



College Credit Plus

MEMORANDUM OF UNDERSTANDING

2023-2024

Terms of Agreement

I. Scope

Dual credit earned via College Credit Plus (CCP) at Wittenberg University shall be provided in accordance with the terms and conditions of this Memorandum of Understanding (hereafter MOU).

II. Definition of College Credit Plus

“College Credit Plus” is a program which allows high school students to enroll in college-level courses offered by a college so that they may simultaneously earn transcript credit toward high school graduation and a postsecondary degree or certificate. The said courses may be academic or career technical while also being nonsectarian and non-remedial. Specific to Wittenberg University’s CCP program, courses are offered on Wittenberg’s campus or online.

III. Purposes

The Wittenberg CCP program is supported by the State of Ohio’s initiative to provide talented and motivated high school students with the option of earning college credit while still in high school. It is the goal of Wittenberg University to make this an enriching opportunity by providing a challenging, structured and supportive experience for students. The CCP program will allow students to simultaneously earn transcribed credit at the secondary and postsecondary levels while introducing students to college life and expectations. The program also encourages students to consider higher education, especially those from first generation families and underrepresented backgrounds.

Through this Memorandum of Understanding (MOU), Wittenberg University seeks to establish a mutual understanding between the University and its partnerships with the District/School. Elements of this framework include student eligibility, course offerings, advising, professional development and uniform administrative procedures.

IV. Eligibility and Approval

The MOU specifies the means by which the University and partner schools will provide opportunities for high school students who wish to participate in CCP. The MOU specifies:

1. Procedures for approving CCP courses
2. Procedures for admission and enrolling students in CCP courses

A. Eligible Courses

1. College courses that are academic or career technical but nonsectarian and non-remedial shall be eligible for College Credit Plus. The student must be able to receive credit at both the secondary and postsecondary levels.
2. The District/School, in collaboration with the University, shall determine the academic courses eligible for College Credit Plus.

B. Student Eligibility

A candidate is eligible for CCP consideration if he or she:

1. Submits all required materials outlined on the College Credit Plus website by the published deadline for admission consideration.
2. Obtains permission from the District/School designated student guidance counselor, parent/legal guardian and member of individualized education program team, when appropriate.
3. Takes an approved standardized placement test and scores within the acceptable range set by the State of Ohio. Wittenberg will accept scores from the ACT, SAT and Accuplacer.
4. Demonstrates college readiness per Ohio's "Uniform Statewide Standards for Remediation-Free Status."
5. Meets any department or college requirements to enroll as a CCP student.

C. Approval to Participate

The University shall admit and enroll students to participate in CCP based on the student's eligibility as specified above. A student may not enroll in more than 30 credit hours during an academic year, beginning with the summer term. The student must not exceed more than 120 credit hours over the course of their involvement with the program.

Students will gain admission into the CCP program upon University evaluation to ensure that the student fulfills the remediation-free standards and is college-ready. Students will only be considered for CCP admission if all completed materials are submitted to the Wittenberg University Admission Office by the deadlines posted on the CCP website.

Upon admission to the program, students will be instructed to participate in mandatory academic advising with a University-designated CCP advisor. Registration preferences will be collected from each student during the initial advising meeting, and students will be enrolled in requested courses on a space-available basis.

D. State Reporting

The University and the District/School shall retain and report educational records in accordance with Ohio statutes and record retention regulations. High school transcripts and University transcripts will note the University course title and identical grade.

E. Liabilities of Parties

CCP status shall neither enhance nor diminish on-campus liabilities for the District/School and University. Management of risk and liabilities shall be in accordance with the District/School and University policies and code of conducts.

Personal liabilities for the student shall be equal to those of traditional University students. Students may also be held liable for financial reimbursement to their District/School in the case of incomplete, failure or withdrawal from a course(s).

Responsibilities and Duties

I. Responsibilities and Duties of the University

- A. Determine the required admissions criteria and student admissibility into the CCP program that adheres to the "Uniform State Standards for Remediation-Free Status."
- B. Assign an advisor to each CCP student prior to Wittenberg's no-fault drop course date.
- C. Provide CCP advisement and orientation with District/School collaboration that delivers academic support and reviews all policies, procedures, expectations, risks, benefits and consequences.
- D. Participate in information sessions upon request of District/School.
- E. Inform students of course requirements, course completion requirements, performance standards and other related course information.
- F. Promote CCP opportunities on website.
- G. Notify students of admission into CCP and course enrollment confirmation before the deadlines set forth by law.
- H. Retain the official transcript or grade report of the CCP student that records the term of enrollment, courses/credits attempted, courses/credits completed, grade and grade point average earned.
- I. Advise parents and students of the federal Family Educational Rights and Privacy Act (FERPA) rules and records-release procedures.
- J. Release, at the request of the students, official University transcripts.
- K. Comply with all program data collection and reporting requirements set forth by law to the District/School and the Ohio Department of Higher Education.
- L. Comply with all program data collection and reporting requirements set forth by the University for reporting purposes.

