

## College Credit Plus – Ohio Administrative Code Sections

### 3333-1-65 Definitions.

For purposes of college credit plus rules:

(A) A "secondary school" includes both a public secondary school and a participating nonpublic secondary school.

(1) A "public secondary school" has the same meaning as defined in section [3365.01](#) of the Revised Code.

(2) A "nonpublic secondary school" has the same meaning as defined in section [3365.01](#) of the Revised Code.

(3) A "participating nonpublic secondary school" means any nonpublic secondary school that does any of the following:

- (a) Enters into an agreement with an institution of higher education to offer courses to its students under the college credit plus program;
- (b) Promotes to its students the option to participate under the college credit plus program;
- (c) Enrolls a student that is receiving or is approved to receive funding under the college credit plus program.

(B) "Institution of higher education" includes both a public college as defined in section [3365.01](#) of the Revised Code and a participating private college, which has the same meaning as defined in section [3365.01](#) of the Revised Code.

(C) "Textbooks" include paper and electronic and other purchased coursework materials.

(D) "Fees" include, but are not limited to, costs or fees charged for postsecondary enrollment application, activities required by the postsecondary institution that may enhance a student's likelihood of academic success, course-related or laboratory fees.

(E) A student shall be considered economically disadvantaged for the purpose of college credit plus participation if the student is any of the following:

(1) A member of a household that meets the income eligibility guidelines for free or reduced-price meals, less than or equal to one hundred eighty-five per cent of federal poverty guidelines under the provisions of the National School Lunch Act, 42 U.S.C. 1758, effective date January 7, 2011;

(2) A member of a household that participates in at least one of the following programs:

- (i) Medicaid;
- (ii) Supplemental Nutrition Assistance Program (SNAP)
- (iii) Supplementary Security Income (SSI);
- (iv) Federal public housing assistance or Section 8 (a federal housing assistance program administered by the department of housing and urban development); or
- (v) Low income home energy assistance program.

**Commented [LH1]:** Moves definition of economically disadvantaged from OAC 3333-1-65.6 to the rule focused on definitions.

(3) A student whose siblings attend a school that has established that the student's family income is at or below the criteria described in this rule, shall be considered economically disadvantaged for purposes of this chapter without the student's secondary school or district collecting its own data on that family.

A school district's or building's designation of community eligibility options shall not be considered in determining if a student is economically disadvantaged for purposes of this rule.

Effective: 2/17/2015

Statutory Authority: [3365.02](#)

Rule Amplifies: [3365.04](#), [3365.05](#)

**3333-1-65.1 ~~Notices~~ Notice to students regarding program opportunities and program requirements.**

(A) Secondary schools

(1) Annual notice to students

(a) Each secondary school shall issue a notice, prior to February first of each year, providing information about the college credit plus program to students and parents through multiple and easily accessible resources, including, but not limited to, the following:

- (i) The school's website;
- (ii) Written communications including those generally distributed to students e.g., course offerings;
- (iii) Student assemblies; [or](#)
- (iv) Joint communication events with postsecondary institutions.

(b) The notice shall include the following information:

- (i) Costs:
  - (a) Notice of college credit plus opportunities that have no cost to students, including the free option to attend public institutions of higher education;
  - (b) Clear references to the potential cost of participation with a nonpublic institution of higher education;
  - (c) The prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education; [and](#)
  - (d) Nonpublic secondary schools must include an explanation that funding and participation may be limited for its students.
- (ii) Criteria for student participation, including, but not limited to, the following:
  - (a) The requirement for a counseling session prior to participation pursuant to division (B) of section [3365.04](#) of the Revised Code.
  - (b) A notice that states:

~~It~~ "Students must submit a written notice of their intent to participate in the upcoming academic year, by April first, in accordance with section [3365.03](#) of the Revised Code, but may submit the written notice

Commented [LH2]: More than one "notice" in this section

Commented [LH3]: Formatting change

of intent to participate as early as February fifteenth. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April first notice of intent deadline in order to improve chances of meeting summer registration timelines."

The intent form will include a request for standard information about the student including student contact information and the student's tentative election of division (A) or (B) or a combination of the two options pursuant to section 3365.06 of the Revised Code. A template form will be provided by the department of higher education on the website, [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp).

Secondary schools include this intent form as part of the informational session pursuant to division (D) section 3365.04.

(iii) Student participation options:

- (a) A statement that secondary schools cannot limit a student's participation in the college credit plus program to only the courses offered in that school and that students may also participate on-line or at any other participating institution of higher education, or any combination thereof.
- (b) A statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may take postsecondary courses from more than one institution of higher education, concurrently.
- (c) List of courses offered at the secondary school through an agreement with an institution of higher education.
- (d) A statement that students should review the course catalog of an institution of higher education for a full listing of course offerings by the institution.
- (e) Specific information regarding a student's option to participate in the college credit plus program, at the high school-if applicable-, online, or at an institution of higher education, shall be made part of all communications developed by the secondary school to promote the college credit plus program.
- (f) Specific information pertaining to the student's opportunity to participate during the summer term and for any student participating in a summer term that transfers to a new secondary school, the responsibility of the student to notify the institution of higher education and the student's prior and new secondary school of such transfer.
- (g) Information communicated regarding a student's option to participate in accordance with paragraphs (A)(1)(b)(1) and (A)(1)(b)(2) of this rule, shall also include notice to the student of all deadlines pertinent to the student's participation; including all deadlines associated with summer term participation.

- (iv) The designated point of contact at the secondary school for its college credit plus program who can answer questions of students and parents and the community regarding the program's operation and who will act as a liaison to the state of Ohio to monitor future changes or amendments to the program.

**Commented [LH4]:** This is the student's first opportunity to tell the school that the student intends to participate and intends to use either Option A or Option B

If a nonpublic secondary school with a student receiving funding under the program was not able to comply with the annual notice requirement due to the timing of the election of the student's participation in the program, it shall comply with the annual notice requirement the following academic year.

(2) Annual informational session scheduled between the first day of October and the fifteenth day of February.

In satisfying the required annual informational session with partnering colleges within thirty miles of the school, multiple high schools within a district and multiple districts may participate together in a combined event, as long as in each instance parents and students have an opportunity to interact with a representative of and receive information from each participating postsecondary and their secondary school, so they will understand their college credit plus opportunities.

A secondary school may incorporate the counseling session pursuant to division (B) section [3365.04](#) of the Revised Code into the annual informational session provided the secondary school makes alternate dates available for those unable to attend the annual informational session.

(B) Institutions of higher education

(1) Notice of the institution's participation in the college credit plus program and criteria for student participation in the program shall be posted on the institution's website and in all general material and other media the institution uses to advertise participation in postsecondary opportunities to secondary school students. The posting must include the following:

- (a) The courses offered at secondary schools;
- (b) A link to where students can get information regarding academic program requirements;
- (c) The criteria for student admission;
- (d) The timeline for student application submission; [and](#)
- (e) The timeline for course registration for summer, fall and spring terms.

(2) A partnering college shall coordinate with each partnering secondary school within thirty miles of the institution or the nearest partnering school if there are no partnering schools within thirty miles to present an informational session for interested students and parents. The institution of higher education shall provide a staff representative who is able to answer questions regarding admission standards and procedures as well as program and degree requirements.

