



## Dublin City School Guide to College Credit Plus

College Credit Plus (CCP) is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn postsecondary and high school credits at the same time by taking courses from Ohio colleges/universities. This General Information Guide intends to be a complete handbook for CCP in Dublin City Schools. Further information also appears on our district and high school websites.

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

### **Enrollment Options**

Students can enroll in CCP at:

- Any public Ohio college/university
- Private Ohio colleges/universities that participate in Ohio CCP (additional fees often apply)
- Online courses through colleges/universities participating in Ohio CCP
- Any combination of the above

### **Student Eligibility**

To participate in the enrollment options, students must:

- Be in grades 7-12
- Apply to and be accepted as a CCP student at the applicable college/university
- Be academically eligible according to the statewide threshold eligibility criteria as well as the college/university requirements
  - Current guidance is as follows: students may be admitted to some colleges/universities with an unweighted GPA of 3.0 or an entrance exam, such as the SAT, ACT, or a placement test offered through the applicable college/university.
    - However, course prerequisites are still in place and should be reviewed to determine individual course eligibility.
- Be considered a resident of Ohio, as defined in state law. The college/university will help families verify this information during the admission process. For students who are not Ohio residents, see below for options to enroll in CCP.
- Complete a questionnaire for the college/university in the affirmative, acknowledging that the student possesses the necessary social and emotional maturity and is ready to accept the responsibility and independence that a college classroom demands
- (Males) Submit a Selective Service number to the college if taking classes when turning 18

### **Eligibility Steps**

Students interested in participating in any CCP course must complete EACH of the steps below. All steps should be completed in time for the school scheduling that happens in January and February. Students who have not completed the necessary steps by April 1, may not be able to register for courses. Appeals after this date may be considered for unique situations.

- ☐ **Participate** in the required CCP [counseling session](#)
- ☐ **Complete** the [Intent Form](#) electronically during scheduling and no later than April 1st of EACH year
  - Students must complete through their Dublin Gmail account
- ☐ **Apply** to the college as a College Credit Plus student and submit all required documentation:
  - [Ohio State University](#)
  - [CSCC](#)
  - [University of Cincinnati](#)
  - [Other enrollment options](#)

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- ☐ **Meet** with the home school counselor during high school scheduling (Required: January)
  - ☐ Request the CCP course option placeholder in the Infinite Campus academic planning tool
  - ☐ Ensure you have not exceeded your State of Ohio maximum allowed credits. Use [this form](#) to calculate your max credits.)
- ☐ **Complete additional registration steps, scheduling documentation, and placement tests per the college**
  - For Columbus State Community College**
    - Use your Cougar ID to complete the online CSCC Onboarding ([use these instructions for reference](#))
    - Complete [any required placement testing](#). To determine if you need to take a placement test, [Click Here](#).
    - **For registration**
      - Once all Workday tasks are completed, students taking courses online or at a Columbus State campus location need to register for courses by May 15th. See [this link](#) for video tutorials.
  - For all other CCP College Options**
    - Work through the applicable college advisor for all necessary forms and registration.

### **Late Appeals**

If deadlines are missed, students must complete the following [late appeal form](#). Appeals will only be granted for extenuating circumstances as determined by the counseling and CCP coordinator.

### **Participation Options**

Once students are admitted to a college/university for CCP, students may take courses in the college/university course catalog that are not remedial or religious, that apply toward a degree or professional certificate, and in a subject area in which students are deemed eligible and college- and career-ready, and fall within the participation limits. There are constraints to the types of courses that are available to students as defined by the State of Ohio:

- Students must start with Level I courses for their first 15 credits
  - Exceptions may be made for students to continue with courses in the same subject, test directly into a Level II course, or have earned the required scores on AP or IB course examinations
    - [Columbus State Level 1 Courses](#)
    - [Ohio State Level 1 Course](#)
- Once students have completed their first 15 credits, they may move on to Level II courses.

### **Emerald Campus**

Through a partnership between DCS, Tolles, and partner colleges, CCP courses are offered at Emerald Campus. The commitment to offering courses at Emerald Campus is to provide students with an early college experience that is of high quality and integrates valuable DCS programming to college- and career-ready students. [Review the Emerald CCP site for up-to-date options.](#)

Partner college courses that meet at Emerald Campus may be taught by college faculty who visit the campus and are employed by the partner college or by a high school credentialed teacher considered a college faculty. In either situation, students will be expected to follow the rules and regulations set by the college/university, including being subject to FERPA, regardless of a student's age. Meaning,

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that college records (grades, disciplinary actions, attendance reports, etc.) will not be released to anyone, **even parents**, without written permission from the student.

