



# College Credit Plus Policy & Handbook

## Earn College Credits Now!

### College Credit Opportunity

College Credit Plus allows high school and middle school students to earn academic credit from accredited institutions while still in middle or high school, paving the way for educational and career success.



Join the College Credit Plus Program and earn valuable credits toward your future! *Go Rockets!*



Millennium Community School  
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614-255-5585

[www.2kschool.com](http://www.2kschool.com)

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## College Credit Plus Program Purpose and Overview

Policy 204.13 & 204.13.1 — College Credit Plus (CCP) Program and Counseling Procedures.

This policy establishes the Millennium Community School's ("School") compliance with Ohio Revised Code Chapter 3365 and Ohio Administrative Code 3333-1-65.1 through 3333-1-65.14 governing participation in the College Credit Plus (CCP) Program.

College Credit Plus (CCP) is Ohio's dual enrollment program that allows students in grades 7–12 to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success while providing a wide variety of college-level options at no or limited cost to families.

The Millennium Community School recognizes the value of early college exposure and academic rigor. The School will offer eligible students the opportunity to earn credits toward both a high school diploma and a college degree through partnerships with accredited Ohio institutions of higher education. CCP courses may be taken on a college campus, online, or at Millennium through approved partnerships.

The purpose of this document is to ensure that all eligible students and parents/guardians are informed of the opportunities, benefits, responsibilities, and potential consequences of participation in the College Credit Plus (CCP) Program, as required by Ohio law.

## Eligibility and Participation

Students in grades 7–12 who demonstrate college readiness through assessment scores and meet the admission requirements of a participating college or university may apply.

Each year, the School will provide written notice to all students in grades 6–11 and their parents regarding the CCP program. A College Credit Plus Information Session will be held between October 1 and February 15, and invitations will be sent to all colleges and universities within 30 miles of the school to participate.

Students who wish to participate must complete and submit the Letter of Intent to Participate (Appendix A) to the School by April 1 prior to the school year in which participation is intended. Late submissions may be considered only under extraordinary circumstances and at the discretion of the Principal.

To be eligible for participation, a student must meet at least one of the following criteria under OAC 3333-1-65.14:

- Obtains a remediation-free score on an approved college-readiness assessment; or
- Has an unweighted GPA of 3.00 or higher; or

- Has an unweighted GPA between 2.75–2.99 and earned an “A” or “B” in a relevant high school course.

Students must also meet the admission requirements of the participating college or university and complete a maturity questionnaire and permission form for exposure to college-level material.

## Annual Information Session

Each year between October 1 and February 15, Millennium will host an informational meeting for students and families to explain CCP options, eligibility, application steps, and deadlines.

## Application and Deadlines

- A. Students and parents must attend an annual College Credit Plus information session held between October 1 and February 15.
- B. Students must submit the School’s “Letter of Intent to Participate” by April 1 each year for full-year participation or by November 1 for mid-year (second semester) participation.
- C. Students must complete the college’s admission process and testing requirements by the college’s published deadlines.

## Counseling and Advisement

Before a student participates in CCP, the School shall ensure that each student and parent/guardian receives in-person or virtual CCP counseling services prior to participation. The counseling process will be led by the designated CCP Counselor of Record under the direction of the School Director.

Counseling shall include:

- Explanation of CCP options (Option A – college credit only; Option B – dual high school and college credit)
- Review of academic readiness, maturity, and time management expectations
- Alignment of CCP courses with high school graduation requirements
- Financial obligations and consequences for failing or withdrawing after the college deadline
- Impact of CCP grades on GPA and future financial aid (SAP)
- Support services and tutoring available through both Millennium and the partner college

Students and parents must sign the Postsecondary Enrollment Program Counseling Record acknowledging they received and understood this counseling.

## Program Options

**Option A** – College Credit Only: The student takes college courses for college credit only. Tuition, fees, and books are paid by the student and family.

**Option B** – Dual Credit: The student takes college courses that count for both high school and college credit. Tuition, fees, and required textbooks are paid by the State of Ohio. Millennium encourages Option B as it aligns with the school's mission to promote college readiness and reduce future college costs.

