completed, signed, and returned to the ACHS School Counseling Office by April 1, 2024 in order to participate in CCP admission or registration.

Name (First, Middle, Last) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Anticipated HS graduation year \_\_\_\_\_

- I understand the risk of enrolling in college level courses. These courses become part of the student's permanent academic record, including both the high school and college transcripts and GPAs when the course ends. Courses taken for high school graduation credit may impact a student's ability to graduate high school.
- I understand the risks of failing and/or withdrawing from course(s) after the deadline and may be billed by their school district for all tuition and fees associated with those courses. A student may withdraw from a class prior to the college's withdrawal date and receive a "W" on the college transcript, which will not affect the college GPA. Students who wish to drop a class should consult with their counselor and CCP advisor first.
- I understand that students who register for more than 30 credit hours (a combination of high school & CCP) per school year will be responsible to pay for the entire course that placed him/her over the 30-hour limit per school year. The higher regular tuition rate will be charged to the student. If the student is over the 30 hours, the school must inform the student of the option to drop the course before the census date or continue with the course as a "self-pay" student at the regular tuition rate. [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp)
- I understand that for athletic eligibility, students MUST have passed a minimum of five (5) one credit classes (or equivalent) and have a 2.0 GPA for the preceding grading period. I must complete an OHSAA CCP Form for off-campus courses each semester.
- I acknowledge that parents should not contact non-ACHS instructors regarding student progress, attendance, assignments, etc. All communication regarding the student must be handled through the CCP Office and/or the school counselor in accordance with the Family Education Rights and Privacy Act (FERPA).
- I understand that CCP students may be in class with adults who come from a variety of backgrounds, ages, and criminal histories. Students may be required to interact with classmates on group work/projects inside and outside the classroom.
- I understand that course subject matter may include mature themes and materials and will not be modified based upon CCP student participation.
- I understand it is the student's responsibility to request necessary accommodations through the college's Office of Disability Services.
- I understand that completion of this consent form does not guarantee admission to a specific program or course. To add courses, students must meet course placement and/or prerequisites and submit a registration form.

Student Signature: \_\_\_\_\_ date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ date: \_\_\_\_\_





## FERPA Form Release To Parent

Under the Family Educational Rights and Privacy Act (FERPA), most information about you from CCP records, including grades received, is considered confidential and, with certain exceptions, generally may not be released to third parties, including your parents, without your written consent.

You may authorize Amanda Clearcreek High School to release information from your records to your parents by completing the information requested below and returning this form. Please note that without this authorization, ACHSs ability to disclose information from your records to your parents or to speak with your parents about information from your records will be significantly restricted. You are urged to inform your parents of this fact if you decide not to execute the authorization form.

I, \_\_\_\_\_, authorize  
Print name

Amanda Clearcreek High School to disclose any and all information from my records to my parent(s). This consent will remain in effect while I am enrolled at ACHS.

Student (signature) \_\_\_\_\_

Date \_\_\_\_\_





**Department of  
Higher Education**

College Credit Plus

**Student Questionnaire  
Mature Content**

Any student wishing to enroll in any college course under the College Credit Plus program must complete this questionnaire.

A student eligible to participate in College Credit Plus and admitted to a college/university will enroll in actual college courses, which *may* include “mature subject matter” as defined in Ohio Revised Code 3365.035.

**Circle one choice in response to *each* question:**

- 1. Do you possess the necessary social and emotional maturity to participate in the College Credit Plus program?

[YES]  [NO]

- 2. Are you ready to accept the responsibility and independence that a college classroom demands?

[YES]  [NO]

**Student Information – PLEASE TYPE OR PRINT:**

Student Name:

Name of High School (or homeschooled):

Student Signature<sup>1</sup>:

Date:

<sup>1</sup> Although a signature by the student is not required by law, a college or university may wish to include it to ensure the student responds.

**RETURN THIS COMPLETED FORM TO THE COLLEGE/UNIVERSITY IN WHICH THE STUDENT IS ENROLLING. FOLLOW THE COLLEGE’S INSTRUCTIONS TO SUBMIT THIS FORM.**





**Department of  
Higher Education**  
College Credit Plus

**Permission Slip  
Mature Content**

This permission slip must be completed and signed by a student and parent/guardian in order for the student to enroll in college courses under the College Credit Plus program.

A student eligible to participate in College Credit Plus and admitted to a college/university will enroll in actual college courses, which *may* include “mature subject matter” as defined in Ohio Revised Code 3365.035.

**PLEASE TYPE OR PRINT:**

We \_\_\_\_\_ (*Student Name*) and \_\_\_\_\_ (*Parent Name*) hereby understand that by enrolling in College Credit Plus courses:

- The subject matter of a course enrolled in under the College Credit Plus program *may* include mature subject matter that will not be modified based upon College Credit Plus enrollee participation regardless of where course instruction occurs.
- Further, we acknowledge that state law requires the signed form be submitted in the student’s application to the college/university. Follow the instructions of the college/university to submit this form with the application materials.

The signatures below indicate permission is granted to participate in College Credit Plus. It is the parent’s/guardian’s responsibility to be aware of and monitor the student’s enrollment based on information provided by the college.

**Student Information**

Student Name:

Email Address:

Phone Number:

Name of High School (or homeschooled):

Student Signature:

Date:

**Parent Information**

Parent Name:

Email Address:

Phone Number:

Parent Signature:

Date:

**RETURN THIS COMPLETED FORM TO THE COLLEGE/UNIVERSITY TO WHICH THE STUDENT IS APPLYING.  
FOLLOW THE COLLEGE’S INSTRUCTIONS TO SUBMIT THIS FORM.**

