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INTRODUCTION

Recently passed into law by the Ohio General Assembly, College Credit Plus (CCP) replaces Post-Secondary Enrollment Options (PSEO) as Ohio’s official dual credit program – a program that enables college ready students in grades 7-12 to take college courses for which they may earn both high school and college credit.

https://www.ohiohighered.org/ccp

Effective dual credit systems have been linked to positive student impacts at both secondary and postsecondary levels. In addition, these programs have the capacity to create systemic collaboration which will be necessary in order for Ohio to meet its college- and career-ready, and postsecondary completion goals. These programs also have the added benefit of creating a reliable and seamless bridge for students to transition from high school into postsecondary endeavors.

~ Chancellor John Carey, Ohio Board of Regents

CCP Objectives
1.) to bolster college readiness;
2.) to increase college persistence and completion;
3.) to decrease the time needed to earn a college degree;
4.) to decrease the overall cost of a college degree.

Key difference between CCP and other advanced standing programs: Transcripted Credit
Unlike advanced placement, international baccalaureate and ‘articulated’ coursework, classes completed under the auspices of College Credit Plus are immediately recorded on an official college transcript. No intermediary steps are required.

CCP Delivery Options
CCP participants may take college courses delivered in one of three ways:
• at the college campus with college faculty
• at the high school with college faculty
• at the high school with high school faculty

<table>
<thead>
<tr>
<th>University of Cincinnati*</th>
<th>offers courses on the college campus w/ college faculty</th>
<th>offers courses at the high school w/ college faculty</th>
<th>offers courses at the high school w/ high school faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Blue Ash</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Clermont</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>UC Uptown</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*UC’s delivery options could change moving forward.
CCP GUIDELINES: OHIO BOARD OF REGENTS

CCP participants and stakeholders must follow specific programmatic guidelines developed by the Ohio Board of Regents. A few of these guidelines are detailed below.

Information and Counseling

- Prior to March 1, high schools must provide information about CCP to their students in grades six, seven, eight, nine, ten, and eleven. This information must include a detailed overview of the benefits and risks associated with CCP.

- By April 1, students must inform their high school that they plan to participate in CCP. Students may change their minds at any time.

Both public and nonpublic secondary schools must permit eligible students to participate in the College Credit Plus program.

Enrollment Options

Students participating in CCP may pursue one of two enrollment options:

<table>
<thead>
<tr>
<th>CCP Option A</th>
<th>CCP Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible students may enroll in college courses for either college credit only or high school and college credit.*</td>
<td>Eligible students must enroll in college courses for both college and high school credit.</td>
</tr>
<tr>
<td>Students pay for all of the costs associated with their college enrollment, including the cost of tuition/fees, books, and materials.</td>
<td>The school district pays for the cost of tuition and fees; the college pays for the cost of books and approved materials.</td>
</tr>
</tbody>
</table>

*Students must make this determination BEFORE they register for college courses not after.

Both public and nonpublic secondary schools must permit eligible students to participate in the College Credit Plus program.

Non-Public School Participation (Private High Schools and Homeschoolers)

Homeschoolers and students from non-public high schools may participate in CCP. However, funding and credit hours could be limited.

For additional information, please visit the Ohio Department of Education website [http://education.ohio.gov/](http://education.ohio.gov/) or contact Wendy Cantrell directly at wendy.cantrell@ode.state.oh.us. Students may also find updated information here: [https://www.ohiohighered.org/college_credit_plus](https://www.ohiohighered.org/college_credit_plus)
Credit Hour Equivalencies

According to CCP guidelines, a college course transcripting three (3) or more semester hours must count as one full Carnegie unit of credit at the high school. A college course transcripting less than three (3) semester hours must count as a proportional fraction of a Carnegie unit.

3+ Semester Hours (1 college course) = 1 Carnegie Unit (1 year of the subject at high school)

Credit Hour Maximums

CCP participants may take up to **30 college credit hours per academic year** for a maximum of 120 credit hours over the equivalent of four academic years.

As the following table indicates, the number of semester hours per year a student may take at UC Clermont is a direct function of the number of Carnegie units a student plans to take at the high school.

