

College Credit Plus

Handbook

For

Riverside High School

Updated February 2026

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Purpose of the Handbook

This handbook provides information about the College Credit Plus (CCP) program offered by the state of Ohio and how it can be implemented by a qualified student in the Riverside Local School District. This booklet will outline policies put in place by the state of Ohio, requirements for participation, timelines, and general information about the program.

Families that are new to the College Credit Plus program are encouraged to attend Riverside High School's yearly information meetings held each January in conjunction with our Curriculum Night. Please check the Riverside High School website for meeting dates. Each year we invite CCP Admission staff members from those colleges that lie within a 30-mile radius of our school. Each college is offered the opportunity to discuss the requirements for taking CCP courses at their institution. Currently, Riverside High School has partnered with Lakeland Community College, but students are eligible to register for courses at any Ohio public or participating private university.

Families unable to attend the yearly CCP informational meeting should familiarize themselves with the information contained in this booklet, paying close attention to certain deadlines. These will be discussed later in this booklet. If you have questions about the CCP program as it pertains to Riverside High School, please contact your child's school counselor.

Note: All dates referenced in this handbook are for students preparing to enroll in the College Credit Plus program for the 2026-27 school year.

Note: Information in the handbook may change (be updated) at any time.

Background:

House Bill 59, Section 363.590 – Established the College Credit Plus program, whereby high school students may earn credits through Ohio institutions of higher education. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students.

The main idea behind the implementation of College Credit Plus is that improving the educational attainment of Ohio citizens is key to ensuring the state's long-term success. The state has committed significant resources across the education continuum to develop and implement strategies to address this critical issue. At the secondary level, the high school curriculum has been strengthened to ensure that students graduate high school having completed relevant and more rigorous coursework.

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 credits while you're in high school can reduce the time and cost of attending college after high school.

Who Can Participate?

If you are an Ohio student entering grades 7-12 you can apply for College Credit Plus admission to any Ohio public or participating private college. The college will admit you based on your **college readiness** in one or more subject areas. Your school counselor can help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated high school graduation date. College Readiness is determined by the college. Currently, Lakeland Community College allows students who are entering 10th, 11th, or 12th grade with a cumulative unweighted high school GPA of 3.00 as their eligibility requirement. Students whose unweighted cumulative GPA is below 3.00 must take the **Next-Generation Accuplacer Writing Placement** test. A minimum score of 263 is needed to be eligible for the CCP program. Other colleges may use subject grades from the student's high school transcript in determining eligibility.

How do I earn both college and high school credit?

College Credit Plus allows high school students to earn college credit and **apply** that credit toward their high school graduation requirements. Successful completion of a **three or more credit-hour** college course will result in a 1.0 Carnegie unit earned at the high school. A two-credit-hour college course will earn students $\frac{2}{3}$ (.67) of a high school credit and a one-credit-hour college course will convert to $\frac{1}{3}$ (.33) of a high school credit.

All courses taken through CCP will appear on the student's high school transcript using the same name that the college uses to name the course with the abbreviation (CCP) listed after the course.

Example, English Composition I (CCP)

What courses are available through College Credit Plus?

Once you are admitted to a college for College Credit Plus, you may take any course in the college's course catalog that is **not** remedial or religious. Eligible courses must apply toward a degree or professional certificate, in a subject area in which you are college-ready. Courses are traditionally taken on the college campus. Online courses offered by the college are allowed. Currently, Riverside High School offers 10 college courses (one semester each) referred to as *Dual Enrollment*, taught on our campus by either Riverside teachers or Lakeland Community College professors. The 10 courses are:

English Composition I (3 credits)	English Composition II (3 credits)
*College Algebra (4 credits)	**Trigonometry (3 credits)
Western Civilization I (3 credits)	Western Civilization II (3 credits)
Effective Public Speaking (3 credits)	Basic Economics (3 credits)
Intro to ASL 1 (3 credits)	Intro to ASL 2 (3 credits)

*Students must complete either Algebra 2 or Algebra 2 Honors in high school prior to taking College Algebra.

**College Algebra is a prerequisite for Trigonometry.

How many college credits can I take each semester? Year?

