College Credit Plus

MEMORANDUM OF UNDERSTANDING

School Year 2026-2027

WASHINGTON STATE
COLLEGE OF OHIO

Equal Opportunity

Washington State College of Ohio is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs or activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or veteran status. The College's policies and practices concerning the admission and treatment of students follow federal guidelines set forth in Title VI, Title IX, and Section 504. Inquiries or concerns should be directed to Washington State College of Ohio's Human Resources Office or call 740.374.8716.

SECTION I – INTRODUCTION

College Credit Plus (CCP) legislation in the state of Ohio provides multiple opportunities for high school students to earn dual credit for high school and college coursework. All details related to CCP are included in the Ohio Revised Code Chapter 3365.

Washington State College of Ohio (WSCO) allows eligible high school students to enroll in college courses while attending 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 College Credit Plus (CCP) program. High school students must be eligible to participate in the program to receive college credit. In addition, high school students admitted to the program must meet the same requirements as all other college students. College credit earned upon successful completion of the course may be applied towards an Associate Degree at WASHINGTON STATE COLLEGE OF OHIO or may transfer to other colleges and universities.

This Memorandum of Understanding (MOU) includes multiple sections for the different types of CCP course delivery.

SECTION II: CCP HIGH SCHOOL DELIVERED COURSES – GUIDELINES

The selection and offering of CCP courses are a shared responsibility between Washington State College of Ohio and each school district. 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 school districts. The MOU remains in effect for the academic year of 2026-2027 or until amended with agreement by both parties. See Section XV for the Signature Page.

Classification of CCP Teachers

CCP teachers are certified high school teaching employees who have been approved to teach Washington State College of Ohio courses at their high schools during the regular school day. These teachers are employed by, and remain employees of the school districts, not Washington State College of Ohio.

Credentialing of CCP Teachers

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

> *Faculty members teaching general education courses must hold a master's degree in the discipline or a master's degree and a cohesive set [1] of at least 18 semester credit hours of graduate coursework relevant to the discipline.*

1. [1] 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 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 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.

Washington State College of Ohio is responsible for ensuring that all CCP courses are taught by qualified teachers regardless of location of the class (i.e., college campus, high school campus, or satellite site).

CCP Teachers' 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.

SECTION III: IDENTIFICATION & APPROVAL OF CCP (HIGH SCHOOL) TEACHERS

The responsibilities of the School Districts and of Washington State College of Ohio as well as the process for identification, application, and approval for CCP teachers are outlined as follows:

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

Washington State College of Ohio will:

Communicate with the School District about the qualifications for CCP teachers.
Communicate with the prospective CCP teacher to answer questions and discuss required expectations (including use of Canvas – WSCO's LMS).
Evaluate the prospective CCP teacher's credentials and transcripts before forwarding the documents to the appropriate Academic Dean or Vice President.

CCP Teacher Selection Process

A high school teacher who is identified as a prospective CCP Teacher must complete the Washington State College of Ohio application process which includes:

Washington State College of Ohio CCP information form
College or University transcripts from all institutions attended.

Approval Process

The approval process for the CCP teacher member who will teach a College course will be consistent with the standards used to hire a faculty member for the course taught on the Washington State College of Ohio campus. Merely having the credentials to teach college courses is no assurance of approval into the program. The Dean has authority to interview and make 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 Washington State College of Ohio's Vice President for Academic Affairs and meet the same qualifications as a Washington State College of Ohio faculty. Washington State College of Ohio's Vice President for Academic Affairs has the final and official approval authority for approval or dismissal of CCP teachers.

According to Washington State College of Ohio policies, CCP teachers must comply with Title IX requirements. This policy entitled "Anti-discrimination, Harassment and Sexual Misconduct Policy," is available for review at Washington State College of Ohio's Human Resources officer or the College website: http://wscc.edu/quick-links/title-ix-discrimination-harassment.html.

In accordance with Ohio law, and with guidance from the Ohio Department of Education and Workforce, teachers must have a completed background check on file with the district office. Refer to the Ohio Department of Education and Workforce website for background check requirements.

