Welcome New Staff!
Part 2

September 22, 2021
Today’s agenda

1. Focus on enrollment, teaching & learning, credits & grades topics (as time allows)
2. Answer questions
3. Plan for Part 3
Your College Credit Plus Team

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www.ohiohighered.org/ccp
Overview of College Credit Plus

* Key requirements and activities

a. Communication (Part 1)  
b. Enrollment (Part 2)

c. **Teaching & Learning (Part 2)**  
d. **Credits & Grades (Part 2)**

e. Student Performance  
f. Finances
Enrollment

* Key considerations:
  * Student Eligibility
  * Course Eligibility
  * Student application
  * Location of course
  * Counseling/advising
Student Eligibility

* Three distinct steps to participating in College Credit Plus
  * Eligibility Determination (statewide standard)
  * College/University Admission (institutional standard)
  * Course Placement (institutional prerequisites)
**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)

- **Student must complete an assessment exam.**
  - **YES**
  - **NO**
    - Did the student score ready for college-level courses?
      - **YES**
        - Did the student score in the conditionally eligible range?
          - **YES**
            - Does the student have at least a 3.0 high school GPA or a recommendation?
              - **YES**
                - Student is eligible and may proceed to Step 2 - Admission.
              - **NO**
                - Student is not eligible to participate.
            - **NO**
        - Student is not eligible to participate.

### 2 College Admission
(See Note 1)

- **Student must apply to a college.**
  - (Some colleges have higher admission criteria than CCP eligibility requirements.)
- **Student can apply to another college or wait for next year.**
  - **NO**
  - **YES**
    - Did the student gain admission to the college?
      - **YES**
        - Student may proceed to Step 3 - Course Registration.
      - **NO**

### 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.**

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**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.
Changes pending for alternative eligibility measures
Effective Academic Year 2018-2019, a student interested in College Credit Plus must meet statewide eligibility criteria. A student is considered Eligible for the program if the student scores at or above the “Assessment Threshold Score” in at least one subtest of an approved assessment exam* in the table below.

If a student does not meet the Assessment Threshold Score in at least one subtest, but has scored within the “Score Range to be Considered” (calculated as the standard error of measurement), then the student can be considered Conditionally Eligible for the program if he/she also has a 3.0 cumulative GPA or receives a recommendation from school counselor, principal, or career-technical advisor.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Subtest</th>
<th>Assessment Threshold Score (Eligible)</th>
<th>Score Range to be Considered (Conditionally Eligible)</th>
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<td>16 - 17</td>
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*Approved assessment exams are listed in this table and in the “Uniform Statewide Standards for Remediation-Free Status” available at www.ohiohighered.org/college-readiness. This document is reviewed annually; check for updates on www.ohiohighered.org/ccp.

**The Maplesoft T.A. threshold score was updated for 2019-2020; the chart will be updated with a conditionally eligible range when those scores are available.

Changes pending for alternative measures
Student Eligibility

* Secondary schools should be aware of eligibility process and scores, but the colleges/universities are responsible for determining eligibility, admission, and placement into courses

* Secondary schools must share the eligibility process during the annual information session
Student Eligibility

* Colleges must implement the student eligibility requirements

* Colleges must provide one assessment exam for each applicant

* Colleges are responsible for communicating eligibility, admission, and course placement information to students

* Colleges must provide mandatory advising (more info later)
Student Eligibility

* If student is deemed “eligible for College Credit Plus,” the student must meet the institution’s admissions requirements

* Academic advisor will discuss course placement options with students which may include prerequisites or placement scores
Course Eligibility

* Students must complete their “First 15” credit hours in Level I courses

* After they complete the First 15, they can take any course for which the student meets prerequisites or placement scores
Rule 3333-1-65.12 went into effect starting summer term of the 2018-19 academic year, providing a framework for the types of courses that are eligible for funding under College Credit Plus. Please review the rule language for complete details.

