ACPA
ARTS & COLLEGE
PREPARATORY ACADEMY

ACPA College Credit Plus Information Guide

College Credit Plus Overview

College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families.

Advantages of College Credit Plus

For the student who is eligible for College Credit Plus they must be academically and developmentally ready for college level courses and be willing to follow the procedures outlined by the university while still in high school. If a student is academically and developmentally ready they will enjoy the following benefits:

- Earn transcripted college credit and high school credit upon successful completion of the course at no cost to the student
- Accelerate achievement of educational goals
- Eliminate duplication of high school and college course content
- Increase the rigor and challenge of course offerings while in high school
- Decrease the cost of college with course tuition offered at a reduced rate

What does it mean to be college ready?

Many different types of criteria can define college-readiness. Below is a list of criteria ACPA believes are indicators of college readiness in students:

- Prepared for college level course material
- Demonstrates responsibility both academically and socially
  - Academically: Checking email regularly, attending class, turning in assignments on time, using professor office hours, time management and organizational skills, etc.
  - Socially: Student ready to be on a college campus with older students
- Self-advocate
  - Keeping in touch with counselor about college grades
  - Applying for college as an undergraduate
  - On track to complete all the ACPA requirements for graduation

Eligibility

Any ACPA student that demonstrates college-readiness, has been accepted by the college, and submits to Ms. Ruff qualifying ACT, SAT, or other college specific placement test scores corresponding to the courses for which they intend to register is eligible. If a student does not meet the acceptable scores set by the college, but is within one Standard Error of Measurement and either has a 3.0 GPA or receives a recommendation, the student can be eligible.

Please note: Students must take the necessary subject placement tests and earned qualifying scores for registration into CCP level classes BEFORE they will be able to register for classes. If a student does not complete the necessary testing, they will be given a full schedule at ACPA and expected to attend those classes when ACPA's fall semester begins.

Eligible scores are as follows:

Subject	**ACT**	**SAT**	**ALEKS**
English	18	480	(Reading 80+)
Reading	22	480	80+
Writing	(English 18)	(Reading & Writing 480)	5-8
Math	22	530	61-100
Science	22	980	30-50

What is the difference between Advanced Placement and College Credit Plus?

Both of these options carry college credit at many post-secondary institutions. To earn college credit for an Advanced Placement class, a student must take a national AP exam in May and score a certain level to earn college credit. Typically a 3 or higher of the possible 5 points must be earned to receive college credit. College Credit Plus is based on daily performance and assessments conducted in the classroom. A student must earn a grade of a "C" or higher to accrue college credit.

Scheduling Options

Students have the option to take classes entirely at a college/university, entirely at ACPA, or take classes at both ACPA and a college/university. Students and parents should understand if a student plans to take classes only at ACPA, students are required to take 5 classes. If students are enrolling in classes for College Credit Plus, the expectation is that

students will take classes for both semesters, and should students choose to take only one semester at the college/university, they are then expected to take 5 classes at ACPA during the next semester. Be mindful of when you would be taking CCP courses and receiving transportation. Students are not able to wait at ACPA until their CCP class starts or transportation arrives.

What colleges/universities partner with ACPA?

The Arts & College Preparatory Academy has a partnership with Columbus State Community College. See the end of this packet and additional packet for possible pathways. However, students are encouraged to apply to any college they wish to attend and where College Credit Plus is offered.

What are the steps my student needs to complete to participate in the College Credit Plus program?

STEP 1: Decide if participation is in your best interest. This should be an individual decision for each student. Discuss with your parents and counselor, they know you best and can help you make a good decision.

STEP 2: Complete the ACPA Letter of Intent to Participate Form. Return the completed form, signed by students and parents to your counselor not later than April 1st.

