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# Introduction

## Overview

Started in the fall of 2015, College Credit Plus provides 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. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families. CCP is one of the many strategies employed in Ohio to meet the Attainment Goal of 65% of Ohio's citizens earning a degree, certificate or other postsecondary workforce credential of value in the workplace by 2025.

## Resource Guide Description

This document is intended to assist secondary school and college/university professionals with the details related to CCP. **The document is not intended to replace a professional's responsibility for having a working knowledge of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) governing the CCP program.** Most references to the ORC and OAC within this guide are summaries or paraphrases. Secondary school and higher education personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations. As with all forms and files, the information within this document may become outdated as updates are made and legislative changes occur. Personnel are responsible for ensuring that they have the most up-to-date file and forms by checking the website ([www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp)) regularly. Dates will be added to all forms and files to ensure current information is accessed.

## Institutional Participation in Program

All public secondary schools and all public colleges must participate in the CCP program. Any nonpublic secondary school or private college that chooses to participate in the program must follow the requirements of the program. However, if a nonpublic school student chooses to participate in the program, then the nonpublic school becomes responsible for the requirements of CCP program for the student (ORC 3365.02).

## Summary

On a regular basis, the website for the College Credit Plus program is updated with current information, guidance, and reference to legislation. Please visit [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) regularly for updates to this document as well as other important information.

**Please note:** *This Professionals' Resource Guide does not include everything from the Ohio Revised Code or the Ohio Administrative Code. The document is only a supplement to provide general guidance on the current information for College Credit Plus. Reference the date in the footer of this document to ensure that you have the most up-to-date copy. Refer to the official Ohio Administrative Code and Ohio Revised Code sections for complete and current details on the statutes governing the College Credit Plus program.*

## COVID-19

**\*IN THE EVENT THAT COVID-19 CONTINUES TO CAUSE DISRUPTIONS,  
REQUIREMENTS MAY BE EXTENDED OR CHANGED – SEE  
[WWW.OHIOHIGHERED.ORG/CCP](http://WWW.OHIOHIGHERED.ORG/CCP) FOR THE MOST UP-TO-DATE INFORMATION.**

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

# Policy

## Statutes and Rules

### Current Information

While this College Credit Plus Resource Guide was designed to provide general guidance and helpful resources, it is not the final authority on the program. Professionals working with College Credit Plus students and policies should review the statutes and rules of College Credit Plus in Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). Changes to the ORC and OAC occur occasionally and may not be reflected after this document has been created and/or printed.

The Ohio Revised Code, as defined by the Ohio Legislature, “is organized into 31 general titles broken into chapters dealing with individual topics of law. The chapters are divided into sections, which contain the text of individual statutes. The laws are collected and published in the Ohio Revised Code (ORC or RC)” (Ohio Legislature, 2017).

The Ohio Administrative Code are “the rules adopted by the agencies of the state of Ohio. State agencies adopt rules to carry out the policies and intent of laws passed by the General Assembly. The rules are collected and published in the Ohio Administrative Code (OAC or AC)” (Ohio Legislature, 2017).

Both ORC and OAC sections can be viewed online at <http://codes.ohio.gov>.

College Credit Plus is referenced in multiple chapters of the ORC and OAC; however, most references are within ORC Chapter 3365 and OAC Rules 3333-1-65 through 3333-1-65.13. Within this document, references to the specific ORC or OAC language are often provided as summaries. Refer to the official ORC and OAC documentation for all details.

## Procedures

Public and nonpublic school districts are responsible for informing students and families about the College Credit Plus program. All public districts must participate in the program and are subject to the requirements of College Credit Plus statute and rules. Nonpublic school districts may choose to participate by actively engaging with college or university partners. However, when a student enrolled in the nonpublic school chooses to participate, then the nonpublic school district *must* be in compliance with all College Credit Plus rules (*Ohio Revised Code 3365.02*).

## Requirements of the Secondary Schools

*Ohio Revised Code 3365.04 and Ohio Administrative Code 3333-1-65.1*

**Note:** *The following information includes a combination of paraphrased and direct language from the OAC and ORC in order to provide a more simplified version of the requirements. Always refer to OAC and ORC for exact language as needed.*

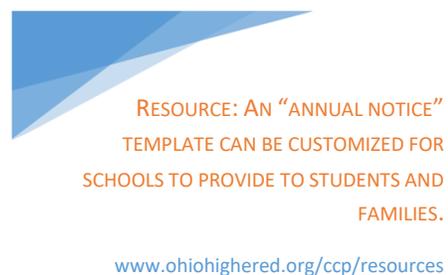
### Annual Notice

*Ohio Revised Code 3365.04 and Ohio Administrative Code 3333-1-65.1*

(1) Provide notice of program to students and parents by **February 1** via the school’s website, written communications including those generally distributed to students, course booklet, student assembly, or information night. The information must include:

(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;



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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

(d) Nonpublic secondary schools must include an explanation that funding and participation may be limited for its students.

**Note:** *Nonpublic secondary school students must apply for funding annually. Check the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) website for the deadline.*

(ii) Criteria for student participation, including, but not limited to, the following:

(a) The requirement for a counseling session prior to participation (which may be included as part of the Information Session).

(b) A notice that states:

"Students must submit a written notice<sup>1</sup> 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 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."

*Appeals when missing the April 1 deadline:* If a student misses the deadline, the student can seek consent from the principal to participate. If the principal does not provide written consent, the student may appeal the principal's decision to the governing entity or the superintendent of the school. The decision of the district superintendent or governing entity shall be final. See Ohio Revised Code 3365.03 for the exact timeline of appeals, decisions, and notifications.

(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 (i) and (ii)<sup>2</sup> above, 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 CCP 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.

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<sup>1</sup> *This written notice is the Intent to Participate form. For nonpublic & homeschooled students, the written notice must be provided to the Ohio Department of Education as part of the funding application.*

<sup>2</sup> *(i) and (ii) refer to "costs" and "criteria for student participation" as noted above.*

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## Intent to Participate

ORC 3365.03 & OAC 3333-1-65.1

As a part of the required Annual Notice to students, discussed above, each secondary school is required to include information about the Intent to Participate forms, stating that "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 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."

- **Public schools:** The Intent to Participate forms are retained by the secondary school for the school's planning purposes.
- **Homeschooled and nonpublic (private) schools:** Students attending nonpublic schools or homeschooled students are required to submit their Intent forms to the Ohio Department of Education. The Intent forms are incorporated into the funding online application. A separate paper form will not be submitted for these students.



RESOURCE: AN UPDATED "INTENT TO PARTICIPATE" FORM FOR PUBLIC SCHOOLS IS AVAILABLE. NOTE THAT OPTION A AND OPTION B ARE NOW INCLUDED ON THIS FORM.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

New!

In an effort to assist with secondary schools being informed if students are enrolling in College Credit Plus using state funds (Option B) or paying for the course (Option A), these options have been included on the Intent to Participate form for the 2021-2022 academic year.



### COVID-19

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## Information Session

Ohio Revised Code 3365.04 and Ohio Administrative Code 3333-1-65.1

(2) Annual informational session scheduled between **October 1 and February 15**.

Each school must host an informational session for parents and students interested in the program. This is a required activity for the school, but attendance by parents and students is not required.

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.



RESOURCE: UPDATED "INFORMATION SESSION" POWERPOINT FILES FOR PUBLIC AND PRIVATE SCHOOLS ARE AVAILABLE.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

With the addition of the administrative rules of Course Eligibility (OAC 3333-1-65.12) and Underperforming Students (OAC 3333-1-65.13), secondary schools must also provide information of these rules within the Information Session and Counseling Session.

A secondary school may incorporate the counseling session into the annual informational session provided the secondary school makes alternate dates available for those unable to attend the annual informational session.

## Counseling Session

*Ohio Revised Code 3365.04*

The counseling session must occur before the students participate in the College Credit Plus program. Generally, this means that the session should occur before the Intent to Participate form deadline of April 1<sup>st</sup> each year.

Each public and participating nonpublic secondary school shall do all of the following with respect to the college credit plus program:

(B) Provide counseling services to students in grades six through eleven and to their parents **before the students participate in the program** to ensure that students and parents are fully aware of the possible consequences and benefits of participation. Counseling information shall include:

- (1) Program eligibility;
- (2) The process for granting academic credits;
- (3) Any necessary financial arrangements for tuition, textbooks, and fees;
- (4) Criteria for any transportation aid;
- (5) Available support services;
- (6) Scheduling;
- (7) Communicating the possible consequences and benefits of participation, including all of the following:
  - (a) The consequences of failing or not completing a course under the program, including the effect on the student's ability to complete the secondary school's graduation requirements;
  - (b) The effect of the grade attained in a course under the program being included in the student's grade point average, as applicable;
  - (c) The benefits to the student for successfully completing a course under the program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.
- (8) The academic and social responsibilities of students and parents under the program;
- (9) Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
- (10) The standard packet of information for the program developed by the Chancellor of the Ohio Department of Higher Education. (This packet of information is a file on the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) website under "presentations" with the title including the words "College Credit Plus Information Sessions." There are separate presentations for public, nonpublic, and homeschooled students.)



