



**College Credit Plus**

**MEMORANDUM OF UNDERSTANDING**

**School Year 2019-2020**

**Between**

**Kent State University**  
*(hereafter known as IHE)*

**AND**

*Norton City*

**School District**

---

*(hereafter known as LEA)*

**Table of Contents**

SECTION I: INTRODUCTION, DEFINITION, AND PURPOSE .....4

SECTION III: SCOPE .....4

SECTION III: STATE REPORTING.....4

SECTION IV: LIABILITY OF PARTIES.....5

SECTION V: STUDENT ELIGIBILITY AND ADMISSION .....5

Steps to Admission.....5

Course Approval .....5

Course Requirements .....6

Eligible Semesters.....6

Academic Standing .....6

Underperforming Students .....6

SECTION VI: COURSE ELIGIBILITY AND APPROVAL .....6

Course Location and Format.....6

Academic Quality of CCP Courses .....7

CCP 15 and 30 Credit Hour Pathways .....7

Eligible Courses .....7

Non-Allowable Courses.....7

SECTION VII: HIGH SCHOOL DELIVERED COURSES - Guidelines .....8

Memorandum of Understanding .....8

Overall Expectations of LEAs .....8

CCP Courses Taught on the LEA Campus and Student Enrollment.....8

SECTION VIII: CCP HIGH SCHOOL TEACHERS – Classification, Credentialing and Monitoring .....8

Classification of CCP Teachers .....8

Teaching Load .....9

IHE Policy and Procedures .....9

Credentialing of CCP Teachers.....9

CCP Course Monitoring Process .....10

SECTION IX: CCP HIGH SCHOOL TEACHERS – Application Processes.....10

CCP Teacher Application Process .....11

Approval Process .....11

Initial Approval of High School Teacher as CCP Teacher .....11

Conditional Approval of High School Teacher.....12

Continuation of High School Teacher as CCP Teacher .....12

SECTION X: RESPONSIBILITIES OF HIGH SCHOOL TEACHERS ..... 12

    Curriculum, Course Competencies, and Teaching Requirements ..... 12

    Textbooks and Required Materials ..... 13

    Contact Hours Pertaining to CCP Teachers ..... 13

    Student Evaluation of Instructor Performance ..... 13

SECTION XI: CONTINUATION OF CCP COURSE OFFERINGS AT HIGH SCHOOL ..... 13

SECTION XII: GRANTING OF COLLEGE CREDIT ..... 13

    Transcripts..... 13

SECTION XIII: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”) ..... 14

    Communications with Parents for Students in Courses Delivered at High Schools ..... 14

    Communications with Parents for Students in Courses Delivered at IHE Locations..... 14

SECTION XIV: STATE REPORTING..... 15

SECTION XV: APPEALS ..... 15

SECTION XVI: RELEVANT LAWS ..... 15

SECTION XVII: NONDISCRIMINATION..... 15

SECTION XVIII:MARKETING, ADVERTISING, AND PROMOTION..... 15

SECTION XIX: FINANCIAL STRUCTURE AND COST SHARING ..... 16

SECTION XX: TERMS AND CONDITIONS ..... 17

SECTION XXI: APPROVALS ..... 17

APPENDIX A: COLLEGE CREDIT PLUS PATHWAYS ..... 18

APPENDIX B: LISTING OF KENT STATE UNIVERSITY CAMPUS CONTACTS .....20

## **SECTION I: INTRODUCTION, DEFINITION AND PURPOSE**

“College Credit Plus Program” (hereafter CCP) means a program that provides multiple opportunities for secondary school students in grades 7-12 who are Ohio residents to enroll in college-level courses on a full or part time basis and complete allowable academic, non-sectarian, non-remedial courses, for high school and college credit pursuant to ORC3365.02 (effective 9/29/2017).

Kent State University allows eligible students entering grades 7-12 to enroll in college courses while attending middle or high school and permits the students to take courses in place of, or in addition to, the normal course load at their high school in its CCP program. Students must apply and be eligible to participate in the program to receive college credit. In addition, students admitted to the program must meet the same requirements as all other college students. College credit earned upon successful completion of the course(s) may be applied towards an Associate Degree or Baccalaureate Degree at Kent State University or may transfer to other colleges and universities.

The primary purposes of the CCP program are to increase the educational options and opportunities for secondary students. Fundamentally, CCP provides the opportunity for students in grades 7-12 to earn credit at the secondary and postsecondary levels simultaneously. The program may also encourage more students to consider postsecondary education. Research indicates that CCP programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban. CCP is not intended to be a substitute for the academic programs and other educational experiences offered by Ohio’s high schools.

This Memorandum of Understanding (MOU) includes multiple sections for the different types of CCP course delivery, credentialing and responsibilities of high school instructors, and financial structure for the 2019-2020 Academic Year.

