



College Credit Plus Memorandum of Understanding Between Ashland University and

(hereinafter referred to as "The School District")

INTRODUCTION

College Credit Plus is Ohio's dual enrollment program that provides students in grades 7–12 the opportunity to earn college and high school credits simultaneously by taking courses from Ohio colleges or universities.

PURPOSE

This Memorandum of Understanding (MOU) confirms the partnership between Ashland University (AU) and *The School District* to offer College Credit Plus (CCP) courses to eligible students.

STUDENT PARTICIPATION

Students participating in the CCP program through Ashland University shall comply with the following requirements:

1. **Application Submission** - Students shall complete the online application at ashland.edu/apply-ashland-university by the following deadlines:
 - Fall Semester: June 15
 - Spring Semester: October 15
 - Summer Semester: March 1
 - Applications submitted after these deadlines may not be eligible for consideration.
2. **Required Documentation** - Students shall submit all documentation required by the Ohio Department of Higher Education and the Ohio Department of Education and Workforce, including but not limited to:
 - a. Mature content permission slip (the link to the form is provided in the student application)
 - b. Mature content questionnaire (the link to the form is provided in the student orientation)
 - c. Any additional documentation required under Ohio Revised Code
3. **Assessment and Materials Submission** - Students shall submit all outstanding materials (e.g., transcripts and permission slips) and complete placement assessments (if applicable) by the following deadlines:
 - Fall Starters: June 30
 - Spring Starters: October 31
 - Summer Starters: March 15
 - Applications that remain incomplete after the stated deadlines will not be considered for admission. Students who are otherwise eligible may reapply for participation in the subsequent semester.
4. **Prerequisite Documentation** - Students shall provide documentation verifying completion of any required course prerequisites prior to registration. This may include official transcripts from other colleges or universities, AP score reports, or other relevant records demonstrating eligibility.
5. **Online Orientation** - Upon acceptance, students are required to complete the online orientation, which provides guidance on AU-specific information for participation (account activation, registration, textbooks, etc.), as well as state-mandated orientation materials. Completion of the online orientation must occur by the following dates:
 - Fall Starters: July 10
 - Spring Starters: December 5
 - Summer Starters: March 31
 - Students will not be eligible for registration until the orientation course is complete, including the form at the end.

6. **Campus Quest Participation** (Optional) - All students are encouraged to attend Campus Quest, an interactive summer orientation designed to introduce university resources and support services. RSVP information shall be provided in the online orientation.
7. **Compliance with University Policies** - Students shall adhere to all Ashland University academic, behavioral, and technology use policies as outlined in the student handbook and university guidelines.
8. **Enrollment Continuity and Account Status** - Students must register for courses in their intended start term or the following semester before the original start term concludes to maintain access to university systems.
 - Students in good academic standing shall not be required to reapply to continue participation in subsequent semesters, including transitions from spring to fall of the following academic year.
 - Students not enrolled for two consecutive semesters (excluding summer) must reapply for admission, as accounts become inactive 365 days after the end of their most recent course.

ADMISSION REQUIREMENTS TO ASHLAND UNIVERSITY

Students seeking admission to Ashland University through the College Credit Plus program must meet the eligibility criteria outlined in one of the two pathways below. Ashland University is solely responsible for admission decisions, which are reviewed each semester based on academic performance.

Admission Pathway #1: Traditional Admission - Students must meet both of the following criteria:

1. Cumulative high school GPA of 2.50 or higher on a 4.00 scale
2. One of the following standardized test scores:
 - a. ACT composite score: 18 or higher
 - b. SAT composite score: 970 or higher
 - c. Next Generation Accuplacer scores:
 - i. Reading: 250 or higher
 - ii. Writing: 263 or higher (WritePlacer scores not accepted)
 - iii. Quantitative Reasoning, Algebra, and Statistics: 263 or higher (AAF scores not accepted)

Admission Pathway #2: Students may be considered for test-optional admission if they meet one of the following:

1. High school cumulative GPA of 3.0 or higher
2. High school cumulative GPA between 2.85 and 2.99, with grades of “A” or “B” in Relevant Coursework. AU defines Relevant Coursework as the four core academic areas: Mathematics, English, Science, and Social Studies.

