

## **PROMISE ACADEMY College Credit Plus Policy**

The following College Credit Plus (“CCP”) policy has been adopted by the School’s Board of Directors and the Board of Directors delegates the responsibility for complying with the School’s obligations hereunder to the School’s principal. This CCP policy is adopted in order to permit students enrolled in a secondary school, as well as students in seventh and eighth grade, to earn college and high school credit through the successful completion of college courses. CCP is intended to provide expanded opportunities for appropriately qualified high school students to experience coursework at the college or university level.

### Annual Notice

Each year, prior to February 1st, the School shall provide information regarding CCP to the students currently enrolled in the School in grades 9-11 and, where applicable, to their parents through multiple and easily accessible resources such as the School’s website, written communication distributed to students, and information nights. The term “parent” when used herein means an official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. The annual notice, in substantially the same form as Attachment 1 hereto, shall include information regarding the options relative to CCP costs, opportunities that have no cost to students – including the option to attend a public institution of higher education (“IHE”) criteria for student participation, the various participation options, and the School’s designated CCP contact person. A record should be kept of the communication to confirm compliance with State rules.

### Information Session

The School shall schedule at least one informational session per school year between October 1 and February 15 to allow partnering IHEs within thirty miles to meet with interested students and to provide an opportunity to students and parents to understand their CCP opportunities. The information session(s) shall include information about CCP probation and dismissal, including procedures for appeals.

### **Eligibility:**

The following criteria must be met for a student to enroll in CCP.

1. By April 1st of each year, a student or his/her parent must complete and submit the Intent to Participate Form, attached hereto as Attachment 2, to the School administration which signifies the student's intent to participate in the CCP Program for the following school year. If a student fails to timely provide the Intent to Participate Form, the student must obtain written consent from the Principal. The Principal shall notify the department of education of the student’s intent to participate within ten days of the date

on which the student sought consent. If the Principal does not give written consent, the student may appeal the decision to the School's Board of Directors. The Board of Directors, or its designee, shall hear the appeal and make a decision whether to grant or deny the student's participation within 30 days of the notification of appeal.

2. The student shall apply to a public or a participating private IHE in accordance with the institution's established admissions criteria and meet the established standards of admission, enrollment, and course placement, including course-specific capacity limitations
3. The student must be remediation-free in accordance with the Uniform Statewide Remediation-Free Standards document approved by IHE presidents. Students that score within one standard error of measurement below the remediation-free threshold are eligible to participate if they either have a grade point average of 3.0 or they receive a recommendation from a school counselor, principal, or career-technical program advisor.

### **Expulsion:**

A student who has been expelled by the School is ineligible to enroll in CCP during the period of expulsion. The School does not award high school credit for post-secondary courses any portion of which were taken during a period of expulsion imposed by the School. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

The School shall send a written notice of the expulsion to any IHE in which the student is enrolled at the time the expulsion is imposed. The notice shall indicate the date the expulsion is scheduled to expire and whether the School will be denying high school credit for courses taken during an expulsion. If the expulsion is extended, the School shall notify the IHE of the extension.

### Counseling Session

Prior to participating in the program, the School shall provide counseling services which include the following:

- Program eligibility
- Process for granting credits
- Any necessary financial arrangements for tuition, textbooks, and fees
- Criteria for transportation aid
- Available support services
- Scheduling
- Possible consequences and benefits of participating, including
  - Consequences of failing or not completing a course, including the effect on the completion of graduation requirements

- Effect of the grade on the student's grade point average
- Benefits of successful completion, including the ability to reduce the overall costs of, and the amount of time required for, a college education
- Academic and social responsibilities of the student and parents
- Information on and encouragement to use counseling services provided by the college
- Standard packet of information developed by the State
- Information about CCP probation and dismissal, including procedures for appeals

The counseling session may take place during the annual information session but alternative counseling opportunities will be made available for those parents and students that are unable to attend the annual information session. Students and parents are required to sign a form stating that they have received counseling and understand their responsibilities under the CCP.

### Additional Requirements

The School shall promote the CCP on its website, including the details of the School's agreements with partnering IHE's.

The School shall implement a policy for awarding grades and the calculation of class standing for courses taken under CCP which shall be equivalent to the School's policy for courses taken under the advanced standing program or other courses designated as honors courses.

The School shall develop model course pathways which include 15 hour and 30 hour options and shall publish the pathways among the School's official list of course offerings for the program.

The School shall annually collect, report, and track data relative to the CCP in accordance with State guidelines.

### **CCP Materials Purchased by the School**

Any CCP textbooks or supplies purchased by the School are the property of the School and students are required to return such textbooks and supplies upon course completion, withdrawal or removal. If a student fails to return School property, or unreasonably damages it so that it cannot be used by another student, the School may enforce the payment for such School property by withholding the grades and credits of the students concerned.