1. LEVEL I COURSES – “FIRST 15”

   College Credit Plus students must start with Level I courses for their First 15 credits.
   - Transferable courses (Approved CTAG, OTM, TAG, or equivalent at private college or university)
   - Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
   - Courses in a designated technical certificate program
   - Courses in 15-credit hour or 30-credit hour model pathways
   - Courses in study skills, academic or career success skills
   - Internship courses

2. LEVEL II COURSES

   Once students have completed their First 15 credits, they can move on to Level II courses.
   - Level II courses are any other college courses for which students meet the prerequisites.
   - Students are encouraged to continue working toward the certificate or degree pathways started in Level I.
Exceptions to Level I Requirements

- Exceptions may be made for students to continue with courses in the same subject or for students that test directly into a Level II course.
- Students who have attained the required scores on AP or IB course examinations may count those course hours toward their First 15 credits.
NON-ALLOWABLE COURSES

These courses are not permitted under College Credit Plus:

• Applied courses with one-on-one private instruction
• Courses with high fees ($750 or more, starting spring 2019)
• Study abroad courses
• Physical education courses
• P/F or S/U graded courses (unless the course is an internship or a transferable course with the same grading scale for all students enrolled)
• Remedial courses
• Sectarian religion courses
SECONDARY SCHOOLS, COLLEGES & UNIVERSITIES
Must include eligible course information in required communications (e.g., information sessions, counselor sessions, and mandatory advising).

SECONDARY SCHOOLS
Are responsible to verify appropriate course enrollment, and if students are not appropriately enrolled, discuss withdrawal or self-pay options with students and parents.

COLLEGES & UNIVERSITIES
Must list Level I courses on their websites and send pre-term notices with student enrollment information to secondary schools.

HOMESCHOOL FAMILIES
Parents of homeschooled students are responsible for the actions required by secondary schools.

THE CHANCELLOR
The Chancellor has the authority to review college courses to ensure courses meet the requirements of the rule.
Enrollment Information

* Academic Year begins with summer term
  - Summer, fall, spring semesters (and winter for quarters)

* Students can enroll at multiple colleges/universities
*Students can take courses:
  - Online
  - In person at the college campus
  - At the high school with an approved/credentialed high school teacher
  - At the high school with a college faculty member
*How do students know what courses to take?*
- Secondary school must provide counseling services
- Review graduation requirements
- Review the steps to working with a college advisor
- Discuss effect of college grades on high school GPA
Enrollment Information

*How do students know what courses to take?*
- Colleges must provide an academic advisor
- Enrollment information should be sent to the students that the college has admitted
- NEW – this should include the “questionnaire” related to mature content
- Information about orientation and/or advising should be clearly provided
Enrollment Information

*How do students know what courses to take?*
- Colleges must provide an academic advisor
- If the college is offering college courses at a high school location, the enrollment information should be shared with the student and the school counselors
- Any partnership responsibilities should be clearly communicated
Enrollment Information

*How do students know what courses to take?
- Colleges must provide an academic advisor
- Advisor must meet at least once with students to discuss the program and the enrolled course prior to the date on which a withdrawal from a course would negatively affect the student’s grade
Enrollment Information

*How do students know what courses to take?
  - Colleges must provide an academic advisor
  - Meet to share academic resources
  - Process for meeting with the advisor
  - Process for engaging faculty and other campus resources for academic assistance
Enrollment Information

*How do students know what courses to take?
- Colleges must provide an academic advisor
- Share the institution’s student handbook and code of conduct
- Academic impact of dropping a course after the no-fault withdrawal date
Enrollment Information

*How will the secondary school know in what courses the student has enrolled?*

- Colleges must send two reports at beginning of semester
  1- Pre-term Notice of Admission/Enrollment
  2- Confirmation of Enrollment
Enrollment Information

1- Pre-term Notice of Admission/Enrollment
* Must be sent from college not later than 14 calendar days prior to the first day of classes for the term
  * Notice must be sent to:
    - Student
    - Student’s parent
    - Student’s secondary school
  * Includes student-level data:
    - Admission decisions, enrollment in courses and credit hours, and payment options
2- Confirmation of Enrollment
* Must be sent from college not later than 21 calendar days after the semester starts
  * Notice must be sent to:
    - Student
    - Student’s secondary school
* Includes student-level data:
  - Enrollment in courses and credit hours, payment options, withdrawal deadline
* Student version must also include how to participate in course evaluation process
Enrollment Information

Why does the secondary school have to review these reports?

