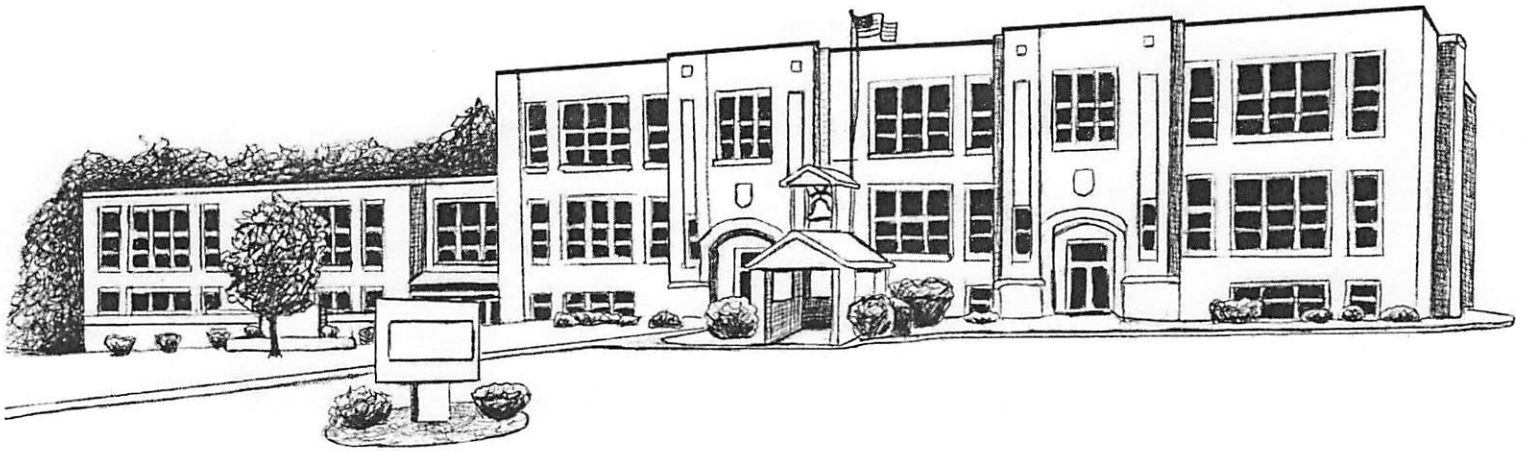


Waterford



College Credit Plus (CCP) Handbook 2024-2025

WHAT IS COLLEGE CREDIT PLUS?

College Credit Plus is Ohio's dual enrollment program offering students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses through Ohio colleges and 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.

College level coursework can substitute for high school course requirements. In addition, students may earn credit toward earning a college degree or certification. School counselors can help students understand graduation requirements and CCP course substitutions. College advisors can assist students with career pathway and degree planning.

Students may choose to take courses through any Ohio public college or university or any participating private Ohio college. Some additional fees may apply at private institutions. Courses can be taken on the college campus, online or at Waterford High School. Students may also take courses from multiple colleges during the same semester.

ELIGIBILITY REQUIREMENTS

1. Students must be an Ohio resident and enrolled in Grades 7 -12 in an Ohio secondary school or receive homeschooling instruction.
2. Students must exhibit college readiness as determined by the college of attendance, for example Accuplacer testing, ACT scores, transcript review, etc.
3. The college, not Waterford High School, sets eligibility requirements.
4. Students must complete all graduation requirements including testing and seal requirements as determined by Waterford High School.

APPLICATION REQUIREMENTS

1. Students must submit a Letter of Intent to Participate to the high school by April 1 for each year of participation.
2. Students must apply to the college of choice meeting all deadlines. Apply online on the college's website. Apply as a current high school student enrolling in CCP coursework.
3. Students must submit the Mature Content Questionnaire, Parent/Student Acknowledgement Form and Permission Slip upon application to the college of choice.
4. Students may apply to and attend multiple colleges.

COURSE ELIGIBILITY RULES

1. Students must complete their first 15 credits in Level I courses, which include:
 - Transferable courses
 - Courses in IT, Computer Science, Anatomy & Physiology, foreign language
 - Courses that are part of a technical certificate
 - Courses that are part of a 15 or 30 credit pathway
 - Courses in study skills, academic or career success
2. Colleges must post their Level I courses.
3. Once a student completes the first 15 credit hours in Level I, he or she can enroll in Level II courses. Level II courses are any other allowable college courses for which a student meets the prerequisites.
4. Non-allowable courses include:
 - Private applied courses with one-on-one instruction such as performing art lessons
 - Courses with high fees
 - Study abroad courses
 - Physical Education courses
 - Pass/Fail graded courses
 - Remedial courses or sectarian/religious courses