- On the ACPA Letter of Intent to Participate Form, students must indicate a tentative plan to use Option A or Option B for payment of the College Credit Plus courses.
  - Option A:
    - Students can choose Option A—the family/student will "self-pay" for college courses at the standard rate of tuition, fees, and textbooks
    - Under Option A, students can choose to earn college credit and high school credit OR only college credit (students must inform the ACPA of their choice of credit for courses)
    - Students will indicate a tentative plan to use either option on the ACPA Letter of Intent to Participate form
    - Students must elect this option by informing the college when registering for courses
    - The final date to change the election of Option A or B is on or before the college's no-fault withdraws date
  - Option B:
    - Students can choose Option B—all college course tuition, fees, and textbooks will be paid by the state of Ohio (supported by the school's foundation funds and the college's funds)
    - Under Option B, students will earn college credit and high school credit
    - Students will indicate a tentative plan to use either option on the ACPA Letter of Intent to Participate form

- Option B is the "default" or standard option for College Credit Plus
- Students may be asked to confirm the election of Option B during college advising process
- The final date to change the election of Option A or B is on or before the college's no-fault withdraws date

STEP 3: Apply to the College/University

- **Columbus State Community College**
  - Step 1: Apply to CSCC at the following link: https://www.cscc.edu/academics/college-credit-plus/ Be sure to check "Taking classes while in middle school/high school (College Credit Plus)" and indicate you attend The Arts & College Preparatory Academy.
  - Step 2: Students must demonstrate college readiness by submitting qualifying ACT, SAT or ALEKS test scores corresponding to the courses for which they intend to register. Columbus State's ACT school code is 3261. Scores must be in the CSCC system typically no later than June for autumn admission.

- **The Ohio State University—Academy Program**
  - Step 1: Apply to The Ohio State University Academy Program at the following link: https://academy-ccp.osu.edu/apply
  - Step 2: The application should include: A 300-word essay, a completed High School Information Form, transcript, and students must demonstrate college readiness by submitting ACT/SAT scores to OSU. Students must meet academic standards that are equal to students currently enrolled at OSU. The university must receive all materials by the application deadline. For summer that is February 15th, 2021 and for fall that is May 1st, 2021.

STEP 4: Sign up and take placement test required by college/university BEFORE the application deadline indicated by the college/university.

NOTE: **Juniors will be taking an ACT at ACPA on February 25th, 2020**. It is good practice to take the ACT/SAT twice, so students may also want to sign up for one of the following test options.

- ACT

Test Date	Registration Deadline	Late Registration Deadline
February 6th, 2021	January 15th, 2021	January 15th, 2021
April 17th, 2021	March 12th, 2021	March 13th-26th, 2021

- SAT

Test Date	Registration Deadline	Late Registration Deadline
March 13th, 2021	February 12th, 2021	March 2nd, 2021
May 8th, 2021	April 8th, 2021	April 27th, 2021

- ALEKS
  - Taken at Columbus State Community College
    - Students will want to take the placement test in the subject area they wish to take courses. For a list of qualifying ACT/SAT scores and other information, please visit:
      - http://www.cscc.edu/admissions/placement-testing/college-credit-plus.shtml
    - There is no need to schedule a time to take the test you can walk in at any of the testing locations listed here:
      - http://www.cscc.edu/admissions/placement-testing/guide.shtml
    - For hours and directions go to:
      - https://www.cscc.edu/testingcenter/

- When testing if a student's scores are not "college-level", other conditions may be considered depending on the exam score and if the student has a overall GPA of 3.0 or recommendation form/letter

STEP 5: Register for classes

- **Columbus State Community College**
  - Submit a CSCC Registration Consent Form

If taking any classes at Columbus State or online:

  - Complete Registration Consent and Academic Advising Form
    - For Summer and Fall Semester classes, student registers for classes **BEFORE ACPA dismisses for the summer**. This ensures student meets necessary deadlines and gets signed up for desired classes before the class is full. Students can bring their form to Ms. Ruff to **sign 1 week after the last day of school, by appointment only**. *(Students can also bring in their Academic Advising Form to Ms. Ruff 1 week before the next school year starts by appointment, but remember this may limit which classes are still available at the college.)*
    - Indicate course name, section number, synonym number, credit hours, and title. Sign and have parent sign the form.
    - Bring to Ms. Ruff to complete maximum credit hours, requirement equivalent, and signature. Ms. Ruff will then scan and email the form to CSCC Academic Advisor.
      - Student must have an idea of the number of HS classes they want to take in order to calculate the maximum credit hours allowed.
    - Both the **CSCC Registration Consent Form** and **Academic Advising Form** can be found at:
      - http://www.cscc.edu/academics/college-credit-plus/forms.shtml

- **The Ohio State University—Academy Program**
  - All Academy students will have an academic advisor to help with course selection and scheduling. You will meet your advisor at your Academy Orientation, which will occur shortly before the start of your first term at Ohio State. Your advisor will provide guidance on possible courses, connect you with the resources of the university, and help you make the transition in to Ohio State.

