

College Credit Plus Guidance for Grades & Tuition

This guidance document provides some examples of course outcomes for students in the College Credit Plus (CCP) program. Specifically, these examples address various issues including the fiscal responsibility for the course tuition, the option of repeating a course, and the Underperforming Student Rule¹. While not all scenarios are covered in this document, the most common scenarios are addressed.

Examples of Course Outcomes	High School Graduation Impact	Tuition Source (first time student is enrolled)	Tuition Source (if course is repeated)	Underperforming Student Rule ¹ Impact
<p>Student passes course but wants to retake it (i.e., student received a passing grade, D- or above, on the college transcript).</p>	<p>College course grade is applied to high school transcript in satisfaction of graduation requirement in that subject area.</p>	<p>State funds²: 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State awarded funds</p>	<p>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 tuition rate if the course is repeated.</p>	<p>While a student is on CCP Probation, the student shall enroll in no more than one college course in any term and the student shall not enroll 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.</p>
<p>Student withdraws before the roster date, 14th day after the college course begins. No grade is issued for this.</p>	<p>Student will not receive credit for this course and, therefore, may not have satisfied the intended high school graduation requirement.</p>	<p>No state funds will be utilized for this course outcome.³</p>	<p>State College Credit Plus funds: 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State awarded funds</p>	<p>This course will have no impact on the student’s GPA; therefore, the Underperforming Student Rule will not apply to this course outcome.</p>

Examples of Course Outcomes	High School Graduation Impact	Tuition Source (first time student is enrolled)	Tuition Source (if course is repeated)	Underperforming Student Rule ¹ Impact
Student withdraws after the roster date (i.e., student received a “W” grade on college transcript).	Student will not receive credit for this course and, in this case, has not satisfied the intended high school graduation requirement.	<p>State funds:</p> <p>1) Public School Student: School district foundation funds</p> <p>2) Nonpublic school and homeschooled students: State awarded funds</p> <p>If the student is not considered economically disadvantaged⁴, the Public District may seek reimbursement⁵ from the student or the student’s parent for the amount of state funds paid to the college on behalf of the student for that course. A nonpublic school may seek reimbursement from the participant or the participant’s parent. Upon collection of the reimbursement among, the nonpublic school shall send the amount to the Superintendent of Public Instruction.</p>	<p>State College Credit Plus funds:</p> <p>1) Public School Student: School district foundation funds</p> <p>2) Nonpublic school and homeschooled students: State awarded funds</p>	While a student is on CCP Probation, the student shall enroll in no more than one college course in any term and the student shall not enroll 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.
Student receives a failing grade in the course (i.e., student received an “F” or a no credit grade “NC” or “NP” or another equivalent grade from the college).	<p>A failing grade is applied to student’s high school transcript. If the course is retaken, in accordance with the college’s policy, then the new grade may be applied to student’s high school transcript in satisfaction of graduation requirement in that subject area.</p> <p>If a proper reimbursement request is made, the public school may withhold grades and credit received by the participant for high school courses taken until the reimbursement has been provided.</p>	<p>State funds:</p> <p>1) Public School Student: School district foundation funds</p> <p>2) Nonpublic school and homeschooled students: State awarded funds</p> <p>If the student is not considered economically disadvantaged⁴, the Public District may seek reimbursement⁵ from the student or the student’s parent for the amount of state funds paid to the college on behalf of the student for that course. A nonpublic school may seek reimbursement from the participant or the participant’s parent. Upon collection of the reimbursement amount, the nonpublic school shall send the amount to the Superintendent of Public Instruction.</p>	<p>If the college’s policy allows students to retake a previously graded course, then the source is State College Credit Plus funds:</p> <p>1) Public School Student: School district foundation funds</p> <p>2) Nonpublic school and homeschooled students: State awarded funds</p>	If the student’s CCP cumulative GPA is less than a 2.0, then the student must be placed on CCP Probation. While a student is on CCP Probation, the student shall enroll in no more than one college course in any term and the student shall not enroll 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.

