

## COVID-19 Crisis Guidance for CCP Students & Families

On March 27, 2020, the Ohio Department of Higher Education and the Ohio Department of Education provided important details for secondary schools and colleges/universities. The “Flexibility/Guidance” document is available on [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp).

To help you understand what this “Flexibility/Guidance” means for you, this “Students and Families” document shows the Key Information that families need to know about College Credit Plus.

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### Intent to Participate Deadline

**EXISTING REQUIREMENT:** Students in public schools must provide a completed Intent to Participate form by April 1, 2020.

**REVISED FLEXIBILITY/GUIDANCE:** The extended deadline is **May 1, 2020**. Public schools will accept Intent to Participate forms via electronic mail, postal mail, or other options using social distancing. Counseling sessions should occur remotely via telephone or other online method to the greatest extent practicable. The ability for secondary schools to accept forms after the May 1 deadline may be considered to respond to particularly exceptional circumstances.

#### WHAT DOES THIS MEAN FOR FAMILIES?

- Public school students must sign and turn in the Intent to Participate form to the secondary school by May 1, 2020.
- Students should contact school counselors to discuss College Credit Plus.
- Mail the Intent form or scan and email the form to your secondary school by May 1, 2020.
- If students cannot submit the form by May 1, students can ask the secondary school to accept this form late. An appeals process is available if needed.

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## Intent to Participate & Funding Application

**EXISTING REQUIREMENT:** Nonpublic and home school families must complete the electronic Intent to Participate acknowledgement and Funding Application by April 1, 2020.

**REVISED FLEXIBILITY/GUIDANCE:** The extended deadline for nonpublic students and home school students to complete the electronic Intent and Application is **May 1, 2020**. Families can upload the appropriate documents including admission letters from colleges (provisional or fully accepted or some other document showing progress with application). The date of May 1, 2020 allows for timely processing of applications so that students can receive funding award letters and participate during summer term, if they so choose.

### WHAT DOES THIS MEAN FOR FAMILIES?

- Private school and home school students and parents must apply for College Credit Plus funding by May 1, 2020.
- Download “Funding Application Manual” on [www.ohiohighered.org/ccp/students-families](http://www.ohiohighered.org/ccp/students-families) for step-by-step instructions.
- Parents must access and complete the electronic application and Intent to Participate on behalf of their students.
- Students must be considered eligible to participate and must be accepted by a college or university. Students should check with the college of their choice for admission requirements. Students can also request a “provisional” letter of acceptance from the college to upload if a full acceptance letter is not available before the deadline.
- Email [ccp@education.ohio.gov](mailto:ccp@education.ohio.gov) for questions.

**EXISTING REQUIREMENT:** Colleges/universities cannot test new students for **summer term** enrollment for eligibility and admission consideration due to shut down of campuses and ACT/SAT testing.

Depending on length of pandemic, colleges cannot test new students for **fall term** eligibility and admission consideration.

**REVISED FLEXIBILITY/GUIDANCE:** For summer and fall terms 2020:

1. In order to meet student eligibility requirements, a student shall have an overall high school grade point average (GPA) of 3.0, if that prospective College Credit Plus (CCP) student has not had the opportunity to complete an assessment exam due to this emergency.
2. If a prospective CCP student had previously completed an assessment exam and did not meet student eligibility requirements based on those scores, a college can consider that student as eligible if the student has an overall high school grade point average of 3.0.
3. The institution of higher education still has the opportunity to use institutional standards for admission decisions and placement into courses.
4. Colleges shall collect data related to the multiple measures used in anticipation of reporting to the CCP Data Portal.
5. Once the student has been determined as eligible, has been admitted, and has enrolled in summer and/or fall term courses, the student remains eligible for the remainder of their participation in the program. There is no need to re-test for eligibility purposes.

### WHAT DOES THIS MEAN FOR FAMILIES?

- New students may not be able to complete assessment exams (e.g., Accuplacer, ACT, SAT) for eligibility requirements for summer or fall 2020.
- Colleges can use a student's high school GPA to determine eligibility instead of the assessment exam. Students can be considered eligible to participate with an overall high school GPA of 3.0.
- Students also must meet admission requirements of college which may be more selective than eligibility requirements.

## Grading CCP Courses using Pass/Fail

**EXISTING REQUIREMENT:** Many colleges want to give the option for students to have Credit/No Credit or Pass/Fail (or some other similarly named grade) on a college transcript in lieu of a final letter grade. Currently, administrative code lists Pass/Fail graded courses as “nonallowable” for College Credit Plus, unless that course is an internship course. The rule does not apply to a transferable course that is graded on a pass/fail basis for all students enrolled in the course.

### REVISED FLEXIBILITY/GUIDANCE:

1. For spring term 2020, if a college or university provides the option for all enrolled students to choose a Pass/Fail grade for a course section, then a College Credit Plus student is permitted to choose a Pass/Fail grade under these circumstances. A student shall have the option of either a P/F or a letter grade.
2. Students shall be advised by secondary school and college staff that a P/F grade may have future implications on weighted grading and class rank at the secondary school, NCAA eligibility, OHSAA eligibility, and certain graduation seals that require a grade of B or better.
3. Secondary schools will recognize a passing grade in a college course and provide high school credit for that course as a substitution for a high school graduation requirement.
4. If the reason for the student’s grade of “F” or failing the course on a P/F scale is due to a lack of technology, lack of internet access, or other COVID-19-related disruptions, and the option of withdrawing is not available to the student from the college, then the secondary school shall not seek reimbursement from that student/family for this course.