<table>
<thead>
<tr>
<th># of Carnegie Units a student plans to take at the high school per academic year</th>
<th># of semester hours a student may take at UC Clermont per academic year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>1</td>
<td>27</td>
</tr>
<tr>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>6*</td>
<td>12*</td>
</tr>
<tr>
<td>7*</td>
<td>9*</td>
</tr>
<tr>
<td>8*</td>
<td>6*</td>
</tr>
</tbody>
</table>

*If students wish to register for more than 6 combined classes per term, they should first meet with and get approval from both their high school guidance counselor and their college advisor.

Grade ‘Weighting’ (high school)

If a high school awards ‘weighted’ grades to students taking honors or advanced placement courses, it must do the same for students taking college courses under the auspices of CCP.

*The policy for the awarding of grades and the calculation of class standing for CCP courses...shall not disadvantage students who choose to participate in CCP rather than other advanced standing programs, including advanced placement and international baccalaureate.* ~Ohio Board of Regents

End-of-Course Exams (high school)

CCP participants must take end-of-course examinations at the high school unless the high school approves a state-sanctioned alternative.

**SUBSTITUTE EXAMS:** The State Board will consider more AP exams, International Baccalaureate exams and dual enrollment course exams in the coming months. The department will release the score crosswalk for assigning graduation points for these exams early spring 2016, when all the state and substitute assessment results from 2014-2015 are reported and compared. [http://education.ohio.gov/Topics/What-s-Happening-with-Ohio-s-Graduation-Requirements/Latest-Updates-on-Graduation-Requirements/Graduation-Update-Past-Updates](http://education.ohio.gov/Topics/What-s-Happening-with-Ohio-s-Graduation-Requirements/Latest-Updates-on-Graduation-Requirements/Graduation-Update-Past-Updates)
BENEFITS and RISKS

College Credit Plus offers academic and financial benefits as well as risks. A few of these benefits and risks are listed below.

★ Risks

• Students may experience a degree of academic difficulty that exceeds the level to which they are accustomed at their middle or high schools. They may also experience ‘mature’ classroom discussions and topics that some might consider inappropriate for students under the age of 18.

• Students may earn grades at the college that negatively impact their high school ‘class standing’ and/or ‘grade point average’.

• Students who withdraw from or fail college classes might be required to reimburse their high school for the cost of these classes.

<table>
<thead>
<tr>
<th>UC Grades</th>
<th>Academic Consequences</th>
<th>Financial Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>F (‘failure’)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NP (‘not proficient’)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W (‘withdrawal’)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>UW (‘unofficial withdrawal’)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

★ Benefits

• Students may have the opportunity to take classes at the college that are not offered at their high school.

• Students may ‘survey’ a variety of college disciplines before they must make a final decision about pursuing either a college education or a particular college major.

• Students may take college classes for which they will receive both high school and college credit. The latter should help students reduce the time needed to complete their eventual college degree.

• Students may take college classes without paying for any of the costs associated with these classes. The school district pays for the cost of tuition/fees and the college pays for the cost of books. This benefit should help students reduce the overall cost of their eventual college degree.

Ohio students participating in dual credit programs graduate from high school at higher rates, persist through postsecondary education at higher rates and in less time, and maintain above average grades. ~Chancellor’s Report College Credit Plus
CCP GUIDELINES: UC CLERMONT COLLEGE

In addition to the guidelines established by the Ohio Board of Regents, CCP participants must also satisfy the admission and academic requirements established by UC Clermont College.

ADMISSION REQUIREMENTS

►Automatic Admission: UC Clermont will automatically admit CCP applicants who test or place into both college-level English and college-level Math.

ENGLISH: Placement into ENGL 1001 (UC placement test) OR submission of the following standardized test scores:
ACT -- 18 (or higher) on the English/Writing portion of the ACT test
SAT -- 430 (or higher) on the English/Writing section of the test

MATH: Placement score of 420 or higher (UC placement test) OR submission of the following standardized test scores:
ACT -- 22 (or higher) on the Math portion of the ACT test
SAT -- 520 (or higher) on the Math portion of the SAT test.

►Automatic Denial: UC Clermont will automatically deny applicants who are unable to test or place into either college-level English or college-level Math.