For more details on the following footnotes, please review the Ohio Revised Code (ORC) or Ohio Administrative Code (OAC) references (<http://codes.ohio.gov>):

¹ Underperforming Student Rule: ORC 3365.091, OAC 3333-1-65.13

⁴ Economically disadvantaged: ORC 3365.09(C), OAC 3333-1-65.6

² State funds: ORC 3365.07, ORC 3365.071

⁵ Seeking reimbursement: ORC 3365.09

³ Withdrawal of course: ORC 3365.07(F)

Weighting College Credit Plus Courses - Q&A

With the College Credit Plus program entering its fourth year in 2018-2019, the Ohio Department of Education and the Ohio Department of Higher Education have compiled a list of questions and answers regarding the weighting of College Credit Plus (CCP) courses. In light of the numerous issues that have come to our attention and questions we have received, we believe it helpful to offer this guidance. While we recognize that it is up to the participating secondary schools to develop their own policies, we offer the following to aid secondary schools in developing and/or updating their policies in compliance with Ohio law.

1. What are the statutes and rules related to weighting of College Credit Plus courses?

[Ohio Revised Code 3365.04\(E\)](#) requires each public and participating nonpublic secondary school to implement a policy for the awarding of grades and the calculation of class standing for courses taken under division (A)(2) or (B) of section [3365.06](#) of the Revised Code. The policy adopted under this division shall be equivalent to the school's policy for courses taken under the advanced standing programs described in divisions (A)(2) and (3) of section [3313.6013](#) of the Revised Code or for other courses designated as honors courses by the school.¹ If the policy includes awarding a weighted grade or enhancing a student's class standing for these courses, the policy adopted under this section shall also provide for these procedures to be applied to courses taken under the college credit plus program.

[Ohio Administrative Code 3333-1-65.2\(B\)\(7\)](#) requires that the policy for awarding of grades and the calculation of class standing for college credit plus courses adopted and implemented by a district or secondary school pursuant to division (E) of section [3365.04](#) of the Revised Code shall not disadvantage students who choose to participate in college credit plus rather than in other advanced standing programs.

Additionally, established policies shall not provide higher value to any course provided through one advanced standing program as defined in section [3313.6013](#) of the Revised Code than to a course within the same academic subject area provided by another advanced standing program. A higher value shall also not be granted to honors courses.

¹ "Advanced Standing" program is defined as a program that enables a student to earn credit toward a degree from an institution of higher education while enrolled in high school or that enables a student to complete coursework while enrolled in high school that may earn credit toward a degree from an institution of higher education upon the student's attainment of a specified score on an examination covering the coursework. Advanced standing programs may include: the College Credit Plus Program; Advanced Placement (AP) courses; International Baccalaureate (IB) diploma courses; and early college high school programs. (ORC 3313.6013).

Please note: The grade weighting policies for CCP apply to both advanced standing courses and any weighted honors courses designated by the school or district.

2. Does a school have to go back and correct the weighting of previous years' grades if it did this incorrectly?

Yes, if the school realizes that the weighting has not been correctly managed, then the school must correct the weighting for all current students and for all years since the 2015-2016 school year when College Credit Plus went into effect.

3. When must the participating secondary school weight a College Credit Plus course?

- If the school has advanced standing courses or programs (AP or IB) or honors courses that are weighted in a subject area, then the school **MUST** weight a CCP course in that subject area.
Example: If the school offers an AP course in English and the grading scale for that English course is weighted, then any CCP course in English must also be weighted
- If the school does not have a weighted honors, AP, or IB course in a subject area, then the school **CANNOT** weight CCP courses in that subject area.
Example: If the school offers an AP Business course, but the grading scale for that Business course is not weighted, then any CCP course in Business cannot be weighted
- If the school has no honors, AP, or IB courses in a subject area, then the school **MAY** weight CCP courses.
Example: If the school does not offer any courses in Culinary Arts, then the school may choose to weight any CCP course in Culinary Arts.

To determine if courses count as being part of the same subject area, refer to the [High School Graduation Requirements Crosswalk](#) document to review the courses that serve as substitutions within a subject area.

There is no limit on the amount of CCP courses for which the above rules apply.