[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

With the addition of the administrative rules of Course Eligibility (OAC 3333-1-65.12) and Underperforming Students (OAC 3333-1-65.13), secondary schools must also provide information of these rules within the Information Session and Counseling Session.

For a **participating nonpublic secondary school**, counseling information shall also include an explanation that funding may be limited and that not all students who wish to participate may be able to do so.

The student and the student's parent shall sign a form, provided by the school, stating that they have received the counseling required and that they understand the responsibilities they must assume in the program (ORC 3365.03). This form is often combined with the intent to participate form.

### Additional Requirements

- Promote the program on the school's web site, including the details of the school's current agreements with partnering colleges;
- Implement a policy for the awarding of grades and the calculation of class standing for courses taken under CCP. The policy shall be equivalent to the school's policy for courses taken under the advanced standing programs or for other courses designated as honors courses by the school. If the policy includes awarding a weighted grade or enhancing a student's class standing for these courses, the policy shall also provide for these procedures to be applied to courses taken under the CCP program.
- Develop model course pathways (15 and 30 credit hours) and publish the course pathways among the school's official list of course offerings for the program (ORC 3365.13).
- Annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction (ORC 3365.15).

### Notification of Student Registration

Students can earn up to 30 credits per year, which also includes high school only credits or middle school courses. The 30 credit annual maximum includes summer semester, which is considered the beginning of the academic year. A maximum of 120 college credits can be earned throughout the entire program. (OAC 3333-1-65.11)

To determine the maximum number of credit hours for which a student can register each academic year under College Credit Plus, secondary schools (including middle schools) must calculate credits by subtracting the high school only course credits (OAC 3333-1-65.2) within this formula:

$$30 - (\text{NUMBER OF HIGH SCHOOL/MIDDLE SCHOOL ONLY COURSES} \times 3) = \text{MAXIMUM NUMBER OF CCP CREDITS PER YEAR}$$

Do not include college courses that are taught at the high school location in the "high school only" portion of the formula.

Secondary schools must notify the student of the maximum number of credit hours prior to registration (OAC 3333-1-65.2).

Secondary schools must review all college enrollment information to determine if the student has registered for more than the 30 hours. Colleges and universities must provide a "pre-term notice" to the secondary schools that will indicate all courses for which a student from the secondary school has registered. This pre-term notice is due to the secondary schools 14 days prior to the start of the college's semester (OAC 3333-1-65.2 & 3333-1-65.3).

Upon receipt of the pre-term notice (or notices if the student has enrolled at more than one institution), the secondary school must verify that each student has not exceeded the maximum hours per year. If the student has exceeded the maximum, the school must notify the student of the issue. The student has the option to either drop a college course or self-pay for the course to be in compliance (OAC 3333-1-65.2).

**Note:** *If a course exceeds the limit, and the student opts to self-pay, the entire course is self-pay at the college's or university's standard rate of tuition, fees, and textbooks.*

### End of Course Examinations

Ohio Revised Code 3365.12 and Ohio Administrative Code 3333-1-65.2

**Please note:** *this section was accurate for the 2018-2019 academic year and will be updated as new information becomes available. Please visit the Ohio Department of Education's Graduation Requirements webpage for current requirements. (<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>)*

College Credit Plus courses or approved AP/IB tests, in the subject area, will satisfy the End-of-Course graduation requirement of American history, American government, and biology; and the college course grade earned under College Credit Plus or AP/IB test score may earn graduation points in place of the end-of-course tests.

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

The following table from the Ohio Department of Education website must be used to convert College Credit Plus grades to graduation points for valid courses. This applies only to American history, American government and science. There are no permitted substitutions for English language arts and mathematics.

COLLEGE CREDIT PLUS COURSE GRADE (SOCIAL STUDIES AND SCIENCE SUBSTITUTE COURSES)	OHIO GRADUATION POINTS
A or B	5
C	4
D	3
Not applicable	2
Not applicable	1
F – Fail or drop the course	0

It is important to note, while students can earn graduation points for CCP coursework and AP/IB test scores in biology, all schools must administer the biology end-of-course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American history or American government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course.

There are no CCP/AP/IB substitutions for mathematics or English language arts exams. Students may use math and English language arts CCP/AP/IB courses to satisfy the curriculum requirements, but schools must administer the EOC tests to students to earn graduation points.

Review the “High School Graduation Course Substitution Crosswalk” document for more information online at [www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources).

## Credit Conversion

*Ohio Administrative Code 3333-1-65.2*

Secondary schools shall use the following conversion for a postsecondary course completed by a student participant under CCP 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.
- (b) A college credit plus course transcribing less than three semester hours shall count as the proportional fraction of a high school unit.

## Underperforming Students

*Ohio Administrative Code 3333-1-65.13*

When students fail a class, the student will receive an “F” on both the high school and college transcripts. The course grade of “F” will be computed into the high school and college grade point averages (GPA). The public secondary school district will still be responsible for payment of the course but has the option of seeking reimbursement for the amount of state funds paid to the college on behalf of the student for that class (unless the student is considered economically disadvantaged). The school district may withhold grades and credits received for the course until reimbursement has been made (*ORC 3365.09*).

The chief administrator of a nonpublic school district in which a participant is enrolled may seek reimbursement from the participant/parent for the amount of state funds paid to the college on behalf of the participant. Upon receipt of the funds, the administrator must send the amount to the Ohio Department of Education to reimburse the state for the cost of the course (*ORC 3365.09*).

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

Refer to the “[College Credit Plus: Guidance for Grades & Tuition](#)” document for scenarios of students related to withdrawal or failure of courses ([www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp)).

### **Student Expulsion**

A public high school can adopt a policy to deny high school credit for courses taken under CCP when a student is expelled from the high school. In addition, colleges can determine if they will withdraw its acceptance of the expelled student. Refer to ORC 3365.032 for details including notices, payments and refunds.

The following information outlines the CCP Probation and CCP Dismissal rules, set forth in [Ohio Administrative Code 3333-1-65.13](#).

The rule defines an “underperforming student” as a student who has earned lower than a cumulative 2.0 GPA in College Credit Plus courses OR who has withdrawn from, or receives no credit<sup>3</sup> for, two or more courses in same term. If a student meets either of these criteria, the secondary school must place the student on College Credit Plus Probation.

While on CCP Probation, the student may enroll in **one** College Credit Plus course and may not enroll in the college course in the same subject in which student previously earned D or F or received no credit. The student has one term on CCP Probation to improve his or her GPA to a 2.0 or higher. If the GPA improves, the secondary school must lift the CCP Probation. However, if the student’s GPA does not reach a 2.0 after the probation term, the student shall be placed on College Credit Plus Dismissal.

While on CCP Dismissal, the student may not take any College Credit Plus courses. After one college term on dismissal, the student may request the secondary school to allow student to participate. Secondary school shall determine whether the student may continue on dismissal, move to probation, or participate without restrictions per the school’s adopted policy.

The rule also permits an appeals process under limited circumstances. A student who has been dismissed from the CCP program may appeal the dismissal. A student on CCP Probation may also appeal his or her ability to take a course in the same subject. Extenuating circumstances shall be considered, separate from academic performance. As a result of the appeal, the school may:

1. Allow the student to participate without restrictions;
2. Allow the student to take a course in the same subject in which he or she received a D, F, or no credit;
3. Allow the student to participate on CCP Probation;
4. Maintain the dismissal.



MULTIPLE RESOURCES ARE AVAILABLE TO ASSIST WITH THE UNDERPERFORMING STUDENTS RULE.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

Specific timing of the appeal is outlined within the rule.

The secondary school must have an appeals policy (this should have been created prior to summer term 2018). A [sample policy](#) is available on the CCP Resources webpage (<https://www.ohiohighered.org/ccp/resources>). Additional information is also available on the website, including a [rule summary](#), [sample forms](#), and a [GPA Scenarios Calculator](#).

Also note that this rule does not supersede, alter, or affect the institution of higher education’s policies or procedures on academic probation or dismissal.



### COVID-19

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<sup>3</sup> “No credit” under this rule has been interpreted to mean a transcript entry of W, NC, or equivalent.

## Awarding Credit

### *Final Grade on Transcript*

College Credit Plus courses are college courses; therefore, the final grade earned by the student in the course is the grade that will be recorded on the college transcript and the high school transcript. The grade must be the same regardless of whether the college and the secondary school grading scales match. The college grade is the final grade, and students must be graded based on the college's grading scale.

