



College Credit Plus Compliance Checklist

This checklist is an overview of the primary responsibilities of institutions for College Credit Plus. While this document covers important information, it is not a complete list or official legal guidance. Institutions should review Ohio Revised Code, Ohio Administrative Code, and other supporting documents on the [CCP website](#).

Checklists for Higher Education Institution Policies

Student Eligibility and Admission

- Apply established standards and procedures for admission to the college and for course placement for participants.
 - Admissions criteria cannot be set at a higher standard than the criteria established for other students attending the institution.
 - Admissions criteria cannot be adjusted for CCP students from different grade levels or age ranges.
- Determine any capacity limitations for specific courses or the college in general.
- Apply policy for confirming student residency status; College Credit Plus students must be Ohio residents enrolled at an Ohio high school or homeschool.
- Review [Statewide Remediation Free standards](#) for CCP Eligibility and compare to institutional admission standards.

Course Placement

- Institutions shall use existing course placement policies and applicable state laws.
- CCP participants are not required to have priority over other students regarding course enrollment, however, they may not be displaced from the course once enrolled unless the student voluntarily drops the course or fails to meet student conduct rules.

Alternate Funding Agreements

- Institutions and partnering secondary schools may enter into agreements on an alternative payment structure for tuition, textbooks, and fees.
 - Payments cannot be less than the default floor rate and cannot be more than default ceiling rates
 - The agreements must be executed and made available by February 1 annually and cannot exceed one academic year
- Private colleges are not permitted to enter into agreements with private secondary schools for tuition rates, but they may have agreements for costs that exceed the amount paid by the department. They should not submit an Alternative Funding File.
 - More information can be found in Resources for Higher Education Institutions on the [College Credit Plus webpages](#).
- Institutions may submit a request for Payment Below the Floor to the Chancellor of Higher Education – review the application and Directive 2018-041 on the [College Credit Plus webpages](#).



Checklists for Program Operation

Participation in College Credit Plus

All public institutions of higher education in Ohio are required to participate in College Credit Plus. Private institutions can opt to participate in the program. Private institutions opting to participate are subject to compliance with Ohio Revised Code 3365 and rule in OAC 3333-1-65.

Here are additional steps:

- Establish an OEDS administrator at institution
- Establish access to the CCP Data Portal in HEI
- Include all relevant processes in this document and ensure application is accessible to CCP students

Promotion of the Program

- Publish CCP information on the institution's website including:
 - Courses offered at secondary schools
 - Academic program requirements
 - Application timeline and admissions criteria
 - Timeline for course registration
- Provide information on CCP with all general materials used to advertise postsecondary opportunities to secondary school students.
- Coordinate with each participating secondary school within thirty miles of the institution or branch (or the nearest if none within 30 miles) for an informational session for students and parents/guardians.

Student Eligibility and Admission

- Confirm student residency status as Ohio resident at Ohio school/home school
- Confirm College Credit Plus Eligibility which requires that students:
 - Obtain a [remediation free score](#)* on a standard assessment exam;
 - OR earns a 3.0 cumulative, unweighted high school GPA;
 - OR earns a cumulative, unweighted high school GPA of at least 2.75, but has earned an "A" or "B" in a relevant high school course

Note: 7th and 8th grade participants that have earned an "A" or "B" in a high school course, but do not have a high school GPA, may be deemed eligible.
- Admit based upon established standards and procedures for admission to the college and for course placement for participants.

Note: All institutional admissions decisions are final, students do not have the opportunity to appeal the decision.
- Send a pre-term notice of admission to the participant and their parent/guardian, the secondary school, and the superintendent of public instruction.
 - Include the student's course registrations and credit hours
 - Send no later than 14 calendar days prior to the first day of classes
- Provide a letter of acceptance to nonpublic and homeschool student applicants who are applying for state funds for CCP.