### WHAT DOES THIS MEAN FOR FAMILIES?

- Some colleges are offering students the option to earn a Passing or Failing (P/F) grade for spring 2020 instead of a letter grade (A, B, C, D, F).
- Students should talk to their school counselors and college advisors about this option.
- A P/F grade may impact high school graduation, athletic eligibility, and future financial aid or college decisions.
- If the reason for the student’s grade of “Failing” is due to a lack of technology, internet access, or other COVID-19-related disruptions, and the option of withdrawing is not available, the secondary school cannot seek reimbursement for the course from the family/student.

## Withdrawing from Spring 2020 Courses

**EXISTING REQUIREMENT:** Colleges are giving the option for all students to choose to withdraw after the census date. The issue is that secondary schools could seek reimbursement from student and the W grade could be used in calculating underperformance (CCP Probation).

**REVISED FLEXIBILITY/GUIDANCE:**

1. If the colleges provide the option to withdraw to all students, then CCP students may choose to withdraw from college courses of the spring term 2020 due to the impact of the COVID-19 pandemic after the census date.
2. The institution of higher education will determine the final date by which a student may withdraw.
3. Since the student had completed a large portion of the course and had been enrolled beyond the census date, the college will report this enrollment to the CCP Data Portal as normally would occur (if they had not already done so). The secondary school will follow the regular process of reviewing/approving the course within the ODDEX system (if they had not already done so).
4. If the reason for the student's withdrawal is due to a lack of technology, lack of internet access, or other COVID-19-related disruptions, then the secondary school shall not seek reimbursement from that student/family.
5. Secondary schools shall carefully counsel the students of the impact of this withdrawal on current or future graduation requirement implications.
6. Secondary schools will not use this withdrawal as part of the consideration for CCP Probation or CCP Dismissal.
7. Colleges and universities shall carefully advise the students of the impact of this withdrawal on any satisfactory academic progress policies, future financial aid, or admission considerations for now and in the future.
8. Colleges and universities shall communicate the requests for withdrawal with the students' secondary schools immediately.

### WHAT DOES THIS MEAN FOR FAMILIES?

- Some colleges are offering students the option to withdraw from college courses for spring 2020.
- Students should talk to their school counselors and college advisors about this option.
- A "W – withdrawal" grade may impact current or future high school graduation requirements.
- If the reason for the "W" is due to a lack of technology, internet access, or other COVID-19-related disruptions, the secondary school cannot seek reimbursement for the course from the family/student.

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### Payment of Spring 2020 Courses

**EXISTING REQUIREMENT:** In various scenarios, the secondary schools are concerned about financial responsibility for courses that may not be completed due to access to labs or to technology/software. Colleges are concerned about reimbursement for courses that are now online and would be reimbursed at a higher default rate.

**REVISED FLEXIBILITY/GUIDANCE:** Since the courses for spring 2020 have completed a large portion of the term, the funding process will remain the same as long as the courses are still in progress. The original delivery mode will remain the same for reporting purposes for spring 2020 even if the course was converted to online.

#### WHAT DOES THIS MEAN FOR FAMILIES?

- This information is primarily for colleges and public secondary schools.

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### Approved High School Teacher Observations

**EXISTING REQUIREMENT:** Colleges must complete annual observations of approved high school teachers.

**REVISED FLEXIBILITY/GUIDANCE:** For spring 2020, this required observation will be waived, if it has not already been completed and documented. The college/university shall communicate this waiver to the teacher and prepare a plan for the observation to occur at the next available opportunity when classes resume during the 2020-2021 academic year.

#### WHAT DOES THIS MEAN FOR FAMILIES?

- This information is primarily for colleges and public secondary schools.

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### Counseling Services

**EXISTING REQUIREMENT:** Secondary schools are required to provide, and students/families are required to sign, a form for the secondary school records before participating in CCP. However, schools cannot counsel in person due to building closures and possible extension of that closure date.

**REVISED FLEXIBILITY/GUIDANCE:** Secondary schools should conduct counseling to the extent possible via remote methods to students individually or as a group prior to May 1, 2020. If counseling cannot occur prior to May 1, 2020, and the Intent to Participate form includes this counseling as a requirement for signature, a notation should be made by the student/family that counseling is pending and will be made up at a later date. Lack of time to counsel will not be a reason to prohibit students from participating.

#### WHAT DOES THIS MEAN FOR FAMILIES?

- Students should contact their school counselors for information about participating in College Credit Plus.
- If counseling cannot occur prior to the May 1 Intent to Participate form, parents should indicate that counseling will occur at a later date.

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### Continuation of Spring 2020 CCP Courses with Approved High School Teachers

**EXISTING REQUIREMENT:** Need to ensure that high school teachers serving in adjunct position for colleges and teaching college courses previously located at the high school will continue to teach these courses remotely with guidance from college faculty and staff.

**REVISED FLEXIBILITY/GUIDANCE:** Ohio Administrative Code section 3333-1-65.4 requires that teachers providing instruction in college level courses in the secondary school shall follow the same course syllabus and learning outcomes, use the same textbook and materials and assessment as the college course delivered on the campus. The expectation remains the same for all courses delivered by instructors for a college course regardless of the changes affecting the course delivery. High school teachers and college faculty/staff should work together to overcome any logistical or access issues.

#### WHAT DOES THIS MEAN FOR FAMILIES?

- Students who are enrolled in spring 2020 college courses at their high schools should continue to participate remotely.
- Students should check college emails or learning management system for details on how the course will be conducted for the rest of the spring semester.
- Colleges will provide academic support such as tutoring if the student requests it.