



# 2023-2024 College Credit Plus Agreement

Admissions

This agreement is between the following parties:

- College:** Clark State College  
570 E. Leffel Lane  
Springfield, OH 45505
- School District:** Southeastern Local Schools  
226 Clifton Road  
South Charleston, OH 45368

The above parties agree to enter into a College Credit Plus (CCP) agreement for the 2023-24 academic year which will provide opportunity for the School District's high school students to earn college credit and high school credit simultaneously.

## 2023-2024 Program Costs

### Tuition:

In an effort to reduce the financial impact on school districts, Clark State is offering all delivery methods at the default floor level established by the Ohio Revised Code 3365.017 and based on the Per Pupil Foundation amount determined by Ohio's General Assembly during the biennial budget process. These rates may change on an annual basis.

### Delivery Format:

We are offering our college courses in the following flexible formats:

1. In the high school (taught by a credentialed CCP high school instructor) – The volunteer CCP adjunct instructor must have the appropriate credentials as required by the Higher Learning Commission. This includes either a master's degree in content or a master's degree with 18 semester or 24 quarter hours of content at the graduate level for general education courses, and other credentialing conditions for certain applied technology courses. **The minimum class size is 5 students. Exceptions will be determined on a case-by-case basis.**
2. In the high school (taught by a Clark State adjunct) – Clark State may hire an adjunct to teach the course in the high school. **The minimum class size is 15 students.**
3. Dedicated Online – Clark State may offer a dedicated online section for a high school. The high school may choose to facilitate the learning with a high school teacher. The instructor of record would be a Clark State adjunct paid by Clark State. **The minimum class size is 15 students.**
4. Traditional Online – Students can choose to take any Clark State course online along with other Clark State students.
5. On a Clark State campus – Students can take classes at any of our locations (Springfield, Beavercreek, Bellefontaine or Xenia).

### Fees:

Clark State will waive all fees related to College Credit Plus Program participation and course enrollment. Fees may include, but are not limited to, costs or fees charged for the Clark State application, activities required by the postsecondary institution that may enhance a student's likelihood of academic success, course-related or laboratory fees (not to include coursework material). Supplies will be paid by the district if the course is offered at the high school and by Clark State if the course is offered online or on campus.

## Textbooks:

Textbooks are the responsibility of the school district. Required coursework material is also considered a textbook, which includes items like lab kits, art supplies, cameras, goggles, etc. The cost of these items are the responsibility of the district.

## Textbook Purchase Options

1. School districts will purchase student textbooks directly through eCampus, Clark State's online bookstore vendor. Clark State will connect the designated school district official with eCampus to create an account and partnership with eCampus. Once the account is created, the designated school district official will be able to see each student's Clark State course registration and required textbook, order the textbooks that are delivered to the school district and work directly with eCampus for payments. This option will allow each school district the ability to purchase only those textbooks that are needed, thus reducing the costs of textbooks. This option also reduces the delivery fees associated with delivering textbooks to students.

**School District Official Name:**

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**School District Official Email Address:**

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2. This alternative option allows students to purchase their textbooks online through eCampus, Clark State's online bookstore vendor, beginning 7 days prior to the start of the semester. The online bookstore will suggest used textbooks if available but students will also have the option to purchase new textbooks. Once purchased, textbooks are then the property of the school district. Every semester, Clark State will invoice the school district directly for all textbook costs for each enrolled student's textbook purchases. This option costs more to the school district as each student is charged a delivery fee. In addition, this option removes any control over the cost of textbooks to your high school.

**Please check the box below if you would like to have your individual students purchase textbooks through eCampus. You will need to "opt-in" to take advantage of this option.**

- Yes, our school district would like to **opt-in** to allow individual students to purchase textbooks through eCampus themselves.

For either option, at the end of the semester, the school district has several options:

- Instruct students to turn the books in at a designated office at the high school.
  - The textbooks can then be loaned to students who take the same course in future semesters.
  - The school district can work directly with eCampus to sell textbooks back to offset costs.
- Allow students to keep the textbooks.

