

Bowling Green City Schools



2026-2027 School Year Information Packet

**Bowling Green High School
CCP Coordinator: Lori Maas
530 W. Poe Rd
Bowling Green, OH 43402
Phone: (419) 354-0100 x 1013**

Bowling Green City Schools CCP Information

What is College Credit Plus?

College Credit Plus, also referred to as CCP, allows for students in grades 7-12 to have the opportunity to take courses at local colleges where they can earn both college and high school credit.

Who is eligible?

Students in grades 7-12 who meet college readiness standards are eligible for the CCP program. Currently this includes being accepted to the local university by having an unweighted GPA of 3.00 or higher as per ORC 3333-1-65.14. This policy is subject to change by the Ohio Department of Education.

How does my student apply?

Students and families must notify their school counselor of their intent to participate in CCP no later than **April 1st** for summer and fall enrollment and **November 1st** for spring enrollment. An ***Intent to Participate Form*** is included at the back of this packet. Each university will have its own application process to admit students to the CCP program. **Applying to the college is the student's responsibility.** Students must meet all admission requirements and deadlines for the college. After acceptance, students must contact the college to register for classes. Students must then submit a copy of their proposed college schedule to their high school counselor for review and approval to ensure that CCP courses do not interfere or conflict with the high school schedule. CCP must work cooperatively around the high school's master schedule.

How much does College Credit Plus cost?

There are two enrollment options for CCP (Ohio Revised Code 3365.06).

Under “**Option A**,” a student can choose to **self-pay** for tuition, textbooks, materials, and fees associated with an eligible CCP course. A student choosing this option must notify the high school of this choice before the college's census date (usually 14 days after the start of the term) and also notify the school if they opt for the course credit to be awarded **(1)** on both the high school and college transcript or **(2)** on only the college transcript. Students cannot change enrollment Options after the college census date.

Under “**Option B**” (default option), students choose to **use state funds** to pay for tuition, textbooks, materials, and fees associated with eligible CCP courses. Students using Option B will automatically receive both high school and college credit for CCP courses. Students are automatically enrolled in Option B unless they notify the high school and college of the choice of Option A by the college census date of 14 days after the start of the term. Public universities cannot charge a student who takes College Credit Plus courses under Option B. Private universities may charge a percentage of tuition.

According to Ohio Revised Code 3365.09 (A), a district may seek reimbursement from a CCP participant or participant's parent for the amount paid on their behalf for the course (tuition, fees, textbooks and supplies) if a student fails to receive a passing final grade (F or NC) or if the student withdraws from or drops the college course more than 14 calendar days after the course began. Per Section 3365.09(C) no school shall seek reimbursement if the student is identified as being economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6(B)(2).

Students are allowed to take a maximum of 30 credit hours per year (including high school courses in which 1 high school credit = 3 CCP credit hours). 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. If the student is over the 30-hour limit, 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 rate. (ORC 3365.04, 3365.05, 3365.06)

How do college courses earn students high school credit?

Successful completion of a 3-5 credit-hour college course will equal 1 Carnegie unit earned at the high school. A two credit-hour course will earn students 2/3 of a high school credit and a one credit hour course will result in 1/3 of a high school credit. The final grade earned by the student in the course is the grade that will be recorded on the college transcript and the high school transcript.

What courses can CCP students take?

Ohio Administrative Code 3333-1-65.12 provides a framework for the types of courses that are eligible for funding under College Credit Plus. College Credit Plus students must start with basic Level I courses for their first 15 college credits, and then they can move on to Level II courses. The CCP Advisors will review with students the eligible courses in these categories during the required advising session. The following courses are **not permitted** under College Credit Plus:

- applied courses with one-on-one instruction
- courses with high fees (\$750 or more)
- study abroad courses
- physical education courses
- pass/fail or satisfactory/unsatisfactory graded courses
- remedial courses
- sectarian religion courses

How are CCP courses weighted and factored into the High School GPA?

In accordance with Ohio Revised Code 3313.6013, Bowling Green City School's policy for awarding CCP grades and calculating class standing is equivalent to the school's policy for courses taken under the advanced standing programs of AP or other honors courses by the school. Since Bowling Green's policy includes awarding weighted grades or enhancing a student's class standing for AP courses in certain subject areas, our policy also applies these weighting procedures to CCP courses in the same subject areas as categorized in the ODEW High School Graduation Requirements Crosswalk. Please contact the BGHS Counseling Office if you have questions about this policy.

Who is responsible for the purchase of textbooks?

