



St. Clairsville High School

2024-2025 School Year

College Credit Plus

What is it?

College Credit Plus (CCP) enables eligible students to take a college course and earn both high school and college credit at the same time. This credit appears on both a student's high school and college transcripts. CCP is part of Ohio law that requires all state public high schools to provide students in grades 7-12 with an opportunity to earn college credit toward a degree or career certification during their high school career. The purpose of the program is to promote rigorous academic pursuits and to provide a wide variety of options for college-ready students.

Who?

Ohio public school districts and Ohio public colleges and universities **must** participate in CCP. Nonpublic colleges or universities may choose to participate.

What are the requirements to participate?

Students are required to demonstrate they are college-ready through ACT scores or other college readiness assessments.

Details

St. Clairsville-Richland City School students have an opportunity to complete College Credit Plus coursework both **on the high school campus** and on a college campus. CCP courses offered in our high schools are taught by teachers who hold credentials as adjunct professors at an Ohio college or university AND work directly with college or university faculty members. Successful completion of coursework in the CCP program will earn students transcribed college credit that can be transferred to universities and colleges. When choosing to take college coursework, students and families have many available options. As you decide what coursework is best for you, be sure to consider your future plans and the portability of the credit, and consult both your high school counselor and the college counselor.

Cost

There is no cost for the student to participate in CCP when the student is enrolled in a public college or university. Students choosing to enroll in a participating private college or university will incur tuition.

How does a student get started?

Students and parents have an opportunity to attend a meeting each winter where additional information is provided and questions answered by district and college staff. Intent to Participate Forms can be obtained from your guidance counselor. The **Intent to Participate Form** requires your CCP Coordinator and parent/guardian's signatures and must be received by **April 1st** of the year before your participation. Students must be accepted into the college/institution in which they intend to participate. Admitted students can enroll in CCP courses offered on the St. Clairsville High School Campus during the course registration process. CCP courses on a college or university campus will be scheduled with the institution of higher education. Student participants and their parents/guardians must be aware of the possible risks and consequences of taking part in the College Credit Plus program, such as the financial obligation to reimburse the district if a student fails, does not complete the course, or withdraws from a course after the deadline.

Key Points to Consider

- The College Credit Plus Program allows each student to not take more than 30 college credit hours per academic year and not more than 120 college credit hours in the program.

To calculate:

1. Determine the student's number of high school ONLY units
 2. Multiply the number of courses by 3 units
 3. Subtract the result from the number 30
 4. That number is the total number of college credits the student may earn that academic year.
- **High school graduation requirements will not be waived as a result of participation in College Credit Plus.**
 - Beginning with the Class of 2018, the State Department of Education requires end-of-course exams to be taken when the student completes the class. Students must still participate in the ELA II, Algebra I, Geometry, and Biology tests. For the courses including American History, American Government, and Biology, the following conversion chart will be used to determine the number of graduation points a student will receive based on the grade he or she receives for the College Credit Plus course:

College Credit Plus Course Grade (Science & Social Studies only)	Ohio Graduation Points
A or B	5
C	4
D	3
Fail or Drop the course	0

- If you are an athlete, you must remain eligible per the Ohio High School Athletic Association (OHSA) bylaws. **To be athletically eligible, students must be passing five one-credit courses or the equivalent per grading period with the high school and college courses combined.** Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic compliance.
- Beginning with the 2018 summer term, the new administrative rule for College Credit Plus (CCP) Underperforming Students must be implemented.
 - An **underperforming student** is defined as a student who meets at least one of these conditions:
 - Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
 - 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 the 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 the 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 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 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.

****St. Clairsville-Richland City School District will not pay for courses that are remedial or sectarian. If a student withdraws from a college course after the deadline (14 days), the district will charge the student for the course. If a student withdraws from a CCP course after the deadline, the student is ineligible to be transferred back into the traditional high school course at that time.**

****St. Clairsville-Richland City School District has adopted a textbook policy in which students must first check with the high school to see if they have the textbook needed for the course. After the course is completed, students must return college textbooks to the high school office. If a student wishes to purchase the textbook, they must purchase it at the cost of the district purchase price. Failure to follow the textbook procedure will result in the student/parents' obligation to pay for the textbook.**

****The college transcript will be incorporated onto the high school transcript as it is received for the College Credit Plus courses. Any coursework taken through self-pay or over the 30 hours allotted will not count for high school credit.**

Ohio Department of Education FAQs

Can I participate?