### **Online or outside of Dublin Emerald Campus College Credit Plus Option**

The course options for students interested in participating in the CCP Program outside of Dublin Emerald Campus vary by the college/university and include many options. Students should review the course catalog of the college/university for a full listing of course offerings eligible for CCP participation. For example options, visit the [district CCP district page](#).

### **Credits and Participation Limits**

Participation in CCP is limited to a student being in full-time status, or 30 cumulative credits per year, with a maximum of 120 college credits throughout the program. The maximum cumulative credit amounts include high school and CCP credits. CCP credits earned in a summer semester are considered the beginning of the next academic year.

The calculation of 30 credit hours, or full-time status, can be calculated as follows:

1. Determine the student's number of high school ONLY credits
2. Multiply the high school credits by 3
3. Subtract the result from 30 total cumulative credit hours
4. The resultant number is the total number of postsecondary credits that CCP students may earn during that academic year through college credit plus (summer-spring)

### **Over the Max Credits**

Students/families over the maximum credits may opt to pursue college as a self-pay option through a college. Students/families choosing self-pay outside of the 30 cumulative credits are also responsible for textbooks, materials, and fees associated with the courses.

Use the [DCS Tracking Sheet](#) to help keep track of credits

### **Grading/Graduation Requirements**

#### **Grade Point Computation and Reporting of Grades**

Postsecondary credits are converted to high school \*Carnegie credits in the following manner:

- 3 semester credits or higher = 1.0 high school Carnegie credit
- 2 semester credits = 0.67 high school Carnegie credit
- 1 semester credit = 0.33 high school Carnegie credit

\*High School credits are termed Carnegie units.

CCP courses will receive the equivalent weight as any weighted course within the advanced standing programs such as AP or IB in like departments. For example, a student who takes a CCP English class will receive a weighted grade as there are AP/IB classes in the DCS English department. On the other hand, a student who takes a CCP Financial Literacy does not receive a weighted grade as there are no weighted courses in the DCS Wellness department. The letter grade earned through a college/university will be included on each student's DCS transcript and the student's college/university transcript. The DCS weight for that letter grade will be factored into the student's GPA. College credit plus courses cannot be grade-replaced on a transcript.

## **Graduation Requirements**

No high school graduation requirements will be waived as a result of participation in the CCP Program. It is the responsibility of the students and parents to be sure the college/university courses will meet graduation requirements. Before registration, students and parents should discuss college/university course plans and graduation requirements with their school counselors.

## **Athletic Eligibility**

Most CCP courses taken during a semester will equal one Carnegie unit (one high school credit), allowing students the opportunity to earn more than the required five for athletic eligibility. However, students should check their course schedule to ensure they are taking the minimum credits during the athletic season. CCP course grades will be computed at the end of the grading period at the high school following the official transcript from the college/university. Athletic and extracurricular eligibility can be affected by CCP grades and will be checked quarterly. The student's responsibility is to arrange a method for obtaining a progress report from the college/university or faculty to determine eligibility.

## **Awarding of Credits**

DCS will award comparable credit for a course completed at a college/university. If a college/university course is comparable to a course offered at DCS, DCS core credit will be awarded. If a course is not comparable, the student will be awarded the appropriate number of elective credits in that area.

**For courses not listed on this guidance document**, students must submit a course syllabus and detailed description to their home school counselor. The school counselor and school registrar will compare the current offerings to make a recommendation of credit to the college credit plus coordinator or district designee. The college credit plus coordinator or district designee will decide the credit to be awarded and whether to be core or elective.

To view a list of courses taken in the past and search for courses organized by credit [click here](#).

## **Student Responsibilities**

### **Enrolling/Withdrawing from CCP courses**

To be eligible to enroll in a CCP course, students must meet all the eligibility requirements outlined above and meet any prerequisites defined by the applicable college for chosen courses. For CCP course requests placed on the high school schedule (and through Emerald Campus), students will be registered by the district if all requirements are met. Students intending to take CCP courses directly through a college or university must follow the procedures outlined by the applicable college or university for course registration.

When withdrawing from a CCP course, students must notify both the home high school and college/university advisor to ensure the correct process and paperwork is completed. For CCP courses through Emerald Campus dropped on or before the 10th calendar day of a course, students will be dropped with no additional requirements; however, after the 10th day, a drop form is required and must be within the defined drop window. Students wishing to drop a course that is registered for directly through a college or university must follow the procedures outlined by the applicable college or university.

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Note: Parents and students are responsible for the tuition, fees, and textbooks for courses withdrawn from after the first 10 days of the college/university academic calendar. Withdrawal from a CCP course does not ensure re-enrollment in a similar course at the high school.