4. What college courses align to high school subject areas for weighting purposes?

As required in [Ohio Administrative Code 3333-1-65.2\(B\)\(7\)](#), if a school weights an advanced standing (IB, AP) or honors course, then the school must also weight a CCP course in the same subject area. A subject area is a broad categorization of courses. The following subject areas are based on primary high school graduation requirements:

- English language arts: Any college course in literature, composition, journalism, speech, applied communication
- Health: Any college course that covers health concepts
- Mathematics: Any college math course
- Science: Any college science courses
- Social Studies: Any college course in social science, humanities, psychology, western civilization, political science, history, government, philosophy
- Electives: Various college courses will satisfy elective requirements, including but not limited to, foreign language, fine arts, business, career-technical, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science, or social studies not otherwise required.
- Financial literacy: Various college courses including economics, financial, social science, or humanities courses which include the concepts of economics and financial literacy.
- Refer to the [High School Graduation Requirements Crosswalk](#) document to review the details about graduation requirements.

5. How do College Credit Plus courses factor into class standing?

The same rules apply to calculating class standing as to the weighting of grades. Secondary schools must implement a policy for the calculation of class standing for College Credit Plus courses. The policy must be equivalent to the school's policy for courses taken under the advanced standing programs (AP or IB) or honors courses. If the policy includes awarding a weighted grade or enhancing a student's class standing for these courses, the policy must also provide for the same weighting or enhancing to be applied to College Credit Plus courses (ORC 3365.04).

Established policies shall not provide higher value to any course provided through AP or IB than to a course within the same academic subject area provided by another advanced standing program. A higher value shall also not be granted to honors courses (OAC 3333-1-65.2).

A district cannot create policies that exclude College Credit Plus courses or students who participate in College Credit Plus in the calculations for valedictorian, salutatorian, class standing, or class rank.

6. What delivery mode does the school weight? Only courses at the high school or elsewhere?

Students can participate in College Credit Plus courses at a college campus, online, and/or at the high school. Regardless of the delivery mode or location of the course, if the school weights a course in the same subject area, then the College Credit Plus course must be weighted also, as described in Question 3 above.

7. What if the high school uses plusses and minuses, but the college does not?

The highest grade that is achievable on the grading scales should have equal weight. For example, if the high school's highest grade is an A+ and that equals 5.3 on the high school weighted scale, and a college's highest grade is an A, then a student earning an A in a College Credit Plus course will earn the same 5.3 weight as the A+ at the high school. This applies only to weighted courses in the same subject area.

8. What if the school only uses percentages and not letter grades?

Colleges and universities typically will only issue letter grades for college courses (e.g., A, B, C, D, F, W, NC). This is the grade that must be recorded on the high school transcript. If the school only uses percentages for high school courses, that can continue, but the high school must make modifications to their computer system to accommodate letter grades and weight the grades accordingly.

9. Does the school have to include college grades on the high school transcript?

[Ohio Revised Code 3365.12](#) requires that College Credit Plus courses must be recorded on the student's transcript. The information should include "evidence of successful completion of each course and the high school credits awarded by the school" and the record must "indicate that the credits were earned as a participant under" College Credit Plus and must "include the name of the college at which the credits were earned."

10. What if the high school teacher is an adjunct of the college and teaches the course at the high school? Can the teacher use the high school grading scale?

No, the teacher is serving as an adjunct instructor of the college. The course belongs to the college and the course must match the syllabi, learning outcomes, textbooks, grading scales, etc., of the college regardless of where it is taught and by whom it is taught.