Placement Tests

• placement tests are required;
• placement tests are free;
• placement tests may be taken one time only for admission purposes;
• the English placement test requires a writing sample;
• the Math placement test prohibits the use of calculators.

BEFORE registering for a placement test, students must submit a CCP application. They will then receive a letter that explains how and when they may take their placement tests.

Admitted CCP students must still satisfy the pre-requisite and placement test requirements for specific UC courses and academic majors.
**ACADEMIC REQUIREMENTS**

At UC Clermont, CCP participants must meet the following academic requirements:

<table>
<thead>
<tr>
<th><strong>Matriculation Requirements</strong></th>
<th>CCP students must enroll at UC Clermont as non-matriculated HIGH SCHOOL students. If students wish to attend UC Clermont after they graduate from high school, they must complete UC Clermont’s ‘college’ admission and matriculation process.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Requirements</strong></td>
<td>CCP students must assume responsibility for their own learning. If students experience academic difficulty, they must proactively seek assistance from both their instructors and the UCC Learning Center. They should also discuss the situation with their high school guidance counselor.</td>
</tr>
<tr>
<td><strong>Attendance Requirements</strong></td>
<td>CCP students must follow the attendance policies established by the instructors for the courses in which they enroll. Note: Students must attend their UC Clermont classes even when these classes conflict with high school breaks, holidays, and extracurricular activities.</td>
</tr>
<tr>
<td><strong>Course Requirements</strong></td>
<td>Typically, CCP students may register for 1000 and 2000 level courses for which they have met all pre-requisites. However, UC Clermont reserves the right to limit the number and type of courses available to CCP students.</td>
</tr>
<tr>
<td><strong>GPA Requirements</strong></td>
<td>CCP students must maintain BOTH a semester and cumulative GPA of at least 2.00 (on a 4.00 scale) for EACH semester they are enrolled at UC Clermont. Failure to do so may result in their dismissal from CCP.</td>
</tr>
<tr>
<td><strong>‘Student Conduct’ Requirements</strong></td>
<td>CCP students must comport themselves according to the guidelines established by UC Clermont’s <a href="http://www.uc.edu/conduct/Code_of_Conduct.html">Student Code of Conduct</a>. CCP students who violate these guidelines are subject to the same disciplinary actions as any other UC Clermont student.</td>
</tr>
<tr>
<td><strong>High School Graduation Requirements</strong></td>
<td>CCP students are responsible for both knowing and meeting their high school graduation requirements. Toward this end, students must meet regularly with their high school guidance counselor.</td>
</tr>
</tbody>
</table>
SELECTING CLASSES
For CCP students, the course selection process is a function of both the classes required by their secondary schools for high school graduation and the classes required by UC Clermont for the major they plan to pursue after high school graduation. Students must work with their guidance counselor to determine the former and refer to the appropriate UC Clermont curriculum guide to determine the latter.

Curriculum Guides
Curriculum guides list all of the classes that a student must take in order to complete a particular major at the University of Cincinnati.

To obtain curriculum guides for the majors offered at UC Clermont, please do the following:
1.) Go to [www.ucclermont.edu](http://www.ucclermont.edu)
2.) Click “Academics” (left-hand sidebar).
3.) Select “Associate Degrees” (listed under “Majors & Programs”).
4.) Choose a major(s) listed under either Transition-Oriented Associate Degree Programs or Career-Oriented Associate Degree Programs. The former programs enable students to earn an associate’s degree en route to a bachelor’s degree. The latter programs enable students to earn an associate’s degree en route to the workplace.

Note: The overview page for each major includes a link to the major’s curriculum guide.


To obtain curriculum guides for the majors offered at all three UC campuses, please do the following:
1.) Go to [www.uc.edu](http://www.uc.edu)
2.) Click “Academics” (banner at top of page).
3.) Select “Undergraduate” (listed under “Majors & Programs”).
4.) Scroll down to “Programs by General Interest.” Click a category and then select a major. Note: The overview page for each major includes a link to the major’s curriculum guide.

