

Shawnee High School: *College Credit Plus Intent to Participate Contract*

Due Date: April 1, 2026

Submitted on ____ / ____ / ____ Counselor _____
Student Name _____ Grade level 26/27 year ____
Parent/Guardian Name(s) _____
Student Cell Phone _____
Student Email _____
Parent/Guardian Email _____

College Credit Plus (CCP) Procedures

1. Parents/Students must review and complete this College Credit Plus Intent to Participate Contract each school year. Return this contract to the counselor's office by April 1st, 2026 in order to be eligible to participate during the 2026-2027 school year.
 2. Students **MUST** contact and apply to the college or university they wish to attend and fulfill **ALL** admission requirements that are set by the individual college or university.
 3. If admitted into the CCP program, students must meet with the college adviser and communicate with the high school counselor each semester to finalize their CCP/high school courses.
- For more information please visit <https://higher.ed.ohio.gov/initiatives/access-acceleration/college-credit-plus>

Intent to Participate: Terms and Agreements

Parents **AND** Students, please initial next to each (*) to indicate you have read and agree to the following terms and procedures.

(*) ____ / ____ **CCP Info/Background**

- Qualified students grades 7-12 may enroll at a public or private college on a part time or full time basis, to complete college courses for high school and college credit.

(*) ____ / ____ **Dates**

- By April 1st of each school year, students must notify their district of their intent to enroll in the CCP program by submitting this contract and meeting with their counselor with their plans. Failure to submit this form in a timely manner could eliminate the student's eligibility to be a part of the CCP program.

(*) ____ / ____ **Scheduling**

- Any scheduling conflicts are not the responsibility of the school or college. Throughout the year, any changes to courses taken on the college campus **MUST** be communicated to your high school

counselor. Failure to do so may result in having to pay for on campus courses, eligibility, and or being closed out of Shawnee courses offerings that are full.

- Students must enroll in the appropriate number of courses each semester to be considered a full time, eligible student. Students who register for more than 30 credit hours will be responsible to pay for the entire course that placed them over the 30 hour limit. This includes **30 hours total between high school and college courses**. If the student is over 30 hours, the school will inform the students of their options. The student can “self pay” for the course or the student can drop the course before the deadline.
- Students who register for a course at an institution or online, MUST schedule through that institution.. They will be required to attend an orientation one time.
- Athletes are responsible to make sure they meet eligibility requirements.

(*)_____/_____ **Grades/Transcript**

- Failing a CCP course will result in an “F” on the Shawnee High School transcript and any/all financial obligation for that course becomes the responsibility of the student/parent.
- Failure to complete the course, whether through the formal “class drop” process or non-attendance, will result in any/all financial obligations for that course defaulting to the student/parent. Students withdrawing from college classes will be subject to rescheduling of a normal class load and a “W/F” will be noted on the Shawnee High School transcript.
- Financial obligations default to the student/parent if the student fails/drops courses and must be paid in full in order to participate in the high school commencement ceremony.
- Failing a course or receiving a “W/F” will be recorded on their high school and college transcript and calculated in the GPA.
- A student is determined to be underperforming if they have a cumulative CCP GPA of 2.0 or below OR withdraws from, or receives no credit for two or more CCP courses in the same term. Meeting one of these conditions will place the student on probation. I have reviewed the probation and dismissal details through OHED at: <https://highered.ohio.gov/initiatives/access-acceleration/college-credit-plus> Go to FAQs and under section E you can read about probation and dismissal rules.
- It is up to the student to make sure the courses that are taken during the CCP program will transfer to their appropriate college or university upon completion. You can go to: <http://transfercredit.ohio.gov> or <http://www.transferology.com/index.htm> to check transferability.

(*)_____/_____ **Student/Parent Responsibilities**

- The student is responsible for applying to and meeting all requirements of the chosen college.
- The student is responsible for taking the Accuplacer at Clark State, the ACT (act.org), or the SAT (collegeboard.org) to meet eligibility requirements.
- The student must check with Miss. Roberts (Media Center) and Mrs. Farrell (Main Office) regarding textbooks for CCP classes. DO NOT purchase or get any textbooks from the college/university or you will be responsible for the cost. All textbooks are to be returned to the Media Center at the end of the semester; they are the property of the Clark-Shawnee Local School District. The school's textbook policy will be applied to CCP textbooks that are lost, damaged, or not returned.
- The student is responsible for the associated fees of a course if they drop a course such as lab kits, art supplies, digital textbooks, etc. (items that cannot be returned for a refund).
- The student/parent is responsible to inform the high school counselor of the students intentions in the CCP program as well as which courses they are registering for.

- It is the students responsibility to register for their own classes at the institution of their choice. They will email and plan out their own schedule. Then notify their guidance counselor when scheduled. We can not schedule courses for students that are not taken in house here at Shawnee High School.
- Transportation to and from the college is the responsibility of the student/parent. No form of transportation or reimbursement for transportation will be provided by Shawnee High School.
- All deadlines, timelines and information from college and high school is the student's responsibility. It is the responsibility of the student to ensure that they are receiving information regarding any and all extracurricular activities, social and academic events at Shawnee High School.

Select a CCP Financial Option. Please check one of the following:

_____ Option A (self pay)

_____ Option B (utilize state funds)

1. *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.*
2. *I give Shawnee High School permission to communicate about my academic progress in my CCP courses with my parents/guardians.*
3. *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.*
4. *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. We understand that we have been given information about CCP and Ohio Higher Ed to be knowledgeable about the program. We understand that the website <https://highered.ohio.gov/initiatives/access-acceleration/college-credit-plus> is very useful.*
5. *We give permission to Shawnee High School to release academic records to the requested colleges.*

Student Name (Printed) _____

Student Signature _____

Parent/Guardian (Printed) _____

Parent/Guardian Signature _____

Please sign and return this form to the Shawnee High School Guidance Office by April 1, 2026.



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 1 st (For the upcoming Academic Year) ☐ November 1 st (For the next semester or term only) <i>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.</i>
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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 _____



Counseling Session for College Credit Plus Participation

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 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.
- 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.¹
- 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.

Ohio law requires students enrolled in public secondary schools seeking to participate in the College Credit Plus program and the student's parent to 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 in order for the student to participate in the program. By signing this document, the undersigned understand and agree that they have received the counseling required and understand the responsibilities they must assume in the College Credit Plus program.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

¹ See highered.ohio.gov for funding application deadline, information, and links.