

COLLEGE CREDIT PLUS HANDBOOK



WAYNE HIGH SCHOOL
2025-2026

Introduction

College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families.

Through the CCP program, students take college courses at an Institution of Higher Education (IHE) that meets their learning goals, needs, and where they are able to meet the IHE's college readiness benchmarks. While most HHCS students take classes through Sinclair Community College, students may also take CCP classes at other higher education institutions. If you are interested in taking CCP classes somewhere other than Sinclair, please visit the websites of those schools directly.

FERPA (Family Educational Rights and Privacy ACT): College Credit Plus students are college students and subject to the federal FERPA. For regular college students, this means that college records are not released to anyone, even parents, without written permission from the student. For College Credit Plus students, the high school and the college may exchange information regarding final grades. College Credit Plus grades will be added to the students' Wayne transcript at the end of each semester. Parents do not reach out to college faculty to discuss academic concerns. Students must talk to college professors themselves, as professors are also bound by FERPA. If parents believe their student is experiencing any type of academic distress, they should encourage the student to reach out to their professor or their Wayne counselor immediately. Students taking College Credit Plus courses are subject to the rules and regulations of the university they are taking courses through, including class attendance policy and add/drop dates established by the participating institution.

How can I learn more about the CCP program?

There are several ways to learn more about the CCP program and to help inform families and students about whether this educational option is right for them:

- Attend the annual information session in late January of the year prior to starting CCP. This annual meeting will go over the parameters of the CCP program, how to apply and considerations to participate in CCP.
- Visit the [Wayne CCP page](#) for updated information pertinent to Wayne students interested in participating in the College Credit Plus Program.
- Visit the [Ohio Higher Ed CCP website](#) that includes webinars and FAQ's for students and families. It is frequently updated with new information as legislation frequently changes the parameters of this program.

How will College Credit Plus benefit me?

College Credit Plus provides more options for you to pursue rigorous academic coursework beyond the high school classroom. Under College Credit Plus, you can complete your freshman year of college or more, or explore college content that interests you. Earning college credit while in high school can reduce your time and costs of attending college after high school. Some students have even been able to graduate with their high school diploma and their Associates degree at the same time due to College Credit Plus.

What are the next steps to participate in the CCP program?

1. Complete the 2025-2026 Wayne CCP Intent to Participate Online Form.
2. Complete the ONLINE application for Sinclair.
3. Once Sinclair receives approval from the high school, the application is sent to be processed. Students will receive an email once the ID number and Sinclair username has been generated and the email will detail the student's next steps.

If placement testing is needed, students will receive information on testing within the email. The student must have a GPA of a 2.75 and have taken two high school English and/or math classes and passed with a "B" or higher to be considered eligible for CCP classes and **NOT** have to take the placement test. Placement testing information can be found <https://www.sinclair.edu/admissions/office/testing/>

4. After being accepted and determined to be eligible for CCP you may start to plan your course schedule for next year:
 - a. Consider which courses you will take at Wayne High School and which courses you would take at the college or university level. Below are the classes that are offered in the building at Wayne.
 - i. **Classes Offered at Wayne High School** (subject to change based on enrollment)
 1. ENG 1101 - English Composition I
 2. ENG 1201 - English Composition II
 3. MAT 1470 - College Algebra
 4. PSY 1100 - General Psychology
 5. SOC 1101 - Intro to Sociology
 6. HIS 1102 - US History II
 7. HIS 1112 - Western Civilization II
 8. PHI 2206 - Intro to Ethics
 9. ASL 1111 - Beginning American Sign Language I

- 10. ASL 1112 -Beginning American Sign Language II
- 11. ASL 1228 - Intermediate American Sign Language I

- b. Per CCP legislation, you have 30 total hours to use each year (Summer, Fall, and Spring terms combined). Students may only take a maximum of 120 credit hours in the CCP program throughout grades 7-12.
 - i. Please note that *all* credits earned count towards the total 30 hours including: regular high school classes and summer school course.
 - ii. To determine the maximum number of credit hours a student can register for each academic year, use the following formula:

$$30 - (\text{NUMBER OF HIGH SCHOOL ONLY COURSES} \times 3) = \text{MAXIMUM \# OF CCP CREDITS PER YEAR}$$

EXAMPLE

$$30 - (7 \text{ high school courses} \times 3 (1 \text{ high school credit} = 3 \text{ CCP semester hours}) = 21) = 9 \text{ CCP credits available to take per year (this includes summer, fall, \& spring term)}$$

If you have specific questions, meet with your counselor to discuss your questions and get guidance about the different scenarios. It is also a good idea to discuss different options with the Sinclair CCP advisor.

