

College Credit Plus (CCP) Grading Policy

Section 1. Purpose

This policy establishes procedures for awarding grades and determining credit for College Credit Plus (CCP) courses. While class standing is not required by the Ohio Department of Education, the district elects to define procedures for GPA calculation and, where applicable, class standing.

Section 2. Grading

1. Grades earned in CCP courses shall be recorded on the high school transcript exactly as reported by the partnering college or university.
 2. College grades shall be converted to the high school grading scale as follows:
 - A = 4.0
 - B = 3.0
 - C = 2.0
 - D = 1.0
 - F = 0.0
 3. Plus/minus designations shall be converted to the nearest equivalent grade under the district's grading policy.
 4. CCP courses determined to be equivalent in rigor to Advanced Placement (AP) or honors courses shall be graded in accordance with the district's grading policy.
 5. CCP courses shall be clearly identified on the student's high school transcript with course title, college name, and credit equivalency.
-

Section 3. Credit Awarding

1. High school credit shall be awarded at the rate of one Carnegie unit per three (3) semester hours of college credit.
 2. Partial credit shall be awarded proportionally for courses carrying fewer than three (3) semester hours.
 3. A failing grade or a withdrawal after the allowable deadline shall be recorded as an “F” or “W” on the high school transcript and calculated into the student’s GPA in accordance with district policy.
-

Section 4. Oversight

1. This policy shall be reviewed annually to ensure compliance with the Ohio Revised Code and Ohio Department of Higher Education requirements.
2. The building principal or designee shall resolve appeals regarding grades, credit transfer, or GPA/class standing determinations.

The policy for awarding of grades and the calculation of class standing for College Credit Plus courses shall not disadvantage students who choose to participate in College Credit Plus rather than in other advanced standing programs, including AP and IB. The policy adopted shall be equivalent to the school’s policy for courses taken under Advanced Placement and International Baccalaureate or for courses designated as honors.

Policy: Student Information Sharing under FERPA – College Credit Plus (CCP)

Section 1. Purpose

This policy establishes how student educational records are shared with parents and guardians for students participating in College Credit Plus (CCP), in compliance with the **Family Educational Rights and Privacy Act (FERPA)** and applicable Ohio law.

Section 2. FERPA Overview

1. FERPA protects the privacy of student education records at both the secondary (high school) and postsecondary (college/university) level.
 2. At the high school level, parents/guardians of a minor student retain FERPA rights to access their child's education records.
 3. At the postsecondary level, FERPA rights transfer from the parent/guardian to the student, regardless of age.
-

Section 3. CCP-Specific Application

1. When a student is enrolled in both a public high school and a public college under CCP:
 - The **high school** maintains responsibility for the student's secondary education record.
 - The **college** maintains responsibility for the student's postsecondary education record.
2. Colleges may, under FERPA, share information about the student's CCP academic performance directly with the high school for purposes of awarding high school credit and monitoring progress.
3. Parents/guardians requesting access to a student's CCP course information must do so through the high school.

4. The high school may disclose relevant information to parents/guardians if the student is under 18 or if the parent/guardian claims the student as a dependent for federal tax purposes.
-

Section 4. Parent/Guardian Communication

1. The district shall inform parents/guardians that:
 - Grades and progress in CCP courses will be reported on the student's high school transcript.
 - Midterm or course progress reports from the college will not automatically be provided to parents/guardians by the district or the college.
 - Parents/guardians seeking direct access to course assignments, attendance, or college records must obtain written consent from the student under FERPA.
 2. The district will encourage students and families to communicate regularly regarding academic progress in CCP courses.
-

Section 5. Oversight and Compliance

1. The superintendent or designee shall ensure that all CCP informational materials distributed to students and parents include a summary of FERPA rights as they apply to dual enrollment.
2. Guidance counselors shall provide students and parents with clarification on how educational records will be shared.
3. The district shall not release CCP course information beyond what is legally permitted under FERPA and Ohio law.

College Credit Plus (CCP) Academic Progress Policy

Purpose

This policy outlines the academic progress standards and procedures governing student participation in the College Credit Plus (CCP) program. The intent is to ensure students are making satisfactory academic progress and to establish a fair process for reinstatement, dismissal, and appeal.

Section I: Academic Progress Requirement

Students placed on CCP probation must demonstrate satisfactory academic progress to be reinstated. To achieve reinstatement:

1. The student must earn a **minimum 2.0 GPA** in all college coursework attempted while on CCP probation.
 2. Students are only permitted to enroll in one CCP course per term and it cannot be enrolled in the same subject matter where they previously earned a D, F, or no credit.
 3. The student must successfully complete all CCP courses (i.e., avoid withdrawals, incompletes, or failing grades) for two consecutive semesters.
-

Section II: CCP Dismissal

1. **Dismissal after Probation** – If a student fails to make the academic progress outlined in Section I, the student will be placed on **CCP dismissal** and may not enroll in CCP courses during the next academic term.
 2. **Extension of Dismissal** – If a student fails to make satisfactory progress following reinstatement, the CCP dismissal will be **extended** for an additional term.
-

Section III: Appeal Process

Students have the right to appeal a CCP probation or dismissal decision.

1. Filing an Appeal

- Appeals must be submitted in writing to the school within **10 school days** of notification of probation or dismissal.
- Appeals must include:
 - A written explanation of the circumstances affecting academic performance (e.g., illness, personal hardship).
 - Supporting documentation, if applicable.

2. Review Committee

- Appeals will be reviewed by a **CCP Review Committee**, consisting of a school counselor, building administrator, and teacher representative.

3. Decision and Notification

- The student will be notified in writing of the committee's decision within **10 school days** of submitting the appeal.
- The decision of the CCP Review Committee is **final**.

Section IV: Reinstatement after Dismissal

1. Students dismissed from CCP may seek reinstatement after a minimum of **one academic term** of dismissal.
2. Reinstatement requires:
 - Evidence of readiness to succeed in college-level coursework.
 - Review and approval by the school in consultation with the partner college or university.

Effective Date

This policy shall take effect immediately upon adoption by the school administration and shall remain in force until amended or rescinded.

College Credit Plus (CCP) Attendance Policy

Purpose

**It is very important that you do your best to maintain a good attendance record. Without regular attendance, you will find it extremely difficult to do satisfactory work in your classes. Regular attendance at school or work is required. Excessive absence will result in a medical excuse being required. Continued excessive absences may result in disciplinary action.*

Section I: Attendance Expectations

1. Attendance is mandatory unless an excused absence is provided.
 - You will not have access to, or be graded for any work due to unexcused absences.
 - Arrive to class on time and be prepared to actively engage in classwork.
-

Effective Date