If you are an Ohio student in grades 7-12, you can apply for College Credit Plus admission to any Ohio public or participating private college. The college will admit you based on your college readiness in one or more subject areas. Your school counselor can help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated high school graduation date.

How can College Credit Plus benefit me?

College Credit Plus provides more options for you to pursue rigorous academic coursework beyond the high school classroom. Under College Credit Plus, you can complete your freshman year of college or more or explore college content that interests you. Earning college credits while you're in high school can reduce the time and cost of attending college after high school.

Where can I take college classes?

Some college courses offered under College Credit Plus may be offered at your high school. St. Clairsville-Richland City Schools has partnered with the University of Akron, Ohio University Eastern, and Belmont College.

Will College Credit Plus grades appear on my high school transcript?

Yes. High school credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. All College Credit Plus courses **will receive honors points in the subject area - not curriculum – of the honors point class/course.**

What are the required steps to participate in College Credit Plus?

Each year, St. Clairsville-Richland City School District will hold information sessions and list information on our district website regarding the College Credit Plus Program prior to March 1. By March 30, partnering colleges will hold information sessions on how to apply to their institution.

- All students interested in participating in St. Clairsville's College Credit Plus program must submit a "College Credit Plus Intent Form" to the CCP Coordinator no later than April 1. The CCP Intent Form must be completed in its entirety and signed by both the student and parent/guardian. **This intent form must be completed annually for those students wishing to continue in the CCP program.**
- Contact colleges for information, application forms, and criteria for acceptance into their College Credit Plus program. You must go through the procedures established by the college for CCP admission, and it is the student's responsibility to take any required college placement test to ensure you are college-ready. Contact the college for the placement test information.
- For students who need to take a placement test for admission purposes, they must contact the college or university or make individual arrangements.
- Register for classes at the college that you have been admitted to and provide a copy of your schedule to the CCP Coordinator.
- **Returning CCP students must submit the CCP Intent Form.** Students only need to complete applications to any college they have not previously attended.
- Remember it is the responsibility of the student and his/her family to meet college application and registration deadlines.

Ohio Department of Education FAQs continued

NOTE: St. Clairsville High School may not overload/change courses to accommodate CCP coursework. Scheduling conflicts are not the responsibility of the school district or college. In the event a student is enrolled in an online-only CCP course, and an in-person option is available on St. Clairsville Schools' campus, students may request a change in placement within the first two weeks of the semester. St. Clairsville Schools will work with the student to accommodate potential conflicts in scheduling but may not be able to resolve all conflicts for a variety of reasons. In some cases, college courses may be dropped due to low enrollment.

Ohio Department of Education FAQs continued

How does College Credit Plus impact athletic eligibility?

If you are a student-athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five one-credit courses or the equivalent per grading period with the high school and college courses combined. Please check with your counselor to ensure that the coursework you are taking is compliant with the OHSAA.

Note: If a student is participating in the College Credit Plus program, regardless of where or how the post-secondary course is delivered, the calculation of equivalency has changed. Please note that in accordance with Bylaw 4-4-1, all courses taken in College Credit Plus must count toward high school graduation. It is highly recommended that you review the program requirements and obtain a copy of the regulations governing College Credit Plus. This information can be found at www.ohiohighered.org/ccp. In addition, eligible students electing to participate in CCP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over, and 2.) The student-athlete is taking enough post-secondary coursework exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately.

Examples of CCP options:

Example 1: 1st Nine-Week Grading Period

Subject	School	Credit & Duration	Credit Equivalency
History	High	(1 Year Course)	1x1 = 1
Literature	CCP	3 semester hours	1x2 = 2
Calculus	CCP	5 semester hours	1x2 = 2
Biology	CCP	3 semester hours	1x2 = 2

Total Credits 7 = eligible for 2nd grading period provided five credits passed.