Students who are taking college courses **only**, including Dual Enrollment courses offered at Riverside High School can take 30 free credits per academic year. An Academic year is defined as Summer, Fall, and Spring. For the 2026-27 school year, courses taken during the Summer 2026 semester count toward the 2026-27 school year. Dual Enrollment courses taught at Riverside High School equal three college credits per semester, except for College Algebra, a four-credit course. Students taking a **combination** of college credits, including Dual Enrollment courses **along with** traditional Riverside High School courses must use the following formula to determine the number of allowable college credits.

1. Determine the number of Riverside High School **ONLY** units.
2. Multiply that by 3, and
3. Subtract the result from 30.
4. The result equals the number of college credits the CCP student may earn that academic year.

1. Number of high school courses	2	2.5	3	4
2. Multiply by 3	$2 \times 3 = 6$	$2.5 \times 3 = 7.5$	$3 \times 3 = 9$	$4 \times 3 = 12$
3. Subtract the result of step 2 from 30	$30 - 6 = 24$	$30 - 7.5 = 22.5^*$	$30 - 9 = 21^{**}$	$30 - 12 = 18$
4. Number of CCP credits allowed per academic year	24	22	21	18

* The student with 2.5 high school credits would be allowed to take 22 college credits.

Fractional college credits do not exist, so we would **round down** to stay under the threshold.

**The student with three high school courses would be eligible to take 11 credits one semester and 10 the opposite semester.

What if I schedule more credits than are allowed by the table above?

It is the responsibility of both the high school counselor and the student to monitor the number of CCP credits and high school credits that are on the student's schedule. Students may go beyond the required number listed in the table above but will be charged for these credits. *Currently, with our partnership with Lakeland Community College, students would be charged \$120 per credit hour for the course which puts them over the value indicated in the table above. The amount charged for courses taken at another college will be set by that college, not to exceed \$167 per credit hour.

*Note: If a student has scheduled 31 credit hours for the school year, they will be charged \$120 per credit hour for the course that puts them over the limit. In this scenario, the lowest credit hour course on their schedule would put them over the limit. If a student's lowest credit hour course is a two-credit hour course, the student would have to pay $\$120 \times 2 = \textbf{\$240}$, since it was the two-credit hour course that put them over the limit. If the lowest credit hour course is a three-credit hour course, the student would have to pay $\$120 \times 3 = \textbf{\$360}$.

Who pays for college admission, textbooks, required course supplies, and fees?

CCP students from **public or non-public high schools** who attend a **public college** are NOT required to pay for college course tuition, instructional tools, or supplies under any circumstances.

Secondary (high school/district) schools are responsible for providing instructional tools ("books") for their CCP students who are enrolled in Dual Enrollment courses offered at the high school. The postsecondary institution must waive fees for these students and is also responsible for providing supplemental supplies required by the course syllabus.

Students choosing to attend a **private college** may be charged by that college, depending on where the course is delivered, and in accordance with state law. Although the amount charged to CCP students by a private institution may vary, during the 2026-27 academic year, the maximum will be \$167 per credit hour.

Students who qualify for the free and reduced lunch program may not have to pay costs to attend a private college. Please talk with your counselor for details.

Who provides transportation?

Responsibility for transportation rests with the student.

What happens if I fail a class?

Classes failed or withdrawn with a “WF” will receive an “F” or “WF” on the high school and college transcripts and it will be computed into the high school and college GPA. If you do not receive a passing grade, the district may, in some instances, seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. Riverside High School’s policy states that the student will be required to pay a reimbursement amount, which will be determined each year. For courses taken at Lakeland Community College, the fee for the **2026-27** school year will be \$105 per credit hour for tuition plus \$25 per credit hour for textbooks. For Dual Enrollment courses taught at Riverside High School, the cost would be \$41.64 per credit hour plus \$25 per credit hour for textbooks. The cost of failing a course at another college will be determined by that college, but will not exceed \$167 per credit hour.

A student who fails a CCP course that was also intended to meet a high school graduation requirement could result in the student’s inability to graduate on time with their class. This credit would have to be made up for the student to meet high school graduation requirements.

Can I drop a CCP course once the semester has started?

Students can drop CCP courses once the semester has started as long as they are still meeting the minimum required courses required per semester as stated above in the section “**How many college credits can I take each semester? Year?**” The student will need to work with their RHS school counselor to process the paperwork to drop a CCP course.