---

## **SECTION II: SCOPE**

College Credit Plus (CCP) shall be provided in accordance with the terms and conditions of this uniform College Credit Plus Master Agreement (*hereafter* Agreement), which supersedes all previous agreements, versions and addenda.

This Agreement applies to local education agencies (public school districts, locally chartered and state chartered charter schools, state-supported schools) (*hereafter* LEA).

This Agreement applies to all Kent State University campuses. Separate agreements with each campus are not required. The LEA is encouraged to work directly with their closest Kent State University campus. The LEA may complete agreements with multiple Colleges and Universities. The University may complete agreements with multiple LEAs.

---

## **SECTION III: STATE REPORTING**

The LEA and IHE shall retain educational records in accordance with Ohio or Federal statutes and record retention regulations and shall collaborate where necessary to provide required statistical information.

## **SECTION IV: LIABILITY OF PARTIES**

CCP status will not affect the institutional liability for students while physically present on the respective campuses of the LEA or IHE. The policies and code of conduct will govern the students while physically present on the respective campuses or while enrolled and participating in distance learning courses. To the extent permitted by Ohio law, each party agrees only to be liable for the acts and omissions of its own officers, employees and agents engaged in the scope of their employment arising under this Agreement, and each party hereby agrees to be responsible for any and all liability from a claim with respect to that party's role in connection with this Agreement. It is specifically understood that neither party will indemnify the other party. The parties agree that nothing in this provision shall be construed as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code Section 2743.02.

Each party warrants and represents that it has adequate insurance coverage for any liabilities arising out of the presences of students on its campus.

---

## **SECTION V: STUDENT ELIGIBILITY AND ADMISSION**

### **Steps to Admission**

The LEA and IHE shall qualify and advise candidates entering grades 7-12 for CCP participation. For acceptance into the program the IHE will review the following application materials provided by the student:

- a. Evidence student meets or exceeds state CCP remediation free standards and other eligibility requirements
- b. Online CCP application submitted prior to IHE application deadline
- c. Secondary school transcripts
- d. CCP Permission Form signed by student and parent/guardian
- e. ACT or SAT assessment results and/or appropriate assessments required by the campus to which the student applies. Applications are reviewed holistically, however the following are preferred:
  - a) 3.0 cumulative high school grade point average on a 4.0 scale;
  - b) ACT composite score of 21 or combined SAT score of 1060 (for SAT taken prior to March 2016) or 1130 (for SAT taken March 2016 or later) and/or appropriate entrance assessment.

In conjunction with the IHE's admission criteria and prior to making a final admission decision, the IHE shall evaluate each student who is applying under CCP against the standards identified in the "Uniform Statewide Standards for Remediation-Free Status" dated April 2018.

Upon admission, students will participate in required orientation events and will meet with an assigned academic advisor prior to course registration. Students will continue to meet with their academic advisor prior to registration each academic term.

### **Course Approval**

Student approval for CCP courses shall be by the IHE representatives on a course-by-course basis each semester based on the student's prior coursework, career pathway, and/or academic readiness. The IHE and LEA agree that this agreement cannot be used by either party to limit participation of a student in enrolling in allowable courses not part of the agreement.

The student must meet course eligibility requirements including but not limited to placement and course prerequisites. The student is limited to no more than 18 semester hours of credit per semester; no more

than 30 credit hours per academic year; and not more than the equivalent of four academic years, or one hundred and twenty (120) college credit hours total through the CCP program under division (B) of section 3365.06 of the Revised Code, including those students eligible to start participating in the program in seventh and eighth grade.

The LEA is responsible for assuring that each student does not exceed full-time status which is calculated as follows:

- 1) Determine student's number of high school ONLY units.
- 2) Multiply that number by 3, and
- 3) Subtract the result from the number 30.
- 4) That number is the total number of college credits that a CCP student may earn that academic year (summer, fall and spring terms) at any college or university as part of CCP.

### **Course Requirements**

The course requirements for high school students enrolled in CCP courses shall be the same as those of regular college students. Course requirements/syllabus information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

### **Eligible Semesters**

Eligible students may enroll in CCP courses during Summer, Fall and Spring Semester under this Agreement pursuant to the provisions of ORC 3365.

### **Academic Standing**

Students whose semester and/or cumulative Kent State University GPAs fall below a 2.0 shall be required to meet with their academic advisor to determine the appropriate actions and/or whether that student is eligible to continue in CCP. Students enrolled in CCP are subject to Kent State University policies regarding academic probation and dismissal.

### **Underperforming Students**

CCP students shall follow the guidelines provided in ORC 3365.091 (effective 9/29/2017) and any other laws or regulations that may come into effect beginning with the summer term of the 2019-2020 academic year and the LEA shall be responsible for monitoring academic progress for students enrolled in multiple IHEs.

