

## **College Credit Plus Policy (formerly Post-Secondary Enrollment Options Policy)**

The following College Credit Plus (“CCP”) policy has been adopted by the School’s Board of Directors (the “School”) to permit 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. CCP is intended to provide expanded opportunities for appropriately qualified students to experience coursework at the college or university level.

### **Information**

Each year, prior to February 1st, the School shall provide information regarding CCP to the students currently enrolled in the School in grades 6-11 and to their parents. A record should be kept of the communication to confirm compliance with State rules. The School shall provide information on the program on its website. The School shall schedule at least one informational session per school year to allow partnering colleges within thirty miles to meet with interested students. During the information session the School shall distribute this policy or in some other manner include information about the contents of this policy, including CCP Probation, CCP Dismissal, and procedures for appeals. The School shall utilize all forms developed by the chancellor and the Department of Education and Workforce (DEW), if available. If the School wishes to modify the forms, the School shall request prior approval from DEW.

### **Grades and Courses**

Grades awarded under CCP shall be awarded pursuant to the School’s advanced classes procedures. The School shall develop two model course pathways, one fifteen-hour pathway and one thirty-hour pathway, and publish the pathways with the official list of course offerings. The courses listed in the pathways shall all apply upon successful completion to at least one degree or professional certification offered at the college. No participant shall be required to enroll only in the courses included in a model pathway; instead, the pathways shall serve as samples of the courses that a participant may take, if desired, to earn multiple credits toward a specified degree or certification.

### **Eligibility**

The following criteria must be met to enroll in CCP.

1. By April 1st of each year for the upcoming full school year, or November 1<sup>st</sup> if the student intends to participate mid-year, a student or his/her parent must complete and submit the Intent to Participate Form to the School administration which signifies the student's intent to participate in the Program. If a student fails to provide the notice of intent, the student must obtain written consent from the School Leader. The School Leader shall notify the department of education and workforce of the student’s intent to participate within ten (10) days of the date on which the student sought consent. If the School Leader does not give written consent, the student may appeal the decision to the School’s governing authority. The governing authority shall hear the appeal and make a decision within thirty (30) days of the notification of the appeal. The decision of the governing authority is final.

2. The student shall apply to a public or a participating private college in accordance with the college's established admissions criteria and meet the established standards of admission.
3. The student must satisfy one of the following criteria to be eligible.
  - a. The student must be remediation-free in accordance with one of the assessments established under ORC 3345.061(F).
  - b. Meet an alternative remediation-free eligibility option, as defined by the chancellor of higher education, in consultation with the superintendent of public instruction.
  - c. Have participated in the program prior to September 30, 2021 and qualified to participate in the Program by scoring within one standard error of measurement below the remediation-free threshold for one of the assessments established under ORC 3345.061 (F) and had met the following:
    - i. The student has a cumulative high school grade point average of at least 3.0. If the student seeking to participate is a seventh or eighth grade student, the student must have an equivalent grade point average in the applicable grade level; or
    - ii. The student receives a recommendation from a school counselor, principal, or career-technical program advisor.
4. The student must select one of the two following options at the time of enrollment:

Option A: The student may elect to be responsible for payment of all tuition and other costs. The student selecting this option shall elect whether to receive only college credit or high school and college credit.

Option B: The student may elect to have the college reimbursed pursuant to the Ohio Revised Code. Upon the successful completion of a course, the student shall be awarded high school and college credit.

The student and the student's parent shall sign a form, provided by the School, stating they received the required counseling as listed in this policy

No student shall be prohibited from enrolling in the program if all criteria have been met.

**Enrollment**

A student may not enroll in courses to receive credit toward high school graduation for more than the equivalent of:

- A. four (4) academic school years, if the student so enrolls for the first time in grade nine;
- B. three (3) academic school years, if the student so enrolls for the first time in grade ten;
- C. two (2) academic school years, if the student so enrolls for the first time in grade eleven;
- D. one (1) academic school year, if the student so enrolls for the first time in grade twelve.

