

College Credit Plus (CCP) – Required Counseling Packet (Alternative Completion Option)


For students and families who cannot attend an in-person counseling meeting

Purpose of This Packet

Ohio law requires secondary schools to provide CCP counseling to students (grades 6–11) and their parents/guardians before participation in CCP. This packet is designed as an alternative method to deliver the required counseling topics when a family cannot attend a scheduled meeting.

This is only required to be completed for first time CCP participants prior to taking any CCP class. Students who have already completed CCP counseling do not need to complete it again.

How to Complete CCP Counseling Using This Packet

1. Read each section (Sections 1–11) and review the examples.
2. Watch the Academic Advising Video  [Charting_Your_Future.mp4](#)
3. Review the 'Mature Subject Matter' notice
4. Complete the short checklist and reflection questions in Section 12.
5. Review the [official CCP counseling acknowledgement form](#) (student + parent/guardian). Use Final Forms to digitally sign acknowledgement of CCP counseling.

Section 1 — Program Eligibility (ORC 3365.04(B)(1))

CCP is Ohio's dual enrollment program that allows eligible students to earn college and high school credit at the same time. Eligibility is determined by the college/university based on college-readiness measures (e.g., placement exams, GPA criteria, prerequisites).

Being interested in CCP does not guarantee admission to a specific college or course. Each institution sets its admission and placement standards.

- Students must complete the Intent to Participate Form each school year before April 1st. Students who miss the April 1st Deadline can complete the form by the Nov 1st deadline to participate in the Spring Semester only
- Students should apply early and follow the college's timelines.
- Students must meet any course prerequisites and placement requirements.

Section 2 — How High School Credit is Granted (ORC 3365.04(B)(2))

When you successfully complete a CCP course, you earn college credit and you also earn high school credit. Your school will award high school credit using the state credit conversion framework (often described as '3 college credit hours = 1 high school unit,' when applicable).

Your counselor can help you plan which CCP courses can meet graduation requirements.

- CCP courses appear on your high school transcript by course title.
- College grades may be converted for high school reporting depending on local policy and state guidance.

Section 3 — Financial Arrangements: Tuition, Books, and Fees (ORC 3365.04(B)(3))

Funding depends on how you participate (commonly described as Option A and Option B). Under the state-funded option for eligible public-school students at participating public colleges, tuition, instructional fees, and required textbooks are generally covered. Under a self-pay option, families may be responsible for costs.

Some courses may carry additional costs (e.g., specialized equipment or consumable materials). Ask before registering.

- If you withdraw after deadlines or do not complete a course, financial responsibility may shift to the student/family.
- You are responsible for returning any loaned textbooks/materials by the deadlines provided by your school/college.

Section 4 — Transportation Aid (ORC 3365.04(B)(4))

Transportation expectations vary by district and by where the course is offered (high school, college campus, online). Some students may be eligible for transportation support or reimbursement depending on district policy and program rules.

If a course requires travel, families should plan transportation in advance and confirm schedules and locations.

- Ask your school whether transportation assistance is available and what documentation is required.
- Plan for calendar differences (college start/end dates may not match high school dates).

Section 5 — Available Support Services (ORC 3365.04(B)(5))

Students may access support services at the college (advising, tutoring, disability services, library services, etc.). The high school also remains a support for graduation planning and overall scheduling.

Because college instructors often cannot discuss student performance with parents without proper authorization (FERPA), students should practice self-advocacy and keep parents informed.

- Know how to access the college learning management system (LMS) and student portal.
- Know who to contact at the college for advising and tutoring.
- Know who to contact at the high school for graduation planning.
- Each individual college has a process for granting parent/guardian FERPA authorization to their child's information.

Section 6 — Scheduling and Time Management (ORC 3365.04(B)(6))

CCP scheduling can be complex. College courses may conflict with high school bells, breaks, and testing. Students may also need additional study time beyond what they are accustomed to.

Students are responsible for managing deadlines, communicating with instructors, and arranging transportation when applicable.

- Check both calendars: high school and college.
- Build a weekly study schedule (a common guideline is 2–3 hours of study per week for each college credit hour).
- Confirm how exams, labs, or required attendance will work for online or campus courses.

Section 7 — Consequences and Benefits of Participation (ORC 3365.04(B)(7))

CCP can provide significant benefits, but it also has academic and financial risks. This section explains those consequences and benefits.

- Consequences of failing or not completing a CCP course: a failing/withdrawn course can affect progress toward high school graduation and can create financial responsibility for tuition/books/fees depending on program rules and timing.
- GPA impact: the grade you earn in a CCP course may be included in your high school GPA/class rank according to school policy and will be part of your permanent college transcript.

- Benefits: successful completion can reduce the cost and time required for a college degree and may allow earlier access to advanced coursework.

Section 8 — Academic and Social Responsibilities (ORC 3365.04(B)(8))

CCP students function as college students in a college course. Expectations are different from high school in pace, independence, and communication norms.

Students must follow both the high school code of conduct and the college student code of conduct (when applicable).

- Attend consistently and meet all deadlines.
- Communicate directly with college instructors (students are the primary communicator).
- Understand academic integrity policies (plagiarism, AI use policies, collaboration rules).
- Monitor grades and seek help early.

Section 9 — Use College Advising/Counseling Services (ORC 3365.04(B)(9))

In addition to high school counseling, students are encouraged to use the advising and counseling services of the college where they plan to enroll. College advisors can help with course selection, prerequisites, degree pathways, and transfer planning.

Ask the college about orientation sessions, placement testing, and student success supports.