What happens if I drop a CCP course after the College's published deadline for reimbursement?

If a student can drop a CCP course, but at the time of the drop, it is past the college's published deadline for dropping a course with a refund, then the student will be charged for this course. The cost of the course (\$105 per credit hour plus \$25 per credit hour for textbooks) will be added to the student's RHS school fees.

What are my academic and social responsibilities?

You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the RHS student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution; including course tutorial services. Additionally, you will continue to have access to your RHS school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

Dual Enrollment courses taught at Riverside High School will follow all rules as outlined by Lakeland Community College, concerning attendance, grading, and academic dishonesty. These will be outlined in the course Syllabus, distributed at the beginning of the course.

How does College Credit Plus impact athletic eligibility?

If you are a student-athlete, you must remain eligible per the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing **five**, 1/2 credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Please check with your RHS school counselor to ensure that the coursework you are taking is compliant with the OHSAA.

What is the minimum number of courses (credit hours) I can take in a semester?

Riverside High School requires all full-time CCP students **regardless** if they participate in athletics or not, to be registered for a minimum of 12 semester credit hours, made up of **no less** than **three** courses each semester. For a combination of CCP and high school courses, see the table below:

Minimum number of courses required per semester:

Number of high school courses	0	1	2	3	4	5
Number of CCP credits required	12*	9	6	6	3	3

*As stated above the table, a student taking 12 hours of CCP courses, must be in **no less** than **three** courses.

Note: Some students may need additional courses to maintain pace for high school graduation.

How do College Credit Plus courses affect NCAA Eligibility upon high school graduation?

All non-remedial College Credit Plus courses in the subjects of English, Mathematics, Science, Social Studies, and Foreign Language will meet NCAA eligibility requirements. For more information on NCAA Eligibility, please visit www.eligibilitycenter.org

Are College Credit Plus courses weighted when calculating cumulative grade point average?

Most CCP courses that meet an English, Math, Science, or Social Studies course equivalent at Riverside High School will receive a weighted grade. Please see [Weighting College Credit Plus Courses Q&A document](#). Please contact your RHS school counselor if you have any questions.

Timelines for participation

Each school year, Riverside High School is required to host a CCP Informational meeting no later than January 31st. Riverside High School holds its CCP Informational meeting on *Curriculum Night*, usually during the 4th week of January. All colleges/universities that lie within a 30-mile radius of Riverside High School are invited to attend this meeting and provide information about their school's CCP program. While most outer-lying schools will send CCP information, both Lakeland Community College, due to our partnership with them, and Lake Erie College, due to proximity, will usually participate and present their respective CCP information at this meeting. Students seeking CCP admission to any other college/university should contact their school counselor.

Topics covered at this meeting will include all of the information about the CCP program, any necessary paperwork requirements, and timelines for moving forward. While this meeting is not mandatory for participation in the CCP program, it is recommended. Parents/students not able to attend the CCP meeting should familiarize themselves with the information contained in this Handbook and contact the child's RHS school counselor.

Intent to Participate Contract - Google form - due **April 1, 2026**

Forms, Applications, Placement Tests, Registration Information

1. Information Certification – This form is required to be signed by both a parent/guardian and the student. This indicates that you understand the main components of the CCP program. Each statement must also be initialed by both the parent/guardian and the student. Information about all of the individual statements is contained in this handbook.

2. Intent To Participate – By signing this form, you acknowledge that your child, at this time, plans on pursuing coursework offered through the CCP program. This by no means commits your child to the program.

These two forms have been merged into a Google Form [College Credit Plus Intent to Participate Contract](#). If you are unable to attend the CCP information meeting, the forms will be available beginning the following day in the Riverside High School Guidance Office and on the school's website. Open the tab "CCP Central".

3. Mature Content Permission Slip - This permission slip [Mature Content Permission Slip](#) must be completed and signed by the student and his or her parent or guardian for the student to enroll in college courses under the College Credit Plus program.

A student eligible to participate in College Credit Plus and admitted to a college or university will enroll in actual college courses, which *may* include "mature subject matter" as defined in Ohio Revised Code 3365.035.