STEP 6: Pick up and return your books

- Books for courses at the college are purchased by ACPA, and picked up at the college bookstore. Students must return books to the college bookstore by the end of the semester. For CCP classes taken at ACPA, students will return the book to the teacher upon completion of the course. If the student does not return the book, or returns it damaged so it is unusable, the student will be charged for the book.

How are college credits converted to high school credits?

5 semester credits	=	1.0 high school Carnegie Credit
4 semester credits	=	1.0 high school Carnegie Credit
3 semester credits	=	1.0 high school Carnegie Credit
2 semester credits	=	.67 high school Carnegie Credit
1 semester credit	=	.33 high school Carnegie Credit

How many college credits can a student earn?

Students can earn a maximum of 30 college semester credit hours per year and a maximum of 120 college semester credits prior to their high school graduation. The Ohio Higher Ed has established a formula that students must refer to when registering for high school and college courses. This formula is utilized to assure students do not exceed full-time status. Full-time status can be calculated as follows:

30 – (HS Credits X 3) = Maximum CCP credit hours per year

1. Determine student's number of high school ONLY credits
2. Multiply that number by 3
3. Subtract the result from the number 30
4. That number is the total number of college credits that College Credit Plus students may earn that academic year

Cost and Books

Students are limited to 30 college semester credit hours per academic year, using the formula specified above, these credits are paid through The Arts & College Preparatory Academy agreements with participating colleges or universities. There are instances when students could incur a cost:

1. Students wishing to earn more than 30 semester credits per academic year will be responsible for all cost of attendance for each credit above the 30 semester credit limit.
2. Students that do not receive a passing grade could be responsible for payment of that college course.
3. Students taking a course that is not covered under College Credit Plus will be responsible for payment of that course.
4. If the student does not return the book one week after the college semester ends, or returns it damaged so it is unusable the student will be charged for the book.

How will College Credit Plus courses impact my GPA?

Per HB 487, College Credit Plus courses must receive equivalent weight as any weighted course within a given content area. Therefore, at ACPA College Credit Plus courses are weighted the same as AP courses.

How will College Credit Plus impact state tests?

Students graduating in 2019 and beyond are required to take necessary End of Course exams in English, Math and Science. These exams would include English I, English II, Algebra I, Geometry, and Biology. Students may use English and Math CCP/AP courses to satisfy the curriculum requirements but schools must administer the EOC tests (in English I and II and Algebra I and Geometry) to students to earn graduation points and to satisfy testing requirements of state and federal law. For Biology CCP students may use their course grades and AP students may use their test scores OR Biology End of Course test score to earn graduation points, whichever is higher. Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course.

The following table is to be used to convert College Credit Plus grades to graduation points for valid courses.

A or B CCP Course Grade	=	5 Ohio Graduation Points
C CCP Course Grade	=	4 Ohio Graduation Points
D CCP Course Grade	=	3 Ohio Graduation Points
Not Applicable	=	2 Ohio Graduation Points
Not Applicable	=	1 Ohio Graduation Point
F- Fail or drop the course	=	0 Ohio Graduation Points

How do my College Credit Plus grades get onto my transcript?

Grades earned through College Credit Plus will be reflected on the college and high school transcripts.

Can I receive IEP/504 Accommodations at the college?

ACPA students that have an IEP or Section 504 Plan and is participating in a College Credit Plus Program course, are responsible to notify the college themselves of their IEP/Section 504 Plan. Students with an IEP/504 will want to submit necessary paperwork to the college's disability services to receive support. ACPA is also able to provide any services required by the student according to such IEP/Section 504 Plan. Accommodations and modifications shall be provided as appropriate by the instructor of the program course. If any questions arise regarding which party should provide an accommodation, modification, or service, or whether such accommodation, modification or services is permitted in conjunction with College coursework, ACPA and the college will confer to determine the appropriate course of action.

Underperforming Students Policy

Beginning summer term 2018, an administrative rule was passed for underperforming College Credit Plus (CCP) students. Below is a summary of the administrative rule according to the requirements set forth by Ohio Administrative Code 3333-1-65.13 for College Credit Plus (CCP) Underperforming Students.

