



# The Arts and College Preparatory Academy (ACPA) College Credit Plus (CCP) Policy & Procedures

## OVERVIEW

The Arts and College Preparatory Academy will participate in the College Credit Plus Program following Ohio Revised Code Chapter 3365 and the State of Ohio Board of Education Rules 3333-1-65.1 through 3333-1-65.10.

Under this program, students, as determined by locally adopted Board of Education policy, may enroll in up to 30 credit hours of nonsectarian and non-remedial courses within the academic year. These courses provide both high school and transcribed college credit upon completion.

## INFORMATION & REQUIREMENTS

Information and Counseling:

- This rule establishes **March 1** as the annual date by which districts must notify students and their guardians of the program and the options available.
- Students must indicate to school officials their intent to participate by **April 1**.
- Failure to do so will make them ineligible to participate without the permission of the principal and superintendent.

## PROGRAM ELIGIBILITY AND COUNSELING

To take part in this program, all of the following conditions must be met:

1. The student must be **enrolled full-time in grades 7-12 at ACPA** during the time of participation.
2. The student must be accepted by a college/university to participate in the College Credit Plus program.
3. The student and a guardian must receive information and counseling on the following topics:

- a. Program eligibility
- b. Financial arrangements for tuition, books, materials, and fees
- c. Process for granting academic credits
- d. Criteria for any transportation aid
- e. Available support services
- f. Scheduling
  - i. Students must complete the ACPA CCP Google Form
  - ii. Students must follow the scheduling process outlined by the College and Career Coordinator
  - iii. Students must complete course request submissions no later than the date provided each school year
- g. Consequences of failing or not completing a course
- h. Graduation requirements
- i. Academic and social responsibilities of students and guardians for participation.
- j. Use of college counseling services
- k. Possible risks, consequences, and benefits of participating in the program
- l. Information confirming the fact students can take college courses at no cost for high school credit.

High school credit for courses completed and passed under this policy shall count toward the graduation requirements and the subject area requirements of ACPA.

1. ACPA will award high school credit toward graduation for any college course which the student passes with a C or better.
2. College courses will be substituted for courses required for high school graduation based on comparability of content and without regard to instruction time. The credit awarded will be the same as if the comparable course were taught in the district or non-public high school.

**\* If a student elects to take a college course at the college/university as a substitute for a graduation requirement, it is strongly recommended that students discuss the content of the course with a counselor before registering for the course.**

In addition, under Federal and State law, male students who are eighteen (18) years of age or older, and who are classified as Ohio residents by the public college or university they are attending through the College Credit Plus program, are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit

Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled.

## **DISPUTES REGARDING ACCEPTANCE OF COLLEGE COURSES**

If there is a dispute between the ACPA and the student regarding the acceptance of comparable or similar college courses for high school courses, the student may appeal the decision of ACPA to the State of Ohio Board of Education. The State of Ohio Board of Education's decision concerning any high school credit granted is final.

## **RECORDING OF CREDITS EARNED UNDER COLLEGE CREDIT PLUS**

ACPA shall maintain evidence of successful completion of each college course taken under this option and of the high school credits awarded in the student's permanent record. This record shall indicate that the credits were earned as part of the College Credit Plus Program and shall name the college at which the credits were earned.

\* Please note that a student may elect to take college courses during the summer through the College Credit Plus program. To receive ACPA credit, a student must provide a transcript and the course syllabus. To ensure and receive credit for a required course, the student is advised to consult with a school counselor before enrollment.

## **STATE TESTING REQUIREMENTS**

College Credit Plus (CCP) courses, in the subject area, will satisfy the end-of-course graduation test requirement for American history, American government, and biology. The college course grade earned under College Credit Plus score may earn graduation points in place of the end-of-course tests as provided here.

## **GRADE POINT AVERAGE**

The course grades earned in a college course will be used in the calculations of the student's cumulative grade point average on the same scale as all other advanced standing programs. The credits and the grade will be posted as part of the high school transcript.

## UNDERPERFORMING & INELIGIBLE STUDENT STATUS

This portion is a summary of [Ohio Administrative Code Rule 3333-1-65](#) and is in alignment with ACPA Student Handbook.

An **underperforming student** is defined as a student who participates in the college credit plus program and meets at least one of the following conditions:

1. At the end of any semester have a cumulative grade point average of lower than 2.0 in the college courses taken through the college credit plus program;
2. Withdraws from, or receives no credit for, two or more courses in the same term.

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

### *CCP Academic Probation*

- Each secondary school is responsible for placing an underperforming student on CCP probation within the college credit plus program. The school shall promptly notify the student and the student's caregivers. The school shall advise the student and the student's caregiver on the requirements for continuing in the program.
- While a student is on CCP probation, the following apply:
  - ◆ The student should enroll in no more than one college course in any term.
  - ◆ The student should not enroll in a college course in the same subject as a college course in which the student earned a grade of D or F or for which the student received no credit.
  - ◆ If a student had registered for more than one college course for the next term before being placed on CCP probation, the student must request each college or university to dis-enroll the student from courses as necessary to comply with the above-mentioned requirements.
    - If the student elects to remain enrolled in one course for the next term, the student shall notify the college or university of the course in which the student would like to remain enrolled.
    - If the student fails to dis-enroll from any courses that conflict with their probationary status before the college's drop date without financial penalty, the student and their caregivers will be

notified that the student shall assume responsibility for all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. *Additionally, the student and their caregivers shall also be advised that the student will be deemed an ineligible student and dismissed from the program for the next term following the dismissal procedures set forth below.*

- ◆ If a student takes a course after being placed on probation and the course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the CCP Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless they are declared to be an underperforming student again.
- ◆ If a student takes a course after being placed on probation and this course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through the CCP Program, the student shall be dismissed from the Program following the dismissal procedures set forth below.