GPA Requirements and Key Considerations

- **State Eligibility** - General state eligibility is based on an unweighted cumulative GPA, as required by Ohio guidelines.
- **AU GPA Consideration** - AU will consider either the weighted or unweighted GPA for admission, whichever is higher.
- **Cumulative High School GPA Definition** – Ashland University defines a cumulative high school GPA as one that includes a final grade in each of the four core academic areas: Mathematics, English, Science, and Social Studies. Accordingly, students must have completed at least the ninth grade to be considered for test-optional admission.
- **Eligibility Criteria for Students Not Meeting GPA Requirements** - Students who have not yet completed ninth grade may be considered for admission if they meet all the following requirements:
 1. The student must have earned only A or B grades in Relevant Coursework. To verify this, the student must request that their school send the most recent grade report—showing each grading period of the current school year—to collegecreditplus@ashland.edu.
 2. The student must schedule the Accuplacer Reading and Writing sections with the Ashland University Testing Center by the stated deadline (see the following section, “TESTING GUIDELINES AND DEADLINES”) and achieve minimum scores of 250 in Reading or 263 in Writing.

STUDENT RECORDS AND PRIVACY

Partner institutions shall have access to participating students’ educational records, which may not be disclosed to any third party without the student’s written consent. All parties shall comply with federal and state laws governing student privacy, including the Family Educational Rights and Privacy Act (FERPA).

COURSE PLACEMENT AND TESTING GUIDELINES

Admission does not guarantee placement in any course. Admission without test scores may limit a student's course selection, as students must be able to meet all course placement and prerequisite requirements. Placement into popular College Credit Plus courses—such as ENG 101 and MATH 108—is subject to specific requirements outlined below.

Course Placement: ENG 101 (English Composition I) – Any of the four measures below are accepted for placement into ENG 101. If the student presents more than one measure of placement, the highest measure will determine the student's placement.

1. English ACT 18 or higher
2. Next Generation Accuplacer Writing 263 or higher
3. Writing and Language SAT 470 or higher
4. High School GPA 3.0 or higher with HS sophomore status

Course Placement: MATH 108 (Introductory Statistics) – Any of the three measures below are accepted for placement :

1. Math ACT 18 or higher
2. Accuplacer QAS 263 or higher
3. SAT math 480 or higher

TESTING GUIDELINES AND DEADLINES

Accuplacer Testing – Testing is available through the AU Testing Center on the Ashland campus. To facilitate successful enrollment, the center may certify a high school representative to administer the Accuplacer on-site. AU CCP staff may also proctor the Accuplacer at the high school, provided a minimum number of students are scheduled.

Foreign Language Placement Testing (WebCape) - Students who have studied French or Spanish in high school must complete AU's WebCape language proficiency assessment. High schools shall notify students of the requirement to complete AU's language proficiency assessment when assigning them to the high school roster.

Students are responsible for completing all required testing by the following deadlines:

- Admission testing: June 30 (fall semester), October 31 (spring semester)
- Course placement testing: August 1 (fall semester), December 1 (spring semester)
- Students who do not meet the testing deadlines will have their participation deferred to the following semester.

COURSE SELECTION

AU and *The School District* shall jointly determine the college courses and/or degree pathways to be offered under the College Credit Plus program. Course offerings shall align with the goals of the CCP program and the academic needs of *The School District*. When courses are proposed to be delivered at the high school, faculty qualifications and the availability of AU faculty mentors shall be considered.

COURSE CALENDAR ALIGNMENT

Fall Courses

- Official course start dates shall align with Ashland University's academic calendar or begin shortly thereafter if the high school calendar commences at a later date.
- If the high school semester begins prior to AU's, instructors may use the additional days for preparatory activities, including ensuring student access to Blackboard, textbooks, and course materials.
- If the high school semester concludes in December, the course shall end in December, in accordance with AU's academic calendar, and grades must be submitted by the deadline established by the Registrar.
- If the high school semester extends into January, the course may conclude in January, provided grades are submitted in compliance with University deadlines (four days after the last class).

Spring Courses

- Course start dates shall follow the same guidelines established for fall semester courses.
- Because Ashland University's spring term concludes approximately one month earlier than most high school calendars, the high school may extend the course duration to align with its semester schedule.
- High schools shall plan course end dates to allow for the timely submission of grades, particularly for graduating seniors and for purposes of award or recognition eligibility.