* Verify each student’s credit hours to ensure maximum of 30 credits is not exceeded – important if student is enrolled at additional institutions
* Verify that students are enrolled in appropriate level and allowable courses (Course Eligibility requirements)
* Verify that students on CCP Probation or CCP Dismissal are appropriately enrolled
Enrollment Information

What is the 30-credit maximum?

* Secondary schools are financially responsible for up to 10 secondary school credits/units per year
* Calculation is a combination of secondary school credits/units and college credits in which the student chooses to enroll
* Protects the secondary school’s financial responsibility
* Calculation should be completed every semester to ensure maximum is not exceeded
Enrollment Information

30 – (secondary school units/credits x 3) = maximum CCP credits

* Secondary school units/credits are multiplied by 3 because of the conversion needed from college credits to high school units
* 3 or more college semester credits are converted to 1 secondary school unit
Enrollment Information

30 – (secondary school units/credits x 3) = maximum CCP credits

* Secondary school units/credits are multiplied by 3 because of the conversion needed from college credits to high school units
* 3 or more college semester credits are converted to 1 secondary school unit
* Secondary school units/credits refers to those courses that are strictly secondary school credit only (i.e., not those college course that are offered within the high school building)
Enrollment Information

Example #1:
* Student is enrolled in choir, math, and physical science courses (3 secondary school units/credits) at the high school for high school credit

30 – (secondary school units/credits x 3) = maximum CCP credits

30 – (3 units x 3) =
30 – 9 = 21 maximum credits under College Credit Plus for the year
Enrollment Information

Example #2:
* Student is enrolled in 6 high school credits for the year at the high school and wants to take 21 college credits also

30 – (secondary school units/credits x 3) = maximum CCP credits

30 – (6 units x 3) = 30 – 18 = 12 maximum credits under College Credit Plus for the year
Example #2 (continued):
If the student wants to take all 21 credits then the student must self-pay beyond the 12 (Option A).

* Note: Student must pay for entire course that puts them over the maximum credits
* College will invoice the family at the standard rate of tuition, fees, and books
Enrollment Information

NEW

* School policies may impact the 30-credit maximum calculation

  • If a school has a policy that causes the student to go over the maximum, the 30-credit calculation should account for college courses first

  • 30 – college credits = maximum secondary school credits
## Enrollment Information

### 2017-2018 College Credit Plus

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Teaching/Learning

• Delivery of Courses = At the high school building, with an approved high school teacher serving as *college adjunct instructor*

• College approves teacher’s credentials:
  • General education: Master’s in discipline or Master’s plus 18 semester graduate hours in discipline
  • May require additional credentials (Important to discuss graduate hours prior to enrolling with intended college partner)
  • Technical- or practice oriented: Must have practical experience in field and hold current licenses/certifications; must meet applicable professional accreditation standards
Teaching/Learning

• Delivery of Courses = At the high school building, with an approved high school teacher serving as *college adjunct instructor*

• Other than General Education:
  • Bachelor’s degree if teaching in an associate degree program
  • Master’s degree if teaching in a bachelor’s degree program
Teaching/Learning

• College approves teacher’s credentials
  • Chief Academic Officer has final decision
  • Each college will have its own requirements
  • College must provide at least one three-hour professional development per academic year
• College must conduct one observation each year the teacher instructs the course
  • If teaching more than one section, just observe one
  • If teaching more than one course, observe one of each course
Teaching/Learning

