



COLUMBUS
CITY SCHOOLS

**HIGHER EDUCATION
PARTNERSHIPS**



Columbus City Schools
Higher Education Partnerships

Table of Contents

What is CCP?	3
How can I participate?	3
Where are the classes offered?	3
What courses are offered through CCP?	3
What is the deadline to participate in CCP?	4
What are the benefits to participating in CCP?.....	4
What are the potential risks to participating in CCP?	5
What happens if I don't do well in the CCP courses? What if I fail a class?	5
How can my high school counselor help me?	6
Are there counselors at the college that can assist me?	6
How do I get started?.....	6
How do college courses earn me college credit?	7
How does CCP affect athletic eligibility?	8
How many college credits can I earn?	8
Who pays for textbooks, fees, and transportation?	9
Does college credit transfer after graduation?.....	9
How are grades calculated for CCP?	9
What if I am going on vacation during my high school's spring break?.....	9
What happens if my parent/guardian is relocated due to the military while I am enrolled in a CCP course?	9
How do CCP courses fit into an academic pathway to college?	10

What is CCP?

College Credit Plus (CCP) is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families.

How can I participate?

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college and relevant academic program's established standards for admission, enrollment, and course placement, including any course-specific capacity limits. The student and his/her parent(s) must also sign a form acknowledging attendance of a District CCP Information Session. The student and his/her parent/guardian must also sign and include in their application to college, the permission slip regarding the potential for mature subject matter in a course taken through CCP.

Where are the classes offered?

CCP Courses can either be taken on the college campus or online, if the college offers the course as an online delivery method. Once a student is admitted to the college, they will work with the college academic advisor to determine what courses they are eligible to take and how they are being delivered.

Some high school buildings throughout the district offer CCP courses in the building. These courses are commonly known as embedded courses. A list of high schools with current embedded courses can be found [HERE](#). Please note that this list is subject to change at the building principal's discretion. All decisions on what classes are offered and who can participate are determined at building level. The school district partners with several colleges/universities throughout Central Ohio throughout the school year. You can find a list of these higher education partner colleges/universities [HERE](#).

What courses are offered through CCP?

CCP students must start with Level I courses for their first 15 credits. Once students have completed the first 15 credits, they can move on to Level II courses. Level I and Level II courses are outlined on the individual college/university's website under College Credit Plus. Please note, that exceptions may be made for students to continue with courses in the same subject, for students that test directly into Level II courses, and for students who have attained the required scores on AP or IB course exams to count towards the 15 credits.

There are several **non-allowable** courses under CCP as well. These include:



- Applied courses with one-on-one instruction
- Courses with fees over \$750
- Study abroad courses
- Physical education courses
- Courses with Pass/Fail or Satisfactory/Unsatisfactory grades
- Remedial courses
- Sectarian religion courses

Please see the [course eligibility plan](#) set forth by the Ohio Department of Higher Education for more information.

What is the deadline to participate in CCP?

Students and/or parent(s) are required to submit **written notice** of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit notice of spring semester participation only by November 1. The Higher Education Partnerships Office facilitates this process through an online form available on their webpage. The form is available from November 1 through April 1. You can access the State of Ohio Form [HERE](#). There is also a CCS District Form that must be submitted. You can access the CCS Form [HERE](#)

Failure to complete the online form by the April 1 deadline shall result in the student having to secure written permission from the principal to participate in the program. The student's school counselor will facilitate this process.

In addition, the student will need to adhere to the deadlines of the college admission process for College Credit Plus, which can be found on the admissions websites. Please note that additional information in addition to the application itself may be necessary to complete this process.

For more information and to apply, view the links of some of our partner colleges/universities:

Columbus State: <https://www.csc.edu/academics/college-credit-plus/>

The Ohio State University: <https://academy-ccp.osu.edu/application-process>

Otterbein University: <https://www.otterbein.edu/apply/college-credit-plus/>

Franklin University: <https://www.franklin.edu/admissions/college-credit-plus>

What are the benefits to participating in CCP?

- Students can earn high school and college credits at the same time.
- CCP courses are free, which means no cost for tuition, books, or fees.
- Provides more options to pursue rigorous academic coursework beyond the high school classroom.