The LEA shall be responsible for placing an underperforming student as defined in OAC 3333-1-65.13 (effective 2/15/2018) on CCP probation and dismissing a student from the CCP program according to the guidelines provided within this rule. The LEA shall promptly notify the student, the student's parent, and the IHE in which the student is enrolled of the student's status.

---

## **SECTION VI: COURSE ELIGIBILITY AND APPROVAL**

The following general eligibility and approval requirements shall apply to all CCP Agreements:

### **Course Location and Format**

CCP courses may be offered at the LEA or at any IHE campus. CCP courses may be delivered during or outside of LEA hours. IHE may offer CCP courses via distance learning (online, hybrid, blended, or compressed video).

### **Academic Quality of CCP Courses**

College courses eligible for CCP credit shall meet the rigor for college credit and be congruent with the IHE's normal offerings. All students enrolled in the IHE under the CCP program, must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered. Classes offered in LEA settings shall conform to the IHE's academic standards, shall follow the same course syllabi, use the same text book and materials, achieve the same learning outcomes, and be assessed using the same methods as the college course delivered on the college campus. For an LEA seeking adjunct faculty approval for their faculty to teach the college course, the LEA shall contact the campus location through which the course will be offered utilizing the campus contacts detailed in Appendix B. Faculty for all CCP courses shall be evaluated and approved by the appropriate IHE academic unit/department and are expected to meet the requirements set by the IHE and ODHE.

### **CCP 15 and 30 Credit Hour Pathways**

The LEA in collaboration with the IHE shall determine a list of academic courses and 15/30 credit hour Pathways eligible for CCP credit for inclusion under Appendix A. Additional pathways may be created between an IHE campus and school district. These Pathways shall be published among the LEA school's official list of course offerings from which a participant may select pursuant to ORC 3365.13.

### **Eligible Courses**

College courses that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for CCP within the parameters defined by ORC 3365.06 (C) (effective 9/29/2017) and OAC 3333-1-65.12 (effective 2/15/2018) and any other laws or regulations that may come into effect beginning with the summer term of the 2019-2020 academic year. CCP courses may be taken as high school electives or as high school core course credits. Students must complete 15 credit hours in Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at other colleges or universities participating in CCP. Level I courses include:

- 1) Transferable courses: Part of CTAG, OTM, or TAG (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- 2) Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- 3) Technical certificate courses
- 4) 15-credit hour or 30-credit hour model pathway courses
- 5) Study skills, academic or career success skills courses
- 6) Internship courses
- 7) Another course that may be approved by the Chancellor on an annual basis

Upon completion of 15 credit hours in Level I, students may select Level II courses which include any other college courses that is not a Level I course.

### **Non-Allowable Courses**

Pursuant to Ohio Administrative Code 3333-1-65.12, the following courses are non-allowable unless the Chancellor approves them for certificate or degree completion:

- One-on-one private instruction courses
- Courses with fees that exceed amount set by Chancellor
- Study abroad courses
- Physical education courses
- P/F or S/U grades (unless the course is an internship or is a transferable course for all students enrolled)
- Remedial courses and Sectarian religion courses

## **SECTION VII: HIGH SCHOOL DELIVERED COURSES - GUIDELINES**

The selection and offering of CCP courses are a shared responsibility between the IHE and each LEA. Each institutional representative is responsible for upholding all course requirements and agreements.

### **Memorandum of Understanding**

The MOU authorizes the offering of CCP courses at participating LEAs. The MOU remains in effect for the academic year of 2019-2020 or until amended with agreement by both parties. See Section XXI for the Signature Page.

### **Overall Expectations of LEAs**

- Adhere to all MOU requirements as noted within this document
- Submit names, applications, and supporting application documents for all CCP teacher candidates by April 1
- Support the CCP teacher's attendance for a minimum of three (3) contact hours per year for IHE's required professional development offerings or meetings
- Course syllabi must be submitted and reviewed prior to the first day of classes for each course offered at the high school locations
- Finalize student enrollment prior to the first day of classes for each course offered at the high school locations. The LEA must provide each participating student's SSID numbers to IHE according to the CCP timeline.
- Communicate all schedule changes immediately to the IHE including add, drop, and withdrawal. Deadlines for each type of schedule change will be established at the beginning of the academic term.
- Adhere to IHE guidelines for minimum and maximum course section enrollments
- Follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Administrative Code, Ohio Department of Education, and the Ohio Department of Higher Education

### **CCP Courses Taught on the LEA Campus and Student Enrollment**

CCP courses delivered on the LEA campus may include students who are not enrolled in the college under the following conditions:

- All students in the class follow the same course syllabus, use the same textbook and materials, aspire to achieve the same learning outcomes and are assessed using the same methods as the college course delivered on the college campus; and
- All CCP students (enrolled and therefore receiving college and high school credit) must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.
- A student (not enrolled in the IHE) shall, along with the student's parents, be notified the student is not earning college credit and would likely be required to retake the course upon college enrollment if college credit is desired. The LEA is responsible for providing this notification in writing.

