



## Policy 4007: College Credit Plus – Advanced Standing Programs

### I. Definitions

A. The following terms are defined for the purpose of this policy:

1. Advanced Standing Program. A program that enables a student to earn credit toward a degree from an institution of higher education while enrolled in high School that enables a student to complete coursework that may earn credit toward a degree from an institution of higher education upon the student's attainment of a specified score on an exam covering the coursework. Examples include the following: advanced placement, international baccalaureate diploma, early college high School; or college credit plus program courses.
2. Public Secondary School. A community school, established pursuant to Chapter 3314. of the Revised Code, that serves grades 9-12.
3. Underperforming Student. A student who has a cumulative GPA of lower than a 2.0 in the college courses taken through the college credit plus program or, 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.
4. Ineligible Student. A student who meets the definition of an underperforming student for two consecutive terms of enrollment.

### II. Advanced Standing Programs – General

The School's educational program shall offer students enrolled in grades nine through twelve the opportunity to enroll in at least one advanced standing program. The Governing Authority has determined to satisfy this requirement through offering eligible students the opportunity to participate in the college credit plus program.

### III. College Credit Plus Program

The college credit plus program allows an eligible student to enroll at a college on a full- or part-time basis and complete nonsectarian and nonremedial courses for high School and/or college credit. Upon successful completion, a student may receive transcript credit from the college.



- A. Eligibility. A student enrolled at the School during the student's ninth, tenth, eleventh, or twelfth grade may apply to and enroll in the college credit plus program. In order to be eligible to apply the student must:
1. Inform the School Director by the first day of April or the first day of November of the student's intent to participate in the program in the next semester or term (the notice may also be provided by the student's parent). Any student who provides notification by the first day of April may be approved to participate in the program for the next full school year. Any student who provides notification by the first day of November may be approved to participate in the program for the next semester or term only. A student who fails to provide the notice by the required date may not participate in the program in the next semester or term without the written consent of the School Director. If a student seeks the School Director's consent, the School shall notify the Department of Education within 10 days of receiving the student's request for consent. If the School Director does not provide written consent, the student may appeal the School Director's decision to the Governing Authority. An appeal request shall be in writing and set forth the facts, circumstances, and other relevant information that forms the basis of the appeal. The School's Superintendent or designee shall consider the appeal and make a recommendation to the Governing Authority. The Governing Authority shall render a decision either to grant or deny the student's request to participate in the program within thirty days of receiving the notice of appeal.
  2. Apply to a public or participating private college in accordance with that institution's established admission procedures and be remediation free, in accordance with one of the assessments established for that purpose. If the student scores within one standard error of measurement below the remediation-free threshold, the student shall be considered to meet this requirement if the student:
    - a. Has a cumulative high School grade point average of at least 3.0, or have at least the established grade point average for their grade level;
    - b. Receives a recommendation from a School counselor, School director, or career-technical program advisor;
    - c. Meets the college and relevant academic program standards established for admission, enrollment, and course placement, including course-specific capacity limitations.



3. Elect, at the time of enrollment, to participate under either of the two enrollment options as follows:
  - a. The participant is responsible for payment of all tuition and fees associated with the course (participants under this option must also elect at enrollment either to receive only college credit or both high School and college credit for the course upon successful completion); and
  - b. If the course is eligible for funding, the participant may elect to have the college reimbursed from the department of education (If this option is elected, the participant will be awarded both high School and college credit upon successful completion); and,
  - c. Sign a form (by both the student and the student's parent), provided by the School, stating the student has received the required counseling and that they understand the responsibilities they assume in the program.
- B. Special situations affecting eligibility.
  1. Participation during a period of expulsion. During a period of expulsion, a student is prohibited from applying to college unless the student has been admitted to another public secondary School or participating non-public School. It is the policy of the Governing Authority that the School shall not award a student high School credit for college credit plus courses (Chapter 3365. of the Revised Code) or for courses completed outside of regular School hours (Section 3313.613 of the Revised Code) for any portion of which were taken during a period of expulsion from the School.
  2. Expulsion during participation in the program. If a student is expelled during their participation of the program, the college may withdraw the student's acceptance. Upon expulsion, the School's Superintendent or designee shall send a written notice to the college in which the student is enrolled. The notice shall include the date the expulsion is scheduled to expire and that the Governing Authority has adopted a policy to deny high School credit for courses taken under the program during an expulsion. If the expulsion is extended, the Superintendent or designee shall send an updated notice to the college. If the student opted to participate under the state funded option, the Superintendent or their equivalent shall send notice to the expelled student that their participation under that option is revoked for all courses enrolled in under the program and, if the college does not withdraw its acceptance, the student is required to pay all applicable tuition and fees, including textbooks and materials provided by the School or the college.