• Must be the same ...
  • Syllabus, textbook, assignments, grading scale
  • College has final determination on syllabus, textbook, and assignment changes

• “Full year or semester –
  • Must be approved by college

• Blended” courses –
  • Must be approved by college
  • Must inform students/families if not enrolled in college credit
• Family Educational Rights and Privacy Act (FERPA)
  • FERPA provides protection for student education records
  • Parents have certain rights with respect to the child’s education records
  • Generally, the rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level
  • Unless student signs privacy release or student is tax dependent on parent(s)
Teaching/Learning

- Family Educational Rights and Privacy Act (FERPA)
  - Discuss with legal counsel
  - Sharing information between college and high school and between high school and family
    - College should inform approved high school teachers of expectations
    - “Educational need to know”
Teaching/Learning

• Students with Disabilities in College Credit Plus
  • Students must be become self-advocates
  • Different laws apply in college than in public school system
  • Goals and responsibilities are different
Teaching/Learning

Applicable laws:

• IDEA (Individuals with Disabilities Education Act) = Secondary Schools
• ADA (Americans with Disabilities Act of 1990) = Colleges

• IDEA is about “success”
• ADA is about “access”
Teaching/Learning

• Individualized Education Plan (IEP) and/or 504 Plan
  • Created for use within secondary school courses

• IEPs and 504 plans are not sufficient at colleges
  • Additional documentation often required

• Course is at the high school taught by approved teacher
  • During that period of time for the college course, the college must determine if accommodations will be available
Credits/Grades

• High School Graduation Requirements
  • Participating in College Credit Plus does not exempt students from high school graduation requirements
  • Annually, counseling session should include progress toward graduation
### Credits/Grades

**High School Graduation Requirements**

<table>
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<tr>
<th>High School Requirement</th>
<th>College Credit Plus (CCP) Example Course Substitutions</th>
<th>Grade Weighting Information</th>
<th>Graduation Requirement Connection</th>
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</table>
| English Language Arts (4 high school credits) | Subject area course substitutions include, but may not be limited to, college-level courses in literature, composition, journalism, speech, applied communication. For more information about course subject codes for substitution courses, see the ODE EMIS Manual Section 4.7: Subject Codes (05xxx). | The subject area for these courses is English Language Arts. If the secondary school uses a weighted grading scale for a secondary school AP, IB, or honors course in this subject area, then any college course in this subject area must be weighted in the same manner. Refer to the guidance document, *Weighing College Credit Plus Courses – Q&A*, for additional details. | Classes of 2021 or 2022
Students must earn a minimum of four points on English Language Arts (ELA) state tests. Students must earn at least 18 points on 7 end of course (EOC) state tests, of which six must be within ELA:
- English I and English II
Students may use English language arts CCP courses to satisfy the curriculum requirements but schools must administer the EOC tests to students to earn graduation points and to satisfy testing requirements of state and federal law. Schools must administer state tests and students are expected to take them. If a student does not participate in state testing, there may be consequences for the student, the student’s teacher, and the school and district. In particular, students at schools who do not participate in state testing in the spring for any required assessment for any consecutive years will be unenrolled in the school of attendance. (See Ohio Department of Education website for additional testing details.) Classes of 2023 and beyond
Students must earn a minimum of 4 credits in ELA. Students must earn a passing (competency) score on English II EOC test. Competency Alternative For students who did not earn the minimum score on the English II tests (after retaking at least twice), the student can earn credit for one college-level English course in College Credit Plus. |

### Contents

1. English Language Arts ...........
2. Health ..................................
3. Mathematics ..........................
4. Physical Education ..............
5. Science ..............................
6. Social Studies .....................
7. Electives ............................
8. Financial Literacy ...............
9. Cardiopulmonary Resuscitation |
10. Website Links ........................

### Health

(1/2 high school credit)

Subject area course substitutions include, but may not be limited to, college-level courses in health.