---

## **SECTION VIII: CCP HIGH SCHOOL TEACHERS – Classification, Credentialing, and Monitoring**

### **Classification of CCP Teachers**

CCP teachers are certified or licensed high school teaching employees who have been approved to teach



Kent State University courses at those teachers' high schools during the regular school day. These teachers are employed by, and remain employees of the School Districts, not Kent State University.

### **Teaching Load**

CCP teachers are full-time employees of their School Districts and are contractually obligated to teach an assigned number of classes during the day by their School District. Therefore, the number of classes that are offered for CCP is determined by the number of qualifying students and may vary from high school to high school.

### **IHE Policy and Procedures**

Even though CCP teachers are full-time employees of the School District wherein each teaches the college course(s), CCP teachers are expected to follow all IHE policies as applicable during the instructional time designated for CCP courses.

### **Credentialing of CCP Teachers**

CCP teachers must meet the minimum credential requirements for postsecondary faculty as described within Chapter 4 of the "Guidelines and Procedures for Academic Program Review" document, published by the Ohio Department of Higher Education, July 2016:

#### ***h. Faculty Credentials***

*The following expectations apply to all full-time and part-time instructors, including graduate teaching assistants and high school teachers who serve as adjunct faculty members for dual enrollment courses.*

1. *For general education courses:*

- *Faculty members teaching general education courses must hold a minimum of a master's degree in the discipline or a master's degree and a cohesive set<sup>3</sup> of at least 18 semester credit hours of graduate coursework relevant to the discipline.*
- *Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors while enrolled in a program to meet credentialing requirements. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty members*

2. *For courses other than general education courses:*

- *Faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching:*
  - *At least a bachelor's degree if teaching in an associate degree program*
  - *At least a master's degree if teaching in a bachelor's degree program*
  - *A terminal degree if teaching in a graduate program.*
- *Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs) or adjunct faculty members who are working toward meeting the faculty credentialing requirements.*
- *Faculty members teaching technically- or practice-oriented courses must have practical experience in the field and hold current licenses and/or certifications, as applicable.*

---

<sup>3</sup> A "cohesive set" of courses is a program of study that includes disciplinary content comparable to that which would be obtained in a master's degree program in the discipline. The program of study should be planned in collaboration with experts in the discipline and preferably completed at a single institution.

- *For programs involving clinical faculty (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.*
3. The following expectations apply to all faculty members:
- *Faculty members must hold a degree from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or equivalent as verified by a member of the National Association of Credential Evaluation Services.*
  - *Where professional accreditation or licensing standards for faculty differ from the Chancellor's standards, faculty members are expected to meet the higher standards.*
  - *Faculty members must show evidence of continuing professional development in the discipline.*
  - *Faculty members who teach online courses must be prepared for teaching in an online environment*

*(Source: Ohio Department of Higher Education, 2015)*

### **CCP Course Monitoring Process**

The IHE is responsible for ensuring that all CCP courses are taught by qualified teachers regardless of class location (i.e., college campus, high school campus, or satellite site). The IHE will monitor the quality of instruction in CCP courses in order to assure compliance with the standards established by the State of Ohio, the Higher Learning Commission, the College, the School District, and discipline specific accrediting bodies.

Course monitoring will include the following:

- Establish opportunities for CCP teachers to meet with appropriate IHE faculty to discuss the particular requirements for the courses and department as needed;
- Provide CCP teachers with information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, and other pertinent information;
- Coordinate Professional Development activities for the CCP teachers; and
- Conduct at least one observation for each teacher during the first year of review that the CCP Instructor is teaching the college-level course at the high school. The time for observations should be coordinated with the CCP instructor and building principal prior to the observation. The observation process will utilize the same criteria as for full-time and/or adjunct faculty.

---

### **SECTION IX: CCP HIGH SCHOOL TEACHERS – Application Processes**

The responsibilities of the LEA and IHE as well as the process for application and approval for CCP teachers are outlined as follows:

**The LEA designee will:**

- Identify prospective CCP teachers who will meet the credentialing criteria by April 1 of each year. **Only under specific and unanticipated circumstances might additional teachers be considered after April 1 for the upcoming school year.** Such circumstances include consideration of a new hire after the April 1 deadline owing to an unexpected retirement or resignation. IHE maintains the sole discretion whether to consider any CCP teachers after the April 1 deadline.
- Assist their teacher with the application process which will include but may not be limited to submitting transcripts, cover letter, and application.

**The IHE will:**

- Communicate with the LEA about the qualifications for CCP teachers.
- Meet with the prospective CCP teacher to answer questions and discuss required expectations.
- Evaluate the prospective CCP teacher's credentials and transcripts before forwarding the documents to the appropriate Department Chair, Academic Dean, or Provost.

