

**College Credit Plus
Student & Family Information Packet**



***Manchester High School
2026 - 2027***

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Manchester Local Schools - College Credit Plus (CCP)

Ohio's College Credit Plus program provides a college credit option for all students in seventh through twelfth grade status. This option provides for enrollment in college courses for college and high school credit. We hope the following information will assist you in analyzing the feasibility of this option. School counselors must be contacted, via the **"CCP Letter of Intent & Student/Parent Acknowledgement Form,"** located on the last page of this packet, by April 1 if you are interested in CCP for the upcoming school year.

1. Program eligibility includes:

- a) Seventh through twelfth grade status;
- b) Acceptance by a college or university.

2. Financial arrangements for tuition, books, materials, and fees are made for the students taking courses. However, pursuant to Ohio Revised Code 3365.09(A), a district may seek reimbursement from a student or parent if the student fails to attain a passing final grade under the following two circumstances: 1) If the student receives a failing grade at the end of the college course; or 2) If the student withdraws from or drops the college course subsequent to the 14th calendar day after the particular course began. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

3. Not all technology used in CCP classes is compatible with Manchester Local Schools Chromebook devices. Students may need a personal device, such as a personal computer, iPad, etc. to participate in CCP courses.

4. In the state of Ohio, Carnegie units of credit are utilized at the high school level. Colleges and universities issue semester hours. Semester hours can be converted to Carnegie units of credit for high school graduation purposes. Details are available on page four of this packet.

5. Scheduling responsibilities lie with the student. All requirements for high school graduation must still be met for a diploma to be earned.

6. College Credit Plus courses will be computed into the GPA using the same GPA weight as Advanced Placement (AP) courses in cases where MHS offers AP courses in the same subject area. Please see the CCP grading policy on page 4 for additional information.

The failure of a college-level course will be reflected in the student's grade point average. The grades will be on the high school and college transcripts and will be computed into the high school and college GPA.



7. Students enrolling in the College Credit Plus program will adhere to all academic responsibilities, disciplinary responsibilities, and social responsibilities afforded to Manchester High School students as stated in the Manchester High School Student Handbook.
8. All participating colleges and universities must provide students with counseling services. We would encourage students and parents to utilize these services in making enrollment decisions.
9. Once admitted to a college for College Credit Plus, students may take any course in the college's course catalogue that is not remedial, religious, physical education and applies toward a degree or professional certificate, in a subject area in which the student is college ready.
10. Many entry-level courses earned at an Ohio public college are guaranteed to transfer to any other Ohio public college. Credits for transfer to a private college, or credits for transfer to an out-of-state institution, will be evaluated on a case-by-case basis by the institution. To learn more about credit transfer among the state's public institutions of higher education go to:
<https://transferology.com>
11. A student athlete must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws.



Manchester High School CCP Participation Instructions/Process

If you are interested in participating in College Credit Plus (CCP), the following action steps must be taken:

- 1) Student and parent/guardian will attend the CCP information session at Manchester High School on February 5, 2026. If you have never taken a CCP course before, attendance to this session is strongly encouraged.
- 2) Apply to the college of your choice. Most students take CCP courses through Stark State, Kent State Stark, or the University of Akron. Please review the college's eligibility requirements for admission.
- 3) Sign and return the **CCP Letter of Intent & Student/Parent Acknowledgement Form** to the counseling office by April 1st, 2026 in order to be eligible to take CCP courses during the 2026/27 school year. This form must be resubmitted each year.
 - A copy of the form will be provided during the CCP session, however, the form is located on our district website under "Students & Parents" > "District Links and Forms"
- 4) Complete required Placement Test if ACT and/or GPA requirements for a college are not met. Please visit the college's website for instructions.
- 5) Once accepted, you will need to meet with your counselor to adjust your schedule for next school year.

CCP Letter of Intent & Student/Parent Acknowledgement Form due by APRIL 1ST.



College Credit Plus (CCP) Grading Policy/CCP Sample Pathways:

Grading Policy:

1. High School credit will be awarded according to the following systems:

Semester Hour Courses

- 1 Semester Hours = .33 credit of high school credit
- 2 Semester Hours = .66 credit of high school credit
- 3 Semester Hours = 1.00 credit of high school credit
- 4 Semester Hours = 1.00 credit of high school credit
- 5 Semester Hours = 1.00 credit of high school credit

2. Course grades will be transferred from the college/university via the college's student reporting system and will become part of the student's high school academic coursework (transcript). Courses will be figured accordingly in the student's G.P.A./class ranking.

