

COLLEGE CREDIT PLUS MASTER AGREEMENT

Between

Kent State University

(hereafter known as IHE)

And

_____ **School District**

(hereafter known as LEA)

TERMS OF AGREEMENT

PART 1 – GENERAL PROVISIONS OF AGREEMENT

A. SCOPE

College Credit Plus 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.

B. DEFINITION OF COLLEGE CREDIT PLUS PROGRAM

“College Credit Plus Program” (*hereafter* CCP) means a program that allows secondary school students to enroll in college-level courses on a full or part time basis and complete academic, non-sectarian, non-remedial courses, and simultaneously to earn credit toward high school graduation and a college degree or certificate pursuant to ORC3365.02 (effective 9/29/2017).

C. PURPOSES

The primary purposes of the CCP program are to increase the educational options and opportunities for secondary students. Fundamentally, CCP programs allow students to earn credit at the secondary and postsecondary levels simultaneously. The programs 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.

D. ELIGIBILITY AND APPROVAL

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

1. Eligible Courses

College courses that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for CCP. Remedial, developmental, and sectarian courses are not eligible to be taken under CCP. College credit plus courses may be taken as high school electives or as high school core course credits.

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.

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).

CCP eligible courses shall follow the updated state rules as defined in ORC 3365.06 (C) (effective 9/29/2017) and any other laws or regulations that may come into effect beginning with the summer term of the 2018-2019 academic year.

2. Academic Quality of College Credit Plus 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 college credit plus 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.

3. Student Eligibility

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. Student meets state CCP Eligibility requirements
- b. Completed online CCP application
- c. Secondary school transcripts
- d. ACT or SAT assessment results and/or appropriate assessments required by the campus to which the student applies
 - a) Preferred 3.0 cumulative high school grade point average on a 4.0 scale;

- b) Preferred 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 May 2017.

4. 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. 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 2018-2019 academic year and secondary schools shall be responsible for monitoring academic progress for students enrolled in multiple IHEs.

5. Course Approval

Student approval for CCP courses shall be by the LEA and 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 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 16 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 at any college or university as part of CCP.

6. 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.

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.

7. 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.

8. 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.

9. Liabilities 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 presence of students on its campus.

10. 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.

11. 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.

PART 2 – SPECIFIC PROVISIONS OF AGREEMENT

The following provisions outline the specific responsibilities and duties that apply to the IHE, LEA, and students participating in the CCP program to ensure adequate participation by each party.

A RESPONSIBILITIES AND DUTIES OF THE IHE and LEA: The following applies:

1. The LEA and IHE shall designate a representative at each campus who will be the CCP representative and insure that only a form endorsed by all parties shall constitute a CCP approval request.
2. The LEA and IHE shall provide information and orientation to the student and parent or guardian regarding the responsibilities of CCP enrollment including academic rigor, time commitments, behavioral expectations, and the importance of satisfactorily completing the college course(s).
3. The IHE CCP representative, in collaboration with the LEA, shall review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and to ensure compliance with course prerequisites. This agreement cannot be used by either party to limit participation of a student in courses not part of the agreement.
4. The CCP application fee is waived.
5. Parents and teachers will be advised of the federal Family Educational Rights and Privacy (FERPA) rules.
6. Student educational records created as a result of the Agreement shall be retained and disseminated in accordance with FERPA requirements.
7. The IHE shall approve, supervise, and evaluate instructors for courses that result in the awarding of college credit. The IHE shall maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the CCP courses covered by this agreement.
8. The LEA will follow the same course syllabus, pacing and learning outcomes, use the same text book, materials and assessments as the college course delivered on the IHE campus.
9. The IHE shall use the same approval procedures and standards to select high school instructors who teach CCP courses as used to approve adjunct faculty responsible for teaching the same courses at the IHE.
10. The IHE will provide faculty as consultants to high school instructors teaching college courses to assure college level work is maintained. The IHE may also provide faculty to teach such courses directly at the LEA. Prior to such assignment, the parties must agree in writing as to the obligations and responsibilities of each party necessary to deliver the CCP course at the LEA.
11. The IHE shall provide all secondary teachers who are teaching at least one CCP course with at least one three-hour professional development session per academic year. The IHE shall provide no financial compensation to teachers related to the professional development session.
12. The IHE shall conduct at least one full-period classroom observation of each CCP course taught by a secondary teacher during the first academic year the secondary teacher instructs the college course. After the first academic year of teaching, full-period

classroom observations will be completed in alternating academic years for all CCP courses taught by a secondary teacher. All CCP students will have access to complete an end of course survey for CCP courses.