The School District will purchase **only required** textbooks and access codes to on-line textbooks. Optional materials and other required supplies (e.g. lab kits, art supplies) should be provided by the postsecondary institution or will be the responsibility of the student. Students should visit the Bowling Green High School Guidance Office webpage for the link to the CCP textbook ordering process. Students will complete an electronic form with the required textbook information, and the materials will then be ordered through the Bowling Green City Schools High School Office. Students should complete this as soon as possible after registering for college courses to ensure textbooks or access codes are delivered in a timely fashion. Contact the High School Counseling Office with questions.

What is the district policy regarding letters of recommendation regarding student eligibility, admission or course placement?

Students will be held to the exact language stated in ORC 3365.03 regarding Enrollment and Eligibility to participate in the College Credit Plus Program. Bowling Green City Schools **will not** provide written consent to participate if the student is not compliant with the law in its entirety.

Bowling Green City Schools requires students to meet each college or university's requirements to participate in the College Credit Plus program. No letters of recommendation regarding student eligibility, admission or course placement will be completed on the student's behalf to override this requirement.

What is the definition of an underperforming student?

Students who earn a cumulative CCP GPA lower than 2.0, or withdraw from or receive no credit for two or more courses in the same term (semester), are considered underperforming and will be placed on academic probation.

What happens if my student is put on CCP academic probation?

While on probation, a student may enroll in **only one** CCP course. Students **may NOT enroll in the same subject as the college course in which the student earned the D or F or no credit** according to OAC 3333-1-65.13. Failure to adhere to this policy will result in the student/family paying all the tuition, fees, and textbook (print, ebook or rental) costs and be declared ineligible from the CCP program. A student has one term (semester) on probation to improve to a 2.0 GPA or higher before being at risk for dismissal.

Can I appeal the decision to be dismissed from the CCP Program?

Yes. Students and guardians should refer to the district policy below that outlines the student's rights to appeal a decision regarding dismissal from the CCP program.

Bowling Green City Schools Appeal & Reinstatement Policies

The College Credit Plus Dismissal Appeals policy for Bowling Green City Schools is based on the requirements of Ohio Administrative Code 3333-1-65.13. Students who have been placed on CCP Dismissal or who have been placed on CCP Probation that prohibits the student from taking a course in the same subject and wish to appeal must notify the Superintendent in writing within five business days after being notified of the CCP Dismissal or CCP Probation status. The Superintendent will notify the college or university in which a student is enrolled that the student has requested an appeal. The Superintendent will issue a decision on the student's appeal within ten business days after the date of the appeal is made. The decision of the Superintendent is final and s/he will provide notification of the decision to each IHE in which the student is enrolled.

Reinstatement: Following one term of dismissal, a student may submit a request to the Superintendent to be reinstated to the College Credit Plus program. Summer shall only be counted as a term if the student is enrolled in one or more high school courses during the summer. Upon receipt of the reinstatement request the student's full high school and college record will be reviewed to determine whether the student has achieved academic progress and whether s/he will be reinstated on probation or without restriction.

In order to be reinstated the student must meet the academic progress criteria:

- Maintain a cumulative College GPA of 2.0 or higher
- High School GPA of 3.5 or higher
- Completed tutoring log, evidence of extra course assistance documented, as available
- Develop of a Portfolio using Ohio Career Information System (OCIS), complete a Learning style assessment and submit written summary.

If the student fails to demonstrate academic progress as defined above, the superintendent shall extend/continue to student's dismissal for an additional term(s)