(3) Out of state institutions of higher education are exempt from the notice and informational session requirements of this rule.

(C) Participants

(1) Students will inform the secondary school of their intention to participate by completing the intent to participate form by April first annually.

(2) Students will provide on the intent form the tentative election of division (A) or (B) of section 3365.06 of the Revised Code. If the student elects division (A) for one or more courses, the student will inform the secondary school of the decision to receive high school and college credit or only college credit.

**Commented [LH5]:** Separated "Participants" into its own category/section.

In this section, the student's responsibilities are identified including the new tentative election of Option A and B

(3) The student will inform the college of the election of division (A) or (B) and if (A) the decision of high school and college credit or only college credit. This decision is to be elected at the time the student officially registers for a course as a data element captured by the college's registration system. The final date allowable to change the election of A or B is on or before the college's no fault withdrawal date.

**Commented [LH6]:** This identifies when the student must confirm Option A and Option B

Effective: 2/21/2016  
Statutory Authority: [3365.02](#)  
Rule Amplifies: [3365.04](#), [3365.05](#)  
Prior Effective Dates: 02/17/2015

### 3333-1-65.2 Program requirements for secondary schools.

#### (A) Participating secondary schools

(1) Public secondary schools must offer eligible students the opportunity to participate in the college credit plus program and provide information on how to participate in the program, irrespective of other advanced standing opportunities offered by the school or the existence of specific college credit plus program offerings by the school.

(2) Nonpublic secondary schools may not deny eligible students from participating in the college credit plus program.

#### (B) Programs requirements

(1) College credit plus classrooms at the participating secondary school shall consist of students who all follow the same college course syllabus, use the same text book and materials, aspire to achieve the same learning outcomes and are assessed using the same methods as the college course delivered on the college campus.

(2) All students who have enrolled in an institution of higher education, under the college credit plus program, must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.

(3) A secondary school student who is not enrolled in the institution of higher education but who is in the college credit plus class shall, along with the student's parents, be provided written notice stating the student is not earning college credit and would likely be required to retake the course upon enrollment at an institution of higher education if college credit is desired.

(4) Each secondary school shall verify, upon receipt of a pre-term notice of admission received pursuant to rule [3333-1-65.3](#) of the Administrative Code, that a student electing to participate in the college credit plus program is not taking more than thirty ~~college~~ credit hours during an academic year and not more than the equivalent of four academic years or one hundred and twenty ~~college~~ credit hours total through the college credit plus program under division (B) of section [3365.06](#) of the Revised Code, including those students eligible to start participating in the program in seventh and eighth grade. If the pre-term notice indicates a student has exceeded his or her maximum ~~college~~ credit hours for that academic year, the secondary school shall promptly notify the student of the issue and give the student the choice of adjusting his or her schedule to comply with the maximum thirty ~~college~~ credit hours requirement or self-paying for those course credits outside of the college credit plus program. The notice shall be based upon a review of all the pre-term notices received for the student.

**Commented [LH7]:** Multiple deletions of "college" since the 30 hours is actually a combination of high school and college credits.

For purposes of informing a student's choice to reduce college course selection or self-pay for course credits, the secondary school shall notify the student that if the number of credits conferred by a college course partially exceeds the student's maximum allowable credits, then the whole course shall be considered to exceed the maximum allowable credits.

Notwithstanding any other provision in this section, if the student chooses to enroll for more than the thirty credits and has been properly informed as noted above then the student can elect division (A) pursuant to section 3365.06 of Revised Code, and can determine which credit (high school and college or college only) to be issued. The student will inform the college of the elected choice, and the college will collect the payment from the student or family using the college's standard tuition and fees or chancellor approved tuition waiver amount. If the student is not properly informed of the student's responsibility, as described above, then the college or the secondary school (whichever is responsible for failing to inform) is financially responsible and student's course will fall under division (B) pursuant to section 3365.06 of Revised Code.

**Commented [LH8]:** Clarifying information for 30 max credits and process for self-pay

For purposes of calculating the limitation of thirty college credit hours in one academic year, an academic year shall begin with summer term.

(a) To determine the number of college credits a student earned under division (B) of section 3365.06 of the Revised Code in an academic school year, take the number of secondary units scheduled by the secondary school for which the student receives only secondary school credit, then multiply that number by three and then subtract the result from thirty. The resulting number shall be the total number of college credits a student participant may earn under college credit plus in an academic year. Any policy adopted by a secondary school that will potentially cause the student to enroll in more than thirty credits in a year, the calculation of this formula will change to take into account the number of college credits subtracted from the thirty maximum instead of secondary units as described above. A secondary school may not adopt a policy that purposely limits a student's ability to fully participate in the college credit plus program.

**Commented [LH9]:** Calculation of 30 credits – clarifies that if school has a policy that potentially forces student to go over 30 hours, then the hours are calculated differently  
Also indicates no policy that purposely limits participation

(b) Prior to the student registering for a course or courses in a term of an institution of higher education, a school shall notify the student of the total number of college credits a student participant may earn under college credit plus in an academic year as calculated in this division.

(c) Under the college credit plus program postsecondary quarter hours are equal to .67 semester hours rounded to the nearest whole number.

(5) A secondary school shall ensure that enrollment in a college credit plus course for which an end-of-course examination is required under section 3301.0712 of the Revised Code, does not circumvent the participating student's obligation to take the required end-of-course examination, unless the end of course exam is substituted under division (B)(2) of section 3301.0712 of the Revised Code or under any policy adopted in accordance with law.

(6) Secondary schools shall use the following conversion for a postsecondary course completed by a student participant under college credit plus to determine the amount of high school credit earned through participation in the program:

(a) A college credit plus course transcribing three or more semester credit hours shall count as one full high school unit; and

(b) A college credit plus course transcribing less than three semester hours shall count as the proportional fraction of a high school unit.

(7) 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, including advanced placement and international baccalaureate.

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.

(8) All secondary schools must develop a process to identify students who are economically disadvantaged in accordance with rule 3333-1-65.06 of the Administrative Code.

Effective: 2/21/2016

Statutory Authority: [3365.02](#)

Rule Amplifies: [3365.03](#), [3365.031](#), [3365.033](#)

Prior Effective Dates: 02/17/2015

### **3333-1-65.3 Program requirements for institutions of higher education.**

(A) The following institutions of higher education are authorized to participate in the college credit plus program:

(1) State institutions of higher education, as defined by section [3345.011](#) of the Revised Code.

(2) Institutions of higher education that have been authorized by the chancellor of the Ohio ~~board of regents~~ department of higher education pursuant to Chapter 1713. of the Revised Code, provided the participation in the program aligns with such authorization. An institution of higher education is immediately unauthorized to participate in the college credit plus program upon a revocation of a certification of authorization under section [1713.04](#) of the Revised Code.

(3) An institution of higher education not otherwise required to seek authorization under Chapter 1713. of the Revised Code, or participating in a reciprocity agreement, does not qualify as an eligible entity to participate in the college credit plus program unless approved by the chancellor pursuant to Chapter 1713. of the Revised Code.