II. Responsibilities and Duties of the District/School

- A. Designate a CCP coordinator at the District/School to collaborate with the University, implement and facilitate the program and serve as a contact point for students and parents.
- B. Disseminate program information and admissions materials and provide necessary counseling services for students interested in CCP participation.
- C. Provide CCP advisement and orientation with University collaboration that delivers academic support and reviews all policies, procedures, expectations, risks, benefits and consequences.
- D. Verify that CCP students do not enroll in more than 30 college credit hours per academic year and/or more than 120 college hours over the course of their involvement with the program.
- E. Provide notice to CCP students exceeding the 30/120 credit hour maximums referenced above in paragraph D according to OAC 3333-1-65.11.
- F. Inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the University.
- G. Ensure student progress toward fulfilling high school graduation requirements.
- H. Ensure that each student does not exceed full-time status and convert college credit into appropriate Carnegie units.
- I. Retain educational records in accordance with Ohio statutes and record retention regulations.
- J. Furnish an official high school transcript to the University if required by the University.
- K. Comply with all program data collection and reporting requirements set forth by law to the University and the Ohio Board of Regents.
- L. When necessary, provide students with textbooks and relevant course materials.

III. Responsibilities and Duties of Students and Parents

- A. Receive and review CCP information and admissions materials.
- B. Submit all required admissions materials, completed and signed, to the University by the published deadline.
- C. Attend CCP information sessions and the required advisement session by the set deadlines.
- D. Discuss potential CCP involvement with the appropriate District/School and University staff, including University admission and registration requirements, course requirements, credits

to be attempted, credits to be awarded, scheduling under CCP, and implications for failure to successfully complete the course.

- E. Obtain course requirements for each course, including prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.
- F. Notify the District/School of intent to participate by the published deadline.
- G. When appropriate, schedule and communicate with assigned University adviser and high school CCP coordinator.
- H. Discuss any request for a change in registration (i.e. add, drop, withdrawal) and complete all necessary forms and procedures with appropriate District/School and University staff.
- I. Comply with the University and District/School student codes of conduct and other institutional policies and procedures.
- J. Report any extenuating circumstances (e.g. medical leave of absence, relocation to school outside of current district) to the University CCP coordinator, in addition to following District/School procedures.

IV. Rights and Privileges of Students

- A. The rights and privileges of students participating in CCP include:
 - 1. The use of Wittenberg facilities, resources, and services required for course completion.
 - 2. The right to appeal in writing to the District/School or University, as applicable, any decision pertaining to enrollment in the CCP program.

V. Confidentiality of Student Records

Student educational records created as a result of the Agreement shall be retained and disseminated in accordance with FERPA requirements.

VI. Public School Financial Responsibility for Funding CCP

- A. For CCP coursework reported to the Ohio Department of Education, the cost per credit hour is based on the default ceiling as determined by the approved funding structure designated by the Ohio Department of Higher Education according to Section 3365.07 of the Ohio Revised Code.
- B. When necessary, the District/School is responsible to provide course textbooks and materials.
- C. The University shall waive all fees related to CCP program participation and course enrollment, up to \$750, as set by the State.

- D. The University shall comply with procedures for data submissions otherwise required by law and for receipt of funding.
- E. The District/School shall comply with ordinary procedures for data submissions otherwise required by law and for receipt of funding.

Terms and Filing of Agreement

I. Terms and Conditions

The term of this MOU is one year from the signing date. A completed MOU shall contain signatures from all parties.

II. Filing

A fully executed copy of this MOU shall be submitted to Wittenberg University's College Credit Plus Coordinator within 10 days of approval. This signed MOU should be sent to ccp@wittenberg.edu.

Approved

Maribeth Stevens, VPEM

Wittenberg CCP Representative Name

Maribeth Stevens

Wittenberg CCP Representative Signature

School Representative Name

School Representative Signature

BRIAN D. YONK

Wittenberg University Provost Name

Brian D. Yonk

Wittenberg University Provost Signature

School Representative Title

School Name