One Stop Center: View Class Offerings
CCP participants can view UC Clermont’s class offerings at [http://onestop.uc.edu/](http://onestop.uc.edu/). Click “Registration Information” ► “View Class Offerings” ► “Search and View Class Offerings”

At the One Stop Center, do the following:
1) click the appropriate “Term”
2) select the appropriate “Session” (“all sessions” is usually the best option)
3) identify “UC Clermont & UC East” as the campus location
4) identify “Clermont College” as the offering college, and then
5) search for classes by “Discipline” (keep all other options defaulted to “All”)
LIBERAL ARTS Curriculum Guide (Year 1) 2014 AY

Fall Semester: 15-17 credit hours

ENGL1001: English Composition, EC (3)
INTR1010: Introduction to the Liberal Arts (3)
_________ Any Statistics or college-level math, QR (3)
_________ History, HP (3)
_________ Foreign Language, DC (3 – 5)

Spring Semester: 15-17 credit hours

_________ Any QR, QR (3)
_________ Historical Perspective, HP (3)
_________ Foreign Language, DC (3 – 5)
_________ Any "HU" or "FA", HU, FA (3)
_________ Elective (3)

BIOLOGY Curriculum Guide (Year 1) 2014 AY

Fall Semester: 16 credit hours

BIOL1081: Biology I: Molecules, Cells, and the Foundation of Life, NS (3)
BIOL1081L: Biology I Laboratory, NS (1)
CHEM1040: General Chemistry I, NS (4)
CHEM1040L: General Chemistry Laboratory I, NS (1)
STAT1034: Elementary Statistics I, QR (3)
ENGL1001: English Composition, EC (3)
INTRxxxx: INTR 1020 Intro Science Professions (1)

Spring Semester: 15 credit hours

BIOL1082: Biology II: Evolution, Physiology, and Ecology, NS (3)
BIOL1082L: Biology II Laboratory, NS (1)
CHEM1041: General Chemistry II, NS (4)
CHEM1041L: General Chemistry Laboratory II, NS (1)
MATH1044: Applied Calculus I, QR (3)
_________ Humanities elective, HU (3)
COURSE OPTIONS

UC Clermont offers hundreds of courses each academic year. The following is a list of those courses that seem to be of particular interest to CCP students.

English Composition

English 1001 and 2089 are the only courses required for ALL majors at UC.
ENGL 1001 English Composition -- a 1st first year foundations course
ENGL 2089 Intermediate Composition – a 2nd year capstone course (requires 30 sem hrs)

CCP students may NOT take remedial composition courses, e.g., ENGL 0097 or 1000.

Foreign Language

UCC offers the following foreign language courses: American Sign Language, French, German, Latin, Russian, and Spanish. Students may take these courses in either an extended or basic format:

extended: 3 semester hours per course; 12 semester hours total (preferred by most students)

basic: 5 semester hours per course; 10 semester hours total (intense)

Mathematics

The Mathematics courses that students take at UC Clermont are a function of both their Math placement results and their intended college major. Relative to the latter, some majors require calculus, others require statistics, and still others require nothing more than a basic quantitative reasoning course.

Sample requirements:

Biology / Pre-Medical Profession majors:
Applied Calculus I (MATH 1044) and Elementary Statistics I (STAT 1034)

Business Administration and Pharmacy majors:
Applied Calculus I (MATH 1044) and Applied Calculus II (MATH 1045)

Engineering majors:
Calculus I (MATH 1061) & Calculus II (MATH 1062)

Nursing (BSN) majors:
Introduction to Statistics (STAT 1031) in Year 3

Criminal Justice: Law Enforcement (Police Academy)
Any 3 semester hour MATH or STAT course (usually MATH 1008)

CCP students may NOT take remedial Math courses, e.g., MATH 0029, 0030, 0031 or 0034.
Reminder: Departments may change their MATH requirements any time they deem appropriate.

Personal Finance

The following courses may satisfy the personal finance requirement at the high school. However, before registering for one of these courses, students should check with their high school guidance counselor.

FIN 2081 Personal Finance and/or FIN 2071 Stock Markets and Investments

Political Science

The following course may satisfy the American government requirement at the high school. However, before registering for this course, students should check with their high school guidance counselor.

POL 1010 Introduction to American Politics
## Science

The science classes that students take at UC Clermont are a function of their intended college major, their Math placement results, and their high school background in Biology and Chemistry.

