



COUNSELING SESSION TEMPLATE

The attached document is provided as a **template** for secondary schools to create a **Counseling Session** document. A school can create its own form or modify this form.

INSTRUCTIONS FOR USE:

1. Remove the text box and “[**INSERT SCHOOL LOGO**]” and replace with your school’s logo. You can also choose to omit this and not use a logo.
2. In the table with the “Date,” “Student’s Name,” and “Parent’s or Guardian’s Name,” type or handwrite the information associated with a particular student’s counseling session.
3. Under the “Counseling information shall include” heading, use these topics as a checklist for information that you need to share with the student. For any information that you may need additional assistance with, refer to the Professionals’ Resource Guide, FAQ, or other resources on the College Credit Plus webpage (higher.ed.gov)
4. Delete this first page when ready to save or print the Counseling Session document.

[INSERT SCHOOL LOGO]



Counseling Session for 2023-2024 School Year

This document provides confirmation of counseling for the College Credit Plus program.

Date	
Student's Name	
Parent's or Guardian's Name	

The counseling session must occur before the student participates in the College Credit Plus program.

- Each public and participating nonpublic secondary school shall do all of the following with respect to the College Credit Plus program:
 - Provide counseling services to students in grades six through eleven and to their parents before the students participate in the program to ensure that students and parents are fully aware of the possible consequences and benefits of participation.
- Counseling information shall include:
 - ☐ Program eligibility;
 - ☐ The process for granting academic credits;
 - ☐ Any necessary financial arrangements for tuition, textbooks, and fees;
 - ☐ Criteria for any transportation aid;
 - ☐ Available support services;
 - ☐ Scheduling;
 - ☐ Communicating the possible consequences and benefits of participation, including all of the following:
 - The consequences of failing or not completing a course under the program, including the effect on the student's ability to complete the secondary school's graduation requirements;
 - The effect of the grade attained in a course under the program being included in the student's grade point average, as applicable;

- The benefits to the student for successfully completing a course under the program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.
- The academic and social responsibilities of students and parents under the program;
- Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
- The standard packet of information for the program developed by the Chancellor of the Ohio Department of Higher Education. (See the www.ohiohighered.org/ccp/resources page for the Information Session PowerPoint presentation.)
- Information about the potential for mature subject matter, as defined in section [3365.035](#) of the Revised Code, in courses in which the student intends to enroll through the program and notification that courses will not be modified based upon program enrollee participation regardless of where course instruction occurs. The information shall include the permission slip described in division (B) of section [3365.035](#) of the Revised Code (attached).
- Secondary schools must also provide information of the administrative rules of Course Eligibility (OAC 3333-1-65.12) and Underperforming Students (OAC 3333-1-65.13).
- Information about Options A and B to include the following details:

Public Schools

Option A: The student/family will be financially responsible for tuition and the cost of all textbooks, materials, and fees associated with the College Credit Plus course.

- Under Option A, the student/ family must work directly with the college to arrange to make payment
- Option A allows the student to choose to earn both college credit and high school credit OR only college credit
- Option A must be elected at the time the student registers for college courses
- Students must inform the college and the secondary school of electing Option A and whether student wants to earn both high school and college credits or only college credits

Option B: The state of Ohio is financially responsible for the eligible course(s) in which the student chooses to enroll.

- If Option B is selected, the funding for the course will be deducted from the secondary school and redirected to the college.
- The student will receive high school and college credit.

Combination of Options A & B: Student/family chooses to be responsible for all tuition, textbooks, materials, and fees for one or more courses. If this option is chosen, the student must inform the college which course(s) will be under Option A and which will be under option B.

Students must inform the college of the choice of Option A or B when registering for courses. Students must inform the secondary school of whether the student wants to receive both high school and college credits or only high school credits.

- The final date to change the election of Option A or Option B is on or before the college's no-fault withdrawal date
- For a participating nonpublic secondary school, counseling information shall also include an explanation that funding may be limited and that not all students who wish to participate may be able to do so.¹

Private Schools

Option A: The student/family will be financially responsible for tuition and the cost of all textbooks, materials, and fees associated with the College Credit Plus course.

- If a student was not awarded enough credit hours for the entire college course, the family must pay for the entire course without state funds
- Under Option A, the student/ family must work directly with the college to arrange to make payment
- Option A allows the student to choose to earn both college credit and high school credit OR only college credit
- Option A must be elected at the time the student registers for college courses
- Students must inform the college and the secondary school of electing Option A and whether student wants to earn both high school and college credits or only college credits

Option B: The state of Ohio is financially responsible for the eligible course(s) in which the student chooses to enroll.

- When a student uses the state funds for college courses, this is Option B
- Option B is the default option of College Credit Plus
- Students will earn both college credit and high school credit
- Private school students must provide a copy of their funding award letter to the college
- If the student attends more than one college, the student must ensure that he/she is not exceeding the funding award amount

- The final date to change the election of Option A or Option B is on or before the college's no-fault withdrawal date

The student and the student's parent shall sign a form, provided by the school, stating that they have received the counseling required and that they understand the responsibilities they must assume in the program.

Signatures:

Student

Date

Parent/Guardian

Date

¹ See higher.ed.ohio.gov for funding application deadline, information, and links.

This permission slip must be completed and signed by the student and his or her parent or guardian in order for the student to enroll in college courses under the College Credit Plus program.

A student eligible to participate in College Credit Plus and admitted to a college or university will enroll in actual college courses, which *may* include “mature subject matter” as defined in Ohio Revised Code 3365.035.

PLEASE TYPE OR PRINT:

We _____ (Student Name) and _____ (Parent Name) hereby understand that by enrolling in College Credit Plus courses:

- Content *may* include mature subject matter that will not be modified based upon College Credit Plus enrollee participation regardless of where course instruction occurs; and
- State law requires this signed form be submitted in the student's application to the college or university following that college or university's instructions for submission of application materials.

The signatures below indicate permission is granted to participate in College Credit Plus. It is the parent's or guardian's responsibility to be aware of and monitor the student's enrollment based on information provided by the college.

Student Information – **PLEASE TYPE OR PRINT:**

Student Name: _____

Email Address: _____

Phone Number: _____

Name of High School (or homeschooled): _____

NOTE: Colleges will provide this form with their application materials.

Parent Information – **PLEASE TYPE OR PRINT:**

Parent Name: _____

Email Address: _____

Phone Number: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

**RETURN THIS COMPLETED FORM TO THE COLLEGE OR UNIVERSITY TO WHICH THE STUDENT IS APPLYING.
FOLLOW THE COLLEGE OR UNIVERSITY'S INSTRUCTIONS TO SUBMIT THIS FORM.**