

Approval Process for Non-Allowable Courses in a Certificate or Degree

2021-2022 Academic Year

Section A: Background

Ohio Administrative Code 3333-1-65.12(D)(2) permits the Chancellor of the Ohio Department of Higher Education to approve additional courses that are part of a predetermined pathway or required sequence of courses leading to a certificate or degree which are otherwise considered “non-allowable” for College Credit Plus (OAC 3333-1-65.12(D)(1)(a) to (D)(1)(e)). An institution of higher education may seek this approval on behalf of one or more students who are enrolled in the institution through the College Credit Plus program and have shown progress on a predetermined pathway or sequence of courses through successful completion of coursework. If approved, the Chancellor will allow payment for the course or courses for the College Credit Plus students of that institution unless the course is later found ineligible for payment under paragraph (G) of the OAC rule (i.e., audit of college course payments).

This document provides the process, timeline, and documentation required for Chancellor to approve additional courses. When completing the application, the submitting college or university should pay particular attention to the following essential components:

- **Timeliness of the request:** The request must be submitted prior to the term in which the student(s) would be enrolled in the course. Upcoming deadlines are identified in Section D of this document.
- **Electronic copies of the following must be included in the request:**
 - A copy of the program of study for the certificate or degree program in which the course(s) are required
 - A syllabus for every course requested to become an allowable course as part of a “predetermined pathway or required sequence of courses leading to a certificate or degree.”

Section B: 15 and 30 Credit Hour Model Pathways

A non-allowable course as listed in paragraph (D)(1) of Ohio Administrative Rule 3333-1-65.12 may not be included in a model pathway developed under section 3365.13 of the Revised Code or under the approval issued by the Chancellor on August 28, 2018 unless the course has been approved by the Chancellor under this process.

Section C: Application – Must be completed for each course submission (please use form provided and attach additional documents.)

1. Name of the college or university seeking the approval of the course or courses that are considered non-allowable.
2. Name, title, and contact information for person submitting the request.
3. Letter of support for this request from appropriate university or college dean or provost.
4. A description of how the course fits into the degree or certificate and why students participating in College Credit Plus would benefit from having access to the course or courses as part of a degree or certificate program of study (maximum of 250 word description).

5. Attach an electronic copy of each course syllabus and program study under review for consideration to be added as part of the “predetermined pathway or required sequence of courses leading to a certificate or degree.”

The Chancellor may request additional information from the institution during review of the course submission. Chancellor decisions are final.

Following the timeline below, submit the request for approval electronically to CCP@highered.ohio.gov.

Section D: Deadlines

Since colleges and universities have unique starting dates, these dates will be used in order to offer consistency for all institutions.

Term	Deadline
Winter/Spring 2021	November 9, 2020
Summer 2021	March 15, 2021
Fall 2021	June 14, 2021
Winter/Spring 2022	November 8, 2021

¹Deadlines will be determined annually.

Following review of the documentation, the Chancellor shall approve or disapprove the course for payment and will notify the college or university of the decision. If the course is approved, the Chancellor shall notify the Ohio Department of Education of the approval.