- Complete the first year of college or more.
- Explore college content that interests the student.
- May reduce time to degree completion as well as costs for college.

What are the potential risks to participating in CCP?

- The grades (both good and poor) students earn are on their high school and college transcripts permanently.
- College course credit may not transfer to private or out of state colleges.
- Students who are considered "underperforming" will be limited in the number of CCP courses to take in the future.
- Student athletes must remain eligible in accordance with the OHSAA bylaws.
- There could be financial risks to being an "underperforming" student.

What happens if I don't do well in the CCP courses? What if I fail a class?

An **underperforming student** is defined as having met at least one of the following conditions:

- a) Has a cumulative grade point average of lower than 2.0 in the college courses taken through CCP; or
- b) Withdraws from, or receives no credit for, two or more courses in the same term.

If a student falls into one of these categories, they will be placed on CCP probation.

While a student is on **CCP probation**, the student cannot enroll in more than one college course in any term. Also, the student cannot enroll in a college course in the same subject as a college course in which the student previously earned a grade of "D", "E" or "F" or for which the student received no credit.

An **ineligible student** is defined as a student who meets the definition of an underperforming student for two consecutive terms of enrollment. When this occurs, the student is **dismissed** from the CCP program. A student who has been dismissed cannot enroll in college courses for the following term.

After one term of CCP dismissal, a student may request the district to allow the student to participate in the CCP program. The student's full high school and college academic record is reviewed to determine if the student will remain on dismissal, move to CCP probation, or allow the student to participate fully in the program without restrictions. This **appeal** process is outlined in a letter sent to the student, their parent/guardian, and their school counselor upon being placed on CCP dismissal.

More information about the probation, dismissal and appeal process may be found on the Ohio Department of Higher Education's website [HERE](#).



How can my high school counselor help me?

Your high school counselor can help you determine your readiness for college level courses, assist you through the application process, and help choose what courses would work best for you to take. Counselors also sign off on any college courses that get added or dropped from your schedule. It is important that you and your school counselor be an active part of the CCP process to ensure your success as a CCP student.

Are there counselors at the college that can assist me?

There are lots of resources available on a college campus to CCP students.

After admission into the college, each student is assigned an **Academic/College Advisor**. This staff member, similar to the role of your high school counselor, will help determine eligibility for individual courses, select courses, and will add and/or drop courses for the student. The advisor is also available throughout the semester to advise the student as needed and make recommendations for support.

Every college has some variation of an **accessibility services office**. These staff members assess documentation brought forward by the students pertaining to physical or learning disabilities. They help put accommodations in place for students in these cases. Families may reach out to disability services offices at any time during the student's CCP journey.

Every college also has **mental health services** available to students. Some services may be limited to degree-seeking students or students who have provided documentation for health insurance. It is important to check with the counseling office on the college campus to determine what services the student may be eligible for.

How do I get started?

Application Process

Step 1: Discuss with students, then have them go see their school counselor

- a. Review Curriculum Guide to determine which type of advanced course is optimal
- b. College ready means more than academic; must consider social, emotional, time management, organization, etc.
- c. Attend an information session or watch the recorded video.

Step 2: Apply for admission to the college/university. There is no fee to apply.

Columbus State: <https://www.csc.edu/academics/college-credit-plus/>

The Ohio State University: <https://academy-ccp.osu.edu/application-process>



Otterbein University: <https://www.otterbein.edu/apply/college-credit-plus/>

Franklin University: <https://www.franklin.edu/admissions/college-credit-plus>

If applying to another Ohio college/university, visit their website and be sure to complete the correct application, for College Credit Plus.

Step 3: Complete an assessment and test college ready

- a. ACT, SAT, Accuplacer, etc.
- b. Must take a test at college in at least one subject area

Step 4: Once admitted, schedule for classes

- a. Is the course online, in person, or at the high school?
- b. What courses can they take?
- c. Can courses satisfy high school graduation requirements?

How do college courses earn me college credit?

College Credit Plus allows students enrolled in high school to earn college credit that may apply toward high school graduation requirements. Your counselor will help you understand how courses may be used for your graduation requirements.

What colleges offer CCP?

Students may enroll at any Ohio public college/university or any participating Ohio private college/university.

Will CCP grades appear on my high school transcript?