Initial Approval of High School Instructor as CCP Teacher

The Division Dean and Vice President of Academic Affairs will use the following procedures as part of the approval process:

- Dean reviews and confirms that the candidate's academic credentials meet minimum requirements.
- The Director of CCP Partnerships completes a faculty credential checklist form for each teacher.
- The form is signed by the Dean and the Vice President of Academic Affairs.

Continuation of High School Instructor 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:

CCP course being taught continuously each year in the same discipline and/or teaching area;
The instructor is observed by Washington State College of Ohio every year;
CCP teacher teaching the course adequately meets all college requirements, departmental requirements, responsibilities, and procedures.

SECTION IV: COURSE MONITORING PROCESS – CCP (HIGH SCHOOL)

Washington State College of Ohio will monitor the quality of instruction in order to assure compliance with the standards established by the State of Ohio, the Higher Learning Commission of the North Central Association of Colleges and Schools, the College, and the School District.

Washington State College of Ohio will monitor the CCP course offerings. This monitoring will include the following:

- Establish opportunities for CCP teachers to meet with appropriate College faculty to discuss the particular requirements for the department as needed;
- Assign a Washington State College of Ohio faculty liaison in the content area to each new CCP teacher.
- 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 an observation and review for each CCP course taught at the high school. CCP instructors will provide WSCO with course documents and recorded lessons each year.

Washington State College of Ohio 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 Washington State College of Ohio policies as applicable during the instructional time designated for CCP courses.

SECTION V: 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 Washington State College of Ohio's may be included on the syllabus.

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 Washington State College of Ohio prior to an extended absence.

CCP teachers will advise students concerning their academic progress prior to the last day to drop/withdraw from a Washington State College of Ohio course.

Final and official grades must be reported within the College's intranet system, Self-Service.

CCP teachers are required to use Canvas – WSCO's LMS. All grades and information contained in the Washington State College of Ohio Canvas system are considered maintained by Washington State College of Ohio. Any other assignment/grading and other coursework records are considered maintained by the respective School District. CCP teachers are expected to attend required Washington State College of Ohio planning meetings and staff development activities, including CCP training workshops.

Textbooks and Required Materials

CCP teachers are expected to use approved textbooks for the Washington State College of Ohio course. Textbooks must be college-level and approved by the Dean.

The textbooks must be available to the students on the first day of class.

Textbooks may be obtained by ordering online with the Washington State College of Ohio Bookstore (eCampus).

Washington State College of Ohio will contact School Districts with changing textbook information as applicable. School Districts must confirm current editions of textbooks with the College Bookstore before purchasing textbooks from other vendors.

Students must have access to required material as outlined within the Course Syllabus.

Contact Hours Pertaining to CCP Teachers

CCP teachers are obligated to meet the required number of contact hours for the courses per semester or academic year (depending on course start and end dates).

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.

SECTION VI: CONTINUATION OF CCP (HIGH SCHOOL) COURSE OFFERINGS

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 VII: EXPECTATIONS OF HIGH SCHOOLS & SCHOOL DISTRICTS (CCP HIGH SCHOOL)

Adhere to all MOU requirements as noted within this document. Submit names of all CCP teacher candidates by June 1.

Support the CCP teacher's attendance to Washington State College of Ohio's professional development required meetings.

Use the official course syllabus and outline, textbook, required materials, and assessment methods.

Finalize student enrollment prior to the start of the class. The School District must provide each participating student's SSID numbers to Washington State College of Ohio, according to the timeline of CCP.

Communicate all schedule changes immediately to Washington State College of Ohio including add, drop, and withdrawal. Deadlines for each type of schedule change will be established at the beginning of the academic year or semester.

Follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Department of Education, and the Ohio Department of Higher Education.

SECTION VIII: SHARING OF WASHINGTON STATE COLLEGE OF OHIO COURSES (CCP HIGH SCHOOL)

For the "sharing" of courses among school districts, the school districts MUST obtain permission of Washington State College of Ohio prior to the planning of this delivery. Certain courses may not be shared due to required delivery methods, materials, or credentialing. The course syllabi note the allowable delivery methods (e.g., in-person, blended, online, etc.). Courses that are approved to be shared must have qualified teachers present in both locations during class meeting times.

