

COUNSELING RESOURCE COLLEGE CREDIT PLUS PROGRAM



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A. INTRODUCTION

For students in grades seven through twelve, the College Credit Plus (CCP) Program provides the opportunity to take classes at eligible institutions of higher education (IHE). These institutions include community colleges, post-secondary vocational technical institutions, state universities, and many private colleges and universities.

The purpose of the program is to promote rigorous academic pursuits and a wider variety of options to high school students.

This guide provides more information to help parents and students determine if a student should participate in CCP. For additional information or guidance, please make an appointment with the student's principal or counselor. Students and parents may have several questions about this program.

B. TYPES OF COLLEGE CREDIT PLUS COURSES

1. FHSD Delivery Option 1

Taken on the IHE campus or online, taught by an IHE instructor and taken directly with the IHE.

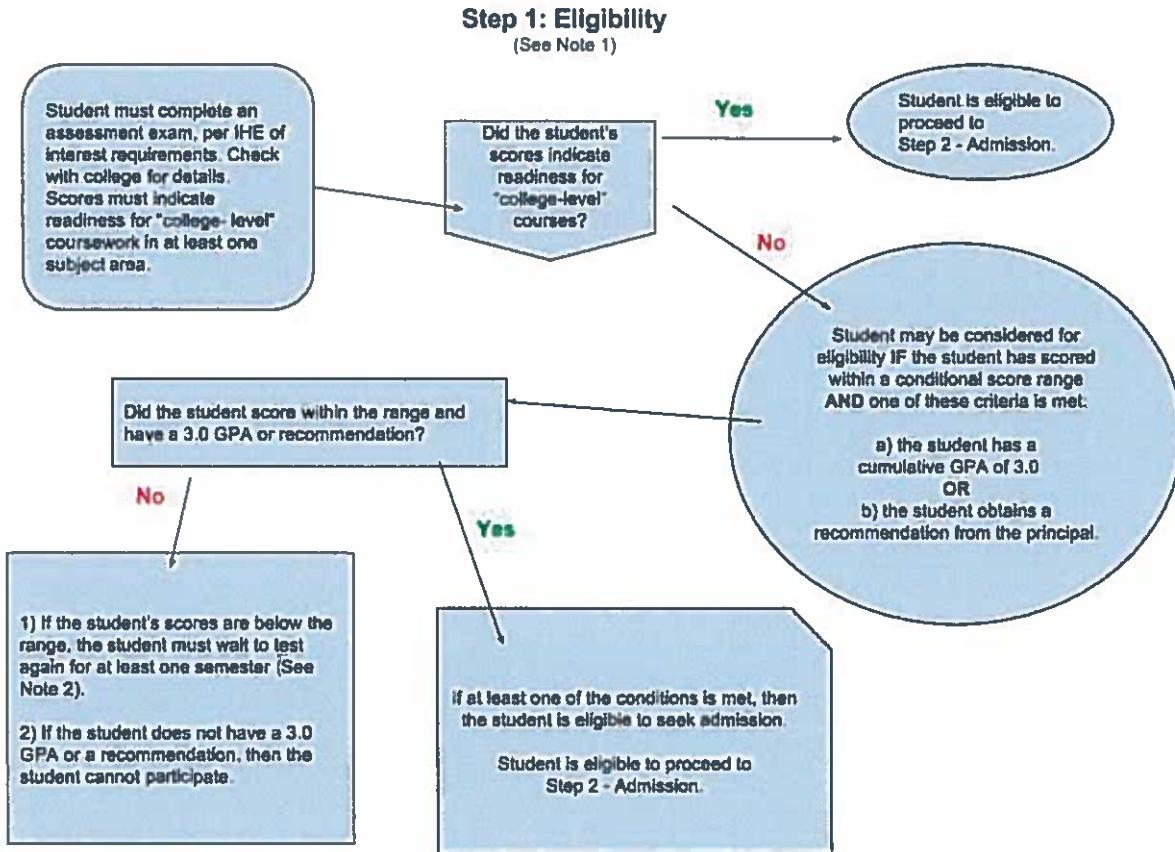
2. FHSD Delivery Option 2

Taken at a high school with other students that go to that high school. It may be taught by a teacher from the high school, or it may be taught by a teacher from the IHE.