**CCP Teacher Application Process**

A high school teacher who is identified as a prospective CCP teacher must complete the IHE application process which includes:

- Kent State University online CCP Instructor Application form located on the Kent State CCP website ([www.kent.edu/ccp](http://www.kent.edu/ccp)) under the School Administrators tab.
- Resumé including three professional letters of recommendation (Kent State University Department Chair will have the option to conduct reference checks).
- Undergraduate and graduate college or university transcripts from all institutions attended.
- Any additional information required to determine eligibility to teach the content material.

**Approval Process**

The approval process for the CCP teacher who will teach a college course will be consistent with the standards used to hire a faculty member for the course taught on the IHE campuses. Merely having the credentials to teach college courses is no assurance of approval into the program. The department chair has full authority to interview and to make the final decisions regarding the approval and dismissal of teachers teaching CCP courses in the high schools based on credentials, teaching experience, presentation, subject knowledge, and other instructional factors related to the subject matter.

A high school teacher who is identified as a prospective CCP teacher must be approved by the IHE department chair in the teaching discipline, the Academic Division Dean, or the Provost and meet the same qualifications as IHE faculty. **The IHE Provost (Chief Academic Officer) has the final and official approval authority of CCP teachers.**

In accordance with Ohio law, and with guidance from the Ohio Department of Education, teachers must have a completed background check on file with the district office. Refer to the Ohio Department of Education website for background check requirements. Kent State University will also conduct a background check prior to final approval of the CCP Instructor.

**Initial Approval of High School Teacher as CCP Teacher**

Department Chair and Office of Alternative Credit and Articulation Agreements (ACAA) will utilize the following procedures as part of the approval process:

- Office of ACAA will build the candidate's application packet and when complete forward the packet to the appropriate academic Chair or Dean
- Chair or Dean reviews and confirms that the candidate's academic credentials meet minimum requirements
- An interview and/or assessments may be required as part of the application process
- The academic department will inform the CCP office of the candidate's status
- Upon approval, the Office of Academic Personnel will provide the candidate with instructions regarding the process for completing a background check for the University and obtaining a \$0 teaching contract.

### **Conditional Approval of High School Teacher**

If a High School Teacher does not meet the minimum credential requirements but is conditionally approved to teach a CCP course, the “Credentialing of CCP Faculty” form must be completed by the high school teacher, high school principal, and signed by the Provost of Kent State University. The form identifies the plan for teachers to obtain the necessary requirements within a specific timeframe.

Per the new requirements of the Higher Learning Commission (HLC) and an extension granted by HLC, all required coursework leading to the fully credentialed status of a teacher must be completed by September 1, 2022. Teachers will not be permitted to teach IHE courses if they have not completed all required coursework by the deadline.

### **Continuation of High School Teacher as CCP Teacher**

After initial approval, a CCP teacher may continue teaching CCP courses without the need to undergo the approval process again contingent upon the following items:

- 1) CCP courses being taught continuously each year in the same discipline and/or teaching area;
- 2) The LEA will provide teacher evaluations conducted by the LEA as requested by IHE on an annual basis; and
- 3) CCP teacher teaching the course adequately meets all evaluation requirements, departmental requirements, responsibilities, and procedures including participation in at least three (3) hours of professional development provided by the IHE annually.

---

## **SECTION X: RESPONSIBILITIES OF CCP HIGH SCHOOL TEACHERS**

### **Curriculum, Course Competencies, and Teaching Requirements**

- CCP teachers will utilize the provided course syllabi document and will customize fields as appropriate. The syllabus may not be altered other than adding customized information in the allowable fields. No other logo other than Kent State University’s may be included on the syllabus. The teacher’s Kent State University email address must be included on the syllabus. Any syllabus that does not meet these requirements will be returned to the teacher and a new syllabus must be created.
- The syllabus must be submitted to Kent State University prior to the first week of instruction with one copy to the academic department and one copy to the Office of Alternative Credit and Articulation Agreements.
- Only the approved CCP teacher will teach the course. If a CCP teacher is unable to teach the course, arrangements must be made by contacting IHE prior to an extended absence.
- CCP teachers will notify students concerning their academic progress prior to the last day to drop/withdraw from the IHE course.
- LEA teachers, as instructors for the IHE in CCP courses taught at their school location are bound by the protections provided to college students by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. All educational records with identifiable student information are required to be safeguarded per University policy 3342, 5 – 08.101 <https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-collection-retention-and-dissemination>.
- CCP teachers will post formative and summative grades for assignments and exams on the IHE Blackboard learning management system on a regular basis.
- **Enrollment Verification, Midterm, Final and official** grades must be reported within the Kent

State University Flashline portal in a timely manner.

- All grades and information contained in the IHE Blackboard system and Flashline portal are considered maintained by the IHE and subject to the same FERPA protections as afforded to any students enrolled in college coursework. CCP teachers are responsible for safeguarding identifiable information and providing FERPA protections to CCP students enrolled in courses taught at their high school location.
- CCP teachers are required to attend IHE departmental planning meetings and staff development activities, including CCP training workshops and engage in a minimum of three hours of documented professional development provided by the IHE each academic year.

