

## **EXHIBIT A**

### **COLLEGE CREDIT PLUS POLICY**

#### **School Obligations**

Toledo Preparatory Academy (“the School”) is required to notify all 6<sup>th</sup> through 11<sup>th</sup> grade students and their parents about the College Credit Plus (“CCP”) program by March 1 of each school year. Attached to this policy and published by the Ohio Department of Higher Education is a sample Notice that satisfies all legal requirements of the Notice and may be distributed in satisfaction of this requirement. The School will promote CCP on its website, including in such a promotion the details of current agreements with partnering colleges.

Students and/or parents are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

The School is required to hold an annual informational session to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The School is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student’s grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student’s ability to complete District graduation requirements;
9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services and

12. the standard program information packet developed by the Ohio Department of Higher Education.

The School will develop annually both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The School will implement a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or School designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or School-designated honors courses are similarly applied to CCP courses.

### **Student Enrollment**

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment. If a student completes a college course, the School shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for courses successfully completed will be acknowledged on the student's transcript as counting toward graduation requirements and subject area requirements.

1. The School awards comparable credit for the course/courses completed at the college.
2. If no comparable course is offered, the School grants an appropriate number of elective credits.
3. Any disputes between the student and the School regarding high school credits granted for a course may be appealed by the student to the State Board of Education. The State Board's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent School grade. If the School has a weighted grading system, CCP courses are treated in the same way as other advanced standing program or honors course.

### **High School/College Enrollment**

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
  - B. 10<sup>th</sup> grade may receive credit toward high school graduation for the equivalent of three academic school years.
  - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
  - D. 12<sup>th</sup> grade may receive credit toward high school graduation for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three-semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

### **Financial Responsibilities**

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the School is responsible for all costs associated with the course at a public college/ university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.

### **Other Considerations**

1. A student enrolled in the program follows the School Attendance policy, as well as the School Code of Conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the School, the School will deny high school credit for college courses taken during the period of the student's expulsion.

The principal of the School must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the School has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the principal must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The School will not deny students the opportunity to participate in any available extracurricular activities because of their participation in CCP. The School adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional School eligibility requirements.
5. The School shall permit children of military families participating in the CCP program who must withdraw from school because of a permanent change of station order out of the state to transition from one military installation to another to do either:
  - a. Complete participation in the course the student is taking through the program for the duration of the semester in which the student is enrolled in an online format, if possible;  
or
  - b. Withdraw from the course the student is taking through the program without academic or financial penalty.

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References:

ORC Chapter 3365

ORC Chapter 3314

<https://www.ohiohighered.org/ccp/resources>