(B) Chapter 3365. of the Revised Code, and all regulations adopted pursuant to that chapter, shall apply to all participating institutions of higher education, public or nonpublic, in-state or out-of-state.

(1) Failure to comply with the requirements of the college credit plus program, including, but not limited to, reporting data, may result in the chancellor and the superintendent withholding payment to, demanding repayment from, sending a distribution amount that is in favor of the other participating party, suspending the ability to negotiate future alternative funding structure, or suspending the institution of higher education's eligibility to continue participating in the program; [and](#)

(2) The chancellor shall make available a current list of institutions that are suspended from participation due to noncompliance.

**Commented [LH10]:** Several references to "board of regents" change to "department of higher education."

(C) The state share of instruction formula or the Ohio department of education's foundation formula are calculated independently from the college credit plus program and participation of an institution or secondary school is unrelated to such calculations.

(D) Admissions and enrollment standards

(1) A participating institution of higher education shall apply its established admission criteria for participation in the college credit plus program, which shall not do any of the following:

- (a) Be set at a higher standard than the admission criteria established for other students attending the institution; and
- (b) Require different standards among students participating in college credit plus based on secondary grade-level or student age.

(2) In conjunction with the institution's admission criteria and prior to making a final admission decision, a participating institution of higher education shall evaluate each student who is applying to the institution under college credit plus, against one of the standards ~~assessment exams pursuant to section 3365.03 identified in the "Uniform Statewide Standards for Remediation Free Status," originally dated December 2012, and updated on an annual basis. The "Uniform Statewide Standards for Remediation Free Status"~~ and are made available on the Ohio board of regents' department of higher education's website <http://www.ohiohighered.org/college-readiness>.

- (a) Institutions shall use evaluation results as part of their assessment of students' readiness to participate in postsecondary coursework. Institutions shall also review as part of their admissions process students' high school GPA, end-of-course examination scores, a writing assessment, a review of previous college work, secondary teacher recommendations and other data as applicable.
- (b) Classroom placement decisions shall be governed by the institution's policies and applicable state law, regulations and in accordance with section 3365.02 of the Revised Code.

(3) Students admitted by the institution to participate in the college credit plus program are not required to have priority over other students regarding enrollment into courses. However, once a college credit plus student is enrolled into a course, that student shall not be displaced from the course unless the student voluntarily drops the course or fails to meet student conduct rules established by the institution.

(E) Program requirements:

(1) Each institution of higher education admitting and enrolling a student under the college credit plus program shall issue the following:

- (a) A pre-term notice of admission to the institution, including the specific course registrations, ~~and credit hours, and whether the student is enrolled under division of (A) or (B) section 3365.06,~~ to be sent not later than fourteen calendar days prior to the first day of classes for the term of enrollment if the student's enrollment is within fourteen calendar days prior to the first day of classes of the term, then a pre-term notice of admission ~~shall~~ will be sent upon enrollment to all of the following:
  - (i) The participant;
  - (ii) The participant's parent;
  - (iii) The secondary school of the participant;
  - (iv) ~~The superintendent of public instruction.~~

**Commented [LH11]:** Legislative requirement – cannot refer to external document

**Commented [LH12]:** Adds to this first notice from college to secondary school information about the student's choice of Option A/B

**Commented [LH13]:** HB 49 – change to ORC 3365.05

(b) A confirmation of course enrollment notice, listing the courses and hours of enrollment, and the option elected by the participant under division (A) or (B) of section [3365.06](#) of the Revised Code for each course not later than twenty-one calendar days after the first day of classes for a term of enrollment to all of the following:

- (i) The participant;
- (ii) The secondary school of the participant;
- ~~(iii) The superintendent of public instruction.~~

(c) Information on how a student may participate in the postsecondary institution's course evaluation process upon completion of the college credit plus course.

(2) Each participating institution of higher education shall provide the following academic support services for the college credit plus program:

(a) Assign an academic advisor who is employed by the institution to each student enrolled in that institution under the college credit plus program and ensure the following occur:

- (i) Prior to the first day of the term of enrollment at the institution, provide to each participating student the name and contact information of the academic advisor assigned to the student, along with the advisor's office hours and meeting scheduling process.
- (ii) Have a mandatory meeting between the assigned academic advisor and each student enrolled under the college credit plus program, which shall occur prior to the date on which a withdrawal from a course would negatively affect a participant's grade point average. The mandatory meeting, shall include, but not be limited to, information regarding the following:
  - (a) Academic resources available to assist students;
  - (b) Availability of the college advisor to assist students after the meeting;
  - (c) Process for engaging faculty and other campus resources for academic assistance;
  - (d) Postsecondary institution's student handbook and codes of conduct; [and](#)
  - (e) Academic impact of dropping a course after the prescribed no-fault withdrawal date.

(b) Prior to the first day of the term of enrollment at the institution, each institution of higher education enrolling a student under the college credit plus program shall provide to each school counselor or other identified school staff designated to provide counseling services to students of the secondary school the following information:

- (i) A roster of participants from that school who are enrolled in the institution and a list of course enrollment for each participant; [and](#)
- (ii) The date signifying when withdrawal from a course would negatively affect a participant's grade.

Effective: 2/21/2016

Statutory Authority: [3365.02](#)

Ohio Administrative Code Sections 3333-1-65 – 3333-1-65.13  
<http://codes.ohio.gov/oac/>

Commented [LH14]: HB 49 – change to ORC 3365.05

Rule Amplifies: [3365.04](#), [3365.05](#)

Prior Effective Dates: 02/17/2015

**3333-1-65.4 Delivery methods by the institution of higher education for courses under the college credit plus program.**

In addition to the traditional on-campus instruction offered by an institution of higher education for college level courses, under the college credit plus program an institution may do all of the following:

(A) Provide instruction in college level courses in the secondary school with a secondary teacher if the following are met:

- (1) The teacher meets the qualification requirements to be the instructor that are set forth in the guidelines established by the chancellor of the Ohio ~~board of regents~~ department of higher education, which are available at [ohiohighered.org](http://ohiohighered.org);
- (2) The college credit plus course offered in the secondary school shall follow the same course syllabus and learning outcomes, use the same text book and materials and assessments as the college course delivered on the campus;
- (3) The institution of higher education provides all secondary teachers who are teaching at least one college credit plus course with at least one three-hour professional development session per academic year.

The institution of higher education may determine the format and delivery mechanism for each professional development session it provides. If the participating institution provides secondary teachers with professional development using technology, then there must be a manner in place to track secondary teachers' participation and elicit teachers' feedback, and for the institution to respond to teachers' questions; and

(4) The institution conducts at least one full-period classroom observation of each college credit plus course taught by each secondary teacher, ~~during the 2015-2016 school year or during~~ The observation will occur during the first academic year that the secondary teacher instructs the college course, and then alternating each academic years thereafter. The institution may determine its own classroom observation format and whether the observation is on-site at the location of the classroom, partially on-site or uses technology provided the following are met:

- (a) The chief academic officer of the institution approves the classroom observation content expert and format;
- (b) The higher education observer provides the secondary instructor with any feedback supporting the quality of the college-level course;
- (c) The secondary school building administrator is notified at least twenty-four hours in advance of when each observation is expected to occur; and
- (d) If multiple sections of the same course are taught by the same instructor in the same or different secondary buildings, then only one observation is required. If multiple sections of the same course are taught by different instructors in the same or different secondary buildings, then each instructor must be observed in accordance with this rule.