TRANSCRIPT REQUIREMENTS

1. College Credit Plus grades earned in the college course will be the same grade entered on the high school transcript. No exceptions.
2. CCP course grades are used in **BOTH** the high school and college GPAs.
3. Since WHS does not use a weighted grading scale for any high school course, no weights are added to the CCP course grades.
4. The high school will follow all Add/Drop deadlines set by the college.
5. Course Credit Conversions

College Semester Hours	High School Credit
1 semester hour	.33 high school credit
2 semester hours	.66 high school credit
3 semester hours	1.0 high school credit
More than 3 semester hours	1.0 high school credit

MAXIMUM ALLOWABLE CREDIT HOURS

Students are allowed to take a maximum of 30 credit hours per year. This includes courses taken during the previous summer, fall, and spring. It also applies to any combination of regular high school courses and CCP courses. The maximum number of credits allowable while participating in the program is 120.

SAMPLE CALCULATIONS

CCP Courses Only:

Fall Semester		Spring Semester	
Composition 1	3 credits	Composition 2	3 credits
State and Local Government	3 credits	Ethics	3 credits
Speech	3 credits	Western Civilizations	3 credits
Medical Terminology	3 credits	PC Applications	3 credits
Biology	3 credits	Psychology	3 credits
Total	15 hours	+	Total 15 = Max 30 Hours

High School and CCP courses:

Fall Semester		Spring Semester	
Composition 1	3 credits	Composition 2	3 credits
American Government	3 credits	Psychology	3 credits
HS Trigonometry	3 credit	HS Calculus	3 credits
HS Manufacturing Opers.	1.5 credits	HS Manufacturing Opers.	1.5 credits
HS Art	1.5 credits	HS Art	1.5 credits
English 11A	1.5 credits	English 11B	1.5 credits
Chemistry A	1.5 credits	Chemistry B	1.5 credits
Total	15 hours	+	Total 15 = Max 30 Hours

If Susan is taking 5 high school classes, how many CCP credit hours can she take?

$$5 \times 3 = 15$$

$$30 - 15 = 15$$

Susan can take 15 TOTAL college credit hours during the academic year (Summer, Fall & Spring)

PLEASE NOTE: Students who enroll in more than 30 credit hours per year must pay for the entire course including tuition, fees, and books at the college's standard rates.

COST OF THE PROGRAM

Students taking CCP courses at Ohio public colleges and universities do not have to pay the cost of tuition, books or standard fees. Costs for required personal supplies such as lab coats or goggles are not included. Transportation, housing and meal costs are not included in the program. Some private institutions such as Marietta College may have additional fees.

IMPORTANT: If a student exceeds the 30-hour credit limit, withdraws from or fails a course, then the parents must pay the cost of tuition, fees, and textbooks for that course.

SELECTING COURSES

Students should be purposeful in choosing classes to take. In addition to meeting high school graduation requirements, courses should be chosen in a pathway leading toward certification or a degree.

Ask your advisor how this course will help you in meeting your goals. Always consider your next step. Will this course fulfill a requirement that you may need in the future?

For in state schools, the transfercredit.ohio.gov website makes exploring college transfers easy. It allows you to see which class taken at one college would replace another class at another college. It can be useful if you plan to start taking college classes at one school and then transfer to another school to complete a degree. For example, a CCP course taken through WSCC may be transferred to replace a course required at Ohio University. For out of state schools, check out transferology.com.

It is always the right of the receiving school to determine the eligibility of credits. Please contact the admissions office of the school you plan to transfer to in order to verify all information. More information regarding Ohio's Transfer to Degree Guarantee can be found at <https://www.ohiohighered.org/transfer/guaranteed-transfer-pathways>

CCP PROBATION AND DISMISSAL

IF an underperforming student earns a GPA lower than 2.0 in CCP courses or withdraws from or receives no credit for 2 or more courses in the same term, **THEN** the student may only enroll in one CCP course the following term. The final grade from that course must raise the cumulative GPA to a 2.0 to remove the student from probation. If not, the student is dismissed from the CCP program.

A word of caution: While there are limited costs for students participating in the CCP program, the grades earned may affect Satisfactory Academic Progress in regards to eligibility for financial aid in the future.

OTHER CONSIDERATIONS

TIME

Generally, college classes take more time than high school classes to complete requirements. Assignments are not completed during class time. Plan for 2-3 hours of homework per week for every hour spent in class. Courses move at a much quicker pace as well. Often there are limited assignments and assessments to determine the course grade. Rarely are reassessment opportunities granted. Deadlines are typically strictly applied. College students must be able to work without supervision and be self-disciplined both academically and socially.

EMOTIONAL MATURITY

Are you fully prepared for the college experience? Sometimes students have the academic ability to succeed at the college level but struggle with the social and emotional issues that they must face. Often college level classes contain mature content and address controversial issues not discussed in a high school class. Additionally, college courses are held for adults. Students must possess the maturity and emotional stability to handle these types of relationships.

