

College Credit Plus Program

College Credit Steps to Take

This information is for those students interested in pursuing participation in the College Credit Plus program for the **2023-2024** school year. Below is a list of the next steps you should take in the application process for the program. **Students/parents are responsible for the entire application process; the school does not initiate this process for you.**

- 1) Begin to identify institutions you are interested in applying to (previous students have attended Cleveland State University, Cuyahoga Community College, Kent State University, or the Kent State University Twinsburg campus and the University of Akron--these are just examples for you).
- 2) Locate the college's College Credit Plus application (some are the same as the undergraduate application and typically online at the college's website under Admissions) and selection criteria.
- 3) Know the college deadline and submit your application to the college **before the application deadline** (this will differ by the college).
- 4) Submit the Letter of Intent, Student/Parent Acknowledgement, and Transcript Request forms (included in this packet), to the High School Counseling Office **no later than March 31, 2023**.
- 5) Register for the ACT or SAT exam. The earlier you complete this exam the better. You can register at www.actstudent.org/register/ or www.sat.collegeboard.org/register. Registration deadlines and test dates can be found on each website.
- 6) Meet with your child's school counselor if you have any questions or reservations about participating in the program to gain additional insight.

| Name | Grade | Telephone | Email |
|-----------------------|-------|--------------|---------------------------------------|
| Ms. Danielle Ricchino | 6 | 330.908.6413 | danielle.ricchino@nordoniaschools.org |
| Dr. Rachel Vitale | 7/8 | 330.908.6608 | rachel.vitale@nordoniaschools.org |
| Ms. Laura Zinke | 10 | 330.908.6024 | laura.zinke@nordoniaschools.org |
| Mrs. Nicole Seward | 9 | 330.908.6022 | nicole.seward@nordoniaschools.org |
| Mrs. Staci Ross | 12 | 330.908.6003 | staci.ross@nordoniaschools.org |
| Ms. Courtney Wenzel | 11 | 330.908.6023 | courtney.wenzel@nordoniaschools.org |

- 7) Be sure you **schedule as though you will be attending school (Nordonia) full-time next year during the high school scheduling process**. Your schedule will be changed after we receive confirmation of your acceptance and the college courses selected.



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College Credit Plus Program Timeline

| | |
|---|--|
| Notice of Meeting to Parents | In 1st Quarter Report Cards, email, all-call, and on building websites |
| Attend District Meeting | January 18, 2023 |
| Register to take the ACT/SAT | Check ACT (www.actstudent.org) or SAT (www.collegeboard.org) website for deadlines |
| Student Parent Acknowledgement | Return form by March 31, 2023 |
| Intent to Participate | Return form by March 31, 2023 |
| Student and School Counselor Guide | Work through with the school counselor |
| Check Requirements and Apply to College | Begin after January 18, 2023 meeting. Meet college deadlines. |
| Coordinate Building and College Schedules | Before school starts |

You must **always** keep your school counselor informed of any changes to your College Credit Plus plan and details. It is your responsibility to make sure the school counselor has details of these changes, the college will not communicate these to the high school:

- courses added to your schedule
- courses dropped
- grades (student should print copy and bring to a counselor as soon as they are reported even though college will send official transcript after the semester ends)

Remember: Additions, withdrawals or failures in CCP classes may have academic and financial implications and may also impact high school graduation.

Rule 3333-1-65.13 went into effect starting summer term of the 2018-19 academic year, providing a definition of underperforming students and regulations for probation and dismissal from the College Credit Plus program.

PLEASE NOTE: This rule does not alter, supersede, or affect any college or university policy/procedure on satisfactory academic progress.

CCP PROBATION

A student is placed on CCP Probation when he or she either:

- Has earned lower than a cumulative 2.0 GPA in College Credit Plus courses.
or
- Withdraws from two or more courses in same term, receiving a "W" (or equivalent) on his or her college transcript.