### **Rules and Regulations/Code of Conduct**

Students are expected to follow the rules and regulations set by the college/university. Students will also be expected to abide by the DCS Board of Education Policies and the DCS Code of Conduct. Students and their parents assume all responsibility and liability related to attendance at a college/university and must agree to hold harmless the Board of Education, the administration, and the staff for any incidents arising out of participation in the CCP Program.

### **Student College/University Email**

Students must activate a college/university email while enrolled in the CCP Program. Email is the official, and **often the only** means of communication between the college/university and the student.

### **Calendars/Attendance**

The college/university academic calendars do not often correspond with the high school calendar. Students are responsible for attending on-campus classes according to the college/university calendar.

Attendance in college/university classes is required and may even be factored into course performance grades. Students should expect to be held accountable and present for all class meetings.

### **Family Educational Rights and Privacy Act (FERPA) Information for CCP**

Any student accepted into the CCP Program is considered an official college/university student by the institution of higher education and is subject to the federal FERPA. Regardless of whether the student takes the course at Emerald Campus or on a college/university campus, the following rules apply:

- All communication about the course must be between the student and the instructor
- College/university records (grades, disciplinary actions, attendance reports, etc.) are not released to anyone, including parents, without proxy permission from the student
- Students may sign a consent form that would allow a parent or guardian to have greater access to information from the college/university, however, professors will not exchange emails or phone calls with parents of CCP students
- For CCP, the student's home school and the college/university may exchange information

### **Male Selective Service Requirement**

(Males) must register with the Selective Service within 30 days of his 18th birthday. If this falls within the semester, all male students must register (ORC 3345.32). The quickest way to register is online at the [Selective Service website](#). If a student does not register, they will be required to pay the fees for courses for the semester they turned 18 and any additional terms. If it is not paid the Ohio Attorney General's Office will also bill the students and family.

### **Transcripts**

College/university transcripts should be requested by visiting the college/university website associated with the CCP courses. Fees for transcript requests often apply and are the responsibility of the student.

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## **Transportation**

All students participating in the CCP Program will be responsible for their transportation to and from the college/university. Transportation to and from the Emerald Campus for CSCC courses will be offered via the DCS-provided shuttles.

## **Textbooks/Materials**

DCS will pay for textbooks, books, or online resources that are required for any CCP courses. For students taking CCP courses at Emerald Campus, books will be distributed within the course. For CCP courses taken through a different method, students are responsible for contacting the bookstore at the applicable college/university to determine how and when the student can obtain the books and resources. It is advised that students always contact the bookstore first since the process for obtaining CCP books varies slightly for each college/university. All books and resources purchased by DCS must be returned at the end of the semester.

## **Potential Benefits/Risks/Consequences of Participation**

Students and parents should gather as much information as possible about CCP before making a decision for students to sign up and participate. Students mature at different rates and some are ready to take on added responsibilities and mature content while others are not. Before participation, students and parents should weigh the benefits, risks, and potential consequences below:

### **Potential Benefits to CCP Program and Courses**

- Expanded curriculum offerings
- Study in more depth those areas of special interest or need
- Earn college credits while still in high school
- Financial support for taking college courses while still in high school
- Experience college-level work and life before making final decisions about whether and/or where to attend college

### **Potential Risks and Consequences to the CCP Program and Courses**

- The amount of work, pace, and rigor of content in college/university courses may be much greater than in high school courses
- Increased student responsibility for learning because of less instructional guidance
- Reduced opportunities to participate in high school co-curricular and extra-curricular activities
- Potential loss of after-school employment opportunities
- Possible effect on grade point average and class standing
- Possible delay of graduation
- Increased time for travel and study
- Poor performance may affect future college/university admissions and financial aid
- CCP course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically about controversial issues
  - **Disclaimer:** The subject matter of a course enrolled in under the College Credit Plus program may include mature subject matter or materials, including those of a graphic, explicit, violent, or sexual nature, that will not be modified based upon College Credit Plus enrollee participation regardless of where course instruction occurs.
- For courses taken on campus, students will be intermingled with students of varying ages and maturity levels

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### **Consequences of Not Making Adequate Progress, Failing or Not Completing a CCP Course**

- Should a student's CCP GPA drop below 2.0, the student will be considered 'underperforming' and thus required to be placed on probationary status.
- Should a student fail to complete a CCP course taken for credit (formal "class drop" process, nonattendance reasons, course failure, etc.), any and all financial obligations assumed by the Board will default to the students and their parents
  - Includes tuition, books, materials, and fees
- CCP classes withdrawn from or failed will receive a failing grade on the high school and college/university transcripts and will be computed into the high school and college/university GPA
- Failing a course will impact future CCP Program eligibility
- Courses cannot be grade replaced on a transcript

### **Financial obligation to students and parents for incomplete credit (i.e., missing the formal drop deadline, nonattendance reasons, or course failure)**

- \$83.28/ per credit hour - if through a class at Emerald Campus
- \$166.55/ per credit hour - if a class is taken online or on a college/university campus

### **Underperforming Students: Probation, Dismissal, Course retakes**

#### **Underperforming and Ineligible Students**

A student participating in the College Credit Plus (CCP) Program will be considered "underperforming," if they:

- fail to maintain a grade point average of 2.0 or higher in the college courses taken through CCP.
- withdraw from or receive no credit for two or more courses in the same term.