**Counseling Services**

Prior to participating in the program, the School shall provide counseling services to include the following:

- Program eligibility
- Process for granting credits
- Any necessary financial arrangements for tuition, textbooks, and fees
- Criteria for transportation aid
- Available support services
- Scheduling
- Possible consequences and benefits of participating, including
  - Consequences of failing or not completing a course, including the effect on the completion of graduation requirements and reimbursement
  - Effect of the grade on the student's grade point average
  - Benefits of successful completion, including the ability to reduce the overall costs of, and the amount of time required for, a college education
  - Information about CCP Probation and CCP Dismissal including procedures for appeals
  - College or University Academic Policies
- Academic and social responsibilities of the student and parents
- Information on and encouragement to use counseling services provided by the college
- Standard packet of information developed by the State

**Reimbursement Due to Course Failure**

If a student participating in the program does not attain a passing grade, the School may seek reimbursement from the student or student's parents for the amount of state aid paid to the

college on behalf of the participant. The School may withhold grades and credits for high school courses taken until the reimbursement is provided.

Unless a student is expelled, the School shall not seek reimbursement from a student or a student's parents if the participant is identified as economically disadvantaged pursuant to rules adopted by the Ohio Department of Education and Workforce.

### **Expulsion**

A student who has been expelled by this School is ineligible to enroll in CCP during the period of expulsion. In accordance with Board policy, the Board may deny high school credit for postsecondary courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

The School shall send a written notice of the expulsion to any college in which the student is enrolled at the time the expulsion is imposed. The notice shall indicate the date the expulsion is scheduled to expire and whether the School will be denying high school credit for courses taken during an expulsion. If the expulsion is extended, the School shall notify the college of the extension.

### **Underperforming Students**

The rules regarding underperforming students apply only to students who participate in the CCP program under enrollment Option B herein (Section 3365.06 of the Revised Code - students seeking reimbursement to the college/university, not those students who are paying tuition).

An "Underperforming Student" is 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 a student who meets the definition of an underperforming student for two consecutive terms of enrollment.

### **CCP Probation**

The School will place an Underperforming Student on CCP Probation. The School will promptly notify the student, the student's parent, and each college in which the student is enrolled. The School will 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 has 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 required hereunder. The student may continue to be enrolled in one course, notifying the 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 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 (unless the student becomes subject to probation again). If the grade does not raise the cumulative GPA to a 2.0 or higher, the School will dismiss the student from the CCP program.

### **CCP Dismissal**

The School will dismiss an Ineligible Student from the CCP program and will 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 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.

### **Dismissal and Prohibition Appeals**

Within five (5) 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 student may appeal to the School superintendent or School governing authority 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. 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 School will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.

The superintendent or School governing authority will review the written explanation and will consider the following:

- 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
- Other factors demonstrating readiness
- Any extenuating circumstances separate from academic performance that may have affected the student's CCP status

The superintendent or School governing authority may do any of the following:

1. Allow the student to participate in the program without restrictions.
2. 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.
3. Allow the student to participate in the program on CCP Probation.
4. Maintain the student's status on CCP Dismissal from the program.

The superintendent or School governing authority will issue a decision on the student's appeal within ten (10) business days after the date the appeal is made. The decision of the superintendent or School governing authority is final.

The 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 School governing authority to whom the appeal was directed 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 School will pay for those courses.

### **Reinstatement after Dismissal**

After one term of CCP dismissal, a student may request the School to allow the student to again participate in the CCP program. The School shall review the student's full high school and college academic record to determine the student's academic progress. The School shall continue the student's dismissal, place the student on CCP probation, or allow the student to participate in the program without restrictions in accordance with the appeal considerations under this policy. For purposes of Reinstatement, summer shall count as a term of dismissal from the program only if the student is enrolled in one or more high school courses during the summer.

### **College and University Academic Policies**

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

### **Withdraw of Children of Military Families**

The school shall permit the children of military families that are participating in the program who must withdraw due to a permanent change of station order out of state to do either of the following:

- Complete participation in the course through the duration of the semester in an online format, if possible; or,
- Withdraw from the course without academic or financial penalty.

**Transportation Reimbursement**

If the school provides transportation for students in grades nine through twelve, a parent/guardian of a student enrolled at the community school and participating in the College Credit Plus program may apply to the governing authority for full or partial reimbursement of the necessary costs of transportation between the community school and the college. If the local residential district/s provide for transportation to students at the community school, parent/guardians must follow procedures for the resident district for reimbursement.