The subject area for these courses is health. If the secondary school uses a weighted grading scale for a secondary school AP, IB, or honors course in this subject area, then any college course in this subject area must be weighted in the same manner.

Students must earn ½ high school credit in a health course.

Health courses should include:
- Nutrition
- Alcohol/Teens, substance abuse
## Middle School Student Participation

This information includes general guidelines about college courses that can be substitutions for middle school and high school requirements. The list does not include all possible examples of courses. All course substitutions must be noncredit and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to Ohio Department of Education guidance for other options (e.g., credit flex, physical education waiver).

Students who enroll in College Credit Plus courses are earning high school and college credit. Students do not need to take a middle school course in the same subject for which they are enrolled in College Credit Plus. A student is limited to a maximum of 30 credits annually and 120 credits through the twelfth grade. (See calculation of credit hours.)

### Subject Area

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>CCP Example Course Substitutions</th>
<th>Middle School Assessment Requirements</th>
<th>Graduation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>Courses in literature, composition, journalism, speech, applied communication</td>
<td>A middle school student should take the assessment test that best matches the English language arts college credit earned. If a seventh or eighth grade student takes a College Credit Plus course in English, the student should take the appropriate English end of course (EOC) test and is exempt from taking the seventh or eighth grade English test. Schools should administer any state end of course test associated with a tested course at the conclusion of the course or at the completion of the learning expectations.</td>
<td>Students may use English language arts CCP/Advanced Placement (AP) International Baccalaureate (IB) courses to satisfy the course requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Any math courses</td>
<td>A middle school student should take the assessment test that best matches the mathematics college credit earned. If a seventh or eighth grade student takes a College Credit Plus course in mathematics, the student should take the appropriate math EOC test and is exempt from taking the seventh or eighth grade math test. Schools should administer any state end of course test associated with a tested course at the conclusion of the course or at the completion of the learning expectations.</td>
<td>Students must earn one unit of Algebra II or the equivalent of Algebra II. State law allows for the substitution of an advanced computer science course for Algebra II. A student should be aware that a computer science course is not necessarily preparing the student for a mathematics degree pathway in college and remedial coursework may be needed depending on assessment results. Some institutions may require Algebra II for college admission. If a student takes a College Credit Plus course in advanced computer science, the course must meet the Computer Science Standards. Seek guidance from your counselor.</td>
</tr>
</tbody>
</table>
Credits/Grades

• Grading
  • Final Grades on High School Transcripts
  • College course grade is the grade that must be on the high school transcript
  • Approved high school teacher serving as adjunct for college must use the college’s grading scale
  • 3 or more semester hours = 1 Carnegie unit
Credits/Grades

• Final Grades on High School Transcripts
  • Evidence of successful completion of each course and the high school credits awarded must be on transcript
  • Must indicate that the credits were earned as a College Credit Plus participant and must include college name
  • Local flexibility to create what “fits” on transcript
  • Example: “CCP ENGL 101 OSU 1 HS unit A”
Credits/Grades

• Final Grades on High School Transcripts
• Weighting and Class Rank
  • If district assigns a weighted grading scale for a course in a subject area, then the district must use the same weighted grading scale for any CCP course in the same subject area
  • Advanced Standing courses: Advanced Placement, International Baccalaureate, or College Credit Plus or honors courses
  • Must weight all College Credit Plus grades regardless of the number of other advanced standing or honors courses
Credits/Grades

- Final Grades on High School Transcripts
- Weighting and Class Rank

Weighting College Credit Plus Courses - Q&A

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

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

Ohio Revised Code §3353.04(3) requires each public and participating nonpublic secondary school to implement a policy for the awarding of grades and the calculation of class standing under division (A)(2) or (B) of section 3353.06 of the Revised Code. The division shall be equivalent to the school’s policy for currently required programs described in divisions (A)(2) and (3)(a).
Part 3 of New Staff Workshop

October 14, 2021

11 a.m.

Link will be posted on website
Questions (as time allows)
Thank you!