3. The state funded option. A student in grade nine may not enroll in courses for more than the equivalent of four academic School years; a student in grade ten may not enroll in courses for more the equivalent of three academic years if the student enrolled for the first time in grade ten; a student in grade eleven may not enroll in courses for more than the equivalent of two academic years if the student enrolled for the first time in grade eleven; and, a student in grade twelve may not enroll in courses for more than the equivalent of one academic year if the student enrolled for the first time in grade twelve.
4. Seventh and eighth grade students. If the School offers seventh or eighth grade, a seventh or eighth grade student may participate in the program provided they meet all other participation and eligibility requirements applicable to secondary grade students.
5. Eligible students may participate during the summer term of the higher education institution in which they are enrolled. All program requirements apply, notice of intent to participate must be provided as set out in rule by the Chancellor of the Department of Higher Education.
6. Underperforming students:
  - a. The School is responsible to place an underperforming student on probation and to place an ineligible student on dismissal from the college credit plus program. The School shall promptly notify the student, the student's parents/guardian, and each institution of higher education in which the student is enrolled of the student's status. The School shall advise the student and his/her parent/guardian on the requirements for continuing the program.
  - b. A student will be placed on probation when his/her cumulative GPA earned in college courses is lower than 2.0 or when the student withdraws from two or more courses in the same term.
  - c. When on probation, the student may enroll in no more than one college course and may not enroll in a course in the same subject in which the student earned a D or F or received no credit. A student remains on probation until the student has improved his/her cumulative GPA to 2.0 or higher (maximum of two terms).
  - d. If a student takes a college course while on probation and the course grade earned raises the student's cumulative GPA to a 2.0 or higher, the



student may be removed from probation and may participate without restrictions unless the cumulative GPA earned becomes subject to the rule again. If a student on probation taking a college course does not raise his/her cumulative GPA to a 2.0 or higher, the School will place the student on dismissal from the program.

- e. A student who is on probation for two consecutive college terms shall be placed on dismissal. Once a student is placed on dismissal, the student may not enroll in college courses. Upon dismissal, the School shall promptly notify the student, the student's parent, and each college or university in which the student is enrolled.
- f. If a student is registered in college courses prior to being placed on probation or dismissal, the student shall request to dis-enroll from courses necessary to comply with the rules. If the student fails to dis-enroll as required, the School shall promptly notify the student and his/her parent/guardian that the student shall be responsible for paying all tuition, fees, textbooks and all course costs and will be declared ineligible and dismissed from the program for the following term.
- g. A student who is placed on dismissal or probation may request an appeal. A written or verbal request to appeal may be submitted by the student, parent or guardian to the School Director or designee. A student who requests an appeal shall do so within five business days after being notified of the being placed on college credit plus program probation or dismissal. The School shall promptly notify any institution of higher education in which the student is enrolled that the student has requested an appeal. A date will be set, and the School's Superintendent or designee will hear the appeal and shall consider any extenuating circumstances separate from academic performance that may have affected the student's college credit plus program status and/or performance. The School's Superintendent or designee shall make a recommendation to the Governing Authority. The Governing Authority decision will be made within ten business days after the appeal was received. The decision will be final and shall grant one of the following: permission to participate without restrictions, permission to participate under probation status, or no permission. Dismissal status shall be final. Requirements for a student's return to participation include a high School GPA of 3.0 or higher and compliance with School policies and guidelines on conduct and behavior. The School shall notify any institution of higher education in which the student is enrolled of the decision.