13. The IHE will assign an advisor to each CCP student and schedule a meeting between the CCP student and advisor prior to the institution's effective academic no-fault course withdrawal date. The advisor meeting may be individual or group, in person or virtual.
14. CCP students will be given reasonable access to university student support services and university libraries.
15. Transcription of college credit shall be done upon completion of the academic semester/term.
16. The IHE agrees that they will provide any necessary information needed for EMIS reporting.
17. The IHE will provide accommodations and services for special education students while the students are enrolled in on-campus CCP classes. Eligible students shall be advised regarding how to make the appropriate arrangements.

B. RESPONSIBILITIES OF STUDENTS AND PARENTS/GUARDIANS: For a student to be accepted and enrolled into a CCP program, the STUDENT/PARENT/GUARDIAN shall:

1. Discuss potential CCP courses with the appropriate LEA and/or IHE staff, including university admission and registration requirements, course requirements, prerequisites, scheduling under CCP, and implications for failure to successfully complete courses.
2. Meet the prerequisites and requirements of the course(s) to be taken.
3. Review the Undergraduate Course Catalog for a full listing of course offerings by the IHE. Generally, the IHE will be offering Kent CORE courses to CCP students.
4. Complete the CCP application process with the required signatures, and if applicable, provide a current high school transcript and any college entrance exam and/or assessment results.
5. Register for courses during the university's registration period for CCP courses which occurs after priority registration for its other students.
6. Meet with an advisor at least once each academic term prior to the institution's effective no-fault course withdrawal date.
7. Discuss any request for change in registration such as add, drop, or withdraw with the LEA and IHE within the appropriate timeframes.
8. Comply with IHE and LEA student code of conduct and other institutional policies.
9. Have the right to appeal, in writing, to the LEA or IHE, as applicable, any decision regarding initial enrollment and continued participation in the CCP program.
10. Return textbooks and materials provided by the LEA to the LEA and supplies provided by the IHE to the IHE when the student completes or withdraws from the course.
11. Arrange transportation to the site of the CCP course(s).
12. Comply with FERPA regulations. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements. Parents/guardians will not be granted permission to view any education records of the student without a valid FERPA waiver on file with the IHE.
13. Comply with the requirements of both the LEA and IHE official calendars.

C. Financial Structure:

1. The IHE will retain all State Support of Instruction (SSI) funds for students completing CCP courses.
2. The cost of the textbooks 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 ORC3365.06 (A).
3. The IHE will invoice based on the following formula subject to approval by the Chancellor, Ohio Department of Higher Education:
 - **If an approved high school teacher or IHE faculty member is teaching the course at the LEA location, the rate will be the State of Ohio Default Floor amount x number of credit hours/course x number of students.**
 - **If a course is being taught via distance learning, the rate be \$120/semester credit hour x number of semester credit hours/course x number of students.**
 - **If a university faculty member is teaching the course at the IHE, the rate will be \$120/semester credit hour x number of semester credit hours/course x number of students.**

PART 3 – TERMS AND CONDITIONS

The initial term of this Agreement shall be from July 1, 2018 to June 30, 2019. 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, 2019.

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.

PART 4 – APPROVALS

IHE (Kent State University):



Executive Vice President and Provost

16 January 2018
Date

Senior Vice President for Business and Finance

Date

LEA _____ (School District):

District Charter Representative/Superintendent

Date

Treasurer

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 pages 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. The applicability of the course(s) selected by the student to their high school program of study must be confirmed with their school counselor.



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 16 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

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

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

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

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

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

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