FERPA

The college views high school students taking CCP courses as independent students just like the adult students. FERPA – the Family Education Right and Privacy Act protects student records. Parents no longer have a right to a student's college records. This applies to high school students participating in the CCP program. Teachers do not communicate with parents - only students. Therefore, students must waive this right to allow college personnel to speak with the student's parents. This also includes financial affairs.

SELF-ADVOCACY

Issues will arise that must be addressed. Students must be able to handle situations on their own. It is important that students learn to advocate for themselves and their own interests. Help is available when needed but college students must know how and who to ask. Become familiar with resources available on the college campus.

POTENTIAL CONSEQUENCES

POTENTIAL COST TO PARENT(S)/GUARDIAN(S)

If a student fails a CCP course or drops the course after the initial drop date deadline, or exceeds the maximum number of 30 credits per year, the parent will be responsible for the cost of tuition, books, and fees at the college's standard rate.

FUTURE RISKS

Enrolling in College Credit Plus courses begins a student's college transcript. A negative academic performance may negatively affect future opportunities for acceptance into a specific program, scholarship consideration and future federal financial aid eligibility. All CCP credits earned while in high school count in the maximum number of credits allowable to receive federal financial aid. Grades in CCP courses are calculated in determining Satisfactory Academic Progress required for financial aid.

PROCESS OF PARTICIPATION

1. Attend the CCP Informational Meeting or view the CCP Informational Video, meet with the school counselor and acknowledge receipt of this handbook.
2. Submit a Letter of Intent to Waterford High School by April 1 for each year of participation.
3. Apply for admission to the college of attendance.
4. Take placement test or submit ACT/SAT scores.
5. Request a transcript to be sent to the college.
6. Meet with an advisor at the college.
7. Schedule classes.
8. Courses may be taken at Waterford High School, on the campus of the chosen school, online or any combination of these.

WSSC ELIGIBILITY REQUIREMENTS AND DUAL ENROLLMENT

Waterford High School works with Washington State Community College to offer CCP courses on our campus taught by our teachers. However, to participate in these programs, the student must demonstrate college readiness as determined by the college.

Benchmark scores that demonstrate readiness include:

- ACT Scores
 - Reading 22
 - Math 22
 - English 18
- Writeplacer 5
- Accuplacer
 - Math 263
 - Reading 250

TEXTBOOKS

For courses taken at WSCC or online, follow the procedures below to obtain the textbook.

1. Bring a copy of your schedule to Mrs. Delaney. She will sign your schedule.
2. You will then be responsible for obtaining the textbook(s) needed. The website to obtain books for WSCC is <https://wscc.ecampus.com/>
3. A receipt for the rented book(s), along with your schedule signed by Mrs. Delaney, can be taken to the treasurer's office for reimbursement. Once the class is over, the rented book(s) is to be returned, by the student, by the due date
4. A receipt for purchased book(s), along with your schedule signed by Mrs. Delaney, can be taken to the treasurer's office for reimbursement. Once the class is over, the purchased book is to be turned into the treasurer's office.

For courses taken at other colleges or universities, follow the procedures below to obtain the textbook:

1. Bring a copy of your schedule to Mrs. Delaney. She will sign your schedule.
2. You will then be responsible for obtaining the textbook(s) needed. The website to obtain books for WSCC is <https://wscc.ecampus.com/>
3. A receipt for the rented book(s), along with your schedule signed by Mrs. Delaney, can be taken to the treasurer's office for reimbursement. Once the class is over, the rented book(s) is to be returned, by the student, by the due date
4. A receipt for purchased book(s), along with your schedule signed by Mrs. Delaney, can be taken to the treasurer's office for reimbursement. Once the class is over, the purchased book is to be turned into the treasurer's office.

STAYING CONNECTED TO WATERFORD HIGH SCHOOL

Often CCP students who are not taking classes begin to feel isolated from the high school. The easiest way to stay connected is checking your Waterford High School email every day. Messages are also sent out via email from your school counselor.

It is also important to check the Google Classroom for your graduating class. Important information related to graduation, testing, and scholarship opportunities are posted there.

Your school counselor can be an invaluable resource as well. Please contact them if you have any questions or concerns. It is important that you communicate your plans for meeting graduation requirements. Schedule a meeting each spring to discuss this.

ATHLETIC ELIGIBILITY

It is the student's responsibility to make sure that they are meeting both OHSA and Waterford High School's eligibility requirement. Full time CCP students, must take a minimum of 9 hours each semester. Part time CCP students must be careful to meet the 5-unit minimum.

