

# COLLEGE CREDIT PLUS PROGRAM

## COUNSELING RESOURCE



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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) at no cost to the student. 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 counselor. Students and parents may have several questions about this program.

This guide is also aligned to the Ohio Revised Codes for College Credit Plus (see [ORC 3365.04](#), [ORC 3365.05](#), [ORC 3365.06](#), and [ORC 333-1-65.2 \(especially B.4\)](#))

It is also aligned to the [Department of Education and Workforce HigherEd Website](#) for College Credit Plus.

## **B. GENERAL INFORMATION**

1. Students may enroll in post-secondary, non-remedial courses with the exceptions of courses with high fees (\$750 or more), study abroad, physical education, P/F or S/U courses, sectarian religious courses, or courses with one on one instruction.

*If a student/parent is unsure if a course qualifies for CCP credit, the student should consult with a Forest Hills counselor before applying.*

2. A student must apply and be admitted into an eligible IHE. Additionally, the IHE you want to attend may have special 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.* Students should be proactive in contacting the specific IHE of interest to learn more about their requirements.
3. The State of Ohio determines the total number of college credit hours a student can earn in any given calendar year when participating in CCP. A student may take up to 30 semester hours per school year. This includes a combination of CCP and High School credit equivalents. The CCP school year begins with the summer session.

*Please see [Addendum A](#) for information about the CCP credit formula in Forest Hills.*

4. A student may attend an IHE either full-time or part-time. Classes may be taken online or in-person.

5. Even if a student has met all graduation requirements before the graduation date of their senior year, that student is still eligible to participate in CCP through the end of their senior year.
6. If a student is expelled from a FHSD school, the superintendent may deny high school credit for CCP courses taken during the expulsion.
7. It is the responsibility of the student and parent/guardian to talk with the school counselor 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.
8. It is the responsibility of the student and parent/guardian to talk with the school athletic director or counselor to be sure that courses taken in the CCP program do not affect eligibility for high school sports. This is particularly important if the student is considering dropping a course.
9. 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.
10. CCP grades will also appear on an official college transcript from the IHE.

### **C. DECIDING TO PARTICIPATE**

Before deciding to participate in the program, students and their parents/guardians should 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, and consult your counselor for assistance. Keep in mind that the grades earned in CCP courses may affect grade point average and eligibility to graduate.
3. **Scheduling:** Participating in this program on a part-time basis means that classes must be scheduled at the student's 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: End of Course exams, PSAT testing, ACT testing, snow days, pep rallies.

**Note:** Finalization of classes at both high schools cannot be made until August, which can create uncertainty and stress, flexibility is key.

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 institutions 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 might not be in an FHSD school full-time. Students might not be able to participate in some high school activities as a result of enrollment in IHE due to schedule limitations.
7. **Mature Subject Matter:** Participation in CCP requires a permission slip to be completed and signed by the students and his/her parent or guardian in order to enroll in college courses under the College Credit Plus program. Per ODE, "The subject matter of a course enrolled in under the college credit plus program may include mature subject matter or materials, including those of a graphic, explicit, violent, or sexual nature, that will not be modified based upon college credit plus enrollee participation regardless of where course instruction occurs."
8. **FERPA:** Parents be advised, the Family Educational Rights and Privacy Act (FERPA), prohibit a college from sharing information (such as grades) directly with you. Communicate with your student to stay on top of grades and other relevant course information.

#### **D. PROGRAM ADVANTAGES**

CCP benefits include the following:

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 CCP Delivery at IHE.
3. Receive both secondary (high school) and post-secondary (college) credits.

4. CCP courses are graded on a 5.0 weighted scale if there is a corresponding AP course in the same subject area offered through Forest Hills School District. *Students and parents/guardians are encouraged to consult with their high school counselor with any questions.*

## **E. 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 IHE. 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 affect 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.
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 for tuition and textbooks purchased for the course. This includes a failing grade, and grades of "NP" and "I."

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. Students can use one of the following sites to confirm credit transferability:

[Ohio Transfer Credit Check \(www.transfercredit.ohio.gov\)](http://www.transfercredit.ohio.gov)

[Transferology.com \(www.transferology.com\)](http://www.transferology.com)

12. In addition to having a minimum number of hours per semester, federal student aid mandates a maximum total number of hours for which students are eligible for aid. Students may only receive federal aid for up to 180 hours in a program. If you exceed this limit, you are no longer eligible for Pell Grants, federal loans, or other federal assistance. However, this is relatively uncommon; students typically complete undergraduate programs in 120 credit hours.
13. Students who attend CCP classes and are not in the building the full day - especially seniors - *may* miss important announcements and events at their home high school (such as Cap and Gown announcements). Students must stay on top of daily announcements, Schoology, school emails, and the principal's newsletter from their home high school.

## **F. STEPS TO FOLLOW**

Students who are interested in participating in the program should talk to their parents, 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 **March 31, 2025**. 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. Attend the informational meeting. This typically takes place early in the third quarter of the school year.
3. Meet with your high school counselor for follow-up questions to discuss the program and/or how it might fit with educational and personal goals.
4. By March 31, students must notify their FHSD school counselor of their intent to participate in the program for summer, fall and spring of the following school year. Additionally, if you miss the meeting you can turn an intent form into your counselor by November 1st, to be eligible for the spring term only. It is the responsibility of the student to make an appointment with the school counselor to discuss the process, after turning in the intent to enroll.
5. 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.