(B) Provide on-line instruction in college level courses if all of the following are met:

*Ohio Administrative Code Sections 3333-1-65 – 3333-1-65.13*  
<http://codes.ohio.gov/oac/>

**Commented [LH15]:** Deletion of year reference

Error in rule compared to ORC 3365.05 (observation every year)

- (1) The faculty member, who is instructing the course, meets the qualification requirements of the chancellor;
- (2) Each individual identified as the faculty member for an on-line course offered by an institution under the college credit plus program, shall do the following activities for the on-line course:
  - (a) Utilize course content and materials developed by higher education faculty;
  - (b) Provide course instruction;
  - (c) Develop course assessments;
  - (d) Develop course grading criteria; [and](#)
  - (e) Assign the students' final grades.
- (3) The faculty member instructing the course must be accessible to students and establish a mechanism for students to pose questions and interact with the faculty member in regards to course content and materials;
- (4) The faculty member instructing the course may delegate tasks associated with the facilitation of the on-line course to an individual who has been approved by the chief academic officer in accordance with the postsecondary institution's policies, except that the activities listed in paragraph (B)(2) of this rule may not be delegated by the faculty member;  
  
If tasks associated with facilitation of the on-line course are delegated to another individual, then the faculty member and the individual approved to provide facilitation shall interact regularly with regard to the manner and approach for implementing the facilitated activities.  
  
Under no circumstances may facilitation be construed as responsibility for the course; the faculty member maintains responsibility for course instruction and student learning; [and](#)
- (5) Each college credit plus course offered on-line must be included in the college's course catalogue.

Effective: 2/17/2015  
Five Year Review (FYR) Dates: 02/17/2020  
Promulgated Under: [119.03](#)  
Statutory Authority: [3365.02](#)  
Rule Amplifies: [3365.05](#)

### **3333-1-65.5 Data reporting requirements.**

(A) Pursuant to section [3365.15](#) of the Revised Code, by July fifteenth of each year, each secondary school and institution of higher education with students enrolled under the college credit plus program shall submit the required data to the chancellor on the form and in the manner prescribed by the chancellor of the Ohio ~~board of regents~~ [department of higher education](#) and the superintendent of public instruction, jointly.

- (1) The chancellor shall post the guidelines and any other pertinent information on the ~~board of regents'~~ [department of higher education's](#) website.
- (2) The superintendent shall post the guidelines and any other pertinent information on the department of education website.

(3) If any institution of higher education or secondary school fails to submit required data, the chancellor and the superintendent may: withhold payment to, demand repayment from, suspend the ability to negotiate future alternative funding structure agreements or suspend the institution of higher education's eligibility to continue participating in the program.

The chancellor or the superintendent, whichever is appropriate, shall do the following:

(a) If the decision is to suspend an institution or secondary school's privileges under college credit plus, prior to such suspension, send written notice of noncompliance with a date not less than thirty days in which the institution or secondary school has to submit the data before the suspension goes into effect; [and](#)

(b) If the decision is to withhold payment, send written notice of noncompliance stating that funding is being withheld until the school submits the required data.

(B) In addition to the required data submissions under paragraph A of this rule:

(1) Institutions of higher education shall comply with ordinary procedures for data submissions otherwise required by law and for receipt of funding. The chancellor will make efforts to avoid duplication of submission of data where possible; [and](#)

(2) Secondary schools shall comply with ordinary procedures for data submissions otherwise required by law and for receipt of funding.

Effective: 2/17/2015

Statutory Authority: [3365.02](#)

Rule Amplifies: [3365.15](#)

### **3333-1-65.6 Funding.**

(A) Default

(1) If an alternative funding structure agreement has not been mutually executed between an institution of higher education and secondary school pursuant to division (A)(2) or (B)(2) of section [3365.07](#) of the Revised Code, the department of education shall pay an institution of higher education enrolling a student under the college credit plus program the per credit hour amount in accordance with division (A)(1) of section [3365.07](#) of the Revised Code.

(2) In addition to the per credit hour amount established in paragraph (A)(1) of this rule, the district or secondary school is responsible to provide course text books and materials, and the postsecondary institution must waive all fees related to college credit plus program participation and course enrollment.

(3) If a secondary school fails to submit information or data required for the department to calculate payments under an alternative payment structure, the department shall pay an institution of higher education in accordance with division (A)(1) of section [3365.07](#) of the Revised Code.

(B) Alternative payment structure agreements under division (A)(2) or (B)(2) of section [3365.07](#) of the Revised Code

(1) A secondary school and an institution of higher education may enter into an agreement for an alternative payment structure if all are the following are met:

(a) The agreement is executed and made available ~~within thirty days after the effective date of college credit plus rules in 2015 and~~ by the first day of February each year thereafter;

**Commented [LH16]:** Removal of 2015 date reference

(b) The terms comply with applicable laws and rules;

(c) The terms and ~~duration~~ of an alternative funding structure agreement must not exceed one academic year ~~and be reported during semester submission of enrollment data as specified in division (C)(2) of section 3333-1-65.7.~~ Provisions related to the charging of students pursuant to division (B)(2) of section 3365.07 of the Revised Code shall not be amended beyond July 1 of the academic year, unless the parties have agreed to lower or eliminate the participant charge, if any;

**Commented [LH17]:** Clarifies that agreements should be no longer than one year in duration but must be submitted on a semester basis to ODE/ODHE for payment

(d) The admission process at an institution of higher education, as well as the decision to admit students for purposes of participating in college credit plus, are not contingent on the completion of an alternative payment structure agreement between the secondary and institution;

(e) The terms include a provision that the agreement cannot be used by either party to limit participation of a student in enrolling in courses not part of the agreement;

(f) The per-credit hour rate, including one set below the floor, for each course delivery option identified under the agreement, is applied as a uniform rate to all students subject to the agreement, including summer term;

(g) The agreement includes an attached letter which, ~~for the 2015-2016 academic year, acknowledges that the institution's president approved the negotiated rate. For each year thereafter, the attached letter must~~ indicates the institution's board of trustees' or equivalent governing authority authorized the terms of the alternative payment structure agreement;

**Commented [LH18]:** Deletion of first year implementation information.

(h) Any amount negotiated by the parties resulting in an amount charged to students must include all costs associated with the program, including but not limited to, textbooks and associated course fees and must not exceed student cost caps pursuant to division (B) of section 3365.07 of the Revised Code; ~~and~~

(i) If a secondary school student takes a summer course and attends a different secondary school that the student attended the previous spring, then the student becomes subject to the default funding structure, or the alternative funding structure established between the secondary school the student is attending in the fall and the postsecondary institution, for purposes of payment for the summer term credits pursuant to division (F) of section 3365.07 of the Revised Code.

