

# COUNSELING RESOURCE COLLEGE CREDIT PLUS PROGRAM



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## **A. INTRODUCTION**

For students in grades seven through twelve, the College Credit Plus (CC+) 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 CC+. 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.
2. By February 15, 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 CC+ 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.

*Note: It is the student/parents' responsibility to secure IHE applications and understand specifics regarding the IHE's application requirements for **FHSD CC+ Delivery Option 1**. Please be aware that some IHE's want an ACT or SAT test score in order to consider a student's eligibility in the program and many younger students have not taken these assessments.*

7. The state of Ohio determines the total number of credits a student can earn in any given calendar year when participating in CC+. Please see Addendum A for information about the CC+ 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 CC+ 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 CC+ courses taken during the expulsion.
12. It is the responsibility of the student and parent/guardian to be sure that courses taken in the CC+ program meet graduation requirements. No graduation requirements will be waived as a result of CC+ participation.
13. CC+ 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. CC+ 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:** CC+ 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 CC+. 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 CC+ courses may affect grade point average and eligibility to graduate. Please see Addendum B for information regarding CC+ 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 CC+ students and preferred parking opportunities will not be available.*

6. **Extracurricular Activities:** By participating in CC+, 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

CC+ 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 CC+ Delivery Option 1**
3. Consult with a counselor or principal on education and career planning reflections
4. Receive both secondary (high school) and post-secondary (college) credits
5. Earn advanced standing weight for CC+ courses

## F. POTENTIAL DISADVANTAGES

Consider the possible effects of participating in CC+, 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 CC+ 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 on 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 CC+ 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 and Biology for the Health Professions 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 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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### 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.*

- CC+ 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.
- 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 CC+ taken during the expulsion.
- I understand all of the responsibilities that I must assume by participating in CC+.
- By signing this document, I am stating that I have received information regarding CC+ 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 will be required to take a math placement test at my high school.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_



**FOR OFFICE ONLY**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

## CC+ COUNSELING RESOURCE ADDENDUMS

### **ADDENDUM A: Formula for determining total number of CC+ 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 CC+ 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 CC+ 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 CC+ 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: CC+ and State End-of-Course (EOC) Exam requirements

Students taking CC+ 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 CC+ 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.

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

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.