College Credit Plus courses will be computed into the GPA using the same scale as Advanced Placement (AP) courses in cases where MHS offers AP courses in the same subject area.

Please note: Weighted grades in CCP are restricted to the number of AP courses available in each subject area. For instance, MHS offers 2 AP English courses, so a student can earn a maximum of 2 CCP English credits with the AP GPA weighting. Any additional CCP English credits will be assigned the standard GPA weight.

The failure of a college-level course will be reflected in the student's grade point average. The grades will be on the high school and college transcripts and will be computed into the high school and college GPA.

CCP Sample Pathways:

It is important for CCP students to take courses that will most likely accelerate their progress toward a degree or certificate program. Many colleges have several CCP Pathways available outlining some of the most common college courses that fit directly into specific degree programs. While the recommended pathways are available, other course options do exist. Students should speak directly with their CCP advisor to discuss course options.

Sample 15-Hour Pathway (pick a minimum of 5 options below):

- English Composition 1
- English Composition 2
- Introduction to Psychology
- Introduction to Sociology
- College Algebra or Statistics
- College-level Science - non-lab based
- Speech

Visit our district website for additional resources on college-specific pathways.



**Manchester Local Schools - College Credit Plus Parent/Student Acknowledgement Form
2026/27 School Year**

COMPLETE THIS FORM, SIGN, AND RETURN TO THE COUNSELING DEPARTMENT PRIOR TO APRIL 1ST, 2026!

1. Program eligibility – students in grades 7-12 who apply for and are accepted into a college are eligible to receive a maximum of 30 college level credit hours per academic year (courses taken at the high school will deduct from the total amount of college credits a student is eligible to receive). The first term of the academic year is the Summer term.
2. If a student fails, does not complete, or withdraws from a course after the 14th calendar day the particular course began for traditional 16 week courses (or per the college/university's official drop date policy for accelerated classes), the student/family may be asked to reimburse the district for tuition, fees, and book costs for the course. Failure in a course will deduct from the 30 allowable credit hours per academic year.
3. Poor performance may result with the student being placed on academic probation and restricted from taking further classes.
4. Some courses will have their course grade weighted on the high school transcript and therefore will have a greater impact on a student's GPA. Please see the MHS Curriculum Guide regarding the district's CCP grading policy.
5. Transportation to/from College Credit Plus courses and technology needed for online courses are the student's responsibility.

Note: Not all technology used in CCP is compatible with Manchester Local Schools' Chromebook devices. Students may need a personal device, such as a personal computer, iPad, etc. to participate in CCP courses.

6. It is the student's responsibility to ensure that all course textbooks are returned to the college by the end of final exam week. Missing or damaged materials may result in a fine.
7. All requirements for high school graduation must still be met for a diploma to be earned. Scheduling responsibilities lie with the student. Scheduling difficulties may arise due to the timing of high school courses and college courses.
8. College calendars often vary from high school calendars and may result in different start and end dates, exam dates, and possible conflicts. It is the responsibility of the student to provide advance notice of any conflict between the college's exam schedule and the high school's to the student's teacher and counselor.
9. As a result of not being in the high school setting full-time, some pertinent information regarding deadlines, upcoming events, etc. may be missed and it is the responsibility of students to ensure they receive this information.
10. Student athletes are required to meet OHSAA athletic eligibility requirements, regardless of where the classes are taking place.

By signing below, I acknowledge that I have reviewed and understand all information included in the Manchester Local Schools College Credit Plus Parent/Student Acknowledgement Form. I understand that participation in the CCP program carries academic responsibilities. I agree to comply with all policies and procedures of both Manchester Local Schools and the participating college or university. I further acknowledge that failure to complete, withdrawal from, or unsuccessful completion of a CCP course may result in financial obligation to reimburse the district for tuition, fees, and/or textbook costs as outlined in this agreement.

Student Name (print): _____

Student Signature: _____

Parent Signature: _____

Date: _____