While on CCP Probation, the student:

- May *only* enroll in one College Credit Plus course for one college term (semester or quarter).
- May not enroll in the college course in the same subject in which student previously earned D or F or received no credit (NC grade or equivalent).

CCP DISMISSAL

A student is placed on CCP Dismissal when the student has failed to increase his or her GPA to above a 2.0 in College Credit Plus courses during the CCP Probation term.

- While on CCP Dismissal, the student may not enroll in any College Credit Plus courses for the following college term.
- After one college term on CCP Dismissal, the student may submit an appeal to request the secondary school to allow student to participate in College Credit Plus.

APPEALS

Probation Appeals:

- A student on CCP Probation may *only* appeal the ability to take a course in the same subject in which he or she previously earned a D, F, NC, or equivalent.

Dismissal Appeals:

- After one college term on CCP Dismissal, the student may submit an appeal to the secondary school to allow the student to participate.
- The secondary school shall determine whether the student may continue on CCP Dismissal, move to CCP Probation, or participate without restrictions per the school's adopted policy.

For both types of appeals:

- Each secondary school is required create a policy to direct the school's appeal process, as described in [Ohio Administrative Code section 3333-1-65.13](#).
- Extenuating circumstances must be considered, separate from academic performance.

ROLES & RESPONSIBILITIES

Students, parents, secondary schools, colleges, & universities:

- Review the complete rule (*Ohio Administrative Code 3333-1-65.13* available at <http://codes.ohio.gov>) for details regarding course restrictions, dis-enrollments, policy development, counseling sessions, advising, etc.

Secondary schools:

- Are responsible for placing students on CCP Probation and/or CCP Dismissal, creating an appeals policy, and managing the appeals process.
- Must review the college grades and cumulative GPA's of students.
- Must notify the student and parents of a student's CCP Probation or CCP Dismissal status.
- Verify correct enrollment while on CCP probation.

Colleges & Universities:

- Must send pre-term notices of student enrollment to secondary schools.
- Send student grades to secondary schools *as soon as possible* after the term ends.

Homeschooled students:

- Actions required by secondary schools must be taken by the parent of the homeschooled student. Review entire rule for details on compliance, funding, and payment responsibilities.

IMPLEMENTATION RESOURCES

Visit the **"Underperforming Students Rule"** section of www.ohiohighered.org/ccp/resources for:

- [Guidance for Creating an Underperforming Student Policy & Sample Template.](#)
- [CCP Probation and Dismissal form](#) for use with students and families.
- [Probation Scenarios GPA Calculator](#) spreadsheet to assist in calculating student GPA's.



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College Credit Plus Program Intent to Participate Form

Student Name: _____

Mailing Address: _____
Street City Zip Code

I plan to participate in the College Credit Plus Program for the 2023-2024 academic year.

I plan to enroll at: _____
Name of the College Credit Plus Institution

Student Signature Date

Parent Signature Date

The Intent to Participate Form must be signed and returned to the Counseling Department no later than March 31, 2023

Date Received in Counseling Department/Initials



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College Credit Plus Program Student/Parent Acknowledgement Form

We have received and understand all information regarding the College Credit Plus Program including the topics listed below that were presented in the PowerPoint at the Nordonia High School CCP Evening Meeting (or watched the recording online):

- College Credit Plus (CCP) Defined
- Eligibility
- Advantages and Considerations
- Graduation Requirements
- Scheduling
- CCP Pathways
- Academic Credit: From CCP to Nordonia Schools
- Weighted Grades - Courses taken through CCO will be given the same weight as the highest advanced course in the same subject area as the high school course.
- Failure or Withdrawal (after 14 days) from CCP Course(s), the family assumes all financial responsibility
- Extracurricular Activities and Athletics
- Counseling Services
- NHS CCP Statistics
- Procedures for Obtaining and Returning Textbooks
- Steps to Follow
- Maximum Course Load - 30 hours total per year (combination of college and HS courses-converted to college hours and added together)
- Courses - May take any course in the college catalog that is NOT remedial and that applies toward a degree or professional certificate in a subject area in which you are college-ready.