It is the responsibility of the student to send the Mature Content Permission form to the college. For Lakeland, please send for to **ccpinfo@lakelandcc.edu**
The deadline to submit all forms for the 2026-27 school year is:

Tuesday, April 1, 2026

Forms will not be accepted after this date.

CCP application – Each college/university has its specific application deadline for the CCP program. The Lakeland Community College CCP application can be found at [Lakeland Community College CCP application](#)

Currently, Lake Erie College uses an electronic CCP application that can be accessed from their website at www.lec.edu Go to *College Credit Plus* under the *Admission Tab*.

Application deadline - Lakeland Community College – none

Lake Erie College – April 15, 2026

All other college/universities - See college website

Next-Generation ACCUPLACER Test

Currently, Lakeland Community College requires all students entering 10th, 11th, or 12th grade with a cumulative ***unweighted*** GPA below 3.00 or any student entering 7th, 8th, or 9th grade to take the **Accuplacer Next-Generation Writing Test** to demonstrate college-readiness. This is an adaptive computer-based test that imposes no time constraints. A minimum placement score of 263 is required to proceed forward to schedule non-math CCP courses.

To take a math course CCP math course through Lakeland Community College, the student must have completed Algebra 2 while in high school.

Students have up to three opportunities to obtain the necessary minimum placement score in each section. Failure to obtain the necessary minimum placement score will result in ineligibility for the CCP program for the following school year.

Acuplacer Placement Test – deadline

Lakeland Community College – none

Lake Erie College – May 15, 2026

All other colleges/universities - See the college website

Once the student has submitted the *Intent To Participate Contract (Google form)* and the *Mature Content Permission Slip*, has completed the college CCP application, and has “passed” the Accuplacer Placement Test (Dual Enrollment and Lakeland Community College), the student should meet with their RHS school counselor and decide on courses for the following year.

Students may be exempt from placement testing if they have either an ACT or SAT English score of:

ACT: English - 18 (or higher)

SAT: Evidence-Based Reading and Writing 480 (or higher)

or if entering 10th, 11th, or 12th grade, have an unweighted cumulative GPA of 3.00 or above

Registration for CCP courses

1. Students who are only planning to take Dual Enrollment courses offered at Riverside High School should register for these courses with their RHS school counselor.
2. Students taking any courses offered on Lakeland Community College's Campus. Starting April 1st, eligible students can begin registering for either/both summer and fall CCP courses. Students can register for CCP courses with their RHS school counselor.
3. Students taking CCP courses at any other college except Lakeland Community College should contact that college's CCP admission department to schedule an appointment for course registration.

Once eligible, the student's RHS school counselor must sign the college's course registration form to verify that the proper courses were selected. The student is responsible for bringing the CCP registration form to the school counselor. At this time, the school counselor will finalize the student's overall schedule for the 2026-27 school year.

Non-Allowable Courses

- Private applied courses with one-on-one instruction (such as performing art lessons)
- Courses with high fees
- Study abroad courses
- Physical education courses
- Pass/Fail graded courses
- Remedial courses or sectarian/religious courses

Summary of Registration timelines for participation during the 2027-27 school year

(Dual Enrollment and Lakeland Community College)

January 22nd: Attend the College Credit Plus Information meeting

February – April 1st: Submit *Intent to Participate contract (Google form)*
and *Mature Content Permission Slip* forms

Deadline: April 1st

February – April 7th: Complete and submit a CCP application to the
college/university you plan on attending

February – June 5th: Schedule and complete the Next-Generation Writing Test
placement test (Lakeland Community College), if
necessary

February – June 5th: Meet with your RHS school counselor to review all
scheduling options.

April 1st – end of the current school year: Turn in your CCP course registration
form to your RHS school counselor and verify the overall
schedule for the following school year.

The **April 1st** deadline above applies to all prospective CCP students
regardless of where CCP courses are taken. For timelines of other
colleges/universities, please consult that specific college/university CCP
representative.

Riverside High School Contacts

If you have any questions concerning the College Credit Plus program, please call or email your child's School Counselor.