### *Course Substitutions*

High school credit awarded for courses successfully completed under CCP shall count toward the graduation requirements and subject area requirements of the public secondary school or participating nonpublic secondary school. If a course comparable to one a participant completed at a college is offered by the school, the governing entity or governing body shall award comparable credit for the course completed at the college. If no comparable course is offered by the school, the governing entity or governing body shall grant an appropriate number of elective credits to the participant.

### *Credit Dispute Appeal*

If there is a dispute between a participant's school and a participant regarding high school credits granted for a course, the participant may appeal the decision to the Ohio Department of Education (ORC 3365.12). The decision regarding any high school credits granted under this section is final.

### *College Course on High School Transcript*

Evidence of successful completion of each course and the high school credits awarded by the school shall be included in the student's record. The record shall indicate that the credits were earned as a participant under this chapter and shall include the name of the college at which the credits were earned (ORC 3365.12).

### *Nonpassing Grades or Withdrawals*

Students earn letter grades for the CCP courses (e.g., A, B, C, D, and F). For students who do not pass a CCP course or withdraw from the course after the college's required "no fault" date, the grade will appear on both the college and high school transcripts (i.e., F or W). The course grade of "F" will be computed into the high school and college grade point average (GPA).

The secondary school district will still be responsible for payment of the course but has the option of seeking reimbursement for the amount of state funds paid to the college on behalf of the student for that class (unless the student is considered economically disadvantaged). The school district may withhold grades and credits received for high school course taken until reimbursement has been made (ORC 3365.09). Private schools may seek reimbursement on behalf of the state of Ohio.



RESOURCE: THE "HIGH SCHOOL GRADUATION COURSES SUBSTITUTION CROSSWALK" DOCUMENT IS AVAILABLE TO ASSIST WITH GRADUATION REQUIREMENTS, COURSE SUBSTITUTIONS, AND GRADE WEIGHTING INFORMATION.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)



RESOURCE: THE "COLLEGE CREDIT PLUS: GUIDANCE FOR GRADES & TUITION" DOCUMENT PROVIDES SCENARIOS RELATED TO FAILURES, WITHDRAWALS, RE-TAKES.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

## COVID-19

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

### Weighting of Grades

Public and participating nonpublic secondary schools must implement a policy for awarding of grades and the calculation of class standing for courses. The policy adopted shall be equivalent to the school's policy for courses taken under the advanced standing programs of AP or IB or other honors courses by the school. If the policy includes awarding a weighted grade or enhancing a student's class standing for these courses, the policy shall also provide for these procedures to be applied to courses taken under the CCP program (ORC 3365.04). For additional guidance on grade weighting, please review the [Weighting College Credit Plus Courses - Q&A document](#) available on the CCP website.

### Economically Disadvantaged Student Identification

Ohio Administrative Code 3333-1-65.2

No student considered economically disadvantaged shall be charged for anything related to CCP participation. All secondary schools must develop a process to identify students who are economically disadvantaged according to the following information.

- (a) A student shall be considered economically disadvantaged for the purpose of CCP 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) Supplemental Nutrition Assistance Program (SNAP);
    - (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 (OAC 3333-1-65.6).

### Financial Responsibility

#### Tuition

1. Public secondary schools are responsible for the CCP participants' tuition (ORC 3365.07 and OAC 3333-1-65-.6).
2. Nonpublic secondary schools and homeschooled students are not responsible for CCP participants' tuition. Instead, nonpublic school and homeschooled students must apply for funding annually through the state of Ohio (ORC 3365.07, OAC 3333-1-65.8).
3. CCP Tuition is calculated based on the Foundation funding a public school district receives per pupil from state and local funds. The calculation identifies the "default ceiling amount" or the maximum a college or university will receive per credit hour (unless the college or university's standard rate of tuition is less than the default ceiling amount, then the college or university will receive the standard rate). The ceiling amount is for courses a student takes at the college campus or online. The "default floor amount" is the minimum a college or university will receive per credit hour. This is the amount charged for courses a student takes at the high school with a credentialed high school teacher (ORC 3365.01, 3365.07, OAC 3333-1-65.6).
4. Secondary schools and partnering colleges/universities can negotiate alternate rates between the floor and ceiling. These negotiated rates agreements must be executed and made available by **February 1** annually (OAC

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

3333-1-65.6). Secondary schools may not limit student participation to colleges or universities with which an alternative payment structure has been negotiated (OAC 3333-1-65.1, 3333-1-65.6).

5. Partnering colleges/universities may seek approval from the Chancellor of the Ohio Department of Higher Education to enter into an alternative funding agreement with a secondary school that establishes the per credit hour payment below the “floor.” The chancellor has issued [Directive 2018-041](#) related to the review and approval of below the floor requests. The deadline for the request is February 1 annually. Additional information about this process is available on [www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources) (ORC 3365.07 and OAC 3333-1-65.6).
6. Public Secondary schools are responsible for CCP tuition for any enrollment of a student who has not withdrawn from the course before the college’s established withdrawal date (ORC 3365.07).
7. If a secondary school student takes a summer term course and attends a different secondary school than the student attended the previous spring term, the course becomes subject to the default funding structure, or the alternative funding structure established between the secondary school and the college, at the secondary school the student is attending in the fall (OAC 3333-1-65.6).
8. Tuition payments are made for students who are enrolled in a joint vocational school district (JVSD) or career-technical center. A portion of the amount shall be deducted from the payments to the JVSD and a portion shall be deducted from the payments to the participant’s public school district in accordance with the full-time equivalency of the student’s enrollment in each district. This is based on reported enrollment data in the Enrollment Management Information System (EMIS). The entity that applies the CCP 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 CCP course (ORC 3365.07 and OAC 3333-1-65.9).
9. Tuition payments are calculated based on enrollment reports made by the secondary school within the EMIS system and the institution of higher education within the CCP Data Portal. The Ohio Department of Education deducts the Foundation payments from the secondary school and re-directs the funds to the institution of higher education electronically (OAC 3333-1-65.9).
10. Secondary schools should be aware of and should notify students that private colleges or universities have the option to charge students directly a fee per credit hour to participate (ORC 3365.07).
11. Public secondary schools may seek reimbursement from the participant or the participant’s parent for the amount of state funds paid to the college on behalf of the participant for that college course. The school may withhold grades and credits received by the participant for high school courses taken by the participant until the participant or the participant’s parent provides reimbursement. Nonpublic secondary schools may seek reimbursement from the participant or the participant’s parent for the amount of state funds paid to the college on behalf of the participant for enrollment in that college course. Upon the collection of any funds, the nonpublic school shall send an amount equal to the funds collected to the Superintendent of Public Instruction (ORC 3365.09). Schools may not seek reimbursement from students who are economically disadvantaged.

### Textbooks

1. Public and nonpublic secondary schools are responsible for the CCP participants’ textbooks (ORC 3365.07).
2. Textbooks include paper and electronic books and other purchased coursework or curricular materials, such as online access codes and software (OAC 3333-1-65). “Textbook” does **not** mean other supplemental supplies required for the course (such as lab or art supplies).
3. CCP classrooms at the partnering secondary schools must consist of students who all follow the same college course syllabus, use the same textbook 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 (OAC 3333-1-65.2).
4. In some cases, colleges have created a voucher system for students to use to assure accuracy in the subsequent high school billing. Other colleges have made arrangements with high schools or districts to purchase an inventory of certain books at the high school for students to borrow during the course term.

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

5. Since all supplemental supplies required by the course syllabus are provided by the college, some campus bookstores also have a way of tracking those purchases.
6. Colleges and high schools/districts likely will have communicated and planned on behalf of their shared students.
7. Colleges should communicate to CCP students if there is a particular purchase system in place with the student's high school or district; or if notification of the student's participation in College Credit Plus needs to be provided to the campus bookstore.
8. Secondary schools and colleges/universities may enter into an agreement for an alternative payment structure related to tuition, textbooks, and fees by February 1 annually (ORC 3365.07 and OAC 3333-1-65.6). Secondary schools may not limit student participation to colleges or universities with which an alternative payment structure has been negotiated (OAC 3333-1-65.1, 3333-1-65.6).
9. Secondary schools may require students to return the books to the school in order to re-use for future students.

## Requirements of the Institutions of Higher Education

*Ohio Revised Code 3365.05 and Ohio Administrative Code 3333-1-65.1, 3333-1-65.3, 3333-1-65.4, 3333-1-65.5, 3333-1-65.7*

All public colleges must participate in the College Credit Plus program and are subject to the requirements of Ohio Revised Code 3365. Any private college that chooses to participate in the program is also subject to the requirements of ORC 3365.