In order to participate in the **2023-2024** school year, it is our responsibility to research and apply to a college and meet all application deadlines. We are responsible to inform the school counselor of the choice(s) made and any changes that are made to the college schedule (courses added, courses dropped, and grades reported).

We have received counseling and understand the above-listed responsibilities we must assume if participating in the College Credit Plus Program as a student or as a parent/guardian of that student as mandated by Ohio law.

Information is current as of **January 18, 2023**. ODE provides the most up-to-date information regarding College Credit Plus procedures and laws. The district will do its best to communicate changes as timely as possible, however, it is the responsibility of the family to stay abreast of these changes.

Student Signature

Parent Signature

Grade

Date

The Student/Parent Acknowledgement Form must be signed and returned to the Counseling Department no later than **March 31, 2023**



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Dear College Credit Plus Families/Students,

The following procedures should be followed for obtaining and returning textbooks for CCP courses taken at the post-secondary institution.

1. Students who register for a CCP course must print out their required textbook list and complete the Textbook Purchasing form. Students will then email Ms. Wojtecki at angela.wojtecki@nordoniaschools.org to schedule an appointment to come into the HS IMC. Ms. Wojtecki will provide the students with the required textbooks from our NHS inventory. If the course-required textbook is not available from the district's inventory, students may obtain the textbooks at the campus bookstore. *If students do not first check with Ms. Wojtecki for availability, they will be billed for the cost of the textbooks obtained and not listed on the Purchasing Form.*
2. For books not available through the district's inventory, students may obtain the textbooks at the campus bookstore - NO RENTALS. You will need to indicate that you are a College Credit Plus student from the Nordonia Hills City School District and bring your student identification card. This will help to ensure they bill our district for the cost of the textbook(s).
3. If the campus bookstore cannot obtain the book(s) you need for your course, **DO NOT PURCHASE THE BOOK(S)** on your own. Please contact **Tina Murton (Curriculum Office (330) 467-0585)** with the book(s) that need to be purchased for your courses. The more promptly you communicate this to the district, the quicker they can order needed materials.
4. If the campus bookstore orders a book for you, make sure you pick up that book when it is ready. If you do not want the book for whatever reason (see #5), you must still **PICK UP and RETURN** the book to the Nordonia High School Counseling Office, otherwise, you will be billed.
5. Students that drop/withdraw from a class during the 100% add/drop period must also return their textbook before the add/drop deadline to the location they received the textbook(s) for the course (i.e. campus bookstore or NHS IMC). Students who do NOT return the textbooks/materials will be billed if returned after the add/drop deadline.
6. All textbooks will be on loan to you for the semester, whether you obtained them from the campus bookstore or NHS IMC, and you must return them on the last day of classes to the Nordonia High School Counseling Office. Students who do not return the textbooks/materials on time will be billed for all semester materials.

We appreciate your cooperation with these procedures. We will continue to make adjustments to this process as needed. Please contact your school counselor with any questions or concerns.

(SEE NEXT PAGE)



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Textbook Purchasing Form

Term: _____ College Attending: _____
Fall/Spring/Summer Year

Student Name: _____

Student Email Address: _____

The student listed above requested the following textbooks(s) from Nordonia High School's CCP Inventory in the IMC; if it is currently unavailable it may be purchased at the campus bookstore as indicated.*

| <u>Title and ISBN</u> (to be completed by student) | <u>IMC-Circle if applies</u> |
|--|------------------------------|
| _____ | Unavailable |
| _____ | Unavailable |
| _____ | Unavailable |
| _____ | Unavailable |
| _____ | Unavailable |

Student's Initials _____ **NO RENTALS & DO NOT SELF-PAY FOR ANY TEXTBOOK - BILL TO CCP NORDONIA.**
EMAIL RECEIPT TO TINA.MURTON@NORDONIASCHOOLS.ORG

Date: _____

Student Signature: _____

Date: _____

NHS IMC Signature: _____

cc: Curriculum Dept.
Student