Riverside Campus – School Counselors – 2026-27

8th Grade - Mrs Anne Dalby (440) 352-3341 x 4314

anne.dalby@riversideschools.net

9th Grade – Mrs. Jamie Clark (440) 352-3341 x 4307

jamie.clark@riversideschools.net

10th Grade - Mr. Scott Bailis (440) 352-3341 x 4311 (**Director of Guidance**)

scott.bailis@riversideschools.net

11th Grade - Mrs. Karin Pennock (440) 352-3341 x 4312

kari.pennock@riversideschools.net

12th Grade - 12th Grade – Mrs Alyssa Keim (440) 358-8331

alyssa.winer@riversideschools.net

Parents of students attending LaMuth Middle School or schools out of district can call or email Scott Bailis (Director of Guidance).

Appendix:

Students who begin the College Credit Plus program at an early enough age, may be able to achieve all of their Riverside High School graduation requirements exclusively through college coursework. The table below lists all of Riverside High School's graduation requirements (left hand side) with the equivalent course(s) that could be taken at Lakeland Community College (right hand side). Please consult your child's school counselor if you have any questions.

Riverside High School – College Credit Plus

Graduation requirements with Lakeland Community College course equivalents

High School Course required for Graduation	Lakeland Community College course equivalent (credits)
English – 4 credits	ENGL1110 (3) - English Comp. I ENGL1120(3) - English Comp. II Any English - ENGL1135 or higher (3 credits or higher) Course must have ENGL prefix
Math – 4 credits	
Pre-Calculus	MATH1650(4) - College Algebra and MATH1700(3) - Trigonometry
Calculus AP (AB)	MATH2500(5) - Calc/Anly Geometry I
Calculus AP (BC)	MATH2600(5) - Calc/Anly Geometry II
Statistics AP	MATH1550(4) - Statistics

Science – 3 credits	
Physical Science (9th Grade)	PSCI1300 (3) - Earth Science
Biology	BIOL1140 (3) - Human Biology BIOL1510 (4) - Principles of Biology I BIOL 1520 (4) - Principles of Biology II
Chemistry	CHEM1050 (3) - Chemistry/Everyday World CHEM1100 (4) - Elementary Chemistry CHEM1500 (5) - General Chemistry I CHEM1600 (5) - General Chemistry II
Physics	PHYS 1550 (3) - Everyday Physics PHYS1610 (5) - General Physics I PHYS1620 (5) - General Physics II
Social Studies – 3.0 credits	
World History	HIST1150 (3) - Western Civ. I HIST1250 (3) - Western Civ. II HIST 1450 (3) - World Civilization I HIST 1550 (3) - World Civilization II
U.S. History	HIST 2250 (3) - U.S. History: Reconstruction
U.S. Government	POLS1300 (3) - U.S. National Gov't.

Social Studies Elective	Any three-credit or higher course from the following subject areas: ANTH, ECON, GEOG, HIST, POLS, PSYC, SOCY, URST
Personal Finance	FINN1100 (2) - Personal Family Finance
Computer Technology - .50 credit	ITIS 1005 (3) - Computer Essentials ITCS 1010 (3) - Programming Logic GRDS1020 (3) - Graphic Design
Fine Art – 1 credit	Any three credit or higher course from the following subject areas: ARTS, HUMX, MUSC, PHOT, THEA
Health - .50 credit	PEHR1750 (3)
Physical Education - .50 credit Note: P.E. is a non-allowable course through CCP. A student would have to pay for these courses, if they elect to take any.	PEHR1104 - 1125 (must take two courses from this list) or any one of the following: PEHR1200 PEHR1600 PEHR1650 PEHR1670

Electives – 6 credits	Any course that is offered by Lakeland Community College that is eligible for College Credit Plus that is not already being used to meet a graduation requirement. Please check with your school counselor for approval.
	Note 1: No courses taken in PEHR beyond the graduation requirement may be used to meet the elective category for high school graduation.

Honors Diploma Considerations

Foreign Language – Three courses (3 credits or higher) in one language or two courses (3 credits or higher) in two separate languages are required for the Honors Diploma.

Elementary Spanish 1 (SPAN1001) or Elementary Spanish 2 (SPAN1002) ***cannot*** count as the third year of Spanish for Honors Diploma considerations.

Elementary French 1 (FREN1001) or Elementary French 2 (FREN1002) ***cannot*** count as the third year of French for Honors Diploma considerations.