The School principal shall work with the participating IHE(s) to establish procedures for procuring textbooks for CCP students including verification of CCP student enrollment in the IHE and for tracking CCP student withdrawal(s) and/or removal(s).

### **Probation and Dismissal**

#### **Probation:**

Effective the beginning of the summer term of 2018-2019, a student will be placed on CCP probation when he or she either:

- Has a cumulative GPA of lower than 2.0 in the college courses taken through the CCP program; or
- Withdraws from, or receives no credit for, two or more courses in the same term.

While on CCP probation, the student:

- May only enroll in one college course in any term; and
- Shall not enroll in a college course in the same subject as a college course in which the student earned a grade of “D” or “F” or for which the student received no credit.

If a student takes a college course after being placed on CCP probation and the course grade raises their cumulative GPA in their college courses to a 2.0 or higher, the student shall be removed from CCP probation and may participate in CCP without restrictions, unless the student again becomes subject to this probation rule.

### **Dismissal:**

If the student on CCP probation takes a college course and the course grade does not raise the student’s cumulative GPA in their college courses to a 2.0 or higher, the School shall dismiss the student from the CCP program. A student who has been dismissed from the CCP program shall not take any college courses through the program and may not enroll in any CCP courses for the following college term. Students violating these CCP probation and dismissal rules, as described above, shall be responsible for paying all tuition, fees, and textbook costs associated with their CCP courses.

In order to be reinstated to the CCP program, the student must meet the following academic benchmarks after being dismissed from the program:

- Completion of 3 core courses at Promise Academy with a GPA of 2.5 or higher.
- Development of an Academic Plan with the Principal or Dean of Students that considers coursework and other graduation requirements as they relate to the student’s high school completion/graduation, the possible inclusion of college coursework, and the strengthening of academic skills and soft skills necessary to find success in college level coursework.

### **Appeals:**

A student who has been placed on CCP probation or dismissed from the CCP program may appeal the decision to the School by requesting an appeal in writing to the principal within five business days of being notified of the student’s probation or dismissal. The principal shall issue a decision regarding the appeal within ten business days after the date the appeal is made and shall promptly notify any IHE in which the student is enrolled of the appeal and final appeal determination.

### **Reimbursement Due to Course Failure or Withdrawal**

If a student participating in the program does not attain a passing grade, the school may seek reimbursement from the student or student's parents for the amount of state aid paid to the IHE on behalf of the participant. The school may withhold grades and credits for high school courses taken until the reimbursement is provided.

Unless a student is expelled, the school shall not seek reimbursement from a student or a student's parents if the participant is identified as economically disadvantaged pursuant to rules adopted by the Ohio Department of Education.

ATTACHMENT 1 TO CCP POLICY  
COLLEGE CREDIT PLUS - - - ANNUAL NOTICE

College Credit Plus (“CCP”) is Ohio’s dual enrollment program which allows students to earn college and high school credit through the successful completion of college courses. For more information concerning CCP please review the details below. Any questions concerning the CCP should be directed to the School’s designated CCP Contact Person: \_\_\_\_\_[to be completed to School Administration]

Costs

Students may participate in the CCP free of charge through public institutions of higher education. Students that participate in the CCP through nonpublic institutions must apply for CCP funding annually and in the event the student enrolls in a course that exceeds the funding awarded, the student’s family is responsible for the standard rate of tuition for that course. Students that meet the criteria to be considered economically disadvantaged may not be charged for the program even if they participate through nonpublic institutions of higher education.

Criteria for Student Participation

Notice: “Students must submit a written notice of their intent to participate in the upcoming academic year, by April first, in accordance with section 3365.03 of the Revised Code, but may submit the written notice of intent to participate as early as February fifteenth. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April first notice of intent deadline in order to improve chances of meeting summer registration timelines.”

Prior to participating students must complete a counseling session with the School.

Student Participation Options

The School cannot limit a student's participation in the CCP to only the courses offered in the School. Students may also participate on-line or at any participating institution of higher education, or any combination thereof. Students may be concurrently enrolled in multiple postsecondary institutions and may take postsecondary courses from more than one institution of higher education, concurrently.

The following is a list of courses offered at the School through an agreement with an institution of higher education [to be completed by School Administration]:


Students should review the course catalog of an institution of higher education for a full listing of course offerings by the institution.

Students may participate in the CCP during the summer term. For more information pertaining to this option contact the School’s CCP Contact Person. Any student participating in a summer term that transfers to a new secondary school has the responsibility to notify the institution of higher education and the student's prior and new secondary school of such transfer.



## Letter of Intent to Participate in College CreditPlus

PLEASE PRINT

Date \_\_\_\_\_

**AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE SCHOOL DISTRICT SUPERINTENDENT TO PARTICIPATE.**

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Parent Email Address \_\_\_\_\_

Student Contact Info \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate for some other reason.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_