6. If deciding to participate, the student and parent/guardian must sign an acknowledgment statement indicating that information about the program has been received and awareness of responsibilities. Once the forms are completed and signed, it is the student's responsibility to:
  - A. Apply to the IHE and complete the necessary IHE's admission and registration forms directly to the IHE by their required deadline.
  - B. Request an official, current high school transcript be sent to the IHE you applied to. Failure to provide all the required information may delay registration at the IHE.
  - C. Meet with the IHE's admissions staff within their designated timeline.
  - D. Verify the number of high school credits to be received from the IHE with their FHSD school.
  - E. Students must contact their FHSD counselor if course changes are made.

**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.

## **G. WITHDRAWAL**

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.

## **H. FINANCIAL OBLIGATIONS**

Under some circumstances, students and their parents/guardians may be responsible for payment and/or reimbursement to either FHSD or the IHE.

1. Students (and their parents/guardians) who register for a course that is not an approved course for CCP (see "General Information, 1") are responsible to pay for the entire course.
2. Students (and their parents/guardians) who register for more than 30 credit hours will be responsible to pay for the entire course that placed them over the 30 hour limit.
3. Secondary schools are responsible for providing the costs for required coursework materials (textbooks, workbooks and access codes).

The IHE is responsible for supplemental supplies (such as lab equipment, software, etc.).

The student is responsible for going through the bookstore at the IHE to purchase the required textbooks, and should not rely solely on the advice of the course professor. If the

coursework materials are not available at the college bookstore, the student should contact Barb Sanger (Administrative Assistant at the FHSD Central Office) at: 513-231-3600 or [barbsanger@foresthills.edu](mailto:barbsanger@foresthills.edu).

4. Students who do not receive credit for a course will result in their parent/guardian being responsible for the reimbursement for the course and materials. This also includes a student who withdraws from the college course after the 14th calendar day after the particular course began, unless the student is identified as being economically disadvantaged.

## **CONTACT INFORMATION**

### **NAGEL MIDDLE SCHOOL 513-474-5407**

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### **ANDERSON HIGH SCHOOL 513-232-2772**

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## 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.*



## ACKNOWLEDGEMENT OF APPLICATION INFORMATION

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.

***I acknowledge that I am aware of the following obligations:***

- I must attend an informational meeting hosted by FHSD.
- I must notify the FHSD counseling department by March 31 of intention to participate by submitting completed and signed intent and acknowledgement forms.
- I have read and understand the steps for applying (refer to section F in the Counseling Resources Informational packet).
- If I am accepted by an eligible (IHE), I understand that there are limits to the courses I am permitted to enroll in as outlined in section B General Information of the CCP Packet.
- I understand that 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.
- I understand that my high school transcript will indicate the name of the IHE where credits were earned.
- I understand that grades earned at the IHE will be averaged into a grade point average at the high school. This may change eligibility for honors, recognition and/or scholarships.
- I understand that students will receive course credit at the IHE attended. After graduation, to transfer IHE credits to another IHE, I must request a transcript with the IHE.
- I may attend an IHE either full-time or part-time.
- I understand the potential impact of participation on athletic eligibility and to talk with school counselor or athletic director at every step along the way.

- I have read and understand the potential financial obligations that I may be responsible for (see Section H in the Counseling Resource informational packet).
- I agree to communicate with my FHSD counselor immediately upon dropping or withdrawing from a CCP course.
- 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 that it is my responsibility to follow the IHE's application processes and deadlines, including my responsibility to send application materials and request an FHSD school transcript.
- I understand that, once accepted to an IHE, I must follow all directions for communications from the IHE, including setting up an email account for the IHE.
- I have read and understood the entire College Credit Plus Counseling Resource informational packet.

Student Name **(please print)**: \_\_\_\_\_

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

Parent/Guardian Name **(please print)**: \_\_\_\_\_

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

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



## COLLEGE CREDIT PLUS PARTICIPATION: INTENT TO ENROLL

Students and parents/guardians who are interested in participating in the College Credit Plus program should carefully provide the requested information and sign below. Completed form should be returned to the student's school counselor ***no later than March 31.***

**Student Name:** \_\_\_\_\_  
*(print first and last name)*

**Please check which school you currently attend:**

- Nagel Middle School       Anderson High School       Turpin High School

**I intend to participate in high school athletics during the next school year. YES    NO**

**Grade enrolled next school year:**

- 7       8       9       10       11       12

**Please check all campuses where you intend to apply:**

\_\_\_\_\_ UC                      \_\_\_\_\_ Cincinnati State                      \_\_\_\_\_ Miami University

\_\_\_\_\_ Sinclair                      Other (list here) \_\_\_\_\_

This serves as notification that I intend to participate in the CCP program. I understand that it is my responsibility to contact my FHSD counselor **by the first week of August** to finalize my FHSD school and CCP schedule and provide a copy of the latter to my counselor.

If I choose not to participate in CCP, I understand that I **MUST** contact my counselor in writing by the first week of August.

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

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