

KIRTLAND HIGH SCHOOL

9150 CHILLICOTHE ROAD, KIRTLAND, OHIO 44094

GUIDANCE DEPARTMENT

TELEPHONE: (440) 256-3366

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Kara Prosuch, Counselor
Mary LaVerde, Counselor
Lisa Sutliff, Guidance Secretary

TO: Students/Parents Requesting College Credit Plus packets
FROM: Kirtland High School Counseling Department
DATE: January 25, 2018

SUBJECT: College Credit Plus Program

College Credit Plus Procedure

Please review the attached forms relating to the College Credit Plus Program (CCP).

1. Parent/Student must complete the **“Intent to Participate Form”** that requires signatures. It **must** be returned to your middle school or high school guidance counselor by March 29, 2018 in order for participation to be approved.
2. Parents must initial at each place indicated by an (*) on the five-page College Credit Plus **“Parent Information Form.”**
3. Both the **“Intent to Participate Form”** and the **“Parent Information Form”** must be returned to your middle school or high school guidance counselor by March 29, 2018 in order for participation to be approved.
4. Students must **APPLY** to the college or university under the College Credit Plus program, and follow ALL admission requirements in a timely manner that is set forth by each individual college or university. It is the responsibility of the students to send out all admission requirements to the college or university **BEFORE** their deadline date. They must be accepted to the college or university under the College Credit Plus program.
5. If admitted into the College Credit Plus program, students must meet with their middle school or high school counselor to finalize their College Credit Plus plans and/or high school or middle school schedule. Please note that middle school and high school counselors are only available for a limited number of days before and after the school year. Please schedule an appointment with them as soon as possible, but definitely BEFORE summer break.

(If there are any further questions regarding this process, please contact your counselor).

DEADLINE DATE: March 29, 2018

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COLLEGE CREDIT PLUS “INTENT TO PARTICIPATE” FORM

STUDENT _____ ID# _____ E-MAIL _____

COUNSELOR _____ DATE _____

The College Credit Plus (CCP) Program is outlined on the attached pages. I, the parent/guardian, will make the necessary contacts with colleges and inform my child's counselor of the choice(s) made.

Student and Parental responsibilities:

1. The college admissions process is the responsibility of the student and his/her parent or guardian.
2. Failing the course or failure to complete the course, whether through formal “class drop” process or non-attendance, will result in any or all financial obligation for that course defaulting to the student and his/her parent. Students withdrawing from college classes will be subject to the rescheduling of a normal class load of 5 credits, and a “WD or “WF” will also be noted on the Kirtland High School transcript for dropped courses.
3. Transportation to and from the college is the responsibility of the student/parent.

We understand the College Credit Plus program eligibility, our responsibilities regarding participation in this program, the process for granting credit, financial arrangements (tuition, books, materials, and fees), criteria for transportation, available support services, scheduling, consequences of failing, student's academic and social responsibilities, graduation requirements and use of college counseling services.

PARENT SIGNATURE WORK PHONE E-MAIL

STUDENT SIGNATURE HOME PHONE E-MAIL

College Credit Plus

The school district, via the state, assumes financial responsibility. Student receives both high school and college credit.

Athletic Eligibility Check:

Do you plan on participating in sports at Kirtland High School?

Yes or No

If yes, which sports? _____

DEADLINE DATE: MARCH 29, 2018

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**College Credit Plus
“Parent Information” Form**

Parents, please initial next to each (*)

(*) _____ BACKGROUND

College Credit Plus replaces Ohio’s Post Secondary Enrollment Options program (PSEO) and all alternative dual enrollment programs previously governed by the Ohio Revised Code Chapter 3365.

Qualified students in grades 7, 8, 9, 10, 11, and 12 may enroll at a public or private college on a part-time or full-time basis, to complete college courses for high school and college credit.

(*) _____ NOTIFICATION DATES

Prior to March 1st of each year, school districts must provide information concerning the program to all students enrolled in grades 6, 7, 8, 9, 10, and 11.

By April 1st (March 29, 2018 since April 1st falls on a Sunday during Spring Break this year) of each year, students must inform their district of their intention to enroll in the program in the following year. Failure to submit the forms in a timely manner will eliminate the student’s eligibility for this program except with permission of the superintendent.

(*) _____ ENROLLMENT OPTIONS

College Credit Plus – students may choose to receive college and high school graduation credit (the school district, via the state, assumes financial responsibilities) during the college’s Summer, Fall, and Spring Sessions.

(*) _____ COUNSELING TO BE PROVIDED

School districts must provide counseling to students and their parents in grades 6-11 who plan to enroll in the program. Counseling information must include, but is not limited to:

1. Program eligibility.
2. The process for granting academic credit.
3. Financial arrangements for tuition, books, materials, and fees.
4. Scheduling.
5. The effects of program participation on the student’s graduation requirements.
6. The effects of participation on the student’s grade point average and athletic eligibility.

DEADLINE: MARCH 29, 2018

(*) _____ POTENTIAL BENEFITS

- Expands the curriculum available to students.
- Provides opportunities for “in-depth” study of those areas of special interest or need.
- Allow students to earn college credit while in high school.
- Provides financial support for taking college courses for high school credit.
- Allow students to experience college-level work/life prior to making final decisions about post-secondary education plans.

(*) _____ POTENTIAL RISKS AND CONSEQUENCES

- Increased responsibility for learning.
- Reduced opportunities for participation in high school activities.
- Increased family financial obligations for education if the student fails/withdraws past the deadline (**i.e. tuition, fees, books, materials, inability to work**).
- Possible effect on GPA.
- Increased time for travel to and from the college, increased study requirements for college level courses, etc.
- Social discomfort.