(2) No student considered to be economically disadvantaged shall be charged for anything related to college credit plus participation ~~in accordance with the following:~~

**Commented [LH19]:** Moved this definition to first rule 3333-1-65

~~(a) A student shall be considered economically disadvantaged for the purpose of college credit plus participation if the student is either of the following:~~

~~(i) A member of a household that meets the income eligibility guidelines for free or reduced price meals, less than or equal to one hundred eighty five per cent of federal poverty guidelines under the provisions of the National School Lunch Act, 42 U.S.C. 1758, effective date January 7, 2011;~~

~~(ii) A member of a household that participates in at least one of the following programs:~~

~~(a) Medicaid;~~

- ~~(b) Food stamps;~~
- ~~(c) supplementary security income (SSI);~~
- ~~(d) Federal public housing assistance or Section 8 (a federal housing assistance program administered by the department of housing and urban development);~~
- ~~(e) Low income home energy assistance program.~~

~~(b) A student whose siblings attend a school that has established that the student's family income is at or below the criteria described in this rule, shall be considered economically disadvantaged for purposes of this chapter without the student's secondary school or district collecting its own data on that family.~~

~~(c) A school district's or building's designation of community eligibility options shall not be considered in determining if a student is economically disadvantaged for purposes of this rule.~~

(C) Approval for per credit hour payment below the floor

An institution of higher education may seek approval from the chancellor of the ~~board of regents~~ department of higher education to enter into an alternative funding agreement with a secondary school that establishes a per credit hour payment below the floor. An institution seeking approval may apply ~~within thirty days after the effective date of college credit plus rules in 2015 and~~ by the first day of February each year thereafter.

**Commented [LH20]:** Removes date reference

Such agreement must meet the following requirements:

- (1) The requirements provided in paragraph (B) of this rule;
- (2) Complete an application on the form provided by the chancellor, which will require, but not be limited to, the following information:

- (a) Postsecondary institution seeking approval;
- (b) The school district or ~~chartered nonpublic school~~ partnering with the postsecondary institution;
- (c) The proposed amount of the payment below the floor;
- (d) The duration of the proposed agreement;
- (e) For nonpublic postsecondary institutions partnering with school districts, a signed acknowledgement that information regarding the terms of the funding arrangement have been made accessible to eligible students and parents; and
- (f) A declaration of the list of assurances signed by the superintendent of the district or person of equal authority and, ~~for the 2015-2016 academic year,~~ the president of the institution of higher education, that the alternative payment structure agreement requesting below the default floor per credit hour funding adheres to all statutory and administrative requirements of this chapter. For each year thereafter the assurances required by this paragraph shall be authorized by the institution's board of trustees or equivalent governing authority.

**Commented [LH21]:** Nonpublic secondary schools need not specify a below the floor request as they are not involved in tuition payments for private school students

The chancellor shall post the application form and any other pertinent information on the agency website <http://www.ohiohighered.org/collegecreditplus>.

**Commented [LH22]:** Deleted first year reference

- (3) The chancellor's approval of agreements resulting in payments below the default floor shall in no way be construed as limiting a student choice to participate in the college credit plus offerings from another postsecondary institution.

Effective: 2/21/2016  
Statutory Authority: [3365.071](#)  
Rule Amplifies: [3365.07](#), [3365.071](#)  
Prior Effective Dates: 02/17/2015

**3333-1-65.7 Procedures for an institution of higher education receiving payment from department of education.**

(A) Except as provided in paragraph (F) of this rule, not later than two weeks after the fifteenth calendar day after the college credit plus course starts, an institution expecting payment on behalf of students enrolled in college credit plus under division (B) of section [3365.06](#) of the Revised Code, shall provide notice to the department of education with the following information:

- (1) The full name of the institution;
- (2) The full name of the school district in which the participating student is attending;
- (3) The term and year the college credit plus course is being delivered;
- (4) The roster date;
- (5) The SSID number for each public school student, and the **assigned student identification number (i.e., CCPID)** for each nonpublic and home school student, enrolled in that institution's college credit plus course as of the fifteenth day of the course;
- (6) The college credit plus course number as it appears in the postsecondary institution's published course catalogue;
- (7) The number of college credit hours conferred for the course, specifying semester or quarter hours;

and

- (8) The cost per credit hour to be paid for secondary students enrolled in the institution and participating in the identified college credit plus course, based on:
  - (a) If the per credit hour rate is the default amount in accordance with division (B) of section [3365.01](#) of the Revised Code then disclose if:
    - (i) The course is delivered on the college campus, at another location operated by the college, or online;
    - (ii) The course is delivered at the secondary school and taught by postsecondary faculty member; or
    - (iii) The course is delivered at the secondary school and taught by a qualified adjunct instructor who may also be a secondary school teacher.
  - (b) If the secondary and postsecondary parties agreed to an alternative per credit hour payment structure in accordance with division (A)(2) of section [3365.07](#) of the Revised Code, then disclose that agreed cost per credit hour.

(B) The department of education shall promptly provide the college submission to the secondary school including summer enrollments in fall submissions.

**Commented [LH23]:** Changed UIN to assigned number with CCPID in parenthesis.

(C) Not later than forty-five calendar days after the department of education received the college submission, the secondary school shall confirm the accuracy of the information provided by the institution under paragraphs (A)(1) to (A)(8) of this rule or dispute the submission to the department of education with accompanying documentation evidencing the district's or secondary school's position.

(1) The department of education shall promptly provide disputed supporting documents to college.

(2) The college shall respond within ten calendar days.

(3) The chancellor of ~~the board of regents~~ department of higher education and the superintendent of public instruction will resolve the matter if the parties cannot resolve the dispute.

(D) If a secondary school does not confirm the accuracy of the information provided by the institution or does not dispute the information within the time allotted, then the information shall be considered accurate as provided by the institution.

(E) ~~Not later than the thirtieth day after the end of the term, †~~ The department of education shall make payments to colleges based on their submissions, except for items that are disputed, pursuant to section 3365.07 of the Revised Code.

(F) Not later than two weeks after the start of a summer term course, an institution expecting payment on behalf of students enrolling in a course offered during summer term shall provide to the department of education the information required under paragraph (A) of this rule.

Effective: 2/21/2016

Statutory Authority: [3365.071](#)

Rule Amplifies: [3365.07](#), [3365.071](#)

Prior Effective Dates: 02/17/2015

**Commented [LH24]:** HB 49- Change to ORC 3365.07 - payments are required in January and July

### **3333-1-65.8 Allocation for nonpublic, chartered and nonchartered, home-schooled students.**

(A) For purposes of this rule:

(1) "Allocation unit" shall be defined as no more than four credit hours.

(2) "Nonpublic school student" means a student attending a nonpublic secondary school or a nonchartered nonpublic secondary school, or

(3) "Homeschooled student" means a student who has been excused from the compulsory attendance law for the purpose of home instruction under section [3321.04](#) of the Revised Code.

**Commented [LH25]:** Separated homeschooled student from nonpublic

(B) Nonpublic school students and homeschooled students in grades seven through twelve may participate in the college credit plus program as provided in Chapter 3365. of the Revised Code, upon award of state funding to reimburse the postsecondary institution for college credits under this program.

(C) Each nonpublic school student and homeschooled student who wishes to become a participant in any school year shall send to the Ohio department of education a copy of the student's acceptance from a college and an application, in a form prescribed by the department, to participate in the program. Homeschooled students must also provide a copy of the notification provided by the district superintendent which excuses the student from compulsory attendance. Each year, homeschooled students must submit evidence of good academic standing in college credit plus courses to ensure compliance with division (H) of rule 3333-1-65.13.