CCP Considerations

Advantages

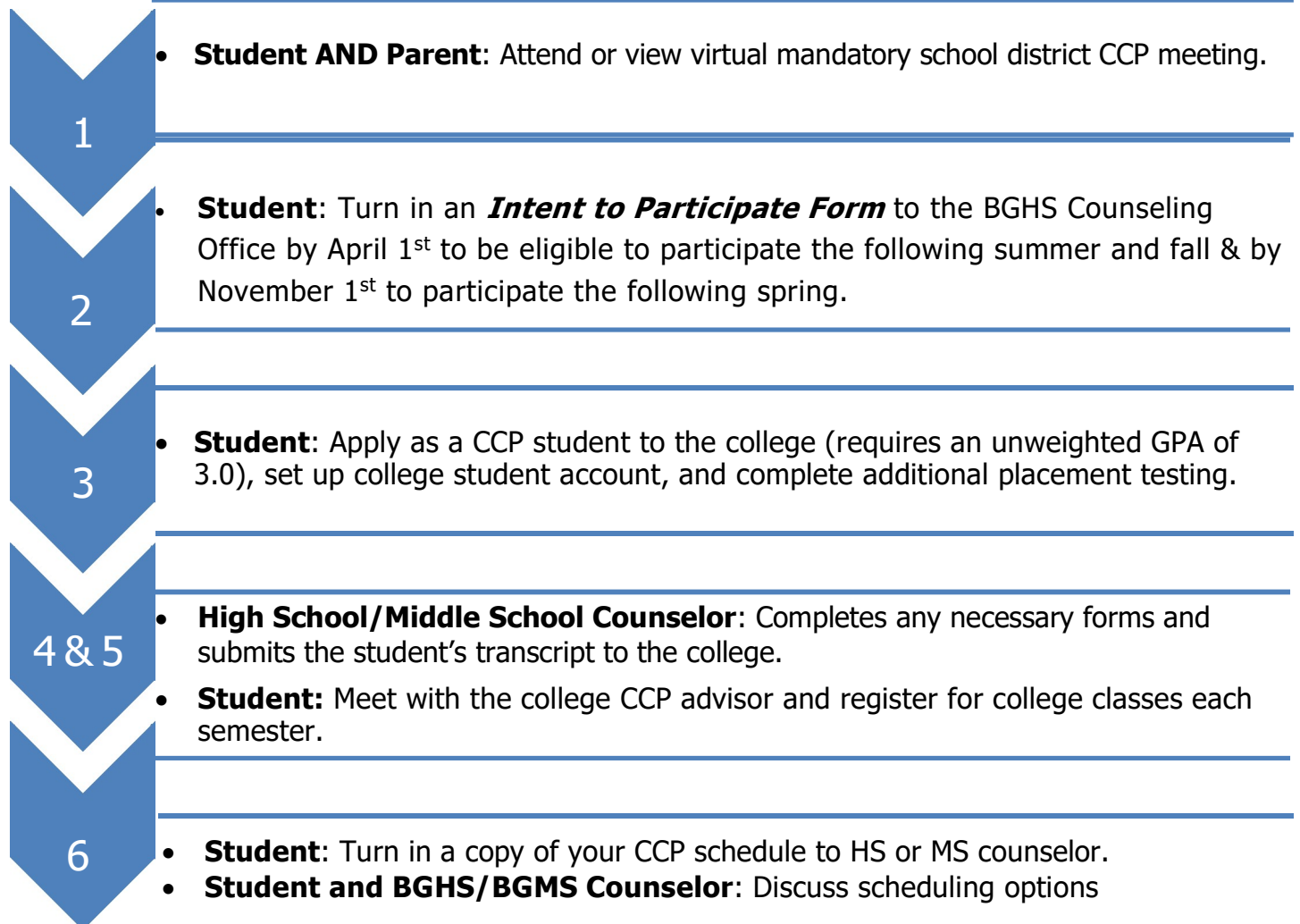
- **Earn college and high school credit simultaneously.** CCP allows students in grades 7–12 to take college courses and receive transcribed credit from the college *and* credit toward high school graduation.
- **Free tuition, books, and fees at public Ohio colleges/universities.** For public school students, enrollment in CCP courses from public institutions is tuition-free and includes books and fees.
- **Expand academic opportunities and explore interests.** Students can take courses beyond what's offered at BGHS, including specialized or advanced content.
- **Reduce the time and cost of college after high school.** Earning college credits during high school can shorten the time to a college degree later and save on future tuition and related expenses.
- **Enhance college and career readiness.** College-level coursework prepares students for academic expectations after high school and can improve confidence and study habits.
- **Flexible delivery options.** CCP courses may be taken on the college campus, online, or sometimes at the high school, depending on district agreements.

Potential Disadvantages

- **Courses are fully college-level.** CCP courses follow college standards and are not modified for high school students; professors may expect more independent work and higher academic responsibility
- **Academic performance matters.** Grade outcomes become part of the college transcript and can affect high school GPA, eligibility for honors/athletics, future college acceptances and financial aid.
- **Financial responsibility for failed/withdrawn courses.** If a student withdraws, fails, or receives no credit for a course, families may be responsible for the full cost of the course (tuition, books, fees), and the failed/withdrawn course will still be included on the high school and college transcript.
- **High school graduation requirements still apply.** Students must ensure they are completing all required high school credits and that the CCP courses align with BGHS graduation requirements.
- **Mature content is possible.** CCP courses *may* include mature or explicit subject matter, and course content will not be altered for CCP students.
- **Increased scheduling and workload demands.** Balancing high school and college schedules can be challenging and may reduce available time for extracurriculars or part-time work.
- **Course access is not guaranteed.** Colleges may have prerequisites, placement standards, or capacity limits that restrict enrollment.
- **Transportation and logistical considerations.** Students are typically responsible for transportation to college campuses and for managing their online college and course logistics.

CCP Flow Chart: Moving Forward

What do I do next...