C. HOW THE PROGRAM WORKS

1. Students may enroll in post-secondary, non-religious, non-remedial courses under this program if they are an eligible Ohio seventh through twelfth grade student. Additionally the new passed House Bill 49, restricts students from taking PE courses through CCP.
2. By February 1, FHSD will provide information about the program.
3. Students and parents should ask a school counselor for planning and admissions assistance.
4. By April 1, students must notify their school of their intent to participate in the program in the following school year. If a student changes their decision to participate in CCP after April 1, they should notify their school immediately.
5. Before a student enrolls in any courses, students and parents must sign the statement at the bottom of The Checklist of Responsibilities indicating that they received information and are aware of responsibilities regarding the program.
6. A student must be admitted by an eligible IHE. The IHE you want to attend may have special entrance requirements you must meet before you can take courses there. Forest Hills does not accept responsibility for details regarding the admissions process at each IHE nor whether you are or are not accepted by an IHE.

Please see the charts below for more information regarding the general flow of the admissions process.

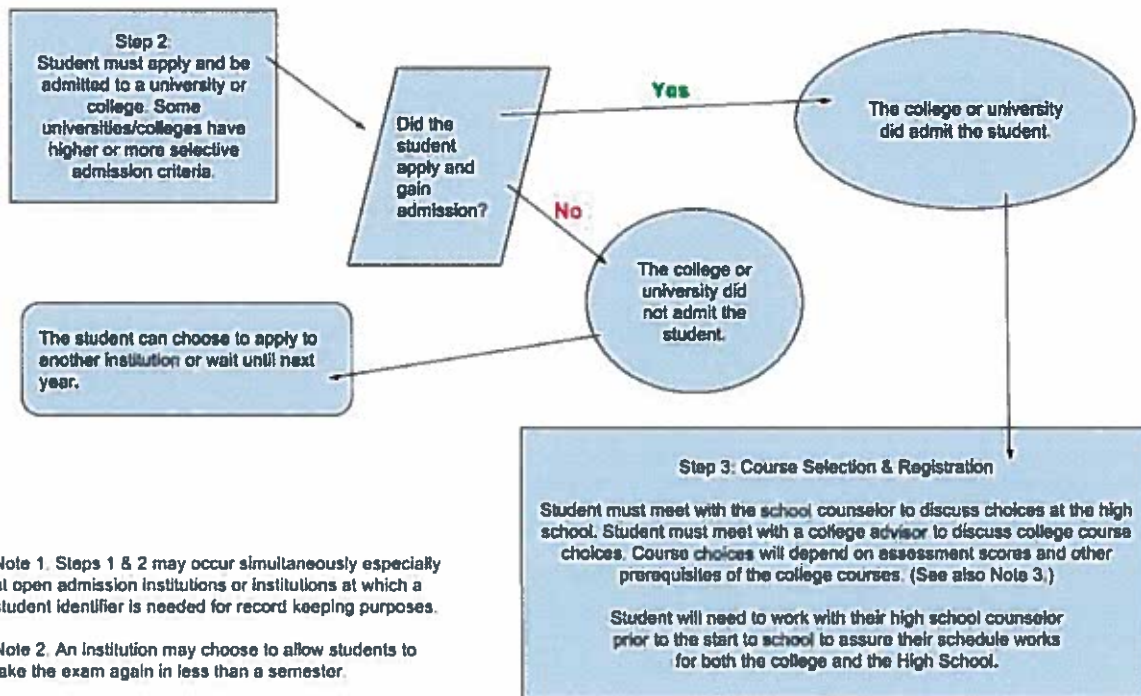


Note: A student is considered eligible for the program if the student scores at or above the "Assessment Threshold Score" in at least one subtest of a state approved assessment exam.