- Request a course planning conversation with a college advisor.
- Confirm how credits will apply to intended majors/paths and to future colleges.

Section 10 — State Standard CCP Information Packet (ORC 3365.04(B)(10))

Ohio's Chancellor of Higher Education develops a standard CCP information packet. Your school will provide or link to the current version.

Include here: (1) link to your school's CCP webpage, (2) link to the state CCP page, and (3) any local CCP handbook or FAQ.

- School CCP webpage/link:
<https://www.lakotaonline.com/academics/learning/7-12-learning/alternative-credit-options/college-credit-plus>
- State CCP resources link:
<https://highered.ohio.gov/initiatives/access-acceleration/college-credit-plus>

- Local CCP handbook: [COLLEGE CREDIT PLUS PROGRAM HANDBOOK 2026-2027](#)

Section 11 — Mature Subject Matter Notice (ORC 3365.04(B)(11) & 3365.035)

Some college courses may include mature subject matter or materials that will not be modified based on CCP participation, regardless of where instruction occurs. Families should review course descriptions and syllabi when available.

- Before enrolling, review the course description and ask the college about the syllabus.

Section 12 — Completion Checklist & Reflection

Completion Checklist (check each box):

- I/We reviewed Sections 1–11 of this packet.
- I/We understand CCP eligibility is determined by the college/university.
- I/We understand how high school and college credit are earned and recorded.
- I/We understand potential costs and financial consequences of withdrawal/failure.
- I/We understand scheduling/calendar differences and time-management expectations.
- I/We understand that CCP grades may affect high school GPA/class rank and will be on a permanent college transcript.
- I/We understand student responsibilities and support services available.
- I/We understand their may be Mature Subject Matter and will complete any required permission slip by the college.
- I/We agree to use Final Forms to digitally sign acknowledgement of CCP counseling. [official CCP counseling acknowledgement form](#) Also provided below.

Reflection questions (optional but recommended):

- 1) What is one benefit you hope to gain from CCP?
- 2) What is one risk or challenge you will plan for?
- 3) What support will you use if you struggle in a course?
- 4) Which graduation requirement(s) are you trying to meet with CCP (if any)?

Counseling Session for College Credit Plus Participation

This document provides confirmation of counseling for the College Credit Plus program.

Date	
Student's Name	
Parent's or Guardian's Name	

The counseling session must occur before the student participates in the College Credit Plus program. Each public and participating nonpublic secondary school shall provide counseling services to students in grades six through eleven and to their parents before the students participate in the College Credit Plus program to ensure that students and parents are fully aware of the possible consequences and benefits of participation.

Counseling information shall include:

- Program eligibility;
- The process for granting academic credits;
- Any necessary financial arrangements for tuition, textbooks, and fees;
- Criteria for any transportation aid;
- Available support services;
- Scheduling;
- Communicating the possible consequences and benefits of participation, including all of the following:
 - The consequences of failing or not completing a course under the program, including the effect on the student's ability to complete the secondary school's graduation requirements;
 - The effect of the grade attained in a course under the program being included in the student's grade point average, as applicable;
 - The benefits to the student for successfully completing a course under the program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.
- The academic and social responsibilities of students and parents under the program;
- Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
- The standard packet of information for the program developed by the Chancellor of the Ohio Department of Higher Education. (See the highered.ohio.gov/ccp for more information.)
- Information about the potential for mature subject matter, as defined in section [3365.035](#) of the Revised Code, in courses in which the student intends to enroll through the program and notification that courses will not be modified based upon program enrollee participation regardless of where course instruction occurs. The information shall include the permission slip described in division (B) of section [3365.035](#) of the Revised Code (attached).
- Secondary schools must also provide information of the administrative rules of Course Eligibility (OAC 3333-1-65.12) and Underperforming Students (OAC 3333-1-65.13).

- Information about Options A and B to include the following details:

Public Schools

- Option A: The student/family will be financially responsible for tuition and the cost of all textbooks, materials, and fees associated with the College Credit Plus course.
 - Under Option A, the student/ family must work directly with the college to arrange to make payment
 - Option A allows the student to choose to earn both college credit and high school credit OR only college credit
 - Option A must be elected at the time the student registers for college courses
 - Students must inform the college and the secondary school of electing Option A and whether student wants to earn both high school and college credits or only college credits
- Option B: The state of Ohio is financially responsible for the eligible course(s) in which the student chooses to enroll.
 - If Option B is selected, the funding for the course will be deducted from the secondary school and redirected to the college.
 - The student will receive high school and college credit.
- Combination of Options A & B: Student/family chooses to be responsible for all tuition, textbooks, materials, and fees for one or more courses. If this option is chosen, the student must inform the college which course(s) will be under Option A and which will be under option B.
- The final date to change the election of Option A or Option B is on or before the college's no-fault withdrawal date

Nonpublic Schools

- For a participating nonpublic secondary school, counseling information shall also include an explanation that funding may be limited and that not all students who wish to participate may be able to do so.¹
- When students apply for state funding, they must submit the Funding Award letter to each higher education institution they attend.
- Nonpublic students that were not awarded all of the requested credits in their Funding Award (Option B) may take additional courses under Option A.

Ohio law requires students enrolled in public secondary schools seeking to participate in the College Credit Plus program and the student's parent to sign a form, provided by the school, stating that they have received the counseling required and that they understand the responsibilities they must assume in the program in order for the student to participate in the program. By signing this document, the undersigned understand and agree that they have received the counseling required and understand the responsibilities they must assume in the College Credit Plus program.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

¹ See highered.ohio.gov for funding application deadline, information, and links.