Example 2: 4th Nine-Week Grading Period

Subject	School	Credit & Duration	Credit Equivalency
French	CCP	5 semester hours	1x2 = 2
Sociology	CCP	3 semester hours	1x2 = 2
Computers	CCP	2 semester hours	.67x2 = 1.34
Geology	CCP	3 semester hours	1x2 = 2

Total Credits 7.35 = eligible for 1st grading period of next school year provided all courses passed.

The factor of 2 is used for post-secondary institutions that are on the semester system. Note that this student is taking all courses in CCP, which is acceptable.

Is the college credit I earned in high school through CCP guaranteed to transfer to another post-secondary institution?

Thanks to Ohio's Transfer to Degree Guarantee, many entry-level courses earned at an Ohio public college are guaranteed to transfer to any other Ohio **public** college. Credits earned at private colleges, or those that you want to transfer to an out-of-state institution, will be evaluated on a case-by-case basis by the institution you are seeking to attend. Go to the [Ohio Transfer to Degree Guarantee](#) website to learn more about credit transfer among the state's public institutions of higher education. This tool allows you to find the best pathways to completing your degree and launching a successful career. Earning college credit will not affect applications for financial aid/scholarships limited to entering freshmen.

Ohio Department of Education FAQs continued

When I apply to a public college or university, am I considered a first-time student or a transfer student?

Students who take college courses before graduating from high school are considered first-time students. Contact the colleges/universities that you attended while in high school to request official transcripts to be sent to your new institution so that completed courses can be evaluated for transfer credit.

How are high school graduation requirements affected?

High school graduation requirements will not be waived as a result of participation in College Credit Plus. You will not receive a diploma until after the course is successfully completed and the graduation requirement is met. However, you may participate in the graduation ceremony if proof is presented that you are progressing satisfactorily one week prior to graduation. Some school districts will have graduation requirements beyond the state minimum requirements. CCP students are still required to meet the local requirements for graduation.

I thought that a public school student could take 30 credit hours each academic year. Why was my son/daughter told that he/she could only take a smaller number of credits this year?

In order to determine the number of credit hours a student can take in a year, the secondary school must calculate the number of course credits that are for high school credit only and multiply that by 3. That number is then subtracted from the 30 hours. The result is the maximum number of credit hours a student can take in the College Credit Plus program. (This is based on a semester system.)

30 – (high school only credits x 3) = Maximum number of College Credit Plus credit hours

This calculation must be completed each year for a student as the high school credits may change. Also, students may only take a maximum of 120 credit hours in the program.

If students would like to take more than the maximum number of credit hours, the student can arrange to register and pay for those additional credit hours as a "self-pay" student. Those hours would be outside of the College Credit Plus program.

What are my academic and social responsibilities?

You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to your school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

Ohio Department of Education FAQs continued

What courses are available through College Credit Plus?

Once you are admitted to an Ohio college for College Credit Plus, you will enroll in college courses based on Course Eligibility Rule 3333-1-65.12. The first 15 credit hours must be Level I allowable courses before progressing to a Level II course. Not all college courses will satisfy your high school graduation requirements.

Level I Allowable Courses

- Transferrable course: Part of CTAG, OTM, or TAG or equivalent at a private college/university (i.e. CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- Course in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- Technical certificate course
- 15-credit hour or 30-credit hour model pathway course
- Study skills, academic or career success skills course
- Internship course

Level II Allowable Courses

- Any other college course that is not a Level I course

Non-Allowable Courses

- One-on-one private instruction course
- Course with high fees (\$750 or more)
- Study abroad courses
- Physical education courses
- P/F or S/U grades
- Remedial course
- Religion course

Who pays for college admission, textbooks, required course supplies, and fees?

