Chancellor Approval Process for Additional Level I Courses
2020-2021 Academic Year

Section A: Background

Ohio Administrative Code 3333-1-65.12(H) permits the Chancellor of the Ohio Department of Higher Education to approve additional Level I courses. Chancellor approval is based on whether the course would provide benefit for a College Credit Plus student having access and participating as part of the Level I course options.

Any proposed additional Level I course submitted by an institution and approved by the Chancellor will become part of the College Credit Plus program. The course will be effective beginning with the summer term following approval. Please also note that each newly approved Level I course must be communicated to students by April 1 annually, unless otherwise approved by the Chancellor.

The following sections specify the required process steps in requesting Chancellor's review and approval for an additional course to be added to Level I. When completing the application, the submitting college or university should pay particular attention to the following essential components:

- Must be submitted no later than *November 1* to be considered for the following academic year (if approved, the course would be effective beginning summer term)
- Must provide an *electronic copy of the course syllabus*

Section B: 15 and 30 Credit Hour Model Pathways

Ohio Administrative Code 3333-1-65.12 (B)(3)(d) allows courses included in a model pathway developed under section 3365.13 of the Revised Code as Level I courses. On August 28, 2018, the Chancellor of the Ohio Department of Higher Education issued guidance that allows courses that are part of a 15-hour or 30-hour model pathway between a secondary school and college partnership, whether public or private, as Level I courses. Therefore, specific courses meeting the criteria of section 3365.13 of the Revised Code or the August 28, 2018 guidance do not need to be submitted.

Please note, however, any course listed as a non-allowable course under Ohio Administrative Code 3333-1-65.12(D) may not be included in a model pathway unless the course is approved by the Chancellor under paragraph (D)(2) of Ohio Administrative Code 3333-1-65.12.

Section C: Application – Must be completed for each course submission (please use form provided)

1. Name of the college or university seeking the approval of the course.
2. Contact person (please include contact information) requesting course to be considered for Level I.
3. Include a description of why having access to this particular course would benefit College Credit Plus students as a Level I course (maximum of 250 word description). Please include information about:
    a. The requirements this course could meet for students (such as potential high school graduation, in-demand career pathway, or degree requirements.)
    b. If there are other Level I course offerings at the college in this subject area that would meet similar requirements as this course.

c. If this course would eligible as an Ohio Transfer Module (OTM), Transfer Assurance Guide (TAG), or Career-Technical Assurance Guide (CTAG) course.
4. Attach an electronic copy of the course syllabus.

The Chancellor may request additional information from the institution during review of the course submission. Chancellor decisions are final.

Submit the request for approval electronically to CCP@highered.ohio.gov *on or before November 1*, to be considered for the following academic year.

Section D: Deadlines for the 2020-2021 Academic Year[1]

Date	Description
November 1, 2019	Submission due on or before this date.
January 31, 2020	Ohio Department of Higher Education will review the submitted information and will post preliminarily approved courses on www.ohiohighered.org/ccp/course-approval for public comment for a period of two weeks. The posting will give stakeholders the opportunity to provide feedback regarding proposed courses. It also provides other colleges with an opportunity to align their similar courses to the proposed courses. If a proposed course is approved, then all similar courses at other institutions will also be permitted as Level I.
February 28, 2020	After the public comment period, all courses and the corresponding comments will be provided to the Chancellor for final review. The Chancellor will publicly post a list of all approved courses on the College Credit Plus website.

[1]Deadlines will be determined annually.