- h. A student who wins an appeal but fails to maintain a high School GPA of 3.0 or higher and/or fails in compliance with behavior and conduct guidelines, will be subject to permanent dismissal from the program.
      - i. Institutions of higher education shall comply with the decisions of the School and shall not require payment for courses from which students withdraw before the no-fault withdrawal date. If the decision on a student's appeal is made after the institution's no-fault withdrawal date, the School shall pay for the course(s).
      - j. The School's performance coach, career lead, or designee is designated to monitor student performance and discuss available resources for assisting students at risk of probation or dismissal.
  - 7. Currently Governing Authority does not provide or arrange transportation of students in grades nine through twelve. However, if the Governing Authority determines at a later date to provide or arrange for transportation of students in grades nine through twelve, under Section 3314.091 of the Revised Code, a parent of a participant enrolled under an option where both high School and college credit are provided may apply to the Governing Authority for full or partial reimbursement for the necessary costs of transporting the student between the School and the participating college pursuant to guidelines established by the State Board of Education.
- C. The School shall adhere to the following requirements in the promotion and implementation of the college credit plus program. The School shall:
- 1. Provide information to students on the college credit plus program prior to February 1st, each year to all students in grades 6-11;
  - 2. Provide counseling services to students and their parents before the student participates in the program to ensure that parents and students are fully aware of the possible consequences and benefits of participation. The counseling shall provide information about the following:
    - a. Program eligibility;
    - b. Process for granting academic credits;
    - c. Any necessary financial arrangements for tuition, textbooks, and fees;
    - d. Criteria for transportation aid;
    - e. Available support services;
    - f. Scheduling;
    - g. Possible Consequences and Benefits;



- i. The consequences of failing or not completing a course, including the ability to complete the secondary School's graduation requirements;
    - ii. The effect of a grade attained in a course being included in the student's grade point average, as applicable;
    - iii. The benefits to the student for successfully completing a course, including the ability to reduce overall costs of, and the amount of time, for a college education.
  - h. The academic and social responsibilities of students and parents under the program;
  - i. Information about and encouragement to use the counselling services of the college; and,
  - j. The standard packet of information for the program developed by the Chancellor.
3. Promote program on the School's website, including details of current agreements with partnering colleges;
  4. Schedule at least one informational session per School year to allow each partnering college, located within 30 miles, to meet with interested students and parents that shall include the benefits and consequences of participation and outline any changes or additions to the requirements of the program and if there are no partnering colleges within 30 miles, the School shall coordinate with the nearest partnering college to offer the informational session;
  5. Implement a policy for the awarding of grades and the calculation of class standing for courses taken under the college credit plus program that is equivalent to other offered advanced standing or honors courses, if any;
  6. Develop model course pathways, pursuant to Section 3365.13 of the Revised Code, and publish the model pathways in the official list of course offerings for the program;
  7. Annually collect, report, track specified data related to the program, including data reporting guidelines developed by the chancellor and superintendent of public instruction;



8. Ensure that any instructor teaching a college credit plus program course is credentialed according to the requirements established by the chancellor and the Ohio board of regents;
9. Ensure that any courses offered at the high School meet legal requirements for the program; and,
10. Provide the School's sponsor with copies of the School's website pages promoting the program and showing compliance with legal, policy and any other sponsor requirements.

#### **IV. Form Requirements – Management Company Delegation**

For the convenience of students and their parents, the Management Company is directed to use standard forms (including, but not limited to, forms developed by the chancellor and the Department of Education and Workforce) to implement this policy and any required procedures. The standard forms shall include all required information and meet the School's specific duties, obligations, and responsibilities as set out above and/or required by law.