



College Credit Plus Compliance Checklist

This checklist is an overview of the primary responsibilities of schools for College Credit Plus. While this document covers important information, it is not a complete list and schools should review Ohio Revised Code, Ohio Administrative Code, and other supporting documents including the Professionals' Resource Guide on the [College Credit Plus website](#).

Checklists for Secondary School Policies

Student Participation

- ☐ Establish a policy for informing students and families about enrollment in CCP at the high school.
- ☐ Establish a policy for sharing student information with parents (FERPA).
- ☐ Develop a process to identify students who are economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6.
- ☐ Establish an attendance policy consistent with policy for traditional high school students.

Grades and Class Standing

- ☐ Establish a policy for awarding grades and the calculation of class standing for College Credit Plus courses. Class standing is not a requirement from the Department of Education and Workforce.

Note: The policy for awarding of grades and the calculation of class standing for College Credit Plus courses shall not disadvantage students who choose to participate in College Credit Plus rather than in other advanced standing programs, including AP, CTAG and IB. The policy adopted shall be equivalent to the school's policy for courses taken under Advanced Placement and International Baccalaureate or for courses designated as honors. If the policy includes awarding a weighted grade or enhancing a student's class standing for these courses, the policy adopted shall also provide for these procedures to be applied to courses taken under the College Credit Plus program.

Additionally, while the adopted grade-weighting/class-standing policy cannot disadvantage students who participate in CCP as opposed to other advanced standing programs, there is no prohibition against awarding a weighted grade or enhancing a student's class standing if all advanced standing programs and honors courses are treated the same.

Probation and Dismissal

- ☐ Establish a policy that defines the academic progress a student facing CCP probation must achieve to be reinstated.
- ☐ Include in the policy that failure to make academic progress will result in dismissal from the CCP program.
- ☐ Include in the policy a procedure for students to appeal CCP dismissal.

Checklists for Program Operation

Information Session

- ☐ Host an Information Session between October 1 and February 15 annually. This can be held in person or virtually, or districts may offer multiple modalities. *Families/students are not required to attend.*
 - ☐ Multiple high schools within a district and multiple districts may participate in a combined event if parents and students have an opportunity to interact with each college and secondary school representatives.
- ☐ Invite all colleges and universities within 30-mile radius.
- ☐ Include a program overview with the benefits and consequences of participation, as well as school policies.

Annual Notice

- ☐ Provide notice of the program for the upcoming year to students in grades 6 through 11 via school's website, flyer, written communications, assemblies, and emails before February 1 annually.
- ☐ Include in Annual Notice:
 - ☐ The definition of the College Credit Plus program
 - ☐ Criteria for participation
 - ☐ Cost to students and families
 - ☐ Options for participation (classes in the high school, colleges/universities within a 30-mile radius)
 - ☐ Deadlines related to the program
 - ☐ Designated contact person(s) for College Credit Plus at the secondary school
- ☐ Promote the program on the school's website including details of the school's partnering institutions.

Intent to Participate Form

- ☐ Download the ODHE form template for the upcoming academic year/term.
- ☐ Provide the Intent to Participate form; distribute individually and/or with the Annual Notice and the Information Session(s).
- ☐ File for record of student intentions.

Counseling Session

- ☐ Host counseling sessions as a portion of the information session or as individual family meetings.
- ☐ Ensure each student grades 6-11 with a parent or guardian participates in a counseling session.
- ☐ Counseling should include:
 - Program eligibility
 - The process for granting academic credits
 - The cost of participation (tuition, fees, textbooks)
 - Criteria for any transportation aid
 - Available support services
 - Scheduling
 - The benefits of participation
 - Consequences of underperformance – including failing/not completing a course, probation, dismissal, etc.
 - Academic and social responsibility for students
 - The standard packet of information provided by the Ohio Department of Higher Education
 - Information about the potential for mature subject matter
- ☐ Notify families of school policies relating to College Credit Plus.
- ☐ Notify families about Option A and B, Option B being the default choice.
- ☐ Collect a form signed by parents stating that they received the counseling required and that they understand the responsibilities they must assume in the program. Template is provided from ODHE on the CCP website.

Counseling Student Enrollment

- ☐ Notify the student of the total number of credits a student may earn under College Credit Plus in an academic year prior to the student enrolling at a college.
- ☐ Develop/Share a 15-credit hour and a 30-credit hour model pathway with a partner institution.
- ☐ Share pathway options with students and help determine their plan of coursework.

- ☐ Confirm which enrolled courses satisfy high school graduation requirements and which will apply as elective high school credit. See “[High School Graduation: Course Substitution Crosswalk](#)” for more information.
- ☐ Review the college issued report of Pre-Term Notice of Admission to verify that a student is not taking more than 30 credits during an academic year, beginning with the summer term.
- ☐ Notify student if they have exceeded the 30-credit hour maximum credit allotment for the academic year and give the student a choice to adjust their schedule or self-pay for courses above 30 credits.

Awarding Credits

- ☐ Ensure the final grade on transcript matches the college transcript.

Note: When grading scales differ between college and the secondary district, the highest grades should be equivalent, and the college’s grade must apply as the final grade. This does not affect the grade weighting policy created on the local level (See Page 1, visit CCP Resource Page for more information).

- ☐ Develop a consistent process for credit conversation – grading scales may not match, but the highest grade achievable on the grading scales should have equal weight.
- ☐ Decide whether the district shall seek reimbursement for non-passing grades and withdrawals past the deadline.
 - ☐ Economically disadvantaged students cannot be charged for anything related to College Credit Plus. This is defined in OAC 3333-1-65.6.

Reporting and Payment

- ☐ Establish an ODDEX Administrator for CCP.
- ☐ Upload roster of CCP participants to EMIS.
- ☐ Review records for student enrollment and payment on ODDEX.
- ☐ Review the ODHE Data and Reporting website for guidance on submitting information.

Acknowledgements of Secondary School Rights and Limitations

- ☐ College academic advisors are responsible for meeting with students and helping students select courses. The secondary school cannot require specific course pairings/combinations or course sequencing but can assist students in selecting courses that also satisfy high school graduation requirements.
- ☐ If a public-school student submits a late Intent to Participate form, the school principal, or equivalent school administrator, must decide to allow or deny participation. If the principal denies participation, the student may appeal to the governing entity of the school or the district superintendent, whichever applies. If the governing entity or district superintendent denies participation, the decision is final.
- ☐ A course taught in the high school building is the college's course, not the high school's course. The course instructor must be approved by the institution.
- ☐ If a high school teacher has been approved by a college/university partner to serve as the adjunct instructor for a course, the teacher must follow the requirements of the college regarding use of the college syllabus, textbook and materials, learning outcomes, grading scale, assignments, exams, etc.
- ☐ The secondary school must provide written notice to the student and a parent/guardian when a student is enrolled in a CCP course held in the high school but is not enrolled in the institution of higher education. This student will not receive college credit.
- ☐ Secondary schools are responsible for the payment of course textbooks, but the institution will waive student fees.