**Commented [LH26]:** Adds detail of items homeschooled families must submit

~~(D)~~ Multiple applications from a student shall not be accepted by the department. The application shall include information about the student's proposed participation, including, but not limited to, the following:

**Commented [LH27]:** Lettering adjusted

(1) The school year in which the student wishes to participate beginning with the summer term; and

~~(2) The semesters or terms the student wishes to enroll during such year;~~

**Commented [LH28]:** This information is no longer requested.

(3) The number of total quarter or semester hours the student is requesting for the academic year, up to the maximum number the student is eligible for in accordance with rule [3333-1-65.2](#) of the Administrative Code, not to exceed thirty semester or forty-five quarter hours.

~~(E)~~ The department shall provide for the electronic, ~~mail and in person~~ submission of applications for the college credit plus program by students enrolled in a nonpublic secondary school and homeschooled during a period established by the department. The department shall mark each application with the date and time of receipt.

**Commented [LH29]:** ODE only using electronic application

~~(F)~~ The department shall calculate the reimbursement amount owed the ~~college~~ as outlined in section [3365.07](#) of the Revised Code.

**Commented [LH30]:** STOPPED HERE ON 5/5/2020 WITH POLICY/LEGAL TEAM

~~(G)~~ The amount paid to each college for each participant enrolled in a participating nonpublic school and homeschooled shall be from money set aside by the general assembly for such purposes from funds appropriated for the purposes of this program.

~~(H)~~ Applications will be processed in the following manner and order:

- (1) All students in grade twelve shall be awarded one allocation unit;
- (2) All students in grade eleven shall be awarded one allocation unit;
- (3) All students in grade ten shall be awarded one allocation unit; and
- (4) All students in grade nine shall be awarded one allocation unit.
- (5) All students in grade eight shall be awarded one allocation unit; and
- (6) All students in grade seven shall be awarded one allocation unit.

~~(I)~~ When all applicants have been awarded one allocation unit, the department shall make awards in the following manner:

- (1) Two allocation units to all students in grade twelve;
- (2) One allocation unit to all students in grade eleven; and
- (3) One allocation in the order specified in paragraph (G) of this rule continuing until there is not sufficient appropriation to award all applicants in a grade level with one additional allocation unit.

~~(J)~~ Should there be insufficient funds to award all applicants under paragraph (G)(1) of this rule one allocation unit, the department shall conduct a lottery to determine which students in grade twelve will receive one allocation unit. Under this provision, no student in grade twelve shall receive more than one allocation unit of participation.

~~(K)~~ The department of education shall notify each applicant not later than five weeks after the close of period noted in paragraph (D) of this rule of the level of approved financial support for the applicant. Each notification shall include the number of semester or quarter hours the applicant was awarded through the process outlined in paragraph (G) of this rule.

~~(K)~~ If the department determines an applicant is no longer eligible to participate in the program, the applicant's eligibility to participate and award shall be terminated at the conclusion of the applicant's current college grading period. The department shall notify the applicant and the college as soon as practicable that the applicant is not eligible to continue in the program for the remainder of the school year.

~~(M)~~ In such an instance that a student chooses to enroll in additional courses, which exceed the number units of awarded state funding, then the student can elect option (A) of section 3365.06 of Revised Code. The provisions of division (A) of section 3365.06 will apply.

Commented [LH31]: This clarifies self-pay over 30 hours

~~(N)~~ If the student chooses to self-pay for course credits beyond the units of awarded state funding available to the student, then the student must pay for the cost of entire course that exceeds the credits awarded at the college's standard rate of tuition and fees.

Commented [LH32]: This clarifies that entire course is part of self-pay, not just the hours over 30

Effective: 2/21/2016  
Statutory Authority: [3365.071](#)  
Rule Amplifies: [3365.071](#)  
Prior Effective Dates: 02/17/2015

#### 3333-1-65.9 JVSD allocation.

(A) A city, local, and exempted village district, community school, STEM school, or joint vocational school district (JVSD) must report each student who enrolls in college credit plus, along with other information required on that student's enrollment, into the Ohio department of education's education management information system (EMIS).

(B) When a student is enrolled simultaneously in a JVSD and another secondary entity, and the student enrolls in a course governed by college credit plus, the entity that applies the college credit plus course credit toward the student's high school graduation requirements or career technical education program of study shall report the student's enrollment in the college credit plus course.

(C) The department shall deduct the payment to the college from the entity who reports the college credit plus course enrollment and credit.

Effective: 2/21/2016  
Statutory Authority: [3365.071](#)  
Rule Amplifies: [3365.071](#)  
Prior Effective Dates: 02/17/2015

#### 3333-1-65.10 Process for waiver.

(A) By April 1, of 2015 and March first of each year thereafter, a public or participating nonpublic secondary school or any public or participating private college, including a secondary school and an associated college operating an early college high school program, may submit to the chancellor of the Ohio ~~board of regents~~ department of higher education and the superintendent of public instruction a request for a waiver of the requirements of the college credit plus program in accordance with section [3365.10](#) of the Revised Code. The request for waiver shall be submitted to the chancellor on the form and manner prescribed by the chancellor and superintendent, jointly.

(1) A request for waiver shall contain at a minimum the following information:

- (a) Institutions seeking the waiver;
- (b) An overview of the innovative programming seeking to be approved;
- (c) The underrepresented student subgroup group that is the focus of the request;
- (d) The goals of the program;
- (e) An explanation of why a waiver is necessary to meet the goals of the innovative program;
- (f) The qualifications and academic credentials of the individuals that would be administering and providing instruction in the program;
- (g) The metrics that would be used to measure the progress and success of the program; and
- (h) The chancellor and superintendent may request additional information from the parties seeking the waiver.

(2) The chancellor shall post additional guidelines and any other pertinent information on the ~~board of regents'~~ department of higher education's website at <http://www.ohiohighered.org>.

(3) The superintendent shall post additional guidelines and any other pertinent information on the department of education's website.

(B) A request for waiver submitted after the prescribed deadlines shall not be considered.

(C) A request for waiver approved by the chancellor and superintendent of public instruction shall be in effect for one academic year unless specifically approved for a longer duration.

(D) Decisions to approve request for waiver are at the sole discretion of the chancellor and superintendent of public instruction and are final.

Effective: 2/17/2015

Statutory Authority: [3365.071](#)

Rule Amplifies: [3365.071](#)

### **3333-1-65.11 College credit plus summer term eligibility.**

A student that is scheduled or anticipated to graduate from high school may not participate in the college credit plus program for any term that begins after the student's scheduled or anticipated graduation date or any course offered during a summer term at an institution of higher education that begins during the student's last quarter of high school. The secondary school enrolling in the fall a student that participated in college credit plus during a summer term shall include on the student's high school transcript for that school year the college credit the student earned during the summer.

Effective: 2/21/2016

Statutory Authority: [3365.02](#)

Rule Amplifies: [3365.04](#), [3365.05](#)

**3333-1-65.12 Course eligibility.**

(A) This rule applies only to college courses taken under the option prescribed in division (B) of section [3365.06](#) of the Revised Code.