### Sample requirements:

#### Biology / Chemistry / Pre-Medical Profession majors (1st year requirements):

**BIOL 1081/1081L and BIOL 1082/1082L (labs are required)**

Before taking this sequence, CCP students must complete either 1 year of Biology at their high school or Biology 1021/1022 at UCC.

---

**CHEM 1040/1040L and CHEM 1041/1041L (labs are required)**

**Pre-requisite:** A minimum Math placement test score of 500 OR the completion of College Algebra (MATH 1021) or Pre-Calculus (MATH 1026) with a grade of C- or better . . . Note: Before taking CHEM 1040, CCP students must complete at least 1 year of Chemistry at their high school.

#### Engineering majors (1st year requirements):

**CHEM 1040/1040L and 1041/1041 (labs are required)**

**Pre-requisite:** A minimum Math placement test score of 500 OR the completion of College Algebra (MATH 1021) or Pre-Calculus (MATH 1026) with a grade of C- or better . . . Note: Before taking CHEM 1040, CCP students must complete at least 1 year of Chemistry at their high school.

---


**Pre-requisite**: The completion of the following course(s) with a grade of C- or better: Trigonometry (MATH 1022), Pre-Calculus (MATH 1026), or Calculus I (MATH 1061).

#### BSN Nursing majors (1st year requirements):

**BIOL 2001C & BIOL 2002C (Anatomy & Physiology for Health Professionals NOT Biology majors)**

Before taking this course, CCP students must complete at least 1 year of Biology at their high school.

---

**BIOL 2031C (Microbiology for Health Professionals)**

**Pre-requisite:** The completion of the following course(s) with a grade of C- or better: BIOL1015 & BIOL1015L or BIOL1021 & BIOL1021L or BIOL1051C or BIOL1081 & BIOL1081L or BIOL2001C . . . Note: Before taking this course, CCP students must complete at least 1 year of Biology at their high school.

---

**CHEM 1020/1020L**

Before taking this course, CCP students must complete at least 1 year of Chemistry at their high school.

#### Non-Science/Non-Engineering/Non-Allied Health majors

Typically, students who plan to pursue a non-science major* complete 6 semester hours of coursework in a Natural Science (NS) discipline of their choice. These disciplines include Biology, Chemistry, Geology, Physical Geography and Physics.

*e.g., a major in business, the humanities, the social sciences and so on.

**Reminder:** Departments may change their science requirements any time they deem appropriate.

### ACADEMIC ADVISING

#### High School

For advising related to high school policies and procedures, to include high school graduation requirements, CCP students must contact their high school guidance counselor.

#### College

For advising related to college policies and procedures, to include the course requirements for particular college majors, CCP students should contact Dr. Debra Clark.

Dr. Debra Clark  
Director of College Credit Plus  
UC Clermont College  
debra.clark@ucclermont.edu
## CCP ADMISSION PROCESS*
### FALL SEMESTER 2015

*This timeline applies to ‘on-campus’ (at UC Clermont) applicants only. Refer to page 17 for ‘off-campus’ information.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Step-by-Step Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>February and March</td>
<td>Step 1: Collect and review information about CCP.</td>
</tr>
<tr>
<td>by April 1</td>
<td>Step 2: Notify your high school that you plan to participate in CCP at some point during the next academic year.</td>
</tr>
</tbody>
</table>
| by April 15         | Step 3: Work with your high school guidance counselor to complete and submit your UC Clermont CCP application materials. Remember to include the following:  
|                     |   a. a properly signed application;  
|                     |   b. an official transcript from every high school/college that you have attended;  
|                     |   c. a course advising form (optional).  
|                     | Mail all materials to the following address:  
|                     |   Dr. Debra Clark  
|                     |   Enrollment & Student Services  
|                     |   UC Clermont College  
|                     |   4200 Clermont College Drive, Batavia, Ohio 45103                                  |
| May - June          | Step 4: Take the required UC Clermont Placement Tests. Dr. Clark will send you a letter that identifies the testing dates available for prospective CCP students. |
| by early August     | You should receive either an acceptance or denial letter.                             |
| June – August       | Step 5: Attend a mandatory CCP Orientation.  
|                     | Prior to the orientation: Select your 15FS course(s).  
|                     | At the orientation: Get your confirmed 15FS schedule and learn more about CCP at UC Clermont. |
| August 24           | Step 6: Begin your Fall Semester classes at UC Clermont.                              |
## CCP ADMISSION PROCESS*