COURSE DELIVERY FORMATS

Choosing a Delivery Model	Fully Online Course with AU Adjunct as Instructor of Record	HS Teacher as Course Facilitator with AU Adjunct as Instructor of Record	AU Adjunct in the HS Classroom	HS Teacher as Instructor of Record
Benefits	The high school can significantly expand course selection. Online courses allow for a greater flexibility in student schedules.	Allows districts that do not have CCP-credentialed teachers to have CCP classrooms in their schools, keeping more students at the high school.	Allows students to learn from a college professor without having to leave the building. Fosters a sense of pride and prestige in being part of a challenging course.	Students learn college-level material from teachers with whom they have already established a relationship.
Class Sessions per Week	NONE No contact hour requirement, as course is fully online. By not having a designated meeting time, the high school can offer a greater selection of course options.	ANY No contact hour requirement, as course is technically fully online. Schools designate a class period for these courses with the HS teacher as a study coach.	2 Two days per week, typically M/W or T/R. The college's contact hour requirement must be met.	2 - 5 The college's contact hour requirement must be met.
Course Dates	Follows AU's 12-Week Calendar. High schools do not need to arrange specific courses for students. Students simply choose courses that interest them from AU's master schedule.	Follows AU's 12-Week Calendar.	Follows AU calendar.	Start dates align with AU calendar. See previous section on calendar alignment for end date information.
Format	Online	Technically online, but a hybrid experience with supplemental coaching by a high school teacher.	Face-to-Face	Face-to-Face
Enrollment Requirement	No minimum from your school for individual enrollment. Schools may request dedicated sections for 15–30 students. Exceptions: ENG 101, max 19; ENG 102, max 18.	Minimum, 15; Maximum, 30 Exception: ENG 101 and 102, maximum is 19.	Minimum, 20; Maximum, 27. Exception: ENG 101 and 102, maximum is 19.	Minimum, 5; Maximum, 27. Exception: ENG 101 and 102, maximum is 19.
Instructor Qualifications	Instructor is a fully credentialed adjunct or faculty member employed by Ashland University.	Teachers are working to complete the required graduate coursework in hopes of teaching AU courses in future semesters. The official instructor (IOR) is a fully credentialed adjunct or faculty member employed by AU.	Instructor is a fully credentialed adjunct or faculty member employed by Ashland University. Courses will be delivered at the secondary school at no cost to AU.	Master's degree in content area or master's degree plus 18 hours in content area. Subject to department approval.
District Cost*	\$166.55 per credit hour	\$166.55 per credit hour	\$83.28 per credit hour	\$41.64 per credit hour

TUITION AND FEES

*Tuition shall be paid by the School District in accordance with payment procedures established by the Ohio Department of Education and Workforce (ODEW) and the Ohio Department of Higher Education (ODHE), following the current default rates prescribed by Ohio law. Ashland University shall waive all applicable course fees.

Under all circumstances, there will be no cost to students. Under Option B funding, students may enroll in up to sixteen (16) credit hours per semester, not to exceed thirty (30) credit hours per academic year. Course caps shall be determined by the appropriate subject-area department chair; science course caps may vary based on laboratory space and safety considerations.

COURSE SECTIONS AND STUDENT SCHEDULES

To facilitate timely section building, student registration, and compliance with the state-mandated preterm notice of enrollment, *The School District* shall provide AU with the following information regarding planned course offerings by June 1 of each academic year (or October 1 for spring offerings):

1. Days of the week each course section will meet.
2. Scheduled time of day for each course section.
3. Preliminary student rosters for each section. (Finalized rosters are to be provided by August 5th.)
 - a. In the absence of finalized rosters assigning students to specific course sections, *The School District* shall provide a list of students intending to participate, including current contact information for each student (phone number and non-high school email address) to enable the University to complete required communications and registration activities over break while school staff and students are away.

TEXTBOOKS

The School District shall be responsible for the cost, procurement, and reuse of textbooks for all College Credit Plus (CCP) courses. Textbooks may be obtained through the Ashland University Campus Store or a third-party vendor. To ensure timely delivery, the School District shall order fall semester textbooks by mid-April and spring semester textbooks by mid-October.

TERMS OF COLLABORATION

This MOU is governed by and subject to Ohio Revised Code Chapter 3365. AU and *The School District* will work together to meet all the requirements of the Ohio Revised Code, which governs College Credit Plus. All activities under this MOU shall conform with state and federal law.