- CCP students from **public or non-public high schools** who attend a **public college** are NOT required to pay for college course tuition, instructional tools, or supplies under any circumstances. **Homeschool students** are responsible for providing their own instructional tools ("books") but not tuition or course-required supplies. Homeschool and non-public students must apply for College Credit Plus funding to pay for tuition. For more information, visit this website: (<http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus>)
- Secondary (public and non-public/chartered) schools are responsible for providing instructional tools ("books") for their CCP students. The postsecondary institution must waive fees for these students and is also responsible for providing supplemental supplies required by the course syllabus.
- A school district or nonpublic school will seek reimbursement from students/families under the following two circumstances: 1) If the student receives a failing grade at the end of the college course, or 2) If the student withdraws from or drops the college course subsequent to the 14th calendar day after the particular course began unless the student is identified as being economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6(B)(2).

Ohio Department of Education FAQs continued

Who is responsible for transportation?

Responsibility for transportation rests with the student.

What happens if I fail a class?

Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district will seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district will withhold grades and credits received for high school courses taken until reimbursement has been made.

How do I get my College Textbooks?

Most universities are now requiring CCP students to purchase all textbooks through their respective university's eCampus website. In some cases, this means you cannot purchase textbooks in person at the campus bookstore. All students must see the CCP Coordinator before purchasing any textbooks, whether electronically or hard copy.

What are the Textbook Costs and Processes?

Textbooks for CCP courses come at NO cost to families. However, they do come at a cost to district funds. The Ohio Department of Higher Education expects students to return CCP textbooks back to the school district. This allows districts to recoup some of the costs associated with textbooks. At the end of the CCP course, please return your CCP textbooks to your school CCP Coordinator. *At St. Clairsville, WE are Fiscally Responsible. Thank you for your help in being good stewards of our finances. This will help us increase opportunities for students.*

Ohio Department of Education FAQs continued

If a student takes more than 30 credit hours in a year, what is the student/family responsible to pay?

Students who register for more than 30 credit hours will be responsible for paying for the entire course that placed them over the 30-hour limit. Because that class is "outside of CCP," public institutions of higher education must charge their regular tuition rate unless they obtain a Chancellor-approved tuition waiver. It is very important to note that students must be informed of the fact that they are over 30 hours prior to the course starting date. Institutions of higher education must inform the school of all student registrations with a pre-term notice at least 14 days before the course begins. Secondary schools must review the notice (or multiple notices if students are registered with more than one institution) to determine the number of hours for which a student is registered. If the student is over 30 hours, the school must inform the student of the option to drop the course before the census date or continue with the course as a "self-pay" student at the regular tuition rate.

Can CCP courses in American History, American Government, and Physical Science/Biology meet the graduation requirements?

Students may earn graduation points through approved substitute tests:

College Credit Plus courses in the subject area will satisfy the EOC graduation requirement of American history, American government, and biology, and the college course grade earned under College Credit Plus may earn graduation points in place of the end-of-course tests.

It is important to note while students can earn graduation points for CCP coursework in biology, all schools must administer the **biology end-of-course tests** to all students in order to satisfy federal testing requirements. CCP students may use their course grade OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American History or American Government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course.

There are no CCP substitutions for mathematics or English language arts. Students may use math and English language arts CCP courses to satisfy the curriculum requirements, but schools must administer the EOC tests to students to earn graduation points.

How do college courses earn me high school credit?

College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in a 1.0 Carnegie unit earned at the high school. A two-credit-hour college course will earn students 2/3 of a high school credit, and a one-credit-hour college course will convert to 1/3 of a high school credit.

Can I take courses during the summer?

The College Credit Plus Program includes courses taken during the summer term. The summer term will apply as the first term of the next school year. If you want to participate during a summer term, you must submit your letter of intent to participate early enough (between February 15 and April 1) to apply and gain admission to the college and register for course(s) in the spring. Many college summer terms begin in May.

We just received a Form 1098-T document from the college in which my child is enrolled for College Credit Plus. What is the 1098-T, and what do we as a family do with it?

The Internal Revenue Service (IRS) indicates that a 109-T form is a Tuition Statement that educational institutions must provide for each student they enroll and for whom a reportable transaction has been made (<https://www.irs.gov/forms-pubs/about-form-1098-t>).