Now that I am accepted and eligible for CCP, what do I do next?

- 1. **Register for Courses:** If you are NOT taking CCP classes at Wayne High School, it will be **YOUR** responsibility to select your courses at Sinclair following their registration process and according to their list of Level I eligible courses. Please be aware of the registration and withdrawal processes and deadlines at whichever school they chose.
 - a. **Level I Eligible Courses:** These are courses that are identified by Sinclair that a student shall first complete (15 semester credit hours of Level I courses that may be applied toward a certificate or degree) before proceeding to Level II courses. These courses are identified on Sinclair's website.
 - b. **Non-allowable CCP courses:**
 - i. One-on-one private instruction course
 - ii. Course with fees that exceed amount set by Chancellor
 - iii. Study abroad courses
 - iv. Physical education courses

- v. P/F or S/U grades (unless the course is an internship or is a transferable course for all students enrolled)
 - vi. Remedial course & Sectarian religion course
2. **Check your Sinclair email account.** **This is very important.** Sinclair will send all communication via their student email accounts. The student, once enrolled, is considered a college-level student and is responsible for all communication. It is the responsibility of the student to check their account frequently for important communication from their instructor.
 3. **Order your books & materials for class.** Textbooks can be ordered through Sinclair's online bookstore at <https://sinclair.ecampus.com/>. Books will be sent directly to your home and the cost is covered by the district. The district will only cover the cost of materials that are REQUIRED for the class. Wayne High School will NO LONGER carry an inventory of textbooks. Books may not be ordered until 10 days before the start of the semester. ALL materials purchased by the district MUST be turned into Mrs. Gore in B113 at the end of the semester or if you drop a class to avoid any fees.

What are other things I need to know?

1. **Weighting of Grades** - Grades earned for courses taken through the CCP program will be weighted the same as AP courses or Honors courses taken at Wayne High School and be calculated into a student's overall high school GPA.
2. **Withdrawal from a course** - A student has 14 days from the start date of a course to withdraw from a course. After this date, the cost of the class will be added to the student's fees. In addition, the course will appear on the student's transcript with a W to reflect the college or university transcript.
3. **Failure of a course** - If a student fails a course, the cost of the class will be added to the student's fees. The course grade will appear on the student's high school transcript to reflect the college or university transcript and the grade will be calculated into the student's high school and collegiate GPA. In addition, the student may be put on academic probation by the college or university.
 - a. Students who fail to meet satisfactory progress will be put on **CCP Probation** and may be dismissed from the CCP program.
 - i. A student is placed on CCP Probation when the student: Has earned lower than a **cumulative 2.0 GPA** in college courses, or withdraws from two or more courses in the same term.

ii. When on CCP Probation, the student: 1) May enroll in no more than ONE college course, 2) May not enroll in the college course in the same subject area in which student previously earned D or F. The student remains on probation until the student has improved cumulative college GPA to 2.0 or higher.

b. A student is placed on **CCP Dismissal** when the student has met the definition of CCP Probation for **TWO** consecutive college terms. Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term. After one college term on dismissal, the student may appeal to determine whether the student may continue on dismissal, move to probation, or participate without restrictions per the school's adopted policy. Appeals are processed through the office of the Superintendent.

4. **Athletic Eligibility & CCP** - If you are a student athlete, you must remain eligible in accordance with the OHSAA bylaws. To be eligible, students must be passing FIVE, one credit courses. This guideline remains in effect even if the student is participating in CCP. Please check with your counselor to ensure you are eligible to participate in your sport.