The table on the next page has been provided by the state of Ohio with the minimum score requirements. **Please contact the specific IHE of interest to learn more about their assessment requirements.**

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	Sentence Skills	88	78 - 87
	WritePlacer	5	4
	Reading Comprehension	80	71 - 79
	College Level Math (CLM)	55	46 - 54
Next-Generation ACCUPLACER	Writing	263	257 - 262
	WritePlacer	5	4
	Reading	263	256 - 262
	Quantitative Reasoning, Algebra, & Statistics (QAS)	263	259 - 262
	Advanced Algebra & Functions (AAF)	263	257 - 262
ACT	English	18	16 - 17
	Reading	22	20 - 21
	Math	22	20 - 21
SAT	Evidence Based Reading & Writing	480	450 - 479
	Mathematics	530	500 - 529
ALEKS	Mathematics	46	40 - 45
MapleSoft T.A.	Mathematics	50% of algebra items answered correct (16 out of 32)	12 - 15 correct
PlaceU (WebAssign)	Mathematics	18	16 - 17

Step 2 & 3: Admission & Registration



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 take the exam again in less than a semester.

Note 3. An institution may require a student to attend an orientation meeting prior to or after registering for courses.

C. HOW THE PROGRAM WORKS cont.

7. The state of Ohio determines the total number of credits a student can earn in any given calendar year when participating in CCP. Please see Addendum A for information about the CCP credit formula in Forest Hills.
8. A student may attend an IHE either full-time or part-time.
9. If a student is eligible to graduate from high school early, he/she still can participate in CCP for the remainder of the senior year. An early graduate is a student who has completed the graduation requirements before the normal period of time.
10. The student should register for a full schedule for FHSD classes regardless of intent to participate in the program. **Students are required to contact their counselor the first week of August to finalize their FHSD/IHE schedules.**
11. If a student is expelled from a FHSD school, the superintendent may deny high school credit for CCP courses taken during the expulsion.
12. It is the responsibility of the student and parent/guardian to be sure that courses taken in the CCP program meet graduation requirements. No graduation requirements will be waived as a result of CCP participation.
13. CCP grades will be clearly designated on transcripts as a college course taken for high school credit. The course title and the name of the participating IHE will be included on the high school transcript.
14. CCP grades will also appear on an official college transcript from the IHE.

D. DECIDING TO PARTICIPATE

Before deciding to participate in the program, consider the following points:

1. **Career Exploration:** CCP can assist you in making future education and career decisions and in exploring post-secondary education opportunities.
2. **High School Graduation:** Students still must meet high school graduation requirements in order to earn a high school diploma regardless of participation in CCP. Review the requirements and personal academic standing with a school counselor or principal. Make sure that the number and types of courses taken will meet local graduation requirements. Keep in mind that the grades earned in CCP courses may affect grade point average and eligibility to graduate. Please see Addendum B for information regarding CCP and the state of Ohio's End-of-Course (EOC) Exams requirements.

3. **Scheduling:** Participating in this program on a part-time basis means that classes must be scheduled at the FHSD school and at the IHE. Sometimes it may be difficult or impossible to take the courses desired at both schools because of scheduling conflicts.

Note: Yearly schedules and vacation times usually are different between FHSD schools and IHE's. On days when a FHSD high school campus is running on an alternate schedule, this may affect a student's ability to attend class at the IHE or the FHSD class. These days include but are not limited to: EOC exams, PSAT testing, ACT testing, snow days, pep rallies and more.

4. **College-level Work:** College-level classes are often more accelerated and academically challenging than high school courses. Students need to be able to work without supervision and have self-discipline both academically and socially. Be prepared for these responsibilities.
5. **Transportation:** Students who attend classes at both an FHSD school and post-secondary institution will need to think about transportation between the two schools. Be sure to make arrangements to get to classes on time.

Note: Parking passes are not necessarily guaranteed for CCP students and preferred parking opportunities will not be available.

6. **Extracurricular Activities:** By participating in CCP, students may not be in an FHSD school full-time. Students may not be able to participate in some high school activities as a result of your enrollment in IHE due to schedule limitations.

E. PROGRAM ADVANTAGES

CCP benefits include the following opportunities:

1. Experience college-level work, opportunities, and responsibilities prior to making a final decision about post-secondary education
2. Take classes that cover areas of particular interest that may not be offered on an FHSD campus in **FHSD CCP Delivery Option 1**
3. Receive both secondary (high school) and post-secondary (college) credits
4. CCP courses are graded on a 5.0 weighted scale.