Ashland University shall:

- Identify qualified instructors within *The School District* who meet the academic credential requirements established by the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC). Final approval of qualified faculty shall rest with the dean of the appropriate college and the provost.
- Assign AU faculty mentors to support approved high school teachers. Mentors and instructors shall collaborate to establish course expectations and ensure access to resources necessary to meet AU course outcomes.
- Provide at least one professional development opportunity for Ashland University–approved high school faculty, which may be delivered through mentoring during the academic term.
- Conduct at least one classroom observation per academic year for each approved high school instructor teaching a unique AU course through College Credit Plus. Observations shall be scheduled in advance.
- Provide timely access to course resources, including archived materials, sample syllabi, common assignments, projects, essays, exams, and rubrics, to high school instructors teaching AU courses.
- Ensure compliance with accreditation standards, including clearly defined faculty roles, responsibilities, and instructional protocols.
- Determine course offerings at the high school based on the following conditions:
 - Minimum and maximum enrollment thresholds are met
 - Instructor credentials are verified and approved by AU
 - Laboratory facilities (if applicable) are reviewed and approved by AU
- Ensure CCP students have access to AU student IDs, which grant use of academic resources (e.g., library, tutoring) and participation in co-curricular and extracurricular activities (e.g., academic clubs, athletic events).
- Coordinate annually with each school district partner to participate in at least one College Credit Plus informational event for students and families (e.g., the district's CCP Info Night held between October and February).

***The School District* shall:**

- Provide appropriate instructional space for course delivery, including laboratory facilities with necessary equipment and consumables for applicable courses.
- Make available meeting space for interviews, mentoring sessions, and CCP informational events, as needed.
- Ensure that students have access to adequate computer technology and reliable internet connectivity to support instructional and operational needs, including the whitelisting of Ashland University sites required for coursework completion.
- Provide AU with advance notification and opportunity to present during the districts' annual information sessions.
- Verify participants are not taking more than thirty (30) college credit hours per academic year and not more than one hundred and twenty (120) college credits at the College during high school.
- Assist the AU CCP Office:

- Assisting in contacting students identified by AU who have been unresponsive or lack valid contact information, to notify them of required action items.
- Reviewing enrollment lists and updates provided by Ashland University promptly and notifying the AU CCP Office of any discrepancies to ensure that high school and university rosters are reconciled accurately and efficiently.
- College Credit Plus (CCP) courses delivered on *The School District* campus may include students who are not enrolled in the college under the following conditions:
 - All students in the class follow the same syllabus, use the same textbook and materials, pursue the same learning outcomes, and are assessed using the same methods as the equivalent course delivered on the college campus.
 - Any student not enrolled in the college, along with the student's parent(s), shall be notified in writing that the student is not earning college credit and would be required to retake the course upon college enrollment if credit is desired. *The School District* is responsible for providing this written notification.
 - The School District is responsible for providing textbooks for students earning high school credit only. Individuals who are not enrolled as Ashland University students are not permitted to access University systems, including Blackboard. Instructors should consult with their course mentor well in advance to determine whether a compatible experience can be provided for students enrolled for high school credit only, as this may not always be possible.
- Assist AU in identifying qualified faculty who meet the academic credential requirements established by the Ohio Department of Higher Education (ODHE).
- Ensure high school teachers seeking approval to teach AU courses submit unofficial transcripts and a CV/resume to collegedcreditplus@ashland.edu by April 15. If approved, official transcripts must be sent directly from the credit-granting institution at least 30 days prior to the start of the first term of instruction.
- Instructors shall set up, regularly monitor, and use their AU email for all university communications.
- Ensure that AU courses offered at the high school follow the same syllabi, course outlines, and academic standards as those delivered on AU's campus.
- Ensure approved instructors maintain academic records, issue early alerts for attendance or academic concerns, and submit final grades (typically within four days of the course end date) via AU's Self Service system.
- Instructors shall use AU's Blackboard system to post the course syllabus, course schedule, and student grades.
- Coordinate with AU faculty mentors to schedule required classroom observations in accordance with Ohio Revised Code.
- Approved high school instructors shall submit a copy of their syllabus to the appropriate department prior to the start of the semester.

EFFECTIVE DATE, DURATION, AND MODIFICATION TERMS

This Memorandum of Understanding (MOU) shall become effective upon the date of final signature by all parties and shall remain in effect for a period of three (3) years from that date. This agreement may be modified at any time through written mutual consent of both parties. Either party may terminate the agreement by providing written notice of intent at least one academic semester in advance.

Authorized Ashland University Signatures:

Shawn Orr

Dr. Shawn Orr
Dean, eAshland
Ashland University

Marc Pasteris

Marc Pasteris
VP and CFO
Ashland University

Gregory McBrayer

Dr. Gregory McBrayer
Interim Provost
Ashland University

Authorized School District Signature(s):

Signature

Date

Title

Signature

Date

Title

Point of Contact - Submit the executed agreement to: Carla Coon, AU CCP Program Director, ccoona@ashland.edu