## CCP Student Eligibility

- Students must meet the state's eligibility guidelines and sign Clark State's permission slip with a parent or guardian to be accepted into the CCP Program. Eligibility is determined by high school unweighted cumulative GPA, ACT/SAT or Accuplacer placement test and scores must be submitted prior to acceptance into the CCP Program. Eligibility requirements are subject to change per ORC 3333-1-65.14.
- Students must complete the emotional maturity questionnaire before registering for courses.
- Students must meet all prerequisites for CCP classes according to the College Catalog.
- Students may NOT receive retroactive credit for their course(s). They must sign up for college credit at the time the course begins.

## Academic Quality

In keeping with the Higher Learning Commission's Dual Credit Guidelines and the Ohio Administrative Code, Clark State is committed to ensuring that the quality and learning goals of our college courses are consistent at our College Credit Plus high school locations.

1. Clark State will offer a minimum of three hours of professional development for high school CCP instructors annually.

2. Clark State faculty will observe CCP classes and CCP faculty once annually to assure that courses taught in the high school are equivalent to the courses taught at Clark State in learning outcomes and levels of achievement.

NOTE: Faculty teaching courses that do not meet Clark State's standards will be required to follow an action plan developed by Clark State personnel that is designed to ensure that the CCP course meets the standards that are required by Clark State. Failure to show progress by following the prescribed action plan may result in rescinding approval of the CCP course(s) for Clark State credit.

3. Clark State supports and expects its high school CCP courses to adhere to the language in the Ohio Administrative Code 3333-1-65.2:

“(B) Program requirements

(1) College credit plus classrooms at the participating secondary school shall consist of students who all follow the same college course syllabus, use the same text book and materials, aspire to achieve the same learning outcomes and are assessed using the same methods as the college course delivered on the college campus.

(2) All students who have enrolled in an institution of higher education, under the college credit plus program, must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.”

Faculty observations of Clark State courses taught at the high schools will include a focus on compliance with the Ohio Administrative Code as it refers to the use of the same course syllabi and textbooks as what is used on the college campus.

4. Clark State reserves authority over determining the rigor of courses and expectations for student learning.  
NOTE: Academic departments may issue specific guidelines to be followed by all CCP faculty teaching courses in their discipline; any such guidelines for the 2023-2024 academic year will be shared with the CCP faculty no later than May 15, 2023.
5. Clark State adheres to the following guidelines from the Ohio Department of Higher Education on Advanced Placement (AP) and College Credit Plus in [Section C: FAQs for School District and Postsecondary Institution Administrators: High School-Related. Question 5](#). “Is it acceptable for a high school to offer a College Credit Plus course at the same time and in the same classroom as an AP course?

No. The AP course is a high school course, taught by a high school teacher. A College Credit Plus course is a college course, and the instructor (whether a credentialed high school teacher or an instructor provided by the college) is considered college faculty, under the purview of the college. It is outside the authority of the high school to combine the two into one course or one classroom.” High schools that offer CCP and AP courses concurrently in the same classroom will be contacted and may result in the CCP course being rescinded.

## Deadlines

**Instructor Deadlines** – As with Clark State's full-time faculty, CCP Volunteer Adjuncts follow the same requirements for meeting time-sensitive tasks, such as syllabus information entry and grade submission deadlines. Syllabus information should be entered into the syllabus system before the first day of the semester. Grade submission deadlines and instructions are communicated at the end of term through an email to Clark State email accounts.

**Application & Registration Paperwork Deadlines** – All CCP student applications and registration roster forms must be submitted by the Wednesday prior to the start of the semester based on the semester the CCP course begins.

**Withdrawal Deadline** – Students who choose to officially withdraw from their CCP course(s) can do so with no penalties until 14 days following the start of the semester. Withdrawing after these deadlines means the course will be recorded on the college transcript with a “W” and submitted in ODDEX for payment. The student may be required to reimburse tuition costs to the school district. For specific semester dates, please refer to the official College Calendar on the Clark State College website.

**Memorandum Approval**

By signing below the parties agree to all terms described in this agreement and understand this agreement cannot be used by either party to limit participation of a student enrolling in courses. Please return this form electronically with all necessary signatures by **February 1, 2023** to [ccp@clarkstate.edu](mailto:ccp@clarkstate.edu).

**Clark State College**



Vice President for Business Affairs

01/04/2023

Date

**School District**



District Superintendent Signature

1/10/23

Date



District Treasurer Signature

1/10/23

Date