## Course Selection, Pathways, and Credit Transfer

Students must complete their first 15 semester hours in Level I courses before progressing to Level II courses. Level I courses include transferable general education courses, technical certificate courses, and introductory courses in IT, foreign language, or study skills. The CCP Counselor will publish annually approved 15- and 30-hour credit pathways that align with graduation requirements. Prohibited courses include remedial, pass/fail, physical education, private applied lessons, and study abroad courses.

## Transportation

The School does not provide transportation to and from CCP classes held off campus. Families are responsible for arranging transportation. Limited reimbursement may be available per state guidelines.

## Credit Limits

Students may not exceed 30 total credit hours per academic year and 120 cumulative hours across all years of participation. Annual credit limit formula:  $30 - (\text{high school credits} \times 3) = \text{maximum CCP hours allowed per year}$ .

## Grades and GPA Calculation

Grades earned in CCP courses will appear on the high school transcript and count toward both high school and college GPAs. Grades will be weighted equivalently to other advanced courses (AP, IB, Honors) in the same subject area. The grade assigned by the college professor is final.

## Support Services

Millennium school counselors will continue to support all CCP students. College advisors will assist with course selection and academic planning.

Partner colleges must provide equal access to tutoring, advising, and library resources.

## Withdrawal, Failure, or Dismissal

Students who withdraw after the designated drop period or fail a course are financially responsible for the associated tuition and fees. Repeated withdrawal or failure may result in loss of CCP eligibility.

## Probation and Dismissal

In accordance with R.C. 3365.09 and 3365.091:

- Students earning less than a 2.0 GPA in CCP coursework or withdrawing from two or more courses in one term will be placed on CCP Probation.
- During probation, students may enroll in only one college course per term and may not retake failed or withdrawn courses in the same subject.
- Students failing to raise their GPA to 2.0 during the probation term will be placed on CCP Dismissal.
- Dismissed students may not enroll in any CCP courses but may appeal for reinstatement after one semester.

## Appeal Process and Dispute Resolution

Students or parents may appeal a probation or dismissal decision in writing within five (5) school days of notification. The appeal shall be directed to the School Director, who will review the appeal and respond in writing within ten (10) school days. Any dispute regarding participation, denial of credit, or financial responsibility will be reviewed through the School's Complaint Procedure (Appendix 115-A).

## Financial Responsibility

Under Option B, tuition, textbooks, and required fees are paid by the CCP. Families are responsible for the cost of failed or withdrawn courses after the college's deadline, except that students identified as "economically disadvantaged" shall not be required to reimburse the School. The School may invoice parents for these costs in accordance with R.C. 3365.09. Families are also responsible for transportation and optional materials.

## Compliance Requirements

- Male students age 18 and older must register with the Selective Service System to remain CCP eligible.
- Student athletes must comply with OHSAA eligibility requirements; summer CCP courses cannot be used to restore eligibility.
- Students should review transferability of credits via <https://transfercredit.ohio.gov>.

## Documentation and Recordkeeping

The CCP Counselor shall maintain a signed College Credit Plus Counseling Record for each student.

Copies of the record, educational plans, and intent forms shall be kept in the student's cumulative file. All CCP data shall be reported annually to ODE and ODHE per R.C. 3365.15.

## Roles and Responsibilities

- CCP Coordinator/Counselor of Record – Provides counseling, maintains records, monitors progress, and ensures compliance. Also approves course equivalency decisions and ensures communication with partner colleges.
- School Director – Oversees the CCP program, supervises appeals, and ensures data reporting.
- EMIS Coordinator – Records CCP grades and manages EMIS data.
- Parents – Attend counseling sessions, meet deadlines, and adhere to program policies.

## Student Responsibilities

Students must:

- Attend counseling sessions
- Meet deadlines, and adhere to program policies.
- Attend and participate fully in each course
- Follow both Millennium and college codes of conduct
- Communicate promptly with instructors and counselors
- Notify the school of any schedule changes or withdrawals
- Maintain satisfactory academic progress to continue in CCP

## College Partnerships

Millennium Community School will maintain relationships with local accredited institutions of higher education. Courses may be offered on-campus, online, or on-site at Millennium if approved instructors are available.