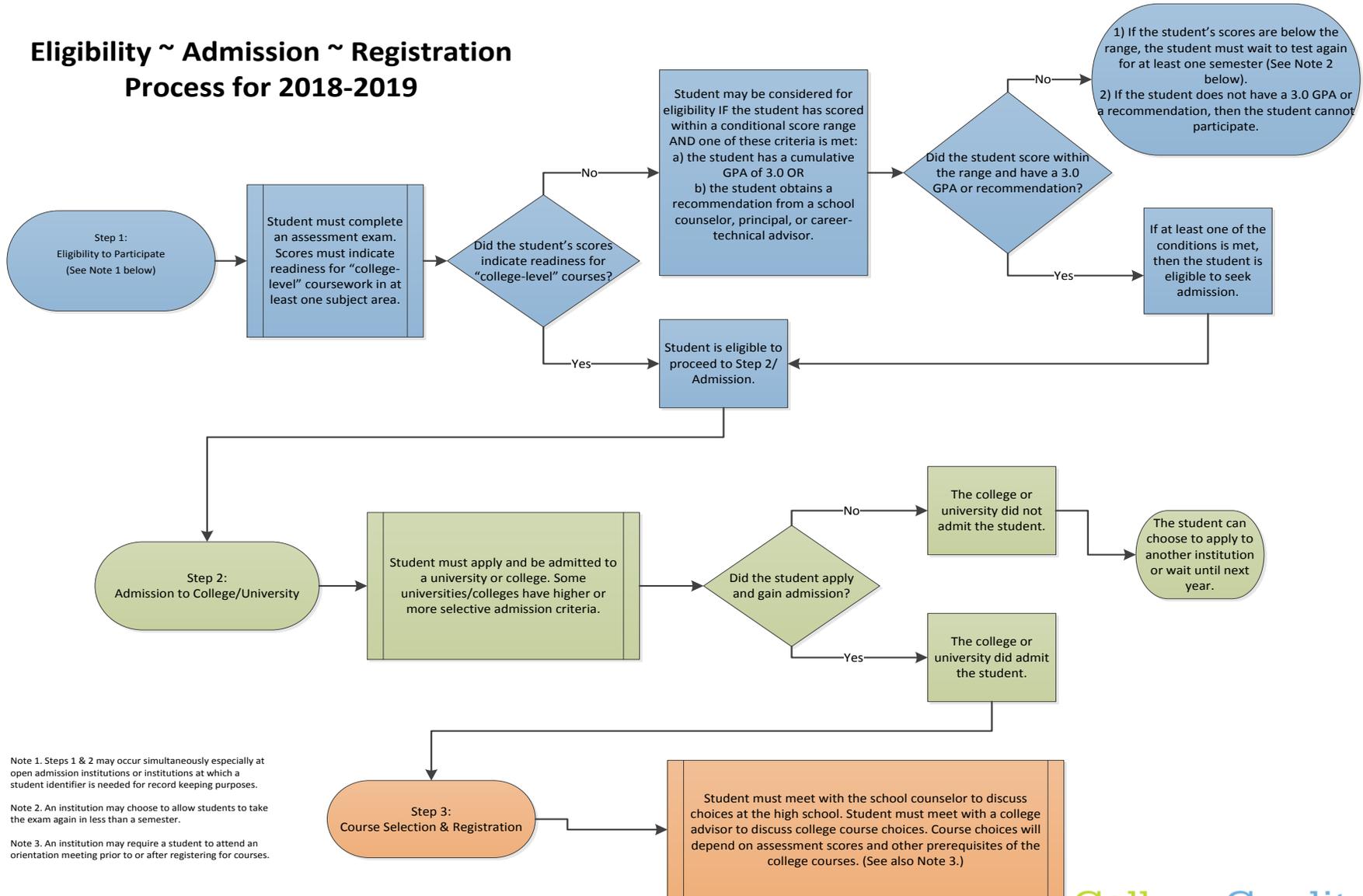
11. When a district has multiple high schools and the weighting of courses differ, how is the weight of a given course determined?

Courses that are weighted differently at high schools within the same district must be weighted according to the building in which the student is enrolled. If the district has district-wide weighting, then all buildings will use the same weighted grading scale.

College Credit Plus: Student Eligibility Process

Effective Academic Year 2018-2019, a student interested in College Credit Plus must complete the steps in the chart below to determine eligibility, admission, and course placement/registration.

Eligibility ~ Admission ~ Registration Process for 2018-2019



Note 1. Steps 1 & 2 may occur simultaneously especially at open admission institutions or institutions at which a student identifier is needed for record keeping purposes.

Note 2. An institution may choose to allow students to take the exam again in less than a semester.

Note 3. An institution may require a student to attend an orientation meeting prior to or after registering for courses.

College Credit Plus: Student Eligibility Assessment Testing

Effective Academic Year 2018-2019, a student interested in College Credit Plus must be considered eligible to participate.