F. POTENTIAL DISADVANTAGES

Consider the possible effects of participating in CCP, such as:

1. Increased responsibility for learning

2. Reduced opportunities or time for participating in FHSD activities
3. Grades in college course(s) could affect high school grade point average and class standing which also could affect scholarship opportunities

Note: IHE grading scales are often different from Forest Hills. What would be an A for FHSD might be an A- for an IEH. FHSD must transcript grades exactly as they are reported by the IHE.

4. Increased time traveling to and from the institution of higher education (IHE) and increased time for study
5. Differing school year calendars may effect eligibility to participate in the graduation ceremony.

Note: All graduation requirements must be met and grades must be reported the week prior to the graduation ceremony.

6. Scope or content of the college course may differ from high school courses as well as the content of the high school End-of-Course exams. Please see Addendum B for more information.
7. No guarantee that students will get the IHE or FHSD courses requested
8. Possible social discomfort with older students at the IHE
9. Failure to withdraw from a college course may affect the credits required to graduate from high school

Note: Please be aware of the IHE's withdrawal deadlines without financial penalty and without a "W" for withdrawal on a transcript.

10. **Students who do not successfully complete the course for credit will be responsible for reimbursing the district.**
11. Credits earned through CCP may not necessarily apply toward post-secondary majors even if the course content is required for the major at the IHE attended. Transferability does not equal applicability.

G. STEPS TO FOLLOW

FHSD Delivery Option 1: Taken on the IHE campus or online, taught by an IHE instructor and taken directly with the IHE.

Students who are interested in participating in the program, should talk to their parents, high school counselor and a representative of the IHE they plan to attend. This should be done well in advance of possible IHE enrollment. Remember, notify FHSD of intent to participate by **April 1**. This process must be followed each school year. Please read below for a more detailed explanation of the annual required process.

1. Discuss plans with parents
2. Meet with high school counselor to discuss the program, and how it might fit with educational and personal goals. If deciding to participate, student and parent or guardian must sign a statement indicating that information about the program has been received and awareness of responsibilities. Once the form is completed and signed, obtain an official, current high school transcript. (A transcript is a photocopy a student's grade, notarized by the high school.) Failure to provide all the information and required signatures required may delay registration at the IHE.

Note: All IHE's have different application processes, due dates, and requested materials. Make sure to be familiar with the specific application requirements for the IHE of interest.

3. Complete the necessary IHE's admission and registration forms and submit these forms directly to the IHE by their required deadline. Students should contact their FHSD counselors if course changes are made.
4. Meet with the IHE's admissions staff within their designated timeline.
5. Verify the number of high school credits to be received from the IHE with the FHSD school
6. If accepted at the IHE, remember to set up an IHE e-mail and check it often. In many cases, this is the only way the IHE will communicate with students.

FHSD Delivery Option 2: Taken at a high school with other students that go to that high school. It may be taught by a teacher from the high school, or it may be taught by a teacher from the IHE.

If students are interested in participating in the program, they should talk to their parents and attend the CCP Informational Meeting which will include counseling about the program. Remember, students must notify FHSD of their intent to participate by **April 1**. This process must be followed each school year. Please read below for a more detailed explanation of the annual required process.

1. Discuss plans with parents

2. If deciding to participate, student and parent or guardian must sign a statement indicating that information on the program has been received and awareness of responsibilities.

Note: IHE registration for Pre-Calculus will not begin until after these high school courses are under way in the fall. In the meantime, students should still enroll in these high school courses following the normal deadlines and protocols established by their FHSD high school.

3. In the fall, complete the necessary IHE's admission and registration forms. Students should contact their FHSD counselor if they decided not to enroll in the course for college credit.
4. If accepted, remember to set up an IHE e-mail and check it often.
In many cases, this is the only way the IHE will communicate with students.

H. WITHDRAWAL

FHSD Delivery Option 1: Taken on the IHE campus or online, taught by an IHE instructor and taken directly with the IHE.

1. If a student decides to no longer participate in the program before the term has started, he/she must notify the IHE and meet with their FHSD counselor to develop a FHSD school course schedule. There is no guarantee that the student will be able to take the courses initially requested.
2. Once course(s) have started at the IHE, students must adhere to the IHE's withdrawal deadlines. Failure to file the necessary forms may result in failing grades on college transcripts.

Note: Please be aware of the IHE's withdrawal deadlines without financial penalty and without a "W" for withdrawal on a transcript.