A student participating in CCP will be considered "ineligible," if they:

- maintain underperforming student status for two (2) consecutive terms of enrollment.

#### **Probation**

Immediately after determining whether a student has obtained underperforming student status, the student will be placed on probation for CCP. The student, parent, and college/university of enrollment will also be notified of his/her status, as well as the following:

- the student shall only enroll in one college course during any term.
- the student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit (\*This is not appealable - see below)

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 student will be dismissed from the program.

## Dismissal

A student is placed on dismissal when the student has failed to increase his or her GPA to above a 2.0 in CCP courses during the probation term.

- While on dismissal, the student may not enroll in any CCP courses for the following college term.
- After one college term on dismissal, the student may submit an appeal to Dublin City Schools to participate in CCP.

Following one term of dismissal, a student may submit a request to the district to be reinstated to CCP. It is recommended the student meet the following academic progress criteria for reinstatement:

- 3.0 GPA in all courses in the semester prior to reinstatement
- 97% attendance rate in the semester prior to reinstatement

## Students seeking to retake a course

- If a student passes a course but wants to retake it (with a C- or above) - If the college's policy allows students to retake a previously graded course, then the student/family is responsible for the tuition at the college's standard rate. Courses will not be treated as a grade replacement.
- If a student withdraws from a course before the 10-day roster date - this will have no impact on student eligibility, and students are permitted to continue with a retake under typical college credit plus circumstances.
- If a student withdraws after the 10-day roster date - the student shall not re-enroll in the same subject as a course where a D, W, or F was earned within college credit plus participation limits. Courses will not be treated as a grade replacement. An appeal may be submitted for reconsideration. (\*This is not appealable if the student is on probation - see below).
- If the student earns a D or fails a course - the student shall not re-enroll in the same subject as a course where a D, W, or F was earned within college credit plus participation limits. Courses will not be treated as a grade replacement. An appeal may be submitted for reconsideration. (\*This is not appealable if the student is on probation - see below).

## Appeals

Students may submit appeals for the following reasons:

- Any student who is prohibited from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" may appeal the decision to Dublin City Schools. *The decision of the district is final.*
  - \*Please note: A student on CCP Probation may **only** appeal the ability to take a course in the same subject in which he or she previously earned a D, F, NC, or equivalent, not to take more than one course in a term.
- After one college term on CCP Dismissal, a student may submit an appeal to the secondary school to allow the student to participate.
  - The district will determine whether the student may continue on CCP Dismissal, move to CCP Probation, or participate without restrictions per the school's adopted policy.

To request an appeal, a student must complete the [Dublin City Schools CCP Probation Dismissal Appeals form](#) including a written explanation of why the student should be permitted to participate in CCP while on dismissal or probation. The appeal form should be submitted to the district college credit plus coordinator or district designee. Note: Appeals do not override meeting college/university prerequisites.

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**High School/College Counseling Services Available**

Students are encouraged to utilize counseling services at the college/university to ensure the successful completion of college/university courses. Students are also entitled to all student services provided by the college/university (health, etc.). These services are provided upon student request. The student's responsibility is to keep themselves informed of academic and other requirements, just like other students who attend the college/university.

**Disability Services**

The Office of Disability Services at each college/university is dedicated to ensuring that students with disabilities enrolled in CCP courses have access to appropriate accommodations, including classroom and testing accommodations. Accommodations provided by a DCS IEP or 504 Plan do not apply in a CCP course. Students with a documented disability must register with the college/university's Disability Services to be allowed to use accommodations in courses.

**Transferring College Credits**

Credits earned through CCP are transferable to many public and private colleges/universities in Ohio and out of state. Courses often apply toward a general education requirement or an elective. It should not be assumed that courses taken at one college/university will transfer directly to another college/university for equivalent credit. To further understand what courses will transfer and for what credit visit: [Transferology](#) or [Ohio Credit Tool](#).

**Recommended Resources for Additional Information**

[DCS College Credit Plus Info](#)

[DCS Emerald Campus Info](#)

[OhioHigherEd Department of Education: Key Information for Students & Families](#)