### **Textbooks and Required Materials**

- CCP teachers are expected to use approved textbooks (whether hard copy or digital) and required materials for the IHE course.
- Textbooks must be college-level and approved by the Department Chairs.
- The textbooks and materials have to be available to the students on the first day of class.
- Textbooks and materials may be obtained by contacting the IHE University Bookstore for the campus through which the course is being taught or may be obtained from another vendor.
- IHE will contact LEAs with changing textbook information as applicable. IHEs must confirm current editions of textbooks with the University Bookstore prior to purchasing textbooks from other vendors.

### **Contact Hours Pertaining to CCP Teachers**

- CCP teachers are obligated to meet the minimum required number of contact hours for the course(s) taught per semester. While courses may have variable start dates, all courses must follow the IHE end of term, final exam, and grade submission dates.
- In order to ensure meeting the required contact hours, CCP teachers are expected to make up lost contact hours.
- In line with the importance of contact hours and attendance, students may not be added to a course after the “last date to add” deadline, unless an error in the registration process occurred.

### **Student Evaluation of Instructor Performance**

CCP teachers will be evaluated once each semester by the students using the same course evaluation instruments utilized on the IHE’s campuses. The evaluation information will be disseminated to the CCP teachers in advance to share with students approximately two weeks prior to the end of the academic semester. The course evaluation may be completed online or on paper depending on the IHE’s decision for distribution.

---

## **SECTION XI: CONTINUATION OF CCP COURSE OFFERINGS AT HIGH SCHOOL**

This MOU is a binding agreement and, should either party fail to adhere to its responsibilities therein, the removal of CCP courses will be considered if the infraction is not corrected after documentation.

---

## **SECTION XII: GRANTING OF COLLEGE CREDIT**

### **Transcripts**

The IHE is responsible for maintaining the college transcript for each student. All CCP approved courses are identified on the college transcript as regular college-level course work.

The LEA is responsible for maintaining the secondary school transcript. The IHE will provide official course grades to the LEA at the conclusion of the academic term and after course grades have been finalized. The LEA will post the actual course title, IHE name, and grade earned in the college course to the student's high school transcript. In cases where no grade is reported for a course, where a grade of "I" (incomplete) is reported, or where a grade change occurs after final grades have been posted, the student will request a transcript be sent to their LEA to verify corrected course grades.

Upon a student's request, the IHE will provide an official college transcript showing credit for the completed college-level course work. Currently there is no fee for this service. Students can access and print unofficial copies of their transcripts through their Flashline portal.

---

### **SECTION XIII: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however it also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

#### **Communications with Parents for Students in Courses Delivered at High Schools:**

CCP student educational records are protected by FERPA legislation. Students enrolled in college courses, regardless of the location, are protected and communication must be carefully distributed.

CCP teachers for Kent State University must adhere to FERPA legislation. **Note that while enrolled in college courses, FERPA limits ALL instructors, including CCP teachers, to provide performance information only to the student without prior consent from the student.**

**Kent State University requires that each CCP teacher verify with the University that a valid FERPA Release Form and/or an approved Parent/Guardian Verification of Student Dependent Status form is in place at the University for any participating student prior to release of any protected information.** Students may complete a FERPA release online through their Flashline account or may complete a paper release form found online at <https://www.kent.edu/registrar/ferpa-forms> and submit this to the Kent State University Registrar.

In the event that a high school CCP teacher identifies a need to contact a student's parent proactively regarding progress in the college course, they may only do so if a signed FERPA Release form is on file with the University.

#### **Communications with Parents for Students in Courses Delivered at IHE Locations:**

Students may grant Kent State University permission to release information about their student records to a third party (including parents, step-parents, etc.) by completing a FERPA Release Form online through their Flashline account or completing a paper release form found online at <https://www.kent.edu/registrar/ferpa-forms> and submit this to the Kent State University Registrar. In the absence of a student initiated FERPA release, parent(s)/guardian(s) may submit a Parent/Guardian Verification of Student Dependent Status form for review to the University Registrar.

#### **SECTION XIV: STATE REPORTING**

The LEA and IHE shall retain educational records in accordance with Ohio or Federal statutes and record retention regulations and shall collaborate where necessary to provide required statistical information.

---

#### **SECTION XV: APPEALS**

Each student has the right to appeal decisions concerning the CCP program. The LEA and IHE shall have a student appeals process. LEA and IHE decisions are final.

