



COVID-19 College Credit Plus Revised Requirements

Issue Area	Revised Requirement	Sinclair's Revised Practice
Intent to Participate	<p>ORC 3365.03(A)(1)(a) OAC 3333-1-65-.1 (A)(1)(b)(ii)(b)</p> <p>The extended deadline is May 1, 2020. Public schools will accept Intent to Participate forms via electronic mail, postal mail, or other options using social distancing. Counseling sessions should occur remotely via telephone or other online method to the greatest extent practicable. The ability for secondary schools to accept forms after the May 1 deadline may be considered to respond to particularly exceptional circumstances.</p>	<p><u>NO CHANGE for Sinclair:</u> Sinclair does not collect Intent to Participate forms and will not need to change current practice.</p> <p>Sinclair sent an email communication to students and high school CCP contacts letting them know of the change in policy.</p> <p>Sinclair also adjusted our CCP application deadline from May 1st to June 15, 2020.</p>
Intent to Participate for Homeschool / Nonpublic School	<p>ORC 3365.03(A)((1)(a) ORC 3365.03(A)(2) OAC 3333-1-65.1 (A)(1)(b)(ii)(b) OAC 3333-1-65.8</p> <p>The extended deadline for nonpublic students and homeschooled students to complete the electronic Intent and Application is May 1, 2020. Families can upload the appropriate documents including admission letters from colleges (provisional or fully accepted or some</p>	<p><u>NO CHANGE for Sinclair:</u> Sinclair does not collect Intent to Participate forms and will not need to change current practice.</p> <p>Sinclair sent an email communication to students and high school CCP contacts letting them know of the change in policy.</p> <p>Sinclair also adjusted our CCP application deadline from May 1st to June 15, 2020.</p>

	<p>other document showing progress with application). The date of May 1, 2020, allows for timely processing of applications so that students can receive funding award letters and participate during summer term, if they so choose.</p>	
<p>Student Eligibility</p>	<p>ORC 3365.03 (A)(1)(b)(ii) OAC 3333.1.65.3 (D)(2) OAC 333-1-65.11</p> <p>For summer and fall terms 2020:</p> <ol style="list-style-type: none"> 1. In order to meet student eligibility requirements, a student shall have an overall high school grade point average (GPA) of 3.0, if that prospective College Credit Plus (CCP) student has not had the opportunity to complete an assessment exam due to this emergency. 2. If a prospective CCP student had previously completed an assessment exam and did not meet student eligibility requirements based on those scores, a college can consider that student as eligible if the student has an overall high school grade point average of 3.0. 3. The institution of higher education still has the opportunity to use institutional standards for admission decisions and placement into courses. 4. Colleges shall collect data related to the multiple measures used in anticipation of reporting to the CCP Data Portal. 5. Once the student has been determined as eligible, has been admitted, and has enrolled in summer and/or fall term courses, the student remains eligible for the remainder of their 	<p>Sinclair is dedicated to guiding students through the CCP application process and creating systems to support student success.</p> <p>Effective immediately Sinclair will use student GPA of a 3.0 or higher to admit students into the College Credit Plus program. Once admitted we will use high school course sequencing to determine course placement at Sinclair. Below is an outline of student course placement and alternative assessment options for CCP students with a 3.0 GPA or higher.</p> <p><u>Class of 2021</u> - Seniors will receive non-course for DEV 0035 and MAT 0300. (If student wishes to take higher level math courses remote ALEK testing is available)</p> <p><u>Class of 2022</u> - Juniors will receive non course for DEV 0035 and MAT 0200 (if student wishes to take higher level math courses remote ALEKs testing is available or student could provide transcript to their CCP Coordinator with completion of Algebra II with a B or higher)</p>

	<p>participation in the program. There is no need to re-test for eligibility purposes.</p>	<p>Class of 2023-2026- students will be eligible to participate in CCP, admitted to Sinclair, but student will need to submit an approved assessment score to be eligible to enroll in courses as a CCP student. Currently, students have the option to complete remote placement testing in ALEKs (math & science approval) and Writeplacer testing (English and General Electives).</p> <p>All CCP applicants without a 3.0 GPA do not qualify to participate without an assessment on file. Remote testing is available for ALEKs and Writeplacer. Directions for scheduling an appointment are available on our website, have been emailed to high school partners and mailed to all students who need testing with the student’s acceptance letter.</p> <p>The College Credit Plus office will utilize student’s authorization forms to access GPA. CCP Coordinators will create a report of all processed applications of students whose authorization forms do not indicate a 3.0 GPA. The report will have an empty field for counselors to include student’s current GPAs. If you have questions about the status of students, please contact your CCP Coordinator.</p>
<p>Grading and ability to receive a P/F</p>	<p>OAC 3333-1-65.12 (D)(1)(e) ORC 3365.04 (E)</p>	<p>Effective for Spring 2020, Sinclair created a new Academic Petition Process to assist</p>