Since the student participated in College Credit Plus and the tuition and other expenses were paid using State of Ohio funds in the previous tax year, the institution would have documented that transaction under your student's account. Families can consult with a tax preparer or review additional information about this form to see if it applies to your tax return.

Guidance for Grades & Tuition

This guidance document provides some examples of course outcomes for students in the College Credit Plus (CCP) program. Specifically, these examples address various issues, including the fiscal responsibility for the course tuition, the option of repeating a course, and the Underperforming Student Rule¹. While not all scenarios are covered in this document, the most common scenarios are addressed.

Examples of Course Outcomes	High School Graduation Impact	Tuition Source (first-time student is enrolled)	Tuition Source (if course is repeated)	Underperforming Student Rule ¹ Impact
Student passes a course but wants to retake it (i.e., student received a passing grade, D- or above, on the college transcript).	College course grade is applied to the high school transcript in satisfaction of graduation requirement in that subject area.	State funds ² : 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State-awarded funds	If the college's policy allows students to retake a previously graded course, then the student/family is responsible for the tuition at the college's standard tuition rate if the course is repeated.	While a student is on CCP Probation, the student shall enroll in no more than one college course in any term, and the student shall 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.
Student withdraws before the roster date, 14th day after the college course begins. (No grade or transcript entry is issued.)	Student will not receive credit for this course and, therefore, will not have satisfied the intended high school graduation requirement.	No state funds will be utilized for this course outcome. ³	State College Credit Plus funds: 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State-awarded funds	This course will have no impact on the student's GPA; therefore, the Underperforming Student Rule will not apply to this course outcome.

Examples of Course Outcomes	High School Graduation Impact	Tuition Source (first time student is enrolled)	Tuition Source (if course is repeated)	Underperforming Student Rule ¹ Impact
Student withdraws after the roster date (i.e., student received a "W" grade on college transcript).	Student will not receive credit for this course and, in this case, has not satisfied the intended high school graduation requirement.	State funds: 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State-awarded funds <i>If the student is not considered economically disadvantaged⁴, the Public District may seek reimbursement⁵ from the student or the student's parent for the amount of state funds paid to the college on behalf of the student for that course. A nonpublic school may seek reimbursement from the participant or the participant's parent. Upon collection of the reimbursement among, the nonpublic school shall send the amount to the Superintendent of Public Instruction.</i>	State College Credit Plus funds: 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State-awarded funds	While a student is on CCP Probation, the student shall enroll in no more than one college course in any term, and the student shall 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.
Student receives a failing grade in the course (i.e., student received an "F" or a no credit grade "NC" or "NP" or another equivalent grade from the college).	A failing grade is applied to student's high school transcript. If the course is retaken, in accordance with the college's policy, then the new grade may be applied to student's high school transcript in satisfaction of graduation requirement in that subject area. If a proper reimbursement request is made, the public school may withhold grades and credit received by the participant for high school courses taken until the reimbursement has been provided.	State funds: 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State-awarded funds <i>If the student is not considered economically disadvantaged⁴, the Public District may seek reimbursement⁵ from the student or the student's parent for the amount of state funds paid to the college on behalf of the student for that course. A nonpublic school may seek reimbursement from the participant or the participant's parent. Upon collection of the reimbursement amount, the nonpublic school shall send the amount to the Superintendent of Public Instruction.</i>	If the college's policy allows students to retake a previously graded course, then the source is State College Credit Plus funds: 1) Public School Student: School district foundation funds 2) Nonpublic school and homeschooled students: State-awarded funds	If the student's CCP cumulative GPA is less than 2.0, then the student must be placed on CCP Probation. While a student is on CCP Probation, the student shall enroll in no more than one college course in any term, and the student shall 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.