**SPRING SEMESTER 2016**

*This timeline applies to ‘on-campus’ (at UC Clermont) applicants only. Refer to page 17 for ‘off-campus’ information.*

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Step-by-Step Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>February and March</td>
<td><strong>Step 1:</strong> Collect and review information about CCP.</td>
</tr>
<tr>
<td>By April 1</td>
<td><strong>Step 2:</strong> Notify your high school that you plan to participate in CCP at some point during the next academic year.</td>
</tr>
<tr>
<td>By October 2</td>
<td><strong>Step 3:</strong> Work with your high school guidance counselor to complete and submit your UC Clermont CCP application materials.</td>
</tr>
<tr>
<td></td>
<td><strong>Remember to include the following:</strong></td>
</tr>
<tr>
<td></td>
<td>a. a properly signed application;</td>
</tr>
<tr>
<td></td>
<td>b. an official transcript from every high school/college that you have attended;</td>
</tr>
<tr>
<td></td>
<td>c. a course advising form (optional).</td>
</tr>
<tr>
<td></td>
<td><strong>Mail all materials to the following address:</strong></td>
</tr>
</tbody>
</table>
|                          | Dr. Debra Clark  
|                          | Enrollment & Student Services  
|                          | UC Clermont College  
|                          | 4200 Clermont College Drive,  
|                          | Batavia, Ohio 45103                                                                                                                                                                                                  |
| October – November       | **Step 4:** Take the required UC Clermont Placement Tests. Dr. Clark will send you a letter that identifies the testing dates available for prospective CCP students.                                                 |
| By early December        | You should receive either an acceptance or denial letter.                                                                                                                                                              |
| November – December      | **Step 5:** Attend a mandatory CCP Orientation. **Prior to the orientation:** Select your 16SS course(s). **At the orientation:** Get your confirmed 16SS schedule and learn more about CCP at UC Clermont. |
| January 11               | **Step 6:** Begin your Spring Semester classes at UC Clermont.                                                                                                                                                         |
ENROLLMENT OPTIONS

Check one option only:

_____ CCP Option A
   (college credit only; student pays)

_____ CCP Option B
   (high school and college credit; school district pays)

APPLICATION DEADLINES

Circle the semester for which you are applying:
(on-campus CCP only)

Fall Semester 2015:   April 15
Spring Semester 2016:   October 2

STUDENT INFORMATION

Last Name________________________________First Name__________________ MI_______
Social Security Number_________________________ Date of Birth_______________________
E-Mail________________________________ Cell Phone Number________________________
Male or Female? _________ Exchange Student?____yes____ no US Citizen?____yes____no

PARENT INFORMATION // STUDENT’S PERMANENT ADDRESS

First and Last Name ___________________________________Phone Number ______________
Street Address_________________________________________________________________
City _________________________________State _____________ Zip Code_______________

HIGH SCHOOL INFORMATION

High School _________________________________High School District__________________
Guidance Counselor__________________________ Phone Number_____________________
Grade Level as of August 2015 (circle one):         7        8        9        10        11        12
Expected High School Graduation Date:        month __________ year __________
I plan to participate in CCP as follows (check one):      part-time _________  full-time _________
Anticipated college major: ________________________________________________________

Optional:  Do you have a disability that may need accommodation? _____yes _____no
TO BE SIGNED BY STUDENT:
I understand and accept the CCP policies and procedures detailed in UC Clermont’s 2015-2016 College Credit Plus (CCP) Handbook. In particular, I understand that as a CCP participant I must do the following:
1.) enroll at UC Clermont as a non-matriculated high school student.
2.) maintain both a semester and a cumulative GPA of at least 2.00 (on a 4.00 scale).
3.) follow the attendance policies established by the instructors for the courses in which I enroll.
4.) attend my UC Clermont classes even when these classes conflict with high school breaks, holidays, and extracurricular activities.
5.) assume full responsibility for my college experience both in and out of the classroom. If I begin to struggle academically, I must seek assistance immediately from both my college instructor and the UCC Learning Center. I must also discuss the situation with my high school guidance counselor.
6.) comport myself according to the guidelines established by the University of Cincinnati’s Student Code of Conduct.

