Department of Higher Education

College Credit Plus

INTENT TO PARTICIPATE IN COLLEGE CREDIT PLUS

PUBLIC SCHOOLS

Please Indicate the Academic Year for which this Intent Form is for	
School Name	
Student Name	
Student Grade Level Next Year	
Parent/Guardian Name	
Home Address	
Parent Phone Number	
Parent Email Address	
Student Phone Number	
Student Email Address	

Select Date of Submission	☐ **April 1st (For the upcoming Academic Year)** ☐ **November 1st (For the next semester or term only)** ***Any student who provides notification by the first day of April may be approved to participate in the program for the next full school year. Any student who provides notification by the first day of November may be approved to participate in the program for the next semester or term only. Any student who fails to provide the notification by the required date may not participate in the program in the next semester or term without the written consent of the principal, or equivalent.***

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 or the next semester or term, 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 **the deadline period selected above.**

Parent Signature _____ Date _____

Student Signature _____ Date _____

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Students, please initial next to each statement below (**Parents**, please also read these over), to signify that you agree to the terms listed in order to participate in the College Credit Plus Program:

Exclusion from Academic Honors:

____ I will be excluded from the honor roll and/or principal's lists if I take one or more CCP courses (in or out of building), which also excludes me from "West Muskingum Academic Awards". CCP students will receive a "CCP Academic Award" on the same day as the West Muskingum Academic Awards, for receiving grades of a "B" or higher in CCP course(s). A student who receives a "C" or lower in any CCP course will be excluded from the CCP Academic Award. Seniors *will be* included in the end of year cumulative 3.5 award.

Accepting Responsibility:

____ I understand that West Muskingum makes every effort to keep CCP students informed and I understand I am choosing to take college courses away from my home high school, therefore it is my responsibility to check Google Classroom, the district website, or contact the school for any school information, including but not limited to: graduation, prom, scholarships, meetings, fees, and extracurricular functions, etc.

____ I understand that West Muskingum High School staff and teachers will use my West Muskingum High School email and it is my responsibility to keep up with emails through my West Muskingum High School email account.

____ It is my responsibility to set up meetings with my high school counselor and review course selections to ensure high school graduation requirements (and athletic eligibility, if applicable) are being met.

Understanding Requirements:

____ I understand that college courses will be scheduled after and around my high school courses. I understand that if I am considered full time CCP, but I need a graduation requirement that needs to be scheduled at the high school, I must take the class at the high school if that is my only option (taking classes online through the high school is not an option). I also understand there may be circumstances when college classes fill up before the high school schedule is complete and I may not be able to get a college course that I intended to take.

____ I understand that I will be required to pay tuition for all failed courses (including courses with the grades of FS, FN, and I, as well as courses where I receive "no credit", or courses that I withdraw from after the withdrawal deadline.

____ I understand that in the event I have to pay tuition because of a circumstance listed above, full repayment will need to be received prior to graduation or release of any school records (including diploma). There are no payment plans available.

____ I have attended West Muskingum's Annual College Credit Plus meeting and/or reviewed the Annual College Credit Plus slideshow presentation provided by the Ohio Department of Education and I certify I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

____ If I did not attend the Annual College Credit Plus meeting, I understand that I must schedule an advising meeting with my high school counselor to be able to participate in CCP.

Textbook Responsibilities:

____ I understand I must look in the WMHS library first, before ordering a CCP textbook. I also understand that if a book is in the WMHS library that I have asked the school to purchase, I will be financially responsible for the purchase of the new book.

____ I understand if I want the text in a different format than offered by the high school (digital vs. text), I will be financially responsible for paying for an alternate format.

____ I understand that I have to turn all textbooks in to my school counselor within three (3) days of the end of each semester.

____ I understand I will be responsible for the cost of all unreturned or damaged books.

____ I understand it is my responsibility to follow instructions about how to obtain books for CCP classes (this includes reading my college course syllabus, posts on Google Classroom, and emails from West Muskingum administration).

**If you are a student of Zane State, Zane State is now independently working with students to get them textbooks. Students will be sent a link through an email that is sent to a student's Zane State email account explaining how to register for their textbooks. It is student responsibility to pay attention to the email, to the ordering process, and the return process through Zane State.*

Parents, please initial:

_____ I understand that my student is signing up to be a college student, therefore I understand that grade reports and information from the college and high school pertaining to CCP courses are between my student and the college and high school.

_____ I understand my student is signing up to be a college student, therefore I understand that course-related info such as such grades cannot be discussed with parents. I understand that the high school is not responsible for contacting me about my students' grades. I understand that the high school receives final grades at the end of each semester and is not responsible for notifying me if my student is in danger of failing. I understand I will not find out if my student is failing until I receive a reimbursement letter from West Muskingum Local School District.

_____ I have read over the statements my student initialed above and my initials signify my understanding as well.

Parent Signature _____ Date:_____

By signing below, I understand that it is my responsibility to reach out to my respective counselor (listed below) by May 1, 2026 to notify whether or not I will be participating in CCP for the 2026-2027 school year and which college I will be attending.

Student Signature _____ Date: _____

Mr. Tom Crowley, School Counselor grades 9 & 12 - tcrowley@westmschools.org
Mrs. Leslie Schmieder, School Counselor grades 10 & 11 - lschmieder@westmschools.org