For more details on the following footnotes, please review the Ohio Revised Code (ORC) or Ohio Administrative Code (OAC) references (<http://codes.ohio.gov>):

¹ Underperforming Student Rule: ORC 3365.091, OAC 3333-1-65.13

² State funds: ORC 3365.07, ORC 3365.071

³ Withdrawal of course: ORC 3365.07(F)

⁴ Economically disadvantaged: ORC 3365.09(C), OAC 3333-1-65.6

⁵ Seeking reimbursement: ORC 3365.09



Intent to Participate in College Credit Plus

Academic Year 2024 – 2025: Public Schools

Date*	
School Name	
Student Name	
Student Grade in 2024 – 2025	
Parent/Guardian Name	
Home Address	
Parent Phone Number	
Parent Email Address	
Student Phone Number	
Student Email Address	

**After April 1, you will need permission from the school principal to participate.*

Declaration of Intent

I want 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 upcoming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college and that I understand my responsibilities, the benefits, and the possible risks of participating in the College Credit Plus program.

Please sign and return this form to the secondary school by April 1, 2024.

Parent Signature	
Student Signature	
Date	

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 • Phone: (740) 695-1624 • Fax: (740) 695-1627 • Website: stcschools.com

SUPERINTENDENT'S OFFICE

Dr. Walter Skaggs, Superintendent
Christina Laudermilt, Asst. Superintendent/Dir. of Curriculum
Michele Grant, Director of Special Education
Jim Yates, Network Administrator
Sharon Harrison, Executive Administrative Assistant
Darlene Graham, EMIS Coordinator
Tammy Kopyar, Administrative Assistant/Registrar



TREASURER'S OFFICE

Amy Porter, Treasurer/CFO
Betty Milhoan, Assistant to the Treasurer
Valerie Lachendro, Assistant to the Treasurer
Treasurer's Office Fax: 740-695-5805

College Credit Plus Textbooks Purchasing Policy

The College Credit Plus law states the school district is responsible for providing instructional tools ("textbooks") for their College Credit Plus students. All St. Clairsville-Richland City School District students taking college credit courses on a college campus or through online access must obtain a list of textbooks for their courses from the college. Once the list of textbooks has been obtained, the list of textbooks (including the ISBN numbers) shall be provided to the St. Clairsville High School College Credit Plus Coordinator, Mrs. Laudermilt, as soon as possible to ensure students will have the textbooks before the start of the course. The College Credit Plus Coordinator will then check the list of textbooks with the district's current college textbooks inventory to ensure that we do not have the textbooks in our inventory before ordering new textbooks. The College Credit Plus Coordinator will communicate with the student on the next steps to obtain the required college textbooks. **Failure to follow the procedure will result in the student or parent/guardian's obligation to pay for the textbook.**

The college textbooks purchased for the College Credit Plus program are the responsibility of the district and, therefore, are district property. All students are required to return college textbooks to the St. Clairsville High School College Credit Plus Coordinator in a timely manner upon completion of college coursework. Please note that if college textbooks are not returned, the district has the right to charge the student for the textbooks.

Please do not go directly to the college bookstore or online portal to purchase your college textbooks, no matter the guidance from the college. The district is in charge of purchasing all college textbooks. Thank you for your cooperation.

I (Parent/Guardian and Student) acknowledge by my signature below that I have read and understood the district's college textbook purchasing policy.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 • Phone: (740) 695-1624 • Fax: (740) 695-1627 • Website: stcschools.com

SUPERINTENDENT'S OFFICE

Dr. Walter Skaggs, Superintendent
Christina Laudermilt, Asst. Superintendent/Dir. of Curriculum
Michele Grant, Director of Special Education
Jim Yates, Network Administrator
Sharon Harrison, Executive Administrative Assistant
Darlene Graham, EMIS Coordinator
Tammy Kopyar, Administrative Assistant/Registrar



TREASURER'S OFFICE

Amy Porter, Treasurer/CFO
Betty Milhoan, Assistant to the Treasurer
Valerie Lachendro, Assistant to the Treasurer
Treasurer's Office Fax: 740-695-5805

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) and associated regulations set forth requirements designed to protect the privacy of student education records. FERPA protects all college students, including College Credit Plus participants, who are currently enrolled or formerly enrolled, regardless of their age. Students may consent to the release of their education records by completing and signing below.

By signing below, the student is allowing his/her parent/guardian access to their course information and grade reports while enrolled in the College Credit Plus program. This information is requested annually and must be reviewed annually.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____