---

#### **SECTION XVI: RELEVANT LAWS**

At all times, the parties agree to follow and be responsible for their own compliance with all local, state and Federal laws and regulations related to the CCP program, including but not limited to the provisions of section 3333-1-65, et seq. of the Ohio Administrative Code, as amended. At any time, should a party's inability to comply with the law interfere with that party's ability to adhere to the terms of this Agreement or should such inability impede that party's eligibility under this program, the other party shall have the right to suspend or terminate this Agreement. Notwithstanding the foregoing, the parties shall take all reasonable actions to mitigate any effects of such action upon currently enrolled students.

---

#### **SECTION XVII: NONDISCRIMINATION**

Each party agrees to comply with all applicable laws regarding affirmative action and equal employment opportunity in connection with this Agreement and each party further agrees not to discriminate against any person or group of persons on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

---

#### **SECTION XVIII: MARKETING, ADVERTISING AND PROMOTION**

LEA and IHE shall cooperatively market the CCP program by:

- Equally promoting the Agreement to partner's students and their families, as well as to the communities served by the partner through each entity's website.
- LEA shall provide IHE with reasonable access to LEA students, parents and counselors to allow IHE to market and promote the program.

LEA shall market the CCP program by:

- Identifying this agreement with IHE in the required annual notice to students, in the required annual information session, in the annual program of studies, and on the school website.
- Providing IHE with advanced notification and opportunity to present during the LEA's annual CCP informational sessions.
- Providing IHE with reasonable access to partner students, parents and counselors to allow IHE to market and promote the program.
- Assisting IHE in mailing promotional materials to partner students and parents by providing their home addresses.

IHE shall market the CCP program by:

- Identifying this agreement with the LEA on the CCP website.
- Providing an annual session for IHE counselors to meet with LEA representatives regarding the CCP program.

Each party shall, prior to the issuance of any news or press release marketing the program, provide notification and a copy of the release to the other party.

The LEA must adhere to the use of the IHE logo and signage guidelines which will be provided to LEA upon request.

---

## **SECTION XIX: FINANCIAL STRUCTURE AND COST SHARING**

1. The IHE will retain all State Support of Instruction (SSI) funds for students completing CCP courses.
2. The cost of textbooks and materials including access codes will be incurred by the school district unless alternative arrangements have been made with the campus through which the student(s) is(are) enrolled and the IHE shall waive payment of all other fees related to participation in the program pursuant to ORC 3365.07 with the exception of students enrolled under ORC 3365.06 (A).
  - 1) The LEA can choose to initiate and maintain an account with the IHE University Bookstore and can elect to purchase textbooks and materials through other vendors. Students shall have required course textbooks and materials available by the first day of classes.
  - 2) Students can participate in the Kent State University Flashbooks initiative whereby textbooks are made available electronically at a cost savings to the district. This initiative is currently limited to a finite number of specified course sections. Billing for Flashbooks materials will be invoiced to districts separately from the IHE University Bookstore partner.
3. The IHE will invoice based on the following formula subject to approval by the Chancellor, Ohio Department of Higher Education:

### **High School Delivery – Option A:**

For courses taught by a high school teacher approved by the IHE at the LEA location, the rate will be the State of Ohio floor amount (TBD) x number of credit hours/course x number of students.

### **High School Delivery – Option B:**

For courses taught by an IHE faculty member at the LEA location, the rate will be \$80.00 x number of credit hours/course x number of students.

### **On Campus Delivery:**

For courses taught by a university faculty member at an IHE location, the cost will be \$120.00 x number of credit hours/course x number of students.

### **Distance Learning Delivery:**

For courses being taught via distance learning, the cost will be \$120.00 x number of credit hours/course x number of students.

Necessary tutoring for special education students and accommodations for ADA qualifying students will be the responsibility of the LEA in consultation with the IHE. CCP students will have access to student resources at the IHE.



**SECTION XX: TERMS AND CONDITIONS**

The initial term of this Agreement shall be from July 1, 2019 to June 30, 2020. This Agreement may not be altered or modified by any party adhering to it, with the exception of the Appendix. The IHE may modify the list of college credit plus courses in the Appendix of this Agreement. Modifications to the Appendix must be submitted to the LEA prior to the beginning of a new semester. This Agreement shall expire on June 30, 2020.

Should any provision of this agreement be found to be invalid, illegal, or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect the validity of the remaining provisions hereof. Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

This Agreement shall be interpreted and construed in accordance with the laws of the State of Ohio.

---

**SECTION XXI: APPROVALS**

**IHE (Kent State University):**

  
Executive Vice President and Provost

12 Dec. 2018  
Date

  
Senior Vice President for Finance and Administration

12/13/18  
Date

**LEA:**

*Norton City Schools*

(School District Name)

  
District Charter Representative/Superintendent

2/1/19  
Date

  
Treasurer

2/1/19  
Date

## APPENDIX A

### Listing of Authorized College Credit Plus Courses 15/30 Credit Hour Pathway

This appendix shall contain the courses included in Kent State University's 15/30 credit hour pathway. The courses listed on the following page are representative of suggested Kent State University CORE classes. Students participating in the CCP program are not required to take these specific courses, rather they are provided as a demonstration of the typical courses into which a new college freshman might enroll.