**Note:** *The following information includes a combination of paraphrased and direct language from the OAC and ORC in order to provide a more simplified version of the requirements. Always refer to OAC and ORC for exact language as needed.*

## Promotion of the Program

*Ohio Revised Code 3365.05 and Ohio Administrative Code 3333-1-65.1*

(1) Provide a notice of the institution's participation in the 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; and
- (d) The timeline for student application submission.
- (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) Approved out-of-state institutions of higher education are exempt from the notice and informational session requirements of this rule.

## Eligibility & Admission Requirements

*Ohio Revised Code 3365.03, 3365.05 and Ohio Administrative Code 3333-1-65.3*

### Student Eligibility

Students must be Ohio residents to participate in the program (ORC 3365.02) and must apply for acceptance at the college or university of their choice. In addition, all students seeking to participate in CCP must be academically assessed by a college or university in order to determine eligibility.

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The [Uniform Statewide Standards for Remediation-Free Status](#), established by college and university presidents, provides the minimum threshold of scores to determine student readiness, based on the review of an assessment exam such as ACT, SAT, or Accuplacer. If a prospective CCP student places into college-level coursework in at least one subject area of the exam, then the student is eligible to participate.

If the student's scores do not indicate the student is ready for college-level courses in any of the assessment exam subject areas, then the student can be considered eligible if the student has scored in a range near the threshold (calculated as one Standard Error of Measurement or SEM) *and* if the student has met one of these conditions:

- a) Has a 3.0 cumulative high school GPA or
- b) Receives a recommendation from school counselor, principal, or career-technical advisor.



RESOURCES: THE "UNIFORM STANDARDS," "STUDENT ELIGIBILITY PROCESS," AND "STUDENT ELIGIBILITY TABLE" DOCUMENTS ARE AVAILABLE TO ASSIST WITH STUDENT ELIGIBILITY.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

A student who has been deemed eligible must apply for admission to the institution and must work with an advisor at the college to discuss course placement options which may be more selective or higher than the eligibility requirements.

Colleges must ensure that students who have applied have access to one of the exams by either paying for and providing testing at the college or arranging for payment of a test. Colleges are permitted to use any of the assessments outlined in the Uniform Statewide Standards for Remediation-Free Status. If the college requires the ACT or SAT scores for admission, then the college must provide one of those assessments, one time and free of charge to the student (ORC 3365.03).



#### COVID-19

\*IN THE EVENT THAT COVID-19 CONTINUES TO CAUSE DISRUPTIONS, REQUIREMENTS MAY BE EXTENDED OR CHANGED – SEE [WWW.OHIOHIGHERED.ORG/CCP](http://WWW.OHIOHIGHERED.ORG/CCP) FOR THE MOST UP-TO-DATE INFORMATION.

*Refer to the table on the next page for the Eligibility Assessment Testing scores and ranges.*



### *Institutional Admission*

*Ohio Revised Code 3365.05 and Ohio Administrative Code 3333-1-65.3*

Once eligibility is determined, colleges and universities must apply their admission criteria for participation in the program. In addition, they cannot set the standard higher than the criteria established for other students attending the institution and may not require different standards among students based on secondary grade level or student age. Colleges may choose to use another exam such as Accuplacer in lieu of ACT or SAT if the college requires ACT or SAT for admission purposes.

When applying for funding, nonpublic school students and homeschooled students will need a letter of acceptance from a college or university to upload to the funding application system. A homeschooled student must upload the letter of acceptance from the college in addition to the letter from the resident district superintendent excusing the student from compulsory education.

### *Course Placement*

The college's or university's policies and applicable state law govern course placement decisions.

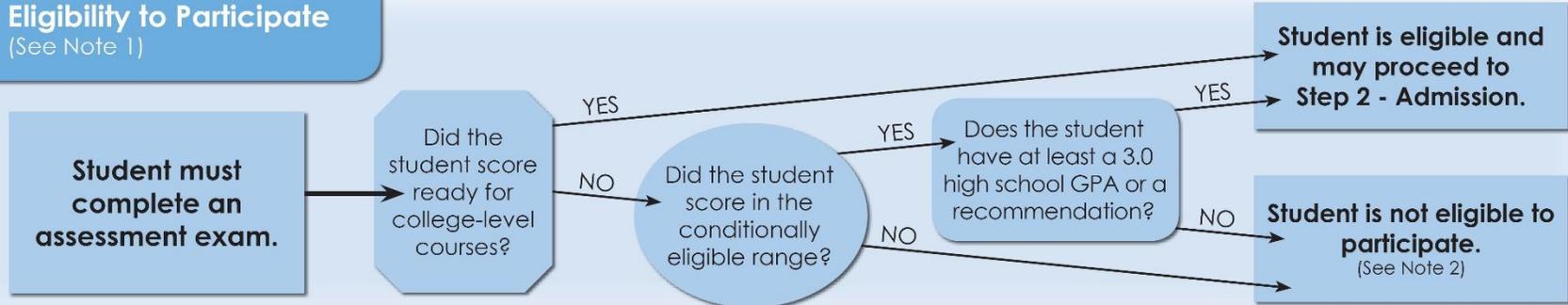
Students who have been admitted into College Credit Plus are not required to have priority over other students regarding enrollment into college courses. However, once enrolled in a course, the CCP student cannot be removed from the course unless the student voluntarily drops or fails to meet student conduct rules (OAC 3333-1-65.3).

*The flowchart on the next page provides a visual representation of the eligibility, admission, and course placement/selection process.*

**Student Eligibility Process**

Starting with the 2018-2019 academic year, a prospective College Credit Plus student must complete the steps below to determine CCP eligibility, college admission, and course placement/registration.

**1 Eligibility to Participate**  
(See Note 1)



**2 College Admission**  
(See Note 1)



*This document is for informational purposes only. Please see ORC Section 3365.03 and the "Student Eligibility Information" section on [www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources) for more details.*



**3 Course Registration**  
(See Note 3)

**Student must meet with a school counselor and a college advisor to determine course choices, which will depend on assessment scores and other prerequisites.**

**Note 1:** Steps 1 & 2 may occur simultaneously especially at open admission institutions or institutions at which a student identifier is needed for record keeping purposes.  
**Note 2:** An institution may choose to allow students to retake the assessment exam.  
**Note 3:** An institution may require a student to attend an orientation meeting prior to or after registering for courses.

## Course Eligibility

Ohio Administrative Code 3333-1-65.12

Similar to the rules developed for underperforming students, House Bill 49 (ORC 3365.06) required the chancellor to adopt rules specifying which courses were eligible for funding under the College Credit Plus program. These rules were developed in consultation with stakeholders and the Superintendent of Public Instruction, and went into effect for the 2018-2019 academic year, beginning summer term 2018.

The rule defines two tiers of courses under College Credit Plus: Level I & Level II courses. The rule specifies that a student participating in the College Credit Plus program shall first complete 15 semester credit hours of Level I courses that may be applied toward a certificate or degree, before proceeding to Level II courses.

### Level I Courses

“Level I course” refers to a course that is any one of the following:

- 1) Transferable course: Part of CTAG, OTM, or TAG or equivalent at private college/university (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- 2) Course in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- 3) Technical certificate course
- 4) 15-credit hour or 30-credit hour model pathway course
- 5) Study skills, academic or career success skills course
- 6) Internship course
- 7) Another course that may be approved by the Chancellor on an annual basis

### Level II Courses & Exceptions

“Level II course” refers to any course that is not a Level I course. Students must meet prerequisites for any course that the college has determined. However, exceptions to the “First 15” Rule may be made if the student wishes to continue with a sequence of courses in the same subject or tests directly into Level II course. Students who have attained the required scores on AP or IB course examinations may also count those courses toward the First 15 credits.

### Non-Allowable Courses

In addition, the rule delineates several types of courses that are not allowable under College Credit Plus as the following:

- One-on-one private instruction course
- Course with fees that exceed amount set by Chancellor
- Study abroad courses
- Physical education courses
- P/F or S/U grades (unless the course is an internship or is a transferable course for all students enrolled)
- Remedial course & Sectarian religion course

These courses are not permitted under the program unless the Chancellor approves the courses for certificate or degree completion. On an annual basis, the Chancellor will provide the opportunity for colleges to submit courses for approval.

### Additional Responsibilities

Colleges and universities are responsible for identifying Level I courses and posting those courses on their websites.



RESOURCES: A “SUMMARY DOCUMENT” IS AVAILABLE TO ASSIST WITH THE COURSE ELIGIBILITY RULE.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

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Secondary schools must verify each student's appropriate courses based upon the pre-term notices received from the college. If it is determined that the student has enrolled in an incorrect Level or a non-allowable course, the school must contact the student to discuss drop or self-pay options.