Advising

- Assign an academic advisor at the institution to each CCP student.
 - Inform the student of the advisor's contact information, office hours, and process to schedule a meeting
- Advisors must meet with the student before the no-fault withdrawal deadline where the advisor discusses:
 - Academic resources available to the student and availability of the advisor
 - Process for engaging faculty and other campus resources
 - The institution's student handbook and code of conduct
 - Academic impact of dropping courses past no-fault deadline

Notice of Enrollment

- Send a confirmation of course enrollment to the participant, their parent/guardian, and the secondary school including:
 - The enrolled courses and credit hours
 - The student's participation under Option A or B
- Prior to the first day of the term, provide each secondary school counselor the following information:
 - A roster of all participants from that school and the enrolled courses
 - The date that withdrawal from a course would impact the participant's grade

Course Eligibility

- Identify and list Level I courses available to CCP students on the institution's website
 - Students must take their First 15 credit hours of Level I courses
 - Level I courses are transferable courses (CTAG, OTM, TAG, or equivalent); courses in computer science, IT, anatomy/physiology, or foreign language; technical certificate courses; courses in a 15- or 30-credit hour model pathway; study/academic/career skills courses; internships
 - View Chancellor approval of additional courses on [CCP webpages](#)
- Identify Level II courses: any course that is not a Level I courses that students must meet prerequisites for
 - Students that test directly into a Level II course or are taking a sequence of courses are an exception to the "First 15 Level I" rule
 - This includes students who have attained AP or IB credit
- Advise student enrollment against non-allowable courses; may counsel to withdrawal prior to no-fault deadline.
 - Non-allowable courses include one-on-one private instruction, courses with high fees, study abroad courses, physical education, P/F or S/U grades (exception for internship/transferrable courses), remedial courses, or sectarian religious courses



Awarding Credits

- Offer courses that are listed in the institution’s course catalogue with the same learning outcomes, syllabus, materials, assessments and grading standards, etc.
- Provide evidence of successful completion of the course to the secondary school; the course should be recorded on the college transcript and high school record.
Note on Secondary School Awarding of Credits: When grading scales differ between college and the secondary district, the highest grades should be equivalent, and the college’s grade must apply as the final grade.

CCP Reporting and Payment

- Annually collect, report, and track specified data related to College Credit Plus.
 - Report on the HEI College Credit Plus portal the following files:
 - Student Data
 - Alternate Funding
 - Course Outcomes
 - College Readiness
 - Demographics
 - There is an annual compliance survey sent in August – September
 - Visit the [CCP Data Reporting and Payment page](#) for due dates and more information on each file

Note: Secondary schools will confirm the information reported from HEI on their EMIS portal, which initiates payment to the college on all approved enrollments.

Course Delivery

- Option to approve a secondary teacher to teach college courses that:
 - Meet qualification requirements established by the Chancellor
 - The CCP course offered at the high school follows the same syllabus and learning outcomes, with the same textbook, materials, and assessments, as the college course delivered on the college campus
- Conduct at least one-full period classroom observation of each CCP course taught by a secondary teacher each academic year.
- Provide at least 3 hours of professional development for secondary teachers annually



Acknowledgements of Higher Education Institution Rights and Limitations

- Understand the impact of federal law with FERPA and dual enrollment. More information on the [US Department of Education Website](#).
- The CCP statute does not exempt a student from the Ohio student residency requirements in Ohio Administrative Code 3333-1-10. Therefore, colleges/universities must verify Ohio residency for each CCP participant (as they do for all college students). If the student is not an Ohio resident based on “Rule 10,” then the student cannot participate as a CCP student.
- Online courses must be taught by an instructor that meets the qualifications established by the Chancellor and must be included in the college’s catalogue.
 - The faculty member must be accessible to students and available to answer questions/engage with students regarding the course content and materials.
 - If tasks associated with facilitation of the online course are delegated to an individual other than the faculty member, the faculty member remains responsible for course instruction and student learning.
- Students can enroll in dual enrollment outside of College Credit Plus. Students participating in this way are not eligible for any of the benefits of College Credit Plus, including funding, guaranteed college and high school credit, and other requirements.
- Colleges and universities are responsible for waiving all fees associated with CCP program participation and course enrollment. Fees include, but are not limited to, costs or fees charged for CCP application, activities required by the postsecondary institution that may enhance a student’s likelihood of academic success, course-related or laboratory fees (OAC 3333-1-65). Any supplies required by the course syllabus are the responsibility of the college/university.
- Ohio Revised Code 3365.03 requires the college or university to which a student applies to participate in the CCP program to pay for one assessment to determine the student’s eligibility. Any additional assessments used to determine the student’s eligibility are the financial responsibility of the student.