(*) _____ PROGRAM ELIGIBILITY

- Student must be accepted by the colleges (**each institution will have its own admission criteria**).
- Student must take the equivalent to 5 units at Kirtland High School for full time student status and OHSAA athletic eligibility.

(*) _____ THE PROCESS FOR GRANTING CREDIT

College Credit Plus requires two fundamental conditions:

1. Student must be enrolled in both college and high school.
2. Student will earn transcribed college and high school credit upon successful completion of the course.

High school credit will be awarded toward both the graduation and subject area requirements of the district.

All courses taken for high school credit will be counted in the student’s grade point average.

Conversion of college hours to high school credits:

- 3 or more college semester hours = 1.0 high school credit
- 2 college semester hour = .66 high school credit
- 1 college semester hour = .33 high school credit

It is up to the student to make sure that the courses that are taken during the College Credit Plus Program will transfer to their appropriate college or university upon completion. You can go to <https://transfercredit.ohio.gov> to learn more about credit transfer among the state’s public institutions of higher education

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(*) _____ FINANCIAL ARRANGEMENTS

Students attending a public college during the year under the College Credit Plus program will not be charged for tuition, books, or fees. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with the law.

Financial obligations **default to the student/parent** if the student **fails** the course, **drops** the course after the college approved drop date, or **fails to complete** the course. Student's financial obligations **MUST** be paid in full in order to participate in high school commencement ceremony.

(*) _____ TRANSPORTATION

The Kirtland Local Schools will provide no form of transportation or reimbursement for transportation.

(*) _____ AVAILABLE SUPPORT

Use of the KHS Guidance Department is fully available to all CCP students and highly encouraged. Students are able to access resources for any and all social, emotional, and academic support – including, but not limited to graduation credit maintenance, scheduling/planning conferences, social support, and college application assistance.

(*) _____ SCHEDULING

No high school graduation requirement may be waived for any student as a result of participating in this program.

Scheduling conflicts are not the responsibility of the school district or college. Courses at the high school and college level will **NOT** be overloaded to accommodate a student in the College Credit Plus program. College courses may be dropped due to low enrollment.

(*) _____ CONSEQUENCES OF FAILING

Will affect eligibility to participate in student activities (**i.e. athletics if the failed college course was one of the 5 units needed for eligibility**). Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcript, and will be computed into their high school and college GPA. Students/Parents are responsible for payment of courses where a student received an "F" AND where a student dropped a course after the college approved dropped date or failed to complete the course. **Students will be required to obtain current grades from their CCP professors at the end of the 1st and 3rd quarters of Kirtland High School's calendar in order to remain eligible for athletics and the honors banquet. These grades WILL appear on the students' quarterly report cards.**

(*) _____ GRADUATION REQUIREMENTS

No high school graduation requirement and/or grade promotion may be waived for any student participating in this program. College Credit Plus does **NOT** replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduations tests. Even if you are enrolled in college courses, you must take the end-of-course exams in English I, English II, Algebra I, and Geometry. You do not have to take the end-of-course exams in Biology, American Government, and American History if you are enrolled in College Credit Plus Courses that substitute. A College Credit Plus student's end-of-course grades in Biology American Government, and American History will correspond with a point scale used for graduation requirements.

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(*) _____ WEIGHTED COURSE CONVERSION

College courses taken through the College Credit Plus program will be given the same weight as the highest or advanced standing course in the same subject as the high school. Example: English courses at Kirtland High School have advanced placement status in their discipline. So courses taken with equivalent English content through College Credit Plus will receive an advanced placement weight on their high school transcript. Physical Education and Health do not receive an honors or advanced placement weight at Kirtland High School, so courses taken through College Credit Plus in that discipline will NOT receive an honors or advanced placement weight.

(*) _____ MAXIMUM AMOUNT OF COLLEGE CREDITS THAT CAN BE TAKEN

Students enrolled in the College Credit Plus program can only take up to 30 college credit hours per academic year and NOT more than 120 college credit hours in high school. Also, students in the College Credit Plus program can NOT exceed full time status. Full time status is calculated as follows:

1. Determine student's number of high school ONLY units,
2. Multiple that number by 3, and
3. Subtract the result from the number 30.
4. That number is the total number of college credits that a College Credit Plus student may earn that academic year.

Example: If a student is taking a full schedule at Kirtland High School (seven periods-seven units), you will take $7 \times 3 = 21$ and subtract 21 from 30 to get 9. Then 9 credits would be the MAXIMUM college credits that a student can take during the academic year. If they go over the maximum amount, students/parents would be responsible for financial costs associated with that college course.

(*) _____ COURSES AVAILABLE THROUGH COLLEGE CREDIT PLUS

Once you are admitted to a college for College Credit Plus, you may take any course in the college's course catalogue that is NOT remedial or religious, and that applies toward a degree or professional certificate, in a subject area in which you are college-ready.

(*) _____ ACCOUNTABILITY DURING NON-ACADEMIC TIME

CCP students arriving at KHS at any non-scheduled academic time are to sign-in in the main office and report directly to the cafeteria/study hall for the remainder of that period.

(*) _____ OUTSIDE FOOD POLICY

Food/drink are prohibited when CCP students arrive (large slushies, McDonald's, etc. are not permitted). Water bottles and typical "packed lunches" are permitted as for non-CCP students.

(*) _____ OTHER STUDENT RESPONSIBILITIES

It is the student responsibility to make sure that they are aware of all deadlines with the College Credit Plus Program in relation to scheduling at the college level and at the high school level. The student must adhere to deadlines, and there are no guarantees that courses will be available during any given semester. Also, it is the student responsibility to make sure they keep abreast of all the deadlines that are to be followed at the home school for academic, social, and extracurricular events. The students should check dates, timelines, and adhere to all the requirements in a timely manner both at the college and high school.

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