Both the secondary school and college must include eligible course information in required communications, such as informational sessions, counseling sessions, and mandatory advising.

#### Process for Chancellor Approval of Additional Courses

The course eligibility rule provides opportunities for colleges to request Chancellor approval of the following:

1. 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. Please see the [Level I Approval Process Guidance](#) and [Application Form](#) for more information. [Approved courses](#) are posted to the College Credit Plus webpage on an annual basis.
2. If a course described as "non-allowable" under the 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 College Credit Plus 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. Please see the [Non-Allowable Approval Process Guidance](#) and [Application Form](#) for more information.



RESOURCES: THE LINKED RESOURCES  
ARE AVAILABLE TO ASSIST WITH THE  
APPROVAL PROCESSES.

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

This information is also available on the [Resources](#) page of [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp).

#### State Residency

Students be Ohio residents to participate in the program (ORC 3365.02). For public school students, the student must be enrolled in a high school in Ohio and the school must be able to receive "foundation" funding for that student's enrollment. Any student interested in enrolling in a public college or university must be considered a resident of Ohio as defined in state law. The college or university will verify that information with the student and family.

The funding associated with College Credit Plus is a combination of secondary school foundation funds (for public school students) and funds allocated from the Ohio budget (for nonpublic and homeschooled students) and college/university state share of instruction (SSI). The CCP statute addresses the state share of instruction (SSI), foundation, and state allocated funds in Ohio Revised Code 3365.07. Public colleges only receive SSI for Ohio resident students that meet law and administrative requirements as set forth in ORC 3333.31 and OAC 3333-1-10.

The CCP statute does not exempt a student from the Ohio student residency requirements in [Ohio Administrative Code 3333-1-10](#). Therefore, colleges/universities must verify Ohio residency for each CCP participant (as they do for all college students). If the student is not an Ohio resident based on "Rule 10," then the student cannot participate as a CCP student. He/she can enroll but the enrollment would be outside of the CCP program. The colleges/universities have the responsibility to inform the student in advance of the need to either drop the course before the census date or to pay for the course on his/her own.

#### Confirmation of Enrollment

Public and nonpublic institutions of higher education must issue the following:

- (a) A pre-term notice of admission to the institution for each student. This includes the specific course registrations, the payment option, and credit hours, to be sent not later than 14 calendar days prior to the first day

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

of classes for the term of enrollment if the student's enrollment is within 14 calendar days prior to the first day of classes of the term, then a pre-term notice of admission shall be sent upon enrollment to all of the following:

- (i) The participant;
- (ii) The participant's parent;
- (iii) The secondary school of the participant;

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Note: Including the Payment Option (A or B as noted within ORC 3365.06) is recommended to be included on the Pre-Term Notice of Admission report.

(b) A confirmation of course enrollment notice, listing the courses and hours of enrollment, and the payment option (Option A or B as noted within ORC 3365.06) for each course not later than 21 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;

(c) Information on how a student may participate in the postsecondary institution's course evaluation process upon completion of the college credit plus course. (ORC 3365.05, OAC 3333-1-65.3)

## Academic Support Services & Advising

*Ohio Administrative Code 3333-1-65.3*

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;
  - (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;
- (ii) The date signifying when withdrawal from a course would negatively affect a participant's grade.

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## Course Delivery

Ohio Administrative Code 3333-1-65.4

In addition to the traditional on-campus instruction offered by an institution of higher education for college level courses, under the CCP 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 identified in the guidelines established by the Chancellor of the Ohio Department of Higher Education;
- (2) The CCP course offered in the secondary school shall follow the same course syllabus and learning outcomes, use the same textbook 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.

- (4) The institution conducts at least one full-period classroom observation of each college credit plus course taught by each secondary teacher or during the first academic year the secondary teacher instructs the college course, and then each academic year 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:

Updated!

- (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;
- (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 online instruction in college level courses if all of the following are met:

- (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 online course offered by an institution under the CCP program, shall do the following activities for the online course:
  - (a) Utilize course content and materials developed by higher education faculty;
  - (b) Provide course instruction;
  - (c) Develop course assessments;

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

- (d) Develop course grading criteria;
- (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 online 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 online 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.

(5) Each CCP course offered online must be included in the college's course catalog.

## Financial Responsibility

### *Fees and supplies*

Colleges and universities are responsible for waiving all fees associated with CCP program participation and course enrollment. Fees include, but are not limited to, costs or fees charged for CCP application, activities required by the postsecondary institution that may enhance a student's likelihood of academic success, course-related or laboratory fees (OAC 3333-1-65). Any supplies required by the course syllabus are the responsibility of the college/university.

### *Assessment Exams*

Beginning with the eligibility and admission process for the 2018-2019 school year, Ohio Revised Code 3365.03 requires the college or university to which a student applies to participate in the CCP program to pay for one assessment to determine the student's eligibility. Any additional assessments used to determine the student's eligibility are the financial responsibility of the student.

## Nonpublic School and Homeschool Student Funding

Students enrolled in nonpublic (private) schools and homeschooled students must apply for CCP funding annually. The student/family must follow the instructions on the Ohio Department of Education website to ensure the funding application is complete and submitted.

The funding application window generally opens in February, with the deadline of April 1. Please check the CCP Students & Families webpage (<https://www.ohiohighered.org/ccp/students-families>) for additional information and specific deadlines.

Beginning in 2020, the intent to participate form will be incorporated into the online funding application system. There will be no separate form for students and families to submit to the Department of Education.

To apply for funding, families must:



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- Create an [OH|ID account](https://ohid.ohio.gov) at <https://ohid.ohio.gov> (The SAFE system has been integrated with the OH|ID system. If parents had a SAFE account, they must create an OH|ID account in order to access the funding application.)
- Request access to the College Credit Plus funding application within the OH|ID system
- Complete the Intent to Participate section as one of the first steps of the application.
- Upload the college acceptance letter (or a letter of good academic standing for returning students)
- Answer several questions related to the student’s CCP plans for enrollment
- Once all information is completed, be sure to submit the funding application no later than the deadline. No exceptions or extensions will be available.
- **(Note: Homeschooled students must follow these steps as well as upload a letter from the district superintendent indicating that the student is excused from compulsory education.)**

By mid-May, students with successfully submitted funding applications will be awarded “units” based on the student grade level. Each unit is “no more than four credit hours.” Applications are processed until all funds have been allocated. The student’s funding award letter is accessible in the parent’s OH|ID account. Nonpublic school counselors also can have access to their students’ letters. Students must provide the letters to the college or university when enrolling in courses. The letter provides a Unique Identification Number (UIN) and the number of credit hours the student has been awarded (ORC 3365.03, OAC 3333-1-65-8).

If a student enrolls in a course that exceeds the number of credit hours awarded, the student/family is responsible for the standard rate tuition for that entire course’s credit hours.



#### COVID-19

\*IN THE EVENT THAT COVID-19 CONTINUES TO CAUSE DISRUPTIONS, REQUIREMENTS MAY BE EXTENDED OR CHANGED – SEE [WWW.OHIOHIGHERED.ORG/CCP](http://WWW.OHIOHIGHERED.ORG/CCP) FOR THE MOST UP-TO-DATE INFORMATION.

## Default Tuition Rates

Ohio Revised Code 3365.01 & 3365.07

Annually, the default rates are calculated based on the foundation funding for secondary schools. See the charts below for the Default per Credit Rates. Please note that that the default ceiling payments under College Credit Plus cannot be more than the college’s standard tuition rate.



THE DEFAULT TUITION RATES ARE BASED ON THE FOUNDATION FUNDING AMOUNT IDENTIFIED IN THE STATE’S BIENNIAL BUDGET. THE RATES FOR 2021-2022 WILL BE AVAILABLE AFTER THE BUDGET IS FINALIZED (JULY 2021).

[www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources)

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DEFAULT RATES (SEMESTERS)				
School Year	Per Pupil Foundation Amount	Ceiling Rate Course delivered on the college campus or online (83% of Foundation divided by 30 credits)	Mid-Level Rate Course delivered at the high school with college faculty instruction (50% of ceiling rate)	Floor Rate Course delivered at the high school, with credentialed teacher (25% of ceiling rate)
2019-20	\$6,020	\$166.55	\$83.28	\$41.64
2020-21	\$6,020	\$166.55	\$83.28	\$41.64

DEFAULT RATES (QUARTERS)				
School Year	Per Pupil Foundation Amount	Ceiling Rate Course delivered on the college campus or online (83% of Foundation divided by 45 credits)	Mid-Level Rate Course delivered at the high school with college faculty instruction (50% of ceiling rate)	Floor Rate Course delivered at the high school, with credentialed teacher (25% of ceiling rate)
2019-20	\$6,020	\$111.04	\$55.52	\$27.76
2020-21	\$6,020	\$111.04	\$55.52	\$27.76

**Private colleges** may charge students a fee per credit hour to participate if they have determined that the costs for CCP students exceed the reimbursement amount paid by the state of Ohio. The amounts for 2019-2020 and 2020-2012 are shown below. Please see [Ohio Revised Code Section 3365.07](#) for full details.