Definitions:
An **underperforming studen**t is defined as a student who meets at least one of these conditions:

1) Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
2) Withdraws from, or receives no credit for, two or more courses in the same term. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition associated with the course.)

An **ineligible student** is defined as a student who meets the definition of an underperforming student for two consecutive terms of enrollment.

CCP Probation:
- A secondary school must place an underperforming student on CCP Probation. The school must promptly notify the student, the student's parent, and each college in which the student is enrolled. The school must advise the student and the student's parent on requirements for continuing in the program.
- A student on CCP Probation may enroll in no more than one college course and the student may not enroll in a college course in the same subject in which the student earned a grade of D or F or for which the student received no credit.

- If the student had already registered for more than one course prior to being placed on CCP Probation; the student must request each college or university to dis-enroll the student from courses as necessary. The student, as noted above, may continue to be enrolled in one course. The student must notify that college of which course the student would like to remain enrolled.
- The college will confirm the course enrollment and all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. That student is also then considered an ineligible student and is dismissed from the CCP program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student's cumulative GPA to a 2.0 or higher, the student is removed from CCP Probation and may participate in the program without restrictions.
- If the grade does not raise the cumulative GPA to a 2.0 or higher, the secondary school is responsible for dismissing the student from the program.

CCP Dismissal:

- A secondary school is responsible for dismissing an ineligible student from the CCP program. The school must promptly notify the student, the student's parent, and each college or university in which the student is enrolled.
- Any student on CCP Dismissal may not take any college courses through the program.
- If the student had already registered for college courses prior to being dismissed, the student will request each college to dis-enroll the student from the courses.
- The college will confirm all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

Appeals Process Summary

1. A student may appeal to the district superintendent or school governing entity the CCP Dismissal or prohibition from taking a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.

The governing entity or superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

a) Allow the student to participate in the program without restrictions.
b) Allow the student to take a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.
c) Allow the student to participate in the program on CCP Probation.

d) Maintain the student's status on CCP Dismissal from the program. Each secondary school, prior to the start of the summer term in 2018, shall develop a policy that defines the academic progress that a student must achieve to be reinstated to the CCP program on CCP Probation or without restrictions. The policy also shall include the procedures for a student to request an appeal of the student's status.

2. The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.

- The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
- The district superintendent or school governing entity will issue a decision on the student's appeal within ten business days after the date the appeal is made.
- The decision of the superintendent or governing entity is final.
- The secondary school will promptly notify any college or university in which the student is enrolled of the decision.
    - If the decision is to continue the CCP Dismissal, the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.
    - If the superintendent or governing entity fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. If the decision on the appeal is made after the college/university's no-fault withdrawal date, the secondary school will pay for those courses.

College or University Academic Policies

Nothing in the CCP Probation and CCP Dismissal rule alters, supersedes, or affects any college's or university's policies or procedures on academic probation or dismissal. CCP students are subject to the institution's policy.

How is credit transferred between colleges/universities?

Credits earned through College Credit Plus are transferable to many public and private institutions in Ohio and out of the state. However, there is no guarantee that the class you take will transfer to the college/university you eventually attend. Students who want to transfer to another university will need to send their transcript from the Institute of Higher Learning (IHL) to the university they plan to attend. Many of the College Credit Plus courses apply towards general education requirements or electives at that school. Two websites are available to help students fully understand what courses will transfer: https://transfercredit.ohio.gov/ or www.transfer.org or https://ohiohighered.org/students

FERPA (Family Educational Rights and Privacy Act)

College Credit Plus students are college students and subject to the federal FERPA. For regular college students, this means that college records are not released to anyone, even parents, without written permission from the student. For College Credit Plus students, the high school and college may exchange information.

More Resources:

https://www.ohiohighered.org/ccp/faqs

Example Pathways for College Credit Plus at Columbus State Community College

For more pathways related to careers in Business, Education, and Fine Arts please see College Credit Plus Pathways packet.