- A student is considered **Eligible** for the program if the student scores at or above the “Assessment Threshold Score” in at least one subtest of an approved assessment exam* in the table below.
- If a student does not score at the Assessment Threshold Score in at least one subtest, but has scored within the “Score Range to be Considered” (calculated as the standard error of measurement), then the student can be considered **Conditionally Eligible** for the program if he/she also meets one of these criteria:
 - ✓ Has a 3.0 cumulative GPA or
 - ✓ Receives a recommendation from school counselor, principal, or career-technical advisor

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	Sentence Skills	88	78 - 87
	WritePlacer	5	4
	Reading Comprehension	80	71 - 79
	College Level Math (CLM)	55	46 - 54
Next-Generation ACCUPLACER	Writing	263	257 - 262
	WritePlacer	5	4
	Reading: UPDATED 4/2/2018¹	250 ¹ (previously 263)	243 – 249 ¹ (previously 256 - 262)
	Quantitative Reasoning, Algebra, & Statistics (QAS)	263	259 - 262
	Advanced Algebra & Functions (AAF)	263	257 - 262
ACT	English	18	16 - 17
	Reading	22	20 - 21
	Math	22	20 - 21
SAT	Evidence Based Reading & Writing	480	450 - 479
	Mathematics	530	500 - 529
ALEKS	Mathematics	46	40 - 45
MapleSoft T.A.	Mathematics	50% of algebra items answered correct (16 out of 32)	12 - 15 correct
PlaceU (WebAssign)	Mathematics	18	16 - 17

*Approved assessment exams are listed in this table and in the “Uniform Statewide Standards for Remediation-Free” document. This document is reviewed annually; check for current version on www.ohiohighered.org/ccp.

¹The ACCUPLACER Next-Generation Reading subtest eligibility score ranges have been updated per changes to the “Uniform Statewide Standards for Remediation-Free” document. These changes are based on recommendations of college/university faculty panel reviews, Chief Academic Officers, and Presidents (via the Inter-University Council of Ohio and the Ohio Association of Community Colleges).

[Rule 3333-1-65.12](#) went into effect starting summer term of the 2018-19 academic year, providing a framework for the types of courses that are eligible for funding under College Credit Plus. Please review the rule language for complete details.

1

Level I Courses – “First 15”

For students new to College Credit Plus, they must start with Level I courses for their First 15 credits, which include:

- Transferable courses (Approved CTAG, OTM, TAG, or equivalent at private college or university)
- Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- Course in a designated technical certificate program
- 15-credit hour or 30-credit hour model pathway courses
- Study skills, academic or career success skills courses
- Internship courses

EXCEPTIONS TO THE FIRST 15

Exceptions may be made for students to continue with courses in the same subject or for students that test directly into a Level II course.

Students who have attained the required scores on AP or IB course examinations may count those course hours toward the First 15.

2

Level II Courses

Once students have completed the First 15, they can move on to Level II.

- Level II courses are any other college courses for which students meet the prerequisites.
- Students are encouraged to continue working toward the certificate or degree pathways started in Level I.

Non-Allowable Courses

These courses are not permitted under College Credit Plus:

- Applied courses with one-on-one private instruction
- Courses with high fees (\$750 or more, starting spring 2019)
- Study abroad courses
- Physical education courses
- P/F or S/U graded courses (unless the course is an internship or is a transferable course with the same grading scale for all students enrolled)
- Remedial courses
- Sectarian religion courses

Chancellor Approval of Additional Courses

The course eligibility rule provides opportunities for colleges & universities to request Chancellor approval for additional courses under the following:

1. The chancellor annually may approve additional courses as Level I courses if it is determined that students participating in the College Credit Plus program would benefit from having access to those courses as Level I courses. Any such approval shall take effect at the start of the following academic year. Please see the [Level I Approval Process Guidance](#) for more information.
2. If a course that is a part of a predetermined pathway (or required sequence of courses) leading to a certificate or degree is described as “non-allowable” under the rule, a college or university may request the chancellor to allow the course, given one or more students who are enrolled through College Credit Plus have shown progress on that pathway or sequence of courses through their previous coursework. Please see the [Non-Allowable Approval Process Guidance](#) for more information.