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment. The district collects this information as part of the Letter of Intent form by Selecting Option A or Option B.

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

- A student must choose this option before the college's census date (usually 14 days after the start of term) by doing the following:
- Students must notify the high school of the choice of Option A, within the 14 days after the college term began, 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.
- Students must notify the college to arrange for payment.
- Students are 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 textbook

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 are 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).

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

How does CCP affect athletic eligibility?

All high school students **MUST** be enrolled in and earn passing grades in a minimum of five one-credit courses (or the equivalent) each and every grading period to have continuing eligibility. If you plan to drop a course and are a student athlete, see your school counselor **BEFORE** dropping the course. In addition, grades must be submitted quarterly to the Ohio High School Athletic Association (OHSAA) by your school administrator or counselor. Please see your counselor for the form.

How many college credits can I earn?

Students can earn a maximum of 30 college semester credit hours per academic year and a maximum of 120 college semester credit hours prior to their high school graduation. For the purpose of this program, an academic year **begins with the summer term**. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses.

College courses for which three (3) semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally. The conversion is as follows:

- 3 or more college semester hours = 1.0 high school credit
- 2 college semester hours = .666 high school credit
- 1 college semester hour = .333 high school credit

The formula for determining maximum allowable credit hours is as follows:

1. Determine student's number of high school ONLY credits,
2. Multiply those total high school credit numbers by 3, and
3. Subtract the result from the number 30
4. That number is the total number of college credits that CCP students may earn that academic year.

Who pays for textbooks, fees, and transportation?

Students/parents are not responsible for the payment of textbooks or fees associated with a College Credit Plus course. Students will be provided with information via email on how to obtain books for their classes prior to the start of the college term.

Transportation to/from a CCP course located on a college campus is not the responsibility of the district. Please make arrangements to get to campus on your own. Student Success Cards may be used to ride the COTA bus for high school students during the academic year.

Does college credit transfer after graduation?

The transfer of college credit is determined by the college/university in which the student enrolls as a degree-seeking student. Many institutions have course equivalency guides on their website or use platforms such as www.transferology.com to help students determine what will transfer. An official review by the enrolling college's Registrar Office is typically conducted upon admission to the institution.

How are grades calculated for CCP?

Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing programs or honors courses.

What if I am going on vacation during my high school's spring break?

Students follow the college/university's calendar for CCP courses. This means that if the college/university is in session during a District break, the student is still required to attend the CCP course. Any absences should be reported to the professor of the CCP course following the guidelines set forth in the course syllabus. Please note that course attendance can drastically impact a student's grade in a college course. Also, embedded CCP courses will not occur during District breaks.

What happens if my parent/guardian is relocated due to the military while I am enrolled in a CCP course?

Any secondary school or college that participates in the college credit plus program shall permit children of military families participating in the program who must withdraw

from that school because of a permanent change of station order out of the state to transition from one military installation to another to do either complete the course in an online format, if possible; or withdraw from the course without academic or financial penalty.

How do CCP courses fit into an academic pathway to college?

Academic Pathways have been created by high schools and colleges/universities to guide students to choose courses within an academic program. High school students may know which career area they might be interested in but have not yet declared a major. These pathways will align students within an academic arena, but not a specific major.

Students who plan on transferring credits earned while taking College Credit Plus courses should work with their college/university advisor to ensure that the credits will transfer; courses may successfully transfer into a specific program at a college or university. All courses that transfer should be coded Ohio Transfer Module (OTM) or Transfer Assurance Guide (TAG) courses, which guarantee transfer to all Ohio public colleges. Students who plan to transfer to a different college/institution, or out of the state of Ohio, or to a private institution should also work closely with the receiving institution, which is the school that they plan to transfer to. This is the best way to ensure that the course(s) taken will transfer. Please contact the Registrar's office at the receiving institution to see if the courses taken while enrolled in CCP may successfully transfer.

Please contact your college/university to further explore their College Credit Plus Pathways.

Columbus State: <https://www.csc.edu/academics/college-credit-plus/>

The Ohio State University: <https://academy-ccp.osu.edu/application-process>

Otterbein University: <https://www.otterbein.edu/apply/college-credit-plus/>

Franklin University: <https://www.franklin.edu/admissions/college-credit-plus>