Signature: __________________________________________________________________Date: ______________

I authorize the release of my academic records to my parents/legal guardian, my high school and the Ohio Department of Education. I understand that my academic records include all educational documents maintained by UC’s Office of the Registrar.

Signature: __________________________________________________________________Date: ______________

Print name here: __________________________________________________________________________________

TO BE SIGNED BY PARENT OR LEGAL GUARDIAN:
I understand the benefits and risks associated with permitting my son or daughter to participate in College Credit Plus (CCP) at UC Clermont. In particular, I understand that should my son or daughter enroll in CCP Option A, I must pay for all of the costs associated with taking a course(s) at UC Clermont. I also understand that should my son or daughter enroll in CCP Option B and subsequently withdraw from or fail a course(s), I could be required to reimburse my son or daughter’s school district for all of the costs associated with this course(s).

By signing this document, I stipulate that my son or daughter has both the academic and emotional maturity necessary to do the following: 1.) complete college course work successfully, and 2.) assume personal responsibility for managing all college-related activities both in and out of the classroom.

Signature: ____________________________Date: ______________

TO BE SIGNED BY HIGH SCHOOL COUNSELOR OR PRINCIPAL:
I have advised this student and his/her parents about the benefits and risks associated with participation in College Credit Plus (CCP).

Cumulative High School GPA (based on a 4.00 scale): __________ Class Rank: ________ Class Size: ________

Signature: ____________________________Date: ___________Phone Number: __________________

Please attach a copy of the student’s high school transcript.

Mail this application and all supporting documents to the following address:
Dr. Debra Clark
Enrollment & Student Services
UC Clermont College
4200 Clermont College Drive
Batavia, OH 45103
Off-Campus CCP

The off-campus version of UC Clermont’s CCP program enables college ready secondary students to take UC classes at their high school rather than the UC Clermont campus.

**Cost:** Free of charge for students (and parents)

**Location:** High school

**Instructors:** High school teachers who have been approved as adjunct instructors by the University of Cincinnati

► Eligibility Requirements

Before taking an off-campus CCP class, participating students must do the following:

a) verify that they possess a high school GPA of at least 3.00 (on a 4.00 scale) in the discipline for the class in which they plan to enroll. [Highly recommended but not required.]

b) take UCC’s Math placement test and score at the level required for the class in which they plan to enroll. [Placement tests are required for MATH classes only.]

c) complete a Basic Data Form. [Students must provide their Social Security numbers.]

d) sign the required off-campus CCP consent forms. [Parents must also sign these forms.]

e) register for the appropriate section of the class for which they plan to enroll.

The high school both verifies student eligibility and collects/submits all required documents.

► Grades and Transcripts

The grades earned for off-campus CCP class(es) are recorded permanently on both the students’ high school and University of Cincinnati (UC) transcripts. They are also factored into both the students’ high school and college grade point averages (GPAs).

Ordering an UC transcript: Students may request an UC transcript by submitting a transcript request form*. Written requests may take 5-10 business days to process after the request is received.

*Students can obtain an UC transcript request form from their high school guidance counselor.

‘Weighting’ Grades: If a high school awards ‘weighted’ grades to students taking honors or advanced placement courses, it must do the same for students taking college courses via CCP.

The policy for the awarding of grades and the calculation of class standing for CCP courses...shall not disadvantage students who choose to participate in CCP rather than other advanced standing programs, including advanced placement and international baccalaureate.

~Ohio Board of Regents

► Books and Supplies

The high school provides all of the equipment, supplies and textbooks required for off-campus CCP classes. These books and supplies are provided free of charge to students.
This Handbook is also available online:

1.) Go to www.ucclermont.edu

2.) Click on Academics (banner)

3.) Click on the first option under the header Special Opportunities:

   High School Students -- College Credit Plus

For additional information, please contact:

Dr. Debra Clark
Director of College Credit Plus (CCP)
UC Clermont College
513.732.5321
debra.clark@uc.edu