Additional Roles & Responsibilities

- **Colleges & universities** must list Level I courses on their websites and send preterm notices with student enrollment information to secondary schools.
- **Secondary schools** must verify appropriate course enrollment, and if students are not appropriately enrolled, discuss withdrawal or self-pay options with students and parents.
- **Secondary schools, colleges, & universities** must include eligible course information in required communications (e.g., information sessions, counselor sessions, and mandatory advising).
- **The Chancellor** has the authority to review college courses to ensure courses meet the requirements of the rule.
- **Homeschooled students’ parents** must take the actions required by secondary schools.

Rule 3333-1-65.13 went into effect starting summer term of the 2018-19 academic year, providing a definition of underperforming students and regulations for probation and dismissal from the College Credit Plus program.

PLEASE NOTE: This rule does not alter, supersede, or affect any college or university policy/procedure on satisfactory academic progress.

CCP PROBATION

A student is placed on CCP Probation when he or she either:

- Has earned lower than a cumulative 2.0 GPA in College Credit Plus courses.
or
- Withdraws from, or receives no credit* for, two or more courses in same term.

While on CCP Probation, the student:

- May *only* enroll in one College Credit Plus course for one college term (semester or quarter).
- May not enroll in the college course in the same subject in which student previously earned D or F or received no credit.*

CCP DISMISSAL

A student is placed on CCP Dismissal when the student has failed to increase his or her GPA to above a 2.0 in College Credit Plus courses during the CCP Probation term.

- While on CCP Dismissal, the student may not enroll in any College Credit Plus courses for the following college term.
- After one college term on CCP Dismissal, the student may submit an appeal to request the secondary school to allow student to participate in College Credit Plus.

APPEALS

Probation Appeals:

- 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, or received no credit.*

Dismissal Appeals:

- After one college term on CCP Dismissal, the student may submit an appeal to the secondary school to allow the student to participate.
- The secondary school shall determine whether the student may continue on CCP Dismissal, move to CCP Probation, or participate without restrictions per the school's adopted policy.

For both types of appeals:

- Each secondary school is required create a policy to direct the school's appeal process, as described in [Ohio Administrative Code section 3333-1-65.13](#).
- Extenuating circumstances must be considered, separate from academic performance.

*"No credit" under this rule has been interpreted to mean a transcript entry of W, NC, or equivalent.

ROLES & RESPONSIBILITIES

Students, parents, secondary schools, colleges, & universities:

- Review the complete rule ([Ohio Administrative Code 3333-1-65.13](http://codes.ohio.gov) available at <http://codes.ohio.gov>) for details regarding course restrictions, dis-enrollments, policy development, counseling sessions, advising, etc.

Secondary schools:

- Are responsible for placing students on CCP Probation and/or CCP Dismissal, creating an appeals policy, and managing the appeals process.
- Must review the college grades and cumulative GPA's of students.
- Must notify the student and parents of a student's CCP Probation or CCP Dismissal status.
- Verify correct enrollment while on CCP probation.

Colleges & Universities:

- Must send pre-term notices of student enrollment to secondary schools.
- Send student grades to secondary schools *as soon as possible* after the term ends.

Homeschooled students:

- Review entire rule for details on compliance, funding, and payment responsibilities. Actions required by secondary schools must be taken by the parent of the homeschooled student.

IMPLEMENTATION RESOURCES

Visit the *"Underperforming Students Rule"* section of www.ohiohighered.org/ccp/resources for:

- [Guidance for Creating an Underperforming Student Policy & Sample Template](#).
- [CCP Probation and Dismissal form](#) for use with students and families.
- [Probation Scenarios GPA Calculator](#) spreadsheet to assist in calculating student GPA's.

Guidance for Creating Policy & Sample Template

This document provides an overview of the requirements within Ohio Administrative Code 3333-1-65.13 for Underperforming Students. For exact language, refer to the rule in its entirety.

Rule Summary

Beginning summer term 2018, the new administrative rule for College Credit Plus (CCP) Underperforming Students must be implemented.

Definitions:

An **underperforming student** is defined as a student who meets at least one of these conditions:

- 1) Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
- 2) 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.)

An **ineligible student** is defined as a student who meets the definition of an underperforming student for two consecutive terms of enrollment.