APPLYING TO COLLEGE AFTER GRADUATION

Even though you have earned college credits, when applying to college after graduation, you will apply as a first time college student. After graduation, you must request a transcript from the college where you took CCP classes to be sent directly to the college you plan to attend. Colleges will not accept college credits from your high school transcript. Transcripts can be requested from the college website, but typically, fees will be charged.

Waterford



Wildcats



Department of
Higher Education

College Credit Plus

Permission Slip Mature Content

This permission slip must be completed and signed by a student and parent/guardian in order for the student to enroll in college courses under the College Credit Plus program.

A student eligible to participate in College Credit Plus and admitted to a college/university will enroll in actual college courses, which *may* include "mature subject matter" as defined in Ohio Revised Code 3365.035.

PLEASE TYPE OR PRINT:

We _____ (*Student Name*) and _____ (*Parent Name*) hereby understand that by enrolling in College Credit Plus courses:

- The subject matter of a course enrolled in under the College Credit Plus program *may* include mature subject matter that will not be modified based upon College Credit Plus enrollee participation regardless of where course instruction occurs.
- Further, we acknowledge that state law requires the signed form be submitted in the student's application to the college/university. Follow the instructions of the college/university to submit this form with the application materials.

The signatures below indicate permission is granted to participate in College Credit Plus. It is the parent's/guardian's responsibility to be aware of and monitor the student's enrollment based on information provided by the college.

Student Information

Student Name:

Email Address:

Phone Number:

Name of High School (or homeschooled):

Student Signature:

Date:

Parent Information

Parent Name:

Email Address:

Phone Number:

Parent Signature:

Date:

**RETURN THIS COMPLETED FORM TO THE COLLEGE/UNIVERSITY TO WHICH THE STUDENT IS APPLYING.
FOLLOW THE COLLEGE'S INSTRUCTIONS TO SUBMIT THIS FORM.**



**Department of
Higher Education**

College Credit Plus

**Student Questionnaire
Mature Content**

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Any student wishing to enroll in any college course under the College Credit Plus program must complete this questionnaire.

A student eligible to participate in College Credit Plus and admitted to a college/university will enroll in actual college courses, which *may* include “mature subject matter” as defined in Ohio Revised Code 3365.035.

Circle one choice in response to *each* question:

1. Do you possess the necessary social and emotional maturity to participate in the College Credit Plus program?

[YES] ☐ [NO] ☐

2. Are you ready to accept the responsibility and independence that a college classroom demands?

[YES] ☐ [NO] ☐

Student Information – PLEASE TYPE OR PRINT:

Student Name:

Name of High School (or homeschooled):

Student Signature¹:

Date:

¹ Although a signature by the student is not required by law, a college or university may wish to include it to ensure the student responds.

RETURN THIS COMPLETED FORM TO THE COLLEGE/UNIVERSITY IN WHICH THE STUDENT IS ENROLLING. FOLLOW THE COLLEGE’S INSTRUCTIONS TO SUBMIT THIS FORM.



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PARENT / STUDENT ACKNOWLEDGEMENT FORM

Signing below acknowledges that the parent and student are interested in having the student take College Credit Plus (CCP) courses, whether online, at the WSCC campus, or at the high school.

Signing below acknowledges that parent and student understand and agree to the following financial obligation criteria:

Dropping courses after the CCP no-penalty window

After the first 14 days of the semester, withdrawing from a CCP course will result in a W on your official college transcript, and you may be responsible for the tuition cost of the course. The high school also has the option of billing you for the tuition cost if you fail a CCP course.

Before deciding to withdraw from a course, you are strongly encouraged to discuss your class progress with your instructor and seek tutoring services if needed. Free tutoring is offered on campus through the Center for Student Success.

Withdrawing from a college course may affect completion of graduation requirements and must be discussed with 1) your WSCC CCP Advisor, 2) your parents/legal guardians, and 3) your high school guidance counselor. A high school guidance counselor must sign the CCP Class Withdrawal/Approval Form indicating their awareness of your intent to withdraw before the college will process a withdrawal.

The cost paid for you by the state may also be recovered from you, your parents or your guardians, depending on your high school or school board policy and practice. The high school has the option of billing you for the amount of the tuition cost, and it is important that you discuss your school's individual policy with your high school guidance counselor. The amount of your financial liability is determined by the date you withdraw from the class.

Summary of withdrawal process

- Meet with WSCC CCP Advisor to discuss options, process, and estimated cost of attendance; student will receive the CCP Class Withdrawal/Approval Form at this meeting.
- Discuss decision to withdraw with parents/guardians and high school guidance counselor, and gather all required signatures; discuss financial responsibilities with guidance counselor.
- Meet with WSCC CCP Advisor to return signed Class Withdrawal/Approval Form and finalize withdrawal; student will receive an updated copy of the semester schedule noting the dropped course.

Student Name (print)

Parent/Legal Guardian Name (print)

Student Signature

Parent/Legal Guardian Signature

Date

Date