Participating students meet with an IHE academic advisor to plan courses to be taken through CCP that will apply toward a specific certificate, associate degree or baccalaureate degree program and meet the parameters defined by ORC 3365.06 (C) (effective 9/29/2017) and OAC 3333-1-65.12 (effective 2/15/2018) and any other laws or regulations that may come into effect beginning with the summer term of the 2019-2020 academic year. CCP courses may be taken as high school electives or as high school core course credits. The applicability of the course(s) selected by the student to their high school program of study must be confirmed with their school counselor.

#### Course Enrollment Restrictions:

Students must complete 15 credit hours of courses designated as Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at colleges or universities participating in CCP. Students must complete 15 credit hours in Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at other colleges or universities participating in CCP. Level I courses include:

- 1) Transferable courses: Part of CTAG, OTM, or TAG (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- 2) Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- 3) Technical certificate courses
- 4) 15-credit hour or 30-credit hour model pathway courses
- 5) Study skills, academic or career success skills courses
- 6) Internship courses
- 7) Another course that may be approved by the Chancellor on an annual basis

Upon completion of 15 credit hours in Level I, students may select Level II courses which include any other college courses that is not a Level I course.



**College Credit Plus Pathways**

Students participating in College Credit Plus select course(s) to be taken after consultation with both their high school counselor and their Kent State University academic advisor. Course enrollment may be determined by placement recommendations, course prerequisites, academic goals, high school graduation requirements, intended college major, and course availability.

The 15 and 30 credit hour Pathways below represent a sample of courses that may be taken by a typical full-time, first year college student. CCP students may select from courses that are not part of the 15 and 30 credit hour Pathways and are not required to attend Kent State University full time. They are limited to no more than 18 credit hours per semester and no more than 30 credit hours total per academic year. Students should refer to the Kent State University Roadmaps available online at: <http://solutions.kent.edu/GPS/ROADMAP/browse/ug/all> as a guide to the Kent CORE and additional required courses for a specific major or degree program of interest to them.

**15 Credit Hour Pathway**

Kent State University Course Name & Number	Course Prerequisite	College Credits
ENG 11011 - College Writing I	Placement	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
		Total Credits: 15

**30 Credit Hour Pathway**  
(includes 15 Credit Hour Pathway above)

Kent State University Course Name & Number	Course Prerequisite	College Credits
Kent CORE English course	See Catalog	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
		Total Credits: 15

## APPENDIX B

### Listing of Kent State University Campus Contacts

#### **Ashtabula Campus**

Susan J. Stocker, Ph.D.  
Dean and Chief Administrative Officer (CAO)  
3300 Lake Rd W  
Ashtabula, OH 44004-2316  
(440) 964-4211  
[sjstocke@kent.edu](mailto:sjstocke@kent.edu)

#### **East Liverpool Campus**

#### **Salem Campus**

#### **Columbiana County Campuses**

David M. Dees, Ph.D.  
Dean and Chief Administrative Officer (CAO)  
2491 State Route 45 S  
Salem, OH 44460-9412  
East Liverpool Campus (330) 382-7411  
Salem Campus (330) 337-4205  
[ddees@kent.edu](mailto:ddees@kent.edu)

#### **Geauga Campus**

#### **Twinsburg Regional Academic Center**

Angela S. Spalsbury, Ph.D.  
Dean and Chief Administrative Officer (CAO)  
14111 Claridon-Troy Road  
Burton, OH 44021  
(330) 907-3362  
[aspalsbu@kent.edu](mailto:aspalsbu@kent.edu)

#### **Kent Campus**

Johanna E. Pionke, M.Ed  
Director, Alternative Credit & Articulation Agreements  
Center for Undergraduate Excellence (CUE), Ste 169  
975 University Esplanade  
Kent, OH 44243  
(330) 672-3754  
[jpionke@kent.edu](mailto:jpionke@kent.edu)

#### **Stark Campus**

Denise A. Seachrist, Ph.D.  
Dean and Chief Administrative Officer (CAO)  
6000 Frank Ave NW  
North Canton, OH 44720-7599  
(330) 244-3211  
[dseachri@kent.edu](mailto:dseachri@kent.edu)

**Trumbull Campus**

Lance R. Grahn, Ph.D.  
Dean and Chief Administrative Officer (CAO)  
4314 Mahoning Ave., N.W.  
Warren, OH 44483-1998  
(330) 847-0571  
[lgrahn@kent.edu](mailto:lgrahn@kent.edu)

**Tuscarawas Campus**

Bradley A. Bielski, Ph.D.  
Dean and Chief Administrative Officer (CAO)  
330 University Dr., NE  
New Philadelphia, OH 44663  
(330) 339-3391  
[bbielski@kent.edu](mailto:bbielski@kent.edu)