CCP Probation:

- A secondary school must place an underperforming student on CCP Probation. The school must promptly notify the student, the student's parent, and each college in which the student is enrolled. The school must advise the student and the student's parent on requirements for continuing in the program.
- 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 had 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 of which course the student would like to remain enrolled.
- The college will confirm the course enrollment and all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).
- 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 textbooks costs. That student is also then considered an ineligible student and is 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 is responsible for dismissing the student from the program.

CCP Dismissal:

- A secondary school is responsible for dismissing an ineligible student from the CCP program. The school must promptly notify the student, the student's parent, and each college or university in which the student is enrolled.
- 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.
- The college will confirm all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).
- 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 textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

Appeals Process Summary

1. A student may appeal to the district superintendent or school governing entity 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 governing entity or superintendent 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:

- (a) Allow the student to participate in the program without restrictions.
- (b) 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.
- (c) Allow the student to participate in the program on CCP Probation.
- (d) Maintain the student’s status on CCP Dismissal from the program.

Each secondary school, prior to the start of the summer term in 2018, shall develop a policy that defines the academic progress that a student must achieve to be reinstated to the CCP program on CCP Probation or without restrictions. The policy also shall include the procedures for a student to request an appeal of the student’s status.

2. The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
 - The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
 - The district superintendent or school governing entity will issue a decision on the student’s appeal within ten business days after the date the appeal is made.
 - The decision of the superintendent or governing entity 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 superintendent or governing entity 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.
3. Secondary schools must include information about CCP Probation and CCP Dismissal including procedures for appeals in the Information Session and counseling services.

College or University Academic Policies

Nothing in the CCP Probation and CCP Dismissal rule alters, supersedes, or affects any college’s or university’s policies or procedures on academic probation or dismissal. CCP students are subject to the institution’s policy.

Secondary School Policy for Appeals Template

This template is provided as an example only. Districts may create and adopt a policy without use of this template.

For students on CCP Dismissal who are seeking to be reinstated to the College Credit Plus program either on CCP Probation or without restrictions, the district must create a policy, which can include the following examples of quantitative, objective activities or measurements:

Example:

The College Credit Plus Dismissal Appeals policy for _____ School District 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 district superintendent within five business days after being notified of the CCP Dismissal or CCP Probation status. The district will notify the college or university in which a student is enrolled that the student has requested an appeal. The district 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.

To request an appeal, a student must provide a written explanation of why the student should be 1) removed from CCP Dismissal or 2) permitted to take a course in the same subject while on CCP Probation. The district superintendent will review the written explanation and will consider the following possible activities that a student has taken:

- *Completion of high school courses with an established grade point average*
- *Completion of tutoring, extra course assistance, as available*
- *Development of an individual pathway plan that includes high school graduation requirements and possible college courses*

The district superintendent has the discretion to allow a student to participate in the program if the student meets other factors to demonstrate readiness.

Note: The CCP Probation and CCP Dismissal policy (OAC 3333-1-65.13) does not alter, supersede, or affect any college policy or procedure on academic probation or dismissal through the college. Students wishing to appeal the college's policy must do so by following the college's procedures.

Secondary schools must include CCP Probation, CCP Dismissal, and appeals information during the annual Information Session and Counseling Session.

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

Student's Name: _____

Parent's (or Parents') Name(s): _____

Notification Meeting Date: _____

Name of Secondary School 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 program who are deemed "underperforming" and are placed on CCP Probation are 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 will 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 had 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 textbooks costs. That student is also then considered an ineligible student and is 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 is responsible for dismissing 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" and are placed on CCP Dismissal 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 textbooks 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 district superintendent or school governing entity 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 not credit.

The governing entity or superintendent 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.

The secondary school’s policy (developed prior to the start of summer term 2018) must be attached to this document.

- The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
- The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
- The district superintendent or school governing entity will issue a decision on the student’s appeal within ten business days after the date the appeal is made.

Complete these dates to inform the student of dates that must be met if an appeal is requested:

- Notification Meeting Date (same as date on page 1): _____
- Student Request for Appeal by this date (five business days after the notification date): _____
- Secondary School Decision by this date (ten business days after the student requests the appeal): _____

- The decision of the superintendent or governing entity 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 superintendent or governing entity 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.

Signatures of the student and parent acknowledge receipt and explanation of the CCP Probation or CCP Dismissal status:

Student Signature: _____

Parent Signature: _____

School Representative Signature: _____