### *CCP Dismissal*

- If a student is deemed ineligible to participate in the College Credit Plus Program, the student will be dismissed from the Program.
- The secondary school shall notify the ineligible student, their caregivers, and each college/university in which the student is enrolled of their dismissal. The ineligible student and their caregivers will also be notified that the student should not take any college courses through the Program following their dismissal.
- If the student had registered for more than one (1) college course for the next term before being dismissed from the Program, the student must request each college or university in which the student is enrolled to dis-enroll the student from the Program.
- If the student fails to dis-enroll from any courses that conflict with their probationary status before the college's drop date without financial penalty, the student and their caregivers will be notified that the student shall assume responsibility for all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. *Additionally, the student and their caregivers shall also be advised that the student will extend/continue the student's dismissal from the Program for an additional term.*

### *CCP Reinstatement*

Following one (1) term of dismissal, a student may submit a request to the high school Principals to be reinstated to the College Credit Plus Program. Summer will only be counted as a term if the student is enrolled in one (1) or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether they will be reinstated on probation or without restriction.

Reinstatement on Probation: To be reinstated to the College Credit Plus Program on probation, the student must meet the following academic progress criteria:

- A. Maintain a 3.0 cumulative GPA or higher
- B. Earn B or higher in coursework similar to CCP Course

If the student fails to demonstrate academic progress as defined above, the high school Principals will extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student will remain ineligible to participate in the CCP Program until academic progress is achieved.

### *CCP Appeals - Probation & Dismissal*

Any student who has been placed on CCP probation or dismissal may appeal the decision to the high school Principals. The appeal must be filed within five (5) business days after the student is notified of the prohibition or dismissal against taking a course. Upon receiving the appeal, the high school Principals must immediately notify each college or university in which the student is enrolled that the student has filed an appeal.

When reviewing a student's appeal, the high school Principals will consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in the CCP Program. After considering such information, the Director of Curriculum may:

- allow the student to participate in the CCP Program without restrictions;
- allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;

- allow the student to participate in the CCP Program on probation; or
- maintain the student's dismissal from the Program.

High school Principals will issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The high school Principal's decision shall be final and the student shall immediately provide notification of the decision to each college or university in which the student is enrolled.

- If the high school Principals decide to continue the student's dismissal from the CCP Program and the student is enrolled in a college or university, that college or university will permit the student to withdraw from all courses in which the student is enrolled without penalty. ACPA will not pay for such courses.
- If the high school Principals fail to issue a timely decision after the date the appeal is made and the student is enrolled in a college or university, that college or university will permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the college or university's no-fault withdrawal date, ACPA will pay for such courses.

## **EXTRACURRICULAR ELIGIBILITY**

Courses taken through the College Credit Plus program count toward extracurricular eligibility.

## **CALCULATIONS OF FULL-TIME STATUS**

1. Any student who enrolls in the College Credit Plus program shall not take more than 30 college credit hours per academic year and not more than 120 college credit hours in high school. An academic year includes three terms: summer, fall, and spring term.
2. Students in the program shall not exceed full-time status. Calculate full-time status as follows:
  - a. Determine the student's number of high school ONLY credits
  - b. Multiply that number by 3
  - c. Subtract the result from the number 30 (maximum allotment)

The resulting number is the total number of college credits that a CCP student may earn that academic year.

## **FINANCIAL RESPONSIBILITY**

Students enrolled in college courses for high school credit and college credit will have no financial responsibility for tuition, materials, textbooks, and fees incurred.

Students enrolled in college coursework shall be furnished with all textbooks, materials, etc. directly related to the course(s) taken by the student. Textbooks and all course materials are the property of the district and therefore shall be returned to the district at the end of the academic semester.

Students enrolled in college courses on the college campus will be in classes with adult students. College coursework may contain adult content and adult situations and will not be changed because middle school and/or high school students are taking the course.

The academic calendar for the college/university and the academic calendar of the district may vary. For example, OSU may have classes scheduled during ACPA's spring break. The academic calendar of the college/university supersedes that of the district. Students are expected to follow the calendar of the college/university for all college courses in which they are enrolled.

### *FINANCIAL RESPONSIBILITY FOR FAILURE TO COMPLETE A COURSE*

Failure to pass a course or failure to complete a course, including course withdrawals any time after 14 days from the course start date, or nonattendance shall result in all financial obligations for that course defaulting to the student and guardian.

## **TRANSPORTATION REQUIREMENTS**

The student and/or caregivers are responsible for all transportation arrangements for participation in the College Credit Plus Program.

## **RESPONSIBILITY AND LIABILITY**

The guardian and/or student assume all responsibility and liability for the student's actions and safety while involved in any part of the College Credit Plus Program. This responsibility includes travel to and from college (if necessary), the time in



college attendance, and all other times that the student is not required to be present at ACPA.

## **CAREGIVER INVOLVEMENT**

Your student, in many cases, may be trying to complete college enrollment for the first time. We want you to support them through this process!

→ Caregivers ARE ENCOURAGED TO:

- ◆ Support your student through the decision and application process.
- ◆ Ensure your student meets application deadlines.
- ◆ Work with College & Career Coordinator to support you student.
- ◆ Help them choose courses that best align with their goals.
- ◆ Contact College & Career Coordinator with questions.
- ◆ Check in with your student about their classes. They need your support!

→ Caregivers KEEP IN MIND:

- ◆ Colleges treat students as adults and all academic information will only be shared with the student.
- ◆ College Credit Plus students are college students and subject to the federal FERPA.
- ◆ For 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.