PRIVATE COLLEGES: MAXIMUM ALLOWABLE PER CREDIT CHARGES TO STUDENTS				
School Year	Type of Credit	Course delivered on the college campus or online*	Course delivered at the high school with college faculty instruction	Course delivered at the high school, with credentialed teacher
2019-20 & 2020-21	Semester	\$159.03	\$125	\$100
2019-20 & 2020-21	Quarter	\$106.02	\$125	\$100

\*(Note: This maximum amount is calculated annually based on the Foundation amount for public schools.)

### Alternate Funding Agreements

*Ohio Revised Code 3365.07 and Ohio Administrative Code 3333-1-65-6*

Institutions of higher education and their partnering secondary schools may enter into agreements to establish an alternative payment structure for tuition, textbooks, and fees instead of using the default tuition rates. Under the agreement, payments for each participant shall not be less than the default floor amount, unless approved by the Chancellor, and not more than the default ceiling amount. The agreements must:

- Be executed and made available by February 1 (annually).
- Comply with applicable laws and rules.
- Not exceed one academic year.
- Indicate that the admission process at an institution of higher education, as well as the decision to admit students for purposes of participating in CCP, are not contingent on the completion of an alternative funding payment structure agreement.
- 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.

*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

- Indicate that 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.
- Include an attached letter indicating the institution’s board of trustees’ or equivalent governing authority authorized the terms of the alternative payment structure agreement.
- Include all costs associated with the program, including but not limited to, textbooks and associated course fees and must not exceed student cost caps.

If an alternative funding agreement is not mutually executed by February 1 (annually), then the default tuition amounts will be used for reimbursement.

*Please note that private colleges are **not** permitted to enter into alternative funding agreements with private secondary schools for tuition rates.* ORC 3365.07(C) stipulates that courses taken by nonpublic school students at private colleges will be reimbursed by the Department of Education at the default per-credit hour rates. These entities may have agreements for payment between the partners for costs that exceed the amount paid by the department, but private colleges should not submit an [Alternative Funding File](#) for state payment purposes.

### *Below the Floor Requests*

For institutions of higher education to offer a tuition rate below the established default floor amount, the institution must submit a request for “Alternative Funding – Below the Floor” to the Chancellor of the Ohio Department of Higher Education.

Beginning with the 2018-2019 academic year, the chancellor has established a process, based on [Directive 2018-041](#), for applying for waivers for alternative funding agreements below the floor. Applications for the upcoming academic year are due February 1 of each year.

In lieu of an alternative funding – below the floor agreement, high school and college providers are encouraged to pursue other alternative funding agreements that provide cost savings opportunities, which include but are not limited to:

- High school and college each agree to pay for a portion of the textbook costs (e.g., 50% by each partner, 70%/30%, etc.);
- College pays for all textbook costs (or pays for books for students at the college campus, etc.);
- College guarantees no textbook changes for a specific number of years;
- College employs other low cost book options (i.e., Open Education Resources, older book editions);
- College eliminates one-time access code software;
- College provides an alternative funding agreement which lowers the cost of on campus or online coursework below the default ceiling (or below the standard tuition rate); and/or
- College provides an alternative funding agreement for courses taught at the high school by a college employed faculty member to lower than the default rate (mid-level).

A college or university may request consideration of a below the floor funding agreement if the partner school district demonstrates any of the following conditions:

- State declaration of fiscal watch, caution or emergency;
- Extreme extenuating circumstances, which could include natural disasters or other negative external influences that are outside of the district’s control.

In addition, all below the floor agreements must:

- Be executed and made available by February 1 (annually).
- Comply with applicable laws and rules.
- Not exceed one academic year.
- Indicate that the admission process at an institution of higher education, as well as the decision to admit students for purposes of participating in CCP, are not contingent on the completion of an alternative funding payment structure agreement.

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- 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.
- Indicate that 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.
- Include an attached letter indicating the institution's board of trustees' or equivalent governing authority authorized the terms of the alternative payment structure agreement.
- Include all costs associated with the program, including but not limited to, textbooks and associated course fees and must not exceed student cost caps.

If the Chancellor approves an agreement for below the floor funding, the provisions of the agreement must comply with all other requirements of Ohio Revised Code Chapter 3365 to ensure program quality.

## Reporting

Public secondary school districts report enrollment through the Enrollment Management Information System (EMIS).

Institutions of higher education report enrollment through the CCP Data Portal and, for public colleges and universities, the Higher Education Information system (HEI). These include the following required reports from the postsecondary sector:

File	Brief Description and Purpose	Public	Private	Due Date
<a href="#">Student Data File</a>	Student level course enrollment, credit hours, and method of deliveries. Used mainly for the payment/reimbursement system.	Required after day 14 of each term (or census day)	Required after day 14 of each term (or census day)	2 weeks after census day each term
<a href="#">Alternate Funding File</a>	Captures the cost per-credit hour amount when there is an agreement signed with a district. Used for the payment/reimbursement system.	Only required if there are alternate funding agreements with districts	Only required if there are alternate funding agreements with districts	2 weeks after census day each term
<a href="#">Course Outcomes File</a>	Captures the course outcomes for each term. Uses the same six key fields from the Student Data File and course outcome.	<b>NOT required.</b> Collected through HEI file submission.	Required.	30 days after the end of each term
<a href="#">College Readiness Assessment File</a>	Student college readiness assessment scores. Used for program evaluation.	Required	Required	30 days after the end of each academic year
<a href="#">Demographics File</a>	Student demographic and socio-economic status information. Used for program evaluation.	<b>NOT required.</b> Collected through HEI file submission.	Required	30 days after the end of the academic year
Compliance Questions	Survey questions related to program compliance	Required	Required	30 days after the end of the academic year

### COVID-19

\*IN THE EVENT THAT COVID-19 CONTINUES TO CAUSE DISRUPTIONS, REQUIREMENTS MAY BE EXTENDED OR CHANGED — SEE [WWW.OHIOHIGHERED.ORG/CCP](http://WWW.OHIOHIGHERED.ORG/CCP) FOR THE MOST UP-TO-DATE INFORMATION.

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## Data Reporting

These required reports are based on the following Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) sections:

Code Section	Responsible Party	Language
ORC 3365.04(G):	Public and Nonpublic Secondary Schools	Annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction pursuant to section 3365.15 of the Revised Code.
ORC 3365.05(H)	Public and Private Colleges	Annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction pursuant to section 3365.14 of the Revised Code.
ORC 3365.15	The chancellor of higher education and the superintendent of public instruction jointly shall do all of the following:	<p>(A) Adopt data reporting guidelines specifying the types of data that public and participating nonpublic secondary schools and public and participating private colleges, including eligible out-of-state colleges participating in the program, must annually collect, report, and track under division (G) of section 3365.04 and division (H) of section 3365.05 of the Revised Code. The types of data shall include all of the following:</p> <ol style="list-style-type: none"> <li>(1) For each secondary school and college: <ol style="list-style-type: none"> <li>(a) The number of participants disaggregated by grade level, socioeconomic status, race, gender, and disability;</li> <li>(b) The number of completed courses and credit hours, disaggregated by the college in which participants were enrolled;</li> <li>(c) The number of courses in which participants enrolled, disaggregated by subject area and level of difficulty.</li> </ol> </li> <li>(2) For each secondary school, the number of students who were denied participation in the program under division (A)(1)(a) or (C) of section 3365.03 or section 3365.031 or 3365.032 of the Revised Code. Each participating nonpublic secondary school shall also include the number of students who were denied participation due to the student not being awarded funding by the department of education pursuant to section 3365.071 of the Revised Code.</li> <li>(3) For each college: <ol style="list-style-type: none"> <li>(a) The number of students who applied to enroll in the college under the program but were not granted admission;</li> <li>(b) The average number of completed courses per participant;</li> <li>(c) The average grade point average for participants in college courses under the program.</li> </ol> </li> </ol> <p>The guidelines adopted under this division shall also include policies and procedures for the collection, reporting, and tracking of such data.</p> <p>(B) Annually compile the data required under division (A) of this section. Not later than the thirty-first day of December of each year, the data from the previous school year shall be posted in a prominent location on both the chancellor of higher education's and the department of education's web sites.</p> <p>(C) Until December 2023, submit an annual report on outcomes of the college credit plus program that are supported by empirical evidence to the governor, the president of the senate, the speaker of the house of representatives, and the chairpersons of the education committees of the senate and house of representatives. The report shall include all of the following, disaggregated by cohort:</p> <ol style="list-style-type: none"> <li>(1) Number of degrees attained;</li> <li>(2) Level and type of degrees attained;</li> <li>(3) Number of students who receive a degree in two different subject areas;</li> <li>(4) Time to completion of a degree, disaggregated by level and type of degree attained;</li> <li>(5) Time to enrollment in a graduate or doctoral degree program;</li> <li>(6) The number of students who participate in a study abroad course;</li> <li>(7) How all of the measures described in division (C) of this section compare to both:</li> </ol>