## Contact Information

College Credit Plus Coordinator  
Millennium Community School  
3500 Refugee Road  
Columbus, Ohio 43232  
Phone: (614) 255-5585  
Email: Admissions@2kschool.com

## Appendices

Appendix A – Invitation Flyer for Informational Session  
Appendix B – Letter of Intent to Participate in College Credit Plus  
Appendix C – College Credit Plus Program Counseling Record  
Appendix D – College Credit Plus Educational Plan

## References

Ohio Revised Code Chapter 3365  
Ohio Administrative Code 3333-1-65.1 through 3333-1-65.14  
Millennium Policy 204.13 – College Credit Plus (Advanced Standing Program)  
Millennium Policy 204.13.1 – College Credit Plus Counseling and Process

## Appendix A – Invitation Flyer for Informational Session



# INVITATION: College Credit Plus Informational Session

## Students Can Earn College Credits Now!

### College Credit Opportunity

College Credit Plus allows high school and middle school students to earn academic credit from accredited institutions while still in middle or high school, paving the way for educational and career success.



Join the College Credit Plus Program and earn valuable credits toward your future!

*Go Rockets!*

#### Information provided:

- Purpose and Overview
- Eligibility & Participation
- Annual Info Session
- Application and Deadlines
- Counseling and Advice
- Program Options
- Courses & Pathways
- Credit Transfer
- Transportation
- Credit Limits
- Grades & GPA Calculation
- Support Services
- Course Withdrawal
- Course Failure & Dismissal
- Probation and Dismissal
- Appeals & Disputes
- Financial Responsibility
- Compliance Requirements
- Documents & Records
- Roles and Responsibilities
- Student Responsibilities
- College Partnerships
- Questions & Answers

**What:** College Credit Plus (CCP) Program Informational Session

**Who:** Colleges, Parents, and Students in Grades 6 - 11

**When:**

**How:** In-person meeting held in the school's multi-purpose room

**Help:** Contact us at 614-255-5585 or [Admissions@2kschool.com](mailto:Admissions@2kschool.com)

**After:** If interested, complete the CCP Letter of Intent

**Criteria:** Students in grades 7-12 who demonstrate college readiness

## JUMP START YOUR FUTURE TODAY!





## Appendix B - Letter of Intent to Participate in College Credit Plus

This form serves as formal notice of a student’s intent to participate in Ohio’s College Credit Plus (CCP) Program during the upcoming academic year. Participation allows students in grades 7–12 to earn both high school and college credit at the same time by taking approved courses from eligible Ohio colleges or universities. **Return this completed form to the School Office no later than April 1 for full-year participation, or November 1 for mid-year participation.**

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### Participation Options (Choose One)

**Option A – College Credit Only**

I wish to participate in CCP to earn *college credit only*. I understand that all tuition, fees, and textbook costs will be my family’s responsibility.

**Option B – Dual Credit (High School and College Credit)**

I wish to participate in CCP to earn *both high school and college credit*. I understand that tuition, required textbooks, and mandatory fees will be paid by the State of Ohio and Millennium Community School, unless I fail or withdraw from a course after the college deadline.

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### Intended Term(s) of Participation (Check All That Apply)

Summer 20\_\_\_\_       Fall 20\_\_\_\_       Spring 20\_\_\_\_

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### Student and Parent/Guardian Signatures

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### School Use Only

#### Counselor Verification

CCP Counseling Session Completed       Postsecondary Education Plan Attached

**Counselor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Appendix C – College Credit Plus Program Counseling Record

I acknowledge that I have read and understood the Millennium Community School’s College Credit Plus Policy Handbook. I understand the eligibility requirements, responsibilities, and financial implications of participation in the CCP Program.

I acknowledge by my signature that I have received in person counseling and advisement relative to the College Credit Plus (CCP) Program (the “Program”). Specifically, the following options have been explained:

**OPTION A** – The option to enroll my child in a College Credit Plus (CCP) Program institution full time or part time to take College Credit Plus (CCP) Program courses that will count for College Credit Plus (CCP) Program credit only.

**OPTION B** – The option to enroll my child in a College Credit Plus (CCP) Program institution full time or part time to take College Credit Plus (CCP) Program courses that will count for College Credit Plus (CCP) Program credit AND high school credit as well.