FHSD Delivery Option 2: Taken at a high school with other students that go to that high school. It may be taught by a teacher from the high school, or it may be taught by a teacher from the IHE.

1. Once courses have started, students must adhere to the IHE's withdrawal deadlines. Failure to file the necessary forms may result in failing grades on college transcripts.

Note: Students will remain enrolled in the FHSD course at the FHSD high school and final grades will appear on high school transcripts. Please be aware of the IHE's withdrawal deadlines without financial penalty and without a "W" for withdrawal on a transcript.

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H-O: Ms. Carol Terwillegar	ext. 2985	email: carolterwillegar@foresthills.edu
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P-Z: Mrs. Cindy Brittingham	ext. 2804	email: cindybrittingham@foresthills.edu



CHECKLIST OF RESPONSIBILITIES

Students and parents/guardians who are interested in participating in the College Credit Plus program should carefully read the responsibilities, check the boxes next to each and provide the student information requested. Completed form should be returned to the student's school counselor.

- CCP is open to incoming seventh grade through twelfth-grade students
- Attend an informational meeting hosted by FHSD
- Notify the FHSD counseling department by April 1 of intention to participate
- Read and acknowledge the steps for applying for **FHSD Delivery Options 1 and 2** below
- If accepted by an eligible Institution of Higher Education (IHE) enroll in any non-religious, non-remedial course(s) and meet the entrance requirements of the IHE
- High school credits received for the college courses will be decided according to the formula established by the Ohio Department of Education and Ohio Higher Education.
- High school transcript will indicate the name of the IHE where credits were earned if the course is an option 1 course.
- The grades earned at the IHE will be averaged into a grade point average at the high school. This may change class rank, eligibility for honors, recognition and/or scholarships.
- Students will receive course credit at the IHE attended. After graduation, to transfer IHE credits to another IHE, make this request with the IHE.
- Attend an IHE either full-time or part-time
- Failure to complete courses because of dropping or failure to attend will result in FHSD requiring students and parents to repay FHSD for all expenses.

Student Name: _____

Current Grade: _____

School: _____ Nagel _____ Anderson _____ Turpin



ACKNOWLEDGEMENT OF APPLICATION INFORMATION

Students and parents/guardians who are interested in participating in the College Credit Plus program should carefully read the statements, check the boxes next to each and sign below. Completed form should be returned to the student's school counselor.

I agree with the following statements below:

- I understand that if I am expelled from a FHSD school, the superintendent may deny high school credit for CCP taken during the expulsion.
- I understand all of the responsibilities that I must assume by participating in CCP.
- By signing this document, I am stating that I have received information regarding CCP from my school counselor.

FHSD DELIVERY OPTION 1

- I must meet the IHE's application deadline.
- I must follow the IHE's application process which will require me to send application materials and a FHSD school transcript.
- Once accepted, I must follow all of the IHE's directions for communications, including setting up my email.

FHSD DELIVERY OPTION 2

- If enrolled in a FHSD Delivery Option 2 course within my high school schedule, I must obtain all necessary documents from my school counselor to apply.
- If taking a math-based course, such as Engineering or Pre-Calculus, I may be required to take a math placement test at my high school.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

CCP COUNSELING RESOURCE ADDENDUMS

ADDENDUM A: Formula for determining total number of CCP credits a student can earn in a given calendar year:

1. Determine # of high school only units
2. Multiply that number by 3
3. Subtract result from 30
4. = total # of CCP credits in a single school year

Example #1:

1. Student taking 3 full credit classes at high school
2. $3 \times 3 = 9$
3. $30 - 9 = 21$
4. 21 total CCP credits allowed

Example #2:

1. Student taking 7 full credits at high school (a full day)
2. $7 \times 3 = 21$
3. $30 - 21 = 9$
4. 9 total CCP credits allowed

Note: Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a high school credit.

ADDENDUM B: CCP and State End-of-Course (EOC) Exam requirements

Students taking CCP courses in the courses below will use the course grade, not End-of-Course test points, to determine their points earned toward graduation.

The following table is to be used to convert College CCP grades to graduation points for valid courses. This applies only to American History, American Government and Biology. 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

For English 9 and 10 and Math I and II, students must either earn enough points on the EOC exams, or earn ACT or SAT remediation-free scores.