grade	<p>ORC 3365.06 (C)(1) OAC 3333-1-65.2 (B)(2) OAC 3333-1-65.2 (B)(6)(a) and (b)</p>	<p>students who are concerned about maintaining grades in the spring 2020 semester. The policy will allow students to petition to have individual course grades converted to S (Satisfactory/Pass) or U (Unsatisfactory) for the current term to address the challenges created by COVID-19.</p> <p>Students will have the option to complete the academic petition and be contacted by an Academic Advisor who will work with the student to make decisions on a course by course basis. The Academic Advisor will help the student explore if the P/S or U option is best for the CCP students needs, i.e. transferability, program of study, etc.</p> <p>The Academic Advisor will leverage the College Credit Plus Office to work with the high school to determine if a P/S or U grade will impact NCAA eligibility, OHSAA eligibility, and certain graduation seals that require a grade of B or better before processing the appeal.</p> <p>Students will have until noon on July 6, 2020, to complete the Academic Petition form. The form will be completed for each individual course a student wishes to appeal.</p>
Withdrawal Process	<p>ORC 3365.09 ORC 3365.07 OAC 3333-1-65.13 (B)(1)(b)</p>	<p>Sinclair has extended the drop with a W date to April 24th, 2020 for Spring 2020.</p> <p>Students who have dropped their courses due</p>

	<ol style="list-style-type: none"> 1. If the colleges provide the option to withdraw to all students, then CCP students may choose to withdraw from college courses of the spring term 2020 due to the impact of the COVID-19 pandemic after the census date. 2. The institution of higher education will determine the final date by which a student may withdraw. 3. Since the student had completed a large portion of the course and had been enrolled beyond the census date, the college will report this enrollment to the CCP Data Portal as normally would occur (if they had not already done so). The secondary school will follow the regular process of reviewing/approving the course within the ODDEX system (if they had not already done so). 4. If the reason for the student's withdrawal is due to a lack of technology, lack of internet access, or other COVID-19-related disruptions, then the secondary school shall not seek reimbursement from that student/family. 5. Secondary schools shall carefully counsel the students of the impact of this withdrawal on current or future graduation requirement implications. 6. Secondary schools will not use this withdrawal as part of the consideration for CCP Probation or CCP Dismissal. 7. Colleges and universities shall carefully advise the students of the impact of this withdrawal on any satisfactory academic progress policies, future financial aid, or admission considerations for now and in the future. 8. Colleges and universities shall communicate the 	<p>to COVID-19 (due to issue with modality change or courses not able to move to remote format) will be dropped without record. The student or counselor must work with their CCP Coordinator to process the drop without record. The drop without record will eliminate the course from the student's official transcript.</p> <p>Per state guidance, students who are dropped without record will remain in ODDEX for billing and reported in the CCP Data Portal because students have completed a large portion of the course and have been enrolled beyond the census date.</p>
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Funding for Courses by Modality Change	<p>ORC 3365.07 OAC 3333-1-65.6 OAC 3333-1-65.7 OAC 3333-1-65.9</p> <p>Since the courses for spring 2020 have completed a large portion of the term, the funding process will remain the same as long as the courses are still in progress. The original delivery mode will remain the same for reporting purposes for spring 2020 even if the course was converted to online.</p>	<p><u>NO CHANGE for Sinclair:</u> Sinclair's 2019-2020 MOU charges the floor rate for all modalities. There will be no impact for our high school partners.</p>
High School Teacher Mentoring	<p>ORC 3365.05 (G)(2) OAC 3333-1-65.4 (A)(4)</p> <p>For spring 2020, this required observation will be waived, if it has not already been completed and documented. The college/university shall communicate this waiver to the teacher and prepare a plan for the observation to occur at the next available opportunity when classes resume during the 2020-2021 academic year.</p>	<p><u>NO CHANGE for Sinclair:</u> Aaron Moyer, Sinclair's CCP Faculty Liaison will notify high school teachers and mentors of incomplete observations. Sinclair will continue to work with high school teachers and mentors to complete the remaining observations for the 2019-2020 academic year in a remote format.</p> <p>Any high school teachers who have questions about their 2019-2020 classroom observations should contact Aaron Moyer at aaron.moyer@sinclair.edu.</p>
Secondary student counseling requirement	<p>ORC 3365.04 OAC 3333-1-65.1 (A)(b)(ii)</p> <p>Secondary schools should conduct counseling to the extent possible via remote methods to students individually or as a group prior to May 1, 2020. If counseling cannot occur prior to May 1, 2020, and</p>	<p><u>NO CHANGE for Sinclair:</u> To support our high school partners Sinclair will continue to offer online orientation for CCP students. We also have a CCP orientation for high schools with restricted courses and are available to deliver the orientation in August and September.</p>

	<p>the Intent to Participate form includes this counseling as a requirement for signature, a notation should be made by the student/family that counseling is pending and will be made up at a later date. Lack of time to counsel will not be a reason to prohibit students from participating.</p>	
<p>Course Continuity at the High School</p>	<p>ORC 3365.12 (A) OAC 3333-1-65.4 (A)</p> <p>Ohio Administrative Code section 3333-1-65.4 requires that teachers providing instruction in college level courses in the secondary school shall follow the same course syllabus and learning outcomes, use the same textbook and materials and assessment as the college course delivered on the campus. The expectation remains the same for all courses delivered by instructors for a college course regardless of the changes affecting the course delivery. High school teachers and college faculty/staff should work together to overcome any logistical or access issues.</p>	<p>Sinclair continues to communicate with our high school partners, students and families through the continual changes resulted from COVID-19. Sinclair mentors, course coordinators and department chairs have been communicating with high school teachers providing guidance, materials and expectations for the shift in remote learning.</p> <p>If your high school teachers need assistance or guidance in CCP course delivery please have them email Aaron Moyer our CCP Faculty Liaison at aaron.moyer@sinclair.edu.</p>