I further understand and agree to the following statements:

1. The College Credit Plus (CCP) Program courses which my child takes to satisfy high school graduation requirements must be passed to receive high school credit. High school credit will be awarded only after the College Credit Plus (CCP) Program credits have been earned and verified by the official college transcript.
2. All College Credit Plus (CCP) Program courses taken to meet high school graduation requirements must be completed and credit verified prior to the high school graduation date for the student to participate in commencement exercises.
3. All College Credit Plus (CCP) Program courses taken for high school credit under Option B will be transferred to the high school permanent record and averaged in the student’s high school G.P.A.
4. Bus transportation will not be provided to Program students, and those participating must furnish their own transportation to and from the college campus, unless the student has enrolled under Option B and the School has been legally designated as responsible for providing or arranging for the transportation of the student to and from the School. In that case, the parent of the Student enrolled in the Program may apply to the School for full or partial reimbursement of the necessary costs of transporting the student between the School and the college.
5. Should a student drop out of College Credit Plus (CCP) Program courses, or out of the Program entirely, he or she will be permitted to return full time to the School and register for middle/high school classes.
6. Students in the Program remain on the rolls of the School, but the School is not responsible for any liability incurred while they are on the College Credit Plus (CCP) Program school campus, or while traveling to and from the campus.
7. Though a Program student may participate in high school extracurricular activities and athletics, it is often inconvenient to do so since the College Credit Plus (CCP) Program school schedule often conflicts with these events and activities.

## Appendix C Continued

8. Program students will not be grouped together in special classes but are enrolled with regular college students. College teachers will make no allowances or give special consideration to high school students in their classes. They are expected to meet the same standards as regular students.
9. The Program is open to qualified students only.
10. The school director has sole authority to determine how College Credit Plus (CCP) Program credit is translated into high school units of credit, and which College Credit Plus (CCP) Program courses may be substituted for which high school courses.
11. Program students attending College Credit Plus (CCP) Program schools full time are required to be full time students for the entire academic year. Students must furnish their high school counselors with a copy of their college schedule each term.
12. Every college or College Credit Plus (CCP) Program institution is free to establish its own admission requirements for candidates under the Program, and these may be different from those which apply to the regular applicant.
13. Students who choose Option B may request to have the Board pay the cost of the College Credit Plus (CCP) Program tuition, books, and fees, within the limit of the state's foundational grant, which is the amount the state allocates for each student had that student remained in high school. The state will not, however, pay for any failed college course work, and parents will be billed for the tuition for failed courses. Students participating under Option B are not eligible for scholarships or other forms of financial aid.
14. Program students are encouraged to use the counseling services of the college at which they intend to enroll. The telephone number for the counseling department for College Credit Plus Coordinator is 614-255-5585.
15. Scheduling at the high school and the College Credit Plus (CCP) Program institution has been discussed.

With a full understanding of these policy statements, I choose to enroll my child in the Program under the provision of:

Option A:             Full Time             Part Time  
 Option B:             Full Time             Part Time

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date



## Appendix D – College Credit Plus Educational Plan

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

High School: \_\_\_\_\_

Entering Grade: \_\_\_\_\_

High School Credits Earned: \_\_\_\_\_

Credits Needed to Graduate: \_\_\_\_\_

### SPECIFIC HIGH SCHOOL SUBJECT(S) NEEDED TO GRADUATE:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PROPOSED COLLEGE CURRICULUM:

College Course(s)	to substitute for	High School Course(s)
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

### OTHER COLLEGE COURSE OPTIONS:

(NOT REQUIRED FOR HIGH SCHOOL GRADUATION)

_____	_____
_____	_____
_____	_____

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_

## Colleges for Consideration (30 mile Radius)

- 1 The Ohio State University (Main Campus) <https://www.osu.edu/>
- 2 Columbus State Community College <https://www.csc.edu/>
- 3 Otterbein University <https://www.otterbein.edu/>
- 4 Ohio Wesleyan University <https://www.owu.edu/>
- 5 Capital University <https://www.capital.edu/>
- 6 Franklin University <https://www.franklin.edu/>
- 8 Ohio Christian University <https://www.ohiochristian.edu/>
- 9 Pontifical College Josephinum <https://www.pci.edu/>
- 10 Ohio Dominican University <https://www.ohiodominican.edu/>
- 11 Columbus College of Art & Design <https://www.ccad.edu/>
- 12 Mount Carmel College of Nursing (Note: Nursing-specific school; research suitability)