(B) As used in this rule:

- (1) "Transferable course" means any course that is an approved Ohio transfer module (OTM), transfer assurance guide (TAG), or career-technical assurance guide (CTAG) course, or a course at a private institution of higher education that is equivalent to such a course based on the private institution's representation of the course.
- (2) "Technical certificate course" means a course that is part of the organized program of study for a technical certificate that is offered by a public institution of higher education and has been designated by the chancellor of higher education as leading to an occupation or special employment opportunity.
- (3) "Level I course" means a college course that is any of the following:
  - (a) A transferable course;
  - (b) A course in computer science, information technology, anatomy, physiology, or foreign language, including American [Sign Language](#), that is not eligible to be a transferable course;
  - (c) A technical certificate course;
  - (d) A course included in a model pathway developed under section [3365.13](#) of the Revised Code that a student participating in the college credit plus program elects to pursue;
  - (e) A course designed to teach study skills and other skills for academic and career success to first-year college students;
  - (f) An internship course; [or](#)
  - (g) Another course approved by the chancellor under paragraph (H) of this rule.
- (4) "Level II course" means a college course that is not a level I course.

(C) Student progression through program

- (1) A student participating in the college credit plus program shall complete fifteen semester credit hours of level I courses that may be applied toward a certificate or degree prior to taking a level II course, except as follows:
  - (a) Upon successful completion of a level I course in a specific subject, a student may take a level II course in the same subject prior to completing the fifteen semester credit hours required by this paragraph; [or](#)
  - (b) A student may take a level II course that has a level I course as a prerequisite if the student, in accordance with the course placement guidelines of the institution of higher education in which the student enrolls, has demonstrated by an assessment or other means that the student is academically prepared for the course; [or](#)
  - (c) A student may count an advanced placement or international baccalaureate diploma course completed at the student's secondary school toward the fifteen semester credit hours of courses required by this paragraph with evidence that the student attained the required score on an examination covering the coursework. The required score shall be the passing score specified in the standards adopted under section [3333.163](#) of the Revised Code, in the case of an advanced

placement course, or the score specified by the institution of higher education in which the student enrolls that the institution considers sufficient to award college credit for the course, in the case of an international baccalaureate diploma course.

(2) Upon successful completion of fifteen semester credit hours of courses under paragraph (C)(1) of this rule, a student may enroll in a level II course that may be applied toward a certificate or degree.

(D) Non-allowable courses

(1) Except as provided in paragraph (D)(2) of this rule, no payment shall be made to an institution of higher education under section [3365.07](#) of the Revised Code for a student's enrollment in any of the following:

- (a) An applied course that involves one-on-one private instruction, including, but not limited to, instruction in instrumental music, voice, or art;
- (b) A course for which the fees, as defined in rule [3333-1-65](#) of the Administrative Code and reported in compliance with section [3345.39](#) of the Revised Code, exceed an amount established by the chancellor;
- (c) A study abroad course or similar course;
- (d) A physical education course;
- (e) A course that is graded on a pass/fail or satisfactory/unsatisfactory basis rather than using letter grades, except for an internship course. Paragraph (D)(1)(e) of this rule does not apply to a transferable course, as defined in this rule, that is graded on a pass/fail basis for all students enrolled in the course, including students not participating in the college credit plus program.
- (f) A remedial or non-college-level course, as prohibited by section [3365.02](#) of the Revised Code; or
- (g) A sectarian course, as prohibited by section [3365.02](#) of the Revised Code.

(2) If a course described in paragraphs (D)(1)(a) to (D)(1)(e) of this rule is part of a predetermined pathway or required sequence of courses leading to a certificate or degree, an institution of higher education, on behalf of one or more students who are enrolled in the institution through the college credit plus program and have shown progress on that pathway or sequence of courses through their previous coursework, may request the chancellor to allow payment for the course under section [3365.07](#) of the Revised Code. The institution shall make the request at least six weeks prior to the first day of the term in which a student on whose behalf the request is made would take the course. Upon the request, the chancellor shall require the institution to submit documentation of the program of study for the certificate or degree and any other information determined relevant by the chancellor. Following review of the documentation, the chancellor shall approve or disapprove the course for payment. If the course is approved, the chancellor shall notify the department of education of the approval. Approval of the course for payment shall be valid for all future students showing progress on the applicable pathway or sequence of courses at the institution of higher education, unless the course is later found ineligible for payment under paragraph (G) of this rule.

(E) Student notifications

(1) Each institution of higher education participating in the college credit plus program shall prominently post on its website a list of level I courses in which students may enroll under the program.

(2) Each secondary school, upon receipt of a student's pre-term notice of admission pursuant to rule 3333-1-65.3 of the Administrative Code, shall verify that the student is enrolled in an appropriate level of course under paragraph (C) of this rule. If the student is not enrolled in an appropriate level of course, the secondary school shall notify the student and the student's parent that the student must either withdraw from the course prior to the institution of higher education's prescribed no-fault withdrawal date or pay all tuition, fees, and textbook costs for the course.

(3) Each secondary school shall include information about eligible college courses in the informational session and counseling services provided under section 3365.04 of the Revised Code. Each academic advisor at an institution of higher education shall include information about eligible college courses in the mandatory meeting with students required under rule 3333-1-65.3 of the Administrative Code.

(4) Each secondary school and institution of higher education in which the school's students are enrolled under the college credit plus program shall work in partnership to ensure that the notifications required by this paragraph are provided as prescribed and in a timely manner.

(F) A home school student participating in the college credit plus program shall be subject to this rule in the same manner as any other participating student, except that the parent of the home school student shall be responsible for verifying that the student is enrolled in an appropriate level of course under paragraph (C) of this rule and that the student is not enrolled in a non-allowable course under paragraph (D) of this rule.

(G) The chancellor may conduct an audit of the courses in which students participating in the college credit plus program are enrolled to ensure that the courses meet the requirements of this rule. The audit may include a review of the equivalency of courses offered by private institutions of higher education to courses approved as Ohio transfer module (OTM), transfer assurance guide (TAG), or career-technical assurance guide (CTAG) courses. If the chancellor finds that any course in which a student was enrolled and for which payment to an institution of higher education was made under section 3365.07 of the Revised Code did not meet the requirements of this rule, the chancellor shall notify the institution that the course is ineligible for payment and the following shall apply:

(1) If the course is ineligible for payment under paragraph (D)(1) of this rule, the institution shall repay the amount received for the student's enrollment in the course to the department of education for reconciliation as appropriate;

(2) If the course is ineligible for payment under any part of this rule other than paragraph (D)(1) of this rule, the institution shall not be required to repay the amount received for the student's enrollment in the course prior to the date of the chancellor's notice. However, if any other student for whom the course is ineligible enrolls in the course after the date of the chancellor's notice and the institution receives a payment for that student's enrollment in the course, the institution shall repay the amount received to the department of education for reconciliation as appropriate; and

(3) Any student who successfully completed a course found to be ineligible shall be allowed to keep all high school and college credit awarded for the course.

(H) The chancellor annually may approve additional courses as level I courses if the chancellor determines 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.