*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

Code Section	Responsible Party	Language
		<p>(a) The overall student population who did not participate in the college credit plus program;</p> <p>(b) Any similar measures compiled under the former postsecondary enrollment options program, to the extent that such data is available.</p> <p>The first report shall be submitted not later than December 31, 2018, and each subsequent report shall be submitted not later than the thirty-first day of December each year thereafter until December 2023.</p> <p>(D) Establish a college credit plus advisory committee to assist in the development of performance metrics and the monitoring of the program's progress. At least one member of the advisory committee shall be a school guidance counselor.</p> <p>The chancellor shall also, in consultation with the superintendent, create a standard packet of information for the college credit plus program directed toward students and parents that are interested in the program.</p> <p>(E) The chancellor and the state superintendent also may submit a biennial report detailing the status of the college credit plus program, including an analysis of quality assurance measures related to the program, to the governor, the president of the senate, the speaker of the house of representatives, and the chairpersons of the education committees of the senate and house of representatives. If the chancellor and state superintendent choose to jointly submit the biennial report, both of the following shall apply:</p> <p>(1) The report shall include only data available through the higher education information system administered by the chancellor.</p> <p>(2) The first report shall be submitted not later than December 31, 2017, and each subsequent report shall be submitted not later than the thirty-first day of December every two years thereafter.</p> <p>(F) For purposes of this section, "cohort" means a group of students who participated in the college credit plus program and who, upon graduation from high school, enroll in an Ohio institution of higher education during the same academic year.</p>
OAC 3333-1-65.5	Secondary schools and Colleges/ Universities with CCP students	<p>(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 and the superintendent of public instruction, jointly.</p> <p>(1) The chancellor shall post the guidelines and any other pertinent information on the board of regents' website.</p> <p>(2) The superintendent shall post the guidelines and any other pertinent information on the department of education website.</p> <p>(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.</p> <p>The chancellor or the superintendent, whichever is appropriate, shall do the following:</p> <p>(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.</p> <p>(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.</p> <p>(B) In addition to the required data submissions under paragraph A of this rule:</p> <p>(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.</p> <p>(2) Secondary schools shall comply with ordinary procedures for data submissions otherwise required by law and for receipt of funding.</p>

*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

## Payment Process

The enrollment reporting triggers the payment process. Data are matched by connecting the student enrollment information based on the Statewide Student Identifier (SSID) or the Unique Identifier Number (UIN) entered by the Institution of Higher Education (IHE) and the secondary schools. The process includes the following steps:

- The IHE submits enrollment reports no later than two weeks after the 15<sup>th</sup> calendar day of the term (including summer) roster of requested information to the CCP Data Portal. **The IHE must submit the Alternate Funding File each semester or quarter.**
- The data from the Data Portal are matched with data from the Enrollment Management Information System (EMIS) submissions from the secondary schools. The resulting matches are posted in the Ohio District Data Exchange (ODDEX) system. (There is a module within ODDEX used by all EMIS reporting entities as a means to verify CCP enrollment and credit hour rate.)
- The secondary school has 45 days to review the enrollment information in ODDEX to confirm or dispute the accuracy of the roster. Any disputes are “flagged” within the system. If the school does not respond, the roster will be considered accurate.
- The IHE reviews any flagged enrollments within the ODDEX system and has 10 calendar days to respond.
- If flagged enrollments are not resolved, the Chancellor and Superintendent will resolve the dispute.
- Summer is included with fall submissions for schools to review.
- The Ohio Department of Education will make payments to the IHE on all approved enrollments. (OAC 3333-1-65.7)

*Refer to the following table for the complete language related to the Payment Process from the Ohio Administrative Code.*

## Payment References in OAC

Code Section	Responsible Party	Language
3333-1-65.7	Public or Private College	<p>(1) The full name of the institution;</p> <p>(2) The full name of the school district in which the participating student is attending;</p> <p>(3) The term and year the college credit plus course is being delivered;</p> <p>(4) The roster date;</p> <p>(5) The SSID number for each public school student, and the UIN for each nonpublic and home school student, enrolled in that institution's college credit plus course as of the fifteenth day of the course;</p> <p>(6) The college credit plus course number as it appears in the postsecondary institution's published course catalogue;</p> <p>(7) The number of college credit hours conferred for the course, specifying semester or quarter hours;</p> <p>(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:</p> <p>(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:</p> <p>(i) The course is delivered on the college campus, at another location operated by the college, or online;</p> <p>(ii) The course is delivered at the secondary school and taught by postsecondary faculty member;</p> <p>(iii) The course is delivered at the secondary school and taught by a qualified adjunct instructor who may also be a secondary school teacher.</p> <p>(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.</p> <p>(B) The department of education shall promptly provide the college submission to the secondary school including summer enrollments in fall submissions.</p>
3333-1-65.7	Public Secondary School	<p>(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.</p> <p>(1) The department of education shall promptly provide disputed supporting documents to college.</p> <p>(2) The college shall respond within ten calendar days.</p> <p>(3) The chancellor of the board of regents and the superintendent of public instruction will resolve the matter if the parties cannot resolve the dispute.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>

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## CCP Portal

For higher education professionals to access the [CCP Data Portal \(https://ccp.ohiohighered.org\)](https://ccp.ohiohighered.org), a “Campus User Authorization Form” must be obtained from the Ohio Department of Higher Education and completed by each individual requesting access. Once the form is received, ODHE personnel will set up an account. An email will be sent to the individual to create a password.

To access various pages and resources, visit the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) webpage and click on “Resources for Administrators.”

- Under “CCP Data Submission Information, there are links to presentations, ODDEX, OEDS, and payment reports.
- Click on the “CCP Data Page” link to see all of the instructions and file layout information
- On the CCP Data Page, click on the link to access the login page for the CCP Data Portal.

## ODDEX (Ohio District Data Exchange)

To access the Ohio District Data Exchange (ODDEX) system, an individual must set up an OH|ID Account on the ODE webpage. Search [www.education.ohio.gov](http://www.education.ohio.gov) for OH|ID portal or visit <https://ohid.ohio.gov>.

Once the individual has a OH|ID account, the district’s or college’s Ohio Educational Data System (OEDS) Administrator must provide access for the individual to the “Commenter-CCP” role. Once the role has been assigned, the individual then visits the ODDEX site to set up an account. Follow the instructions to the “First-Time User Setup” page which is on this website: <https://www.ssd-t-ohio.org/oddex>.

Within ODDEX, the College Credit Plus module is used by all EMIS reporting personnel as a means to verify CCP enrollment and credit hour rate. Personnel can set flags to indicate possible issues with the college’s reporting. Districts have the ability to review/approve records for 45 days from the Last Updated Data. There is an auto-approval if no action is taken by the district after 45 days. The 45-day window resets whenever updated data by the college is submitted.

Additional information about the ODDEX system can be found within PowerPoints under “CCP Data Reporting Training Presentations” on the [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) Resources for Administrator page.

## Selective Service

Under the provisions of the Ohio Revised Code 3345.32, a male student born after December 31, 1959, who is at least 18 years of age and who is classified as an Ohio resident by the public college or university he is attending, is required to be registered with the Selective Service System. The male student is required to provide his Selective Service number to the public college or university within 30 days of his 18th birthday. If he does not submit his Selective Service number, the student will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which he is enrolled.

## Athletic Eligibility

Student athletes must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five, one-credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. **Note that summer semester courses may not be used to bring a student into compliance.** Refer to the [“Guidelines for Student Athletic Eligibility”](#) document for more information or to [www.ohsaa.org](http://www.ohsaa.org).

Updated!

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## Important Dates

The table below provides annual deadlines for College Credit Plus as identified in ORC 3365 and OAC 3333-1-65. Note that the *nonpublic and homeschooled funding application* deadline may change depending on holidays and weekends.