Who do I contact with my questions?

College	Bowling Green Middle/High School
• Placement testing • Scheduling college classes • Class assignments • College programs • Problems with the class • Communication with professors • College transcripts	• CCP program information • Bowling Green School schedule • Completing HS/MS portion of participation paperwork • Managing earned HS/MS credits • Managing HS/MS permanent record



Student and Parent Information
College Credit Plus
CCP Probation and CCP Dismissal

Student's Name: _____

Parent's Name(s): _____

Notification Meeting Date: _____

Name of Bowling Green City Schools Representative: _____

Instructions: Choose either the CCP Probation or CCP Dismissal section for this student.

CCP Probation (check if this status applies to this student):

- ☐ Students in the College Credit Plus (CCP) program who are deemed "underperforming" are placed on CCP Probation due to the following conditions (check one or both, as applicable):
- ☐ Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
 - ☐ Withdraws from, or receives no credit for, two or more courses in the same term. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition associated with the course.)

Action:

- A student on CCP Probation may enroll in no more than one college course and the student may not enroll in a college course in 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 more than one course prior to being placed on CCP Probation, **the student must request each college or university to dis-enroll the student from courses as necessary.**
- The student, as noted above, may continue to be enrolled in one course. **The student must notify that college in which course the student would like to remain enrolled.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbook costs. That student is also then considered an ineligible student and dismissed from the CCP program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student's cumulative GPA to a 2.0 or higher, the student is removed from CCP Probation and may participate in the program without restrictions.
- If the grade does not raise the cumulative GPA to a 2.0 or higher, the secondary school will dismiss the student from the program.

CCP Dismissal (check if this status applies to this student):

- ☐ Students in the College Credit Plus program who are deemed "ineligible" are placed on CCP Dismissal status when the student meets the definition of an underperforming student for two consecutive terms of enrollment.

Action:

- Any student on CCP Dismissal may not take any college courses through the program.
- If the student had already registered for college courses prior to being dismissed, **the student will request each college to dis-enroll the student from the courses.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbook costs. The student will continue to be on CCP Dismissal for an additional term.

Instructions: Review the Appeals Process and School Policy with the Student/Parent:

Appeals Process

- A student may appeal to the high school administration the CCP Dismissal or prohibition from taking a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.

The high school administration will consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

- Allow the student to participate in the program without restrictions.
- Allow the student to take a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.
- Allow the student to participate in the program on CCP Probation
- Maintain the student's status on CCP Dismissal from the program

Bowling Green City Schools Reinstatement & Appeal Policy (See Attached)

Notice of Appeal Deadlines

☐ Notification Meeting Date (Same as page 1): _____

☐ Student Request for Appeal by this date (5 business days after the notification date): _____

☐ Secondary School Decision by this date (10 business days after the student requests appeal): _____

- The decision of the high school administration is final
- The Secondary school will promptly notify any college or university in which the student is enrolled of the decision.
 - If the decision is to continue the CCP Dismissal, the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.
 - If the high school administration fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. IF the decision on the appeal is made after the college/university's no-fault withdrawal date, the secondary school will pay for those courses.

Student and parent signatures acknowledging receipt and explanation of the CCP Probation or CCP Dismissal status:

Student Signature: _____

Parent Signature: _____

School Representative Signature: _____

Colleges Partnered with Bowling Green City Schools

If you need additional information regarding the CCP application process and program at a specific college, please contact the assigned representative.

Bowling Green State University

BGSU CCP Team
419.372.1537 ccplus@bgsu.edu

Owens Community College

Justin Hardman
567.661.7176 justin_hardman@owens.edu

University of Toledo

Matthew Will
419.530.4200 ccp admission@utoledo.edu

Lourdes University

Destiny Hoddinott
419.517.8915 dhoddinott@lourdes.edu

Findlay University

Rebecca Hillman
419.434.4738 hillman@findlay.edu

Mercy College of Ohio

Jessica Coombs
419.251.1557 jessica.coombs1@mercycollege.edu

Eligibility Requirements

Each College/University will have specific eligibility requirements. Students and their families are encouraged to reach out to the colleges if they have any questions regarding these admission criteria. For testing standards please review the "Student Eligibility Table" document on the Ohio Higher Education's website

BGHS School Counselors

Mr. Doug Niekamp (A-F)
dniekamp@bgcs.k12.oh.us
419-354-0100 Ext: 1012

Mrs. Lori Maas (G-N)
lmaas@bgcs.k12.oh.us
419-354-0100 Ext: 1013

Mrs. Amanda McBride (O-Z)
amcbride@bgcs.k12.oh.us
419-354-0100 Ext: 1011