(I) This rule shall take effect with the summer term of the 2018-2019 academic year.

(J) If the student chooses to enroll in a course that is not the appropriate level for that student in division (B)(3) of this section or is considered not allowable in division (C) of this section, then the student is financially responsible for the course as this action is beyond the scope of college credit plus. The secondary school can

**Commented [LH33]:** Addresses high school credit, GPA, and self-pay – "Beyond the Scope"

determine if the school will grant high school credit and the course grade is not to be used in the calculation of the student's college credit plus cumulative grade point average.

Effective: 2/15/2018

Statutory Authority: [3365.06](#)

Rule Amplifies: [3365.06](#)

### **3333-1-65.13 Underperforming students.**

(A) This rule applies only to students who participate in the college credit plus program under the option prescribed in division (B) of section [3365.06](#) of the Revised Code.

(B) As used in this rule:

(1) "Underperforming student" means a student who meets at least one of the following conditions:

- (a) Has a cumulative grade point average of lower than 2.0 in the college courses taken through the college credit plus program;
- (b) Withdraws from, or receives no credit for, two or more courses in the same term.

(2) "Ineligible student" means a student who meets the definition of an underperforming student for two consecutive terms of enrollment.

(C) CCP probation

(1) Each secondary school shall be responsible for placing an underperforming student on CCP probation within the college credit plus program. The school shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's status. The school shall advise the student and the student's parent on requirements for continuing in the program.

(2) While a student is on CCP probation, the following shall apply:

- (a) The student shall enroll in no more than one college course in any term.
- (b) 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.

(3) If a student had registered for more than one college course for the next term prior to being placed on CCP probation, the student shall request each applicable institution of higher education to dis-enroll the student from courses as necessary to comply with paragraph (C)(2) of this rule. If the student elects to remain enrolled in one course for the next term, the student shall notify the applicable institution of the course in which the student would like to remain enrolled. The institution shall confirm the course enrollment and all course dis-enrollments in the pre-term notice of admission issued pursuant to rule 3333-1-65.3 of the Administrative Code. In the event the student fails to dis-enroll from courses as required by this division:

- a) The secondary school shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from

which the student was required to dis-enroll and that the student shall be declared an ineligible student and dismissed from the program for the next term under paragraph (D) of this rule; and

b) The secondary school can determine if the school will grant high school credit. The course grade is not to be used in the calculation of the student's college credit plus cumulative grade point average.

(4) If a student takes a college course after being placed on CCP probation and the course grade raises the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the student shall be removed from CCP probation and may participate in the college credit plus program without restrictions, unless the student again becomes subject to this rule. If the student takes a college course while on CCP probation and the course grade does not raise the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the secondary school shall be responsible for dismissing the student from the program in accordance with paragraph (D) of this rule.

(D) CCP dismissal

(1) Each secondary school shall be responsible for dismissing an ineligible student from the college credit plus program. The school shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's dismissal.

(2) A student who has been dismissed from the college credit plus program shall not take any college courses through the program. If the student had registered for any college courses for the next term prior to being dismissed from the program, the student shall request each applicable institution of higher education to dis-enroll the student from those courses. The institution shall confirm all course dis-enrollments in the pre-term notice of admission issued pursuant to rule 3333-1-65.3 of the Administrative Code. In the event the student fails to dis-enroll from courses as required by this paragraph:

a) The secondary school shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student's dismissal from the program shall continue for an additional term; and

b) The secondary school can determine if the school will grant high school credit. The course grade is not to be used in the calculation of the student's college credit plus cumulative grade point average.

**Commented [LH34]:** Addresses high school credit, GPA, and self-pay – “Beyond the Scope”

(3) 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 college credit plus program on CCP probation or without restrictions. The policy shall state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also shall include the procedures for a student to request an appeal of the student's status under paragraph (E) of this rule.

(4) After one term of CCP dismissal, a student may request the secondary school to allow the student to participate in the college credit plus 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 school's policy developed under paragraph (D)(3) of

this rule. For purposes of this paragraph, 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.

(E) Appeals

(1) A student who is dismissed from the college credit plus program, or is prohibited from taking a course in a subject under paragraph (C)(2)(b) of this rule, may appeal the decision to the governing entity of the school, except for a student who is enrolled in a school district, who may appeal the decision to the district superintendent. The governing entity or superintendent shall 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 otherwise prohibited by paragraph (C)(2) (b) of this rule;
- (c) Allow the student to participate in the program on CCP probation; or
- (d) Maintain the student's dismissal from the program.

(2) The student shall 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 a subject under paragraph (C)(2)(b) of this rule. The secondary school shall promptly notify any institution of higher education in which the student is enrolled that the student has requested an appeal. The governing entity of the school or the district superintendent, as applicable, shall issue a decision on the student's appeal within ten business days after the date the appeal is made. The decision shall be final. The secondary school shall promptly notify any institution of higher education in which the student is enrolled of the decision.

- (a) If the decision is to continue the student's dismissal and the student is enrolled in an institution of higher education, the institution shall permit the student to withdraw from all courses in which the student is enrolled without penalty and the student's secondary school shall not be required to pay for those courses.
- (b) If the governing entity or district superintendent fails to issue a decision on the appeal within ten business days after the date the appeal is made and the student is enrolled in an institution of higher education, the institution shall permit the student to withdraw from all courses for which the student is not eligible under this rule without penalty and, if the decision on the appeal is made after the institution's prescribed no-fault withdrawal date, the student's secondary school shall pay for those courses.

(F) Each secondary school shall include information about CCP probation and dismissal, including procedures for appeals, in the informational session and counseling services provided under section [3365.04](#) of the Revised Code.

(G) Each institution of higher education shall designate a staff member to monitor student performance and discuss available resources for assisting students at risk of CCP probation or dismissal.

(H) A home school student participating in the college credit plus program shall be subject to this rule in the same manner as any other participating student, except that the parent of the home school student shall notify each institution of higher education in which the student is enrolled when the student is on CCP probation or CCP dismissal under the program. When the parent submits any subsequent application for funding under the program, the parent shall include documentation specified by the department of education showing the steps the parent took to ensure the parent and the student complied with the requirements of paragraphs (C)(4), (D)(3),

and (D)(4) of this rule for reinstatement from probation or dismissal and indicating the reasons for granting any appeal under paragraph (E) of this rule. If the parent does not provide the appropriate documentation, the application shall not be processed. In the event a home school student or the student's parent fails to comply with this rule, the department of education shall have the authority to declare the student an ineligible student for purposes of the program or to require the student to pay all tuition, fees, and textbook costs for courses taken through the program during the period of noncompliance.

(I) Nothing in this rule shall alter, supersede, or otherwise be construed to affect any institution of higher education's policies or procedures on academic probation or dismissal. Each student participating in the college credit plus program shall be subject to the academic probation and dismissal policies and procedures of each institution of higher education in which the student is enrolled.

~~(J) This rule shall first be applied for the summer term of the 2018-2019 academic year.~~

**Commented [LH35]:** Previous date no longer needed.

Effective: 2/15/2018

Statutory Authority: [3365.091](#)

Rule Amplifies: [3365.091](#)

DRAFT