### Deadlines for College Credit Plus

Dates	Details	Responsible Party
<b>February 1</b>	<b>Annual Notice</b> to students provided to students/families about the College Credit Plus program through multiple and easily accessible resources. (OAC 3333-65.1 and ORC 3365.04)	Secondary School <sup>4</sup>
<b>February 1</b>	If college/university and secondary school negotiate an <b>Alternative Payment Structure Agreement</b> , the agreement must be executed by February 1 annually. (ORC 3365.07 and OAC 3333-1-65.6)  If college/university seeks approval for alternative funding agreement with a secondary school that establishes a per credit hour payment below the floor, the <b>Alternative Agreement-Below the Floor</b> request must be submitted to the Ohio Department of Higher Education by February 1 annually. (ORC 3365.07 and OAC 3333-1-65.6)	College/University and Partnering Secondary School
<b>October 1 - February 15</b>	Annual <b>Information Session</b> to allow each partnering college within 30 miles of the school to meet with interested students and parents. The session shall include the benefits and consequences of participation and outline any changes or additions to the requirements of the program. (ORC 3365.04 and OAC 3333-1-65.1)	Secondary School
<b>Prior to participation in the program (March 31 annually)</b>	<b>Counseling session</b> to students in grades six through eleven and to their parents to ensure students and parents are fully aware of the possible consequences and benefits of participation (ORC 3365.04).  Prior to registering for courses, secondary school shall notify the student of the total number of college credits a student participate may earn under CCP in an academic year (OAC 3333-1-65.2)	Secondary School
<b>Varying dates</b>	Students apply for <b>admission</b> under the College Credit Plus program by the college deadline. The institution upon review of assessment and application materials will make eligibility and admission decisions.	Students apply directly to the college/university.
<b>February 1 - April 1</b>	Students complete and submit the <b>Intent to Participate</b> form. (ORC 3365.03 and OAC 3333-1-65.1)	Public School Students provide to school principal or equivalent.  Nonpublic School and Homeschool Students will complete this form as a part of the online funding application.

<sup>4</sup>Secondary School references in Ohio Revised Code specifically indicate all public and participating nonpublic secondary school. Note that "participating" is a school that actively engages in College Credit Plus or when a nonpublic school student chooses to participate.

Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.

Dates	Details	Responsible Party
<b>March 1</b>	Early College High School Exemption requests	Application submitted in partnership between a school district and college or university
<b>March 1</b>	Innovative Program Waiver requests	Secondary schools or colleges/universities
<b>April 1</b>	<p>Nonpublic and home school families and students submit <b>funding application</b> via a parent’s OH ID account.</p> <p>Submission must include college acceptance letter. Homeschool students must also include letter from district of residency excusing student from compulsory education. (OAC 3333-1-65.8)</p>	Nonpublic and homeschool students and families submit application through Ohio Department of Education’s OH ID portal.
<b>Mid-May</b> (not later than five weeks after the close of the application period)	The Ohio Department of Education will notify each nonpublic and home school applicant of the student’s <b>funding award</b> . (OAC 3333-1-65.8)	<p>Ohio Department of Education</p> <p>Student must provide a copy of the funding award letter to the college/university to confirm eligible credit hours.</p> <p>Nonpublic secondary school counselors can access their students’ funding award letters.</p>
<b>14 Calendar Days prior to the first day of classes</b>	<b>Pre-term Notice of Admission</b> to be sent to participant, parent, and secondary school of that participant’s admission to the college and to the specific courses under the program. Notice must include course registrations, credit hours, and payment option. (ORC 3365.05 & OAC 3333-1-65.3)	College/University
<b>Upon receipt of Pre-Term Notice</b>	Secondary School <b>verifies student hours</b> with review of all Pre-Term Notices to ensure the student has not exceeded the allowed amount. If the hours are exceeded, secondary school shall promptly notify the student of the issue and give the student the choice of adjusting schedule to comply with the maximum 30 college credit hours or self-paying outside of the CCP program. (OAC 3333-1-65.2)	Secondary School
<b>Prior to the first day of the term of enrollment</b>	<p>College/university must provide to each participating student the name, contact information, office hours, and meeting process of the <b>academic advisor</b> assigned to the student. (OAC 3333-1-65.3)</p> <p>College/University must provide to each school counselor: 1) a roster of participants from that school who are enrolled in the institution and 2) a list of course enrollment and the date signifying when withdrawal from a course would negatively affect a participant’s grade. (OAC 3333-1-65.3)</p>	College/university

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Dates	Details	Responsible Party
<b>Not later than two weeks after the 15<sup>th</sup> calendar day after the CCP course starts</b>	<b>Payment Submission:</b> College/university must submit required data elements to the Ohio Department of Education via the CCP Data Portal. (OAC 3333-1-65.7)	College/university
<b>Not later than 21 calendar days after the first day of classes</b>	College/university sends <b>Confirmation of Course Enrollment Notice</b> listing courses and hours of enrollment to participant and secondary school. (ORC 3365.06 and OAC 3333-1-65.3)	College/university
<b>Not later than 45 calendar days after payment submission</b>	Secondary school shall <b>confirm the accuracy</b> of the information provided by the college/university or dispute the submission via the ODDEX system. (OAC 3333-1-65.7)	Secondary School
<b>Not later than the 30<sup>th</sup> day after the end of the term</b>	The Ohio Department of Education shall make <b>payments to colleges</b> based on their submission except for items that are disputed. (OAC 3333-1-65.7) House Bill 49-ORC 3365.07 added that “except in cases involving incomplete participant information or a dispute of participant information, payments shall be made by the last day of January for participants who were enrolled during the fall term and by the last day of July for participants who were enrolled during the spring term.”	Ohio Department of Education
<b>Immediately after semester or quarter ends</b>	College or university must submit <b>grade reports</b> for each student to the student’s secondary school including course information, credit hours, grade, and cumulative grade point average.	College/University
<b>July 15</b>	Secondary school and college/university must submit required data. (ORC 3365.15 and OAC 3333-1-65.5 and OAC 3333-1-65.7)	Secondary School and College/University
<b>November 1</b>	Applications for Chancellor approval for additional Level I courses	College/University
<b>Varying Dates – prior to the start of each academic term</b> (refer to the website for specific dates)	Applications for Chancellor approval for non-allowable courses as part of a certificate or degree.	College/University
<b>Annually</b>	College/university must provide all secondary teachers with at least one three-hour professional development session. (OAC 3333-1-65.4)  During the first year a secondary teacher instructs the college course, at least one-full period classroom observation and then alternative academic years thereafter. OAC 3333-1-65.4)	College/University

*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*

## References & Websites

Resource	URL
Accuplacer	<a href="http://accuplacer.collegeboard.org">accuplacer.collegeboard.org</a>
ACT	<a href="http://www.act.org">www.act.org</a>
College Credit Plus	<a href="http://www.ohiohighered.org/ccp">www.ohiohighered.org/ccp</a>
CCP Data Portal	<a href="https://ccp.ohiohighered.org">https://ccp.ohiohighered.org</a>
National Alliance for Concurrent Enrollment Partnerships (NACEP)	<a href="http://www.nacep.org">www.nacep.org</a>
OH ID Portal	<a href="https://ohid.ohio.gov">https://ohid.ohio.gov</a>
Ohio Administrative Code (OAC)	<a href="http://codes.ohio.gov/oac">codes.ohio.gov/oac</a>
Ohio Alliance for Dual Enrollment Partnerships (OADEP)	<a href="http://www.nacep.org/oadep">www.nacep.org/oadep</a> <a href="http://www.oadep.org">www.oadep.org</a>
Ohio Department of Education (ODE)	<a href="http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus">education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus</a>
Ohio Department of Higher Education (ODHE)	<a href="http://www.ohiohighered.org">www.ohiohighered.org</a>
Ohio District Data Exchange (ODDEX)	<a href="https://www.ssdt-ohio.org/oddex/login">https://www.ssdt-ohio.org/oddex/login</a>
Ohio Educational Directory System (OEDS)	<a href="http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS">http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS</a>
Ohio High School Athletic Association (OHSAA)	<a href="http://ohsaa.org">ohsaa.org</a>
Ohio Legislature	<a href="http://www.legislature.ohio.gov">www.legislature.ohio.gov</a>
Ohio Revised Code (ORC)	<a href="http://codes.ohio.gov/orc">codes.ohio.gov/orc</a>
SAT	<a href="http://collegereadiness.collegeboard.org/sat">collegereadiness.collegeboard.org/sat</a>
Transfer Credit Information	<a href="http://transfercredit.ohio.gov">transfercredit.ohio.gov</a>

### Additional Documents & Resources

Several documents were referenced within this resource guide. Please refer to [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp) for the most recent version of the documents as well as additional resources.

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*Unless otherwise noted, references to Ohio Revised Code and Ohio Administrative Code are summaries. Personnel are responsible for reviewing current ORC and OAC for exact and complete language and regulations.*