Career in Digital Design—15 Credit Pathway

Adobe Illustrator Certificate

ENGL 1100 Introduction to Composition	3 credits
DDG 1000 Survey of Digital Design	3 credits
DDG 1100 Introduction to Computer Design	3 credits
DDG 1555 Adobe Photoshop I/A	3 credits
DDG 2750 Adobe Illustrator I/A	3 credits
	TOTAL = 15 credits

College Bound—30 Credit Pathway

Associate of Arts

Semester 1

COLS 1100 First Year Experience Seminar	1 credit
ENGL 1100 Introduction to Composition	3 credits
MATH 1148 College Algebra	4 credits
HIST 1152 American History since 1877	3 credits
SOC 1101 Introduction to Sociology	3 credits

Semester 2

ENGL 2367 Composition II	3 credits
CHEM 1100 Chemistry & Society	5 credits
GEOL 1151 Natural Disasters	3 credits
ECON 2200 Principles of Microeconomics	3 credits
PSY 1100 Introduction to Psychology	3 credits
	TOTAL = 31 credits

Important Notice to Students and Parents

- Students taking College Credit Plus courses are subject to the rules and regulations of the university they are currently attending, including add/drop dates established by the participating institution. This also includes disciplinary infractions.

- An academic advisor from the participating institution is required to meet with each student within the first two weeks of class. This may be done in a group setting.

- Your academic calendars may be different. As an example your spring break could fall at one date at ACPA and at another at the college/university you attend for College Credit Plus. You are responsible for attending classes when they are in session.

- While in college courses, students are introduced to a learning environment that promotes an open exchange of ideas. Course content is presented at an adult level and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

- Students should understand that these courses are college-level courses, and the amount of work, pace, and rigor of content in college courses may be much greater than high school courses. In addition, college course grades become a part of a student's permanent college transcript and are calculated into the college grade point average. Poor performance in college courses may affect future university admissions and financial aid. Therefore, it is important to perform well in college courses to realize the benefits of taking college courses while in high school.

- If you earn more than 30 semester hours it is possible that you may not qualify for freshman scholarship opportunities at some colleges.

- If a student fails any college course, the cost for tuition, fees, and books will be charged to the student's family. ACPA may request reimbursement for any courses that are not completed with a C or better.

- These courses and the grades associated with them will be reported on both the student's high school transcript as well as the college transcript.

- College transcripts can be requested by visiting the respective college or university website associated with the courses taken. ACPA does not have access to the college transcripts.

The Arts & College Preparatory Academy
College Credit Plus Letter of Intent to Participate 2021-2022

Submit this form to Ms. Ruff no later than April 1st

Student Name: _____

Graduation Year: _____ School(s) I am applying to: _____

Statement of Intent

- ☐ I have read and understand The Arts & College Preparatory Academy College Credit Plus Information Guide.
- ☐ I certify that I have received counseling about the College Credit Plus program at an evening meeting either at ACPA or a college campus concerning the rules and regulations for both my school and the college. If I was unable to attend the meeting, I certify that I have viewed the materials presented at those meetings on the ACPA website or ACPA Counseling Resource page on Schoology.
- ☐ I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.
- ☐ I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year and I may decide not to participate.
- ☐ I understand that it is my responsibility to notify my school counselor of my acceptance status from the college or university. If I do not gain admission to my selected institution of higher education or choose not to participate for some other reason, I know to notify my school counselor.
- ☐ I understand that it is my responsibility to apply to the college or university.
- ☐ I understand that the grade I receive will be shown on my high school transcript and will be factored into my GPA with an equivalent AP weighting AND that my grade will be recorded on my college's transcript.
- ☐ I understand that if I fail a College Credit Plus course or do not return my books that my family may be charged any fees that are incurred.

Student Signature Date

Parent Signature Date

(Continued on next page)

Option Election for 2021-2022

For the 2021-2022 school year, select the payment option for the student's course(s)

- ☐ **OPTION A**: The student/family will be financially responsible for all tuition and cost of all textbooks, materials, and fees associated with the College Credit Plus course(s).
    - The student must inform ACPA whether the student wants to receive college credit only or high school and college credit.
- ☐ **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 ACPA and redirected to the college.
    - The student will receive high school and college credit.
- ☐ **COMBINATION OF OPTIONS A & OPTION 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.

- **Please consult with your school counselor for more information and to choose the option(s) that best suits your College Credit Plus endeavors.**
- **Your selection of Option A, Option B, or Combination is tentative on this form.**
- **You must confirm your selection by your college's no-fault withdrawal date.**
- **You must also inform ACPA of your final selection.**