SECTION IX: CCP STUDENT ELIGIBILITY & ADMISSION (HIGH SCHOOL & ON CAMPUS)

Steps to Admission

All interested students must complete an online Washington State College of Ohio Credit Plus Program Application.

All students must demonstrate they are "college-ready" in order to enroll in CCP. Washington State College of Ohio uses a holistic advising method to determine a student's college-readiness. This can include completing the Accuplacer placement exam and score at a college-ready level to ensure CCP eligibility and appropriate placement into general education and technology courses. The raw exam score may be supplemented by other factors such as, but not limited to, transcripts (GPA), and the Student's SAT or ACT results in order to demonstrate the student is college-ready.

Registration

The School District will provide a "Class List" for each CCP course. The information on the list will include the course name, instructor name, time (or class period), academic term, student name, and student grade level.

When class lists are received, student names are entered in a spreadsheet, along with course name and section, eligibility/placement and how it was determined, a space for comments and a column for counselor approval. The spreadsheet is shared with the school counselor. The school counselor then confirms the information and enters his/her initials in the spreadsheet. Once that has been completed, the spreadsheet is shared with the WSCO Registrar who then registers the dual enrollment students.

Once students are registered for dual enrollment courses, instructors will complete the attendance verification process. Instructors will verify class rosters online through Self Service, then complete an Attendance Verification Form and submit to the Director of CCP School Partnerships.

SECTION X: GRANTING OF COLLEGE CREDIT (HIGH SCHOOL & ON CAMPUS)

Transcripts

Washington State College of Ohio is responsible for maintaining the college transcript for each student. The high school and School District are responsible for maintaining the secondary school transcript. All courses are identified on the college transcript as regular college-level course work.

Upon a student's request, the College will provide an official Washington State College of Ohio transcript showing credit for the completed college-level course work. A fee for each official transcript will be charged. Students can access and print unofficial copies of their transcripts from the Student Planning (Self Service) student internet portal.

SECTION XI: CCP DUE DATES

These dates were developed using CCP Rules in the Ohio Revised Code, Ohio Department of Education and Workforce, and Ohio Department of Higher Education.

DUE DATE	ACTION/RESPONSIBILITY
Prior to February 1	Secondary schools must provide an Annual Notice to students and parents about their College Credit Plus programs and institute of higher education (IHE) partners, including Washington State College of Ohio.
14 days prior to the first day of the term	Washington State College of Ohio must send a "Pre-term Notice of Admission" to the student, parent, and school district. (The successful completion of this item is dependent on Washington State College of Ohio's receipt of information for student registration from the School District.)
Within 21 days after the first day of the term	Washington State College of Ohio must present to the student and the secondary school a "Confirmation of Enrollment Notice" which will list courses for each student, hours of enrollment for each student, and the CCP option chosen by each student. (The successful completion of this item is dependent on Washington State College of Ohio's receipt of information for student registration from the School District.)
Prior to the first day of the term	Washington State College of Ohio must provide an academic advisor's name, office hours, and meeting scheduling process to each student. (The successful completion of this item is dependent on Washington State College of Ohio's receipt of information for student registration from the School District.)

Prior to the withdrawal date that would negatively affect a transcripted grade.	The College's academic advisor must meet with each student to provide withdrawal date, academic resources available to assist students, availability of college advisor to assist students after the meeting, process for academic assistance, student handbook and codes of conduct, and academic impact of dropping a course after the prescribed no-fault withdrawal date.
Prior to the first day of the term	The College must provide to the secondary school counselor (or contact person for CCP) a roster of CCP participants and the withdrawal date. (The successful completion of this item is dependent on Washington State College of Ohio's receipt of information for student registration from the School District.)
Throughout the year	Washington State College of Ohio must send information to CCP students regarding the method of participating in the course evaluation process. The College must provide at least one professional development opportunity for CCP teachers. Also, each CCP teacher must be observed by a designated Washington State College of Ohio staff member every year following the initial observation.
By July 15	Washington State College of Ohio must submit CCP Annual Report data to the Ohio Department of Higher Education. The Annual Report includes the College Readiness Assessment File and Compliance Survey.
February 1	If the secondary school and Washington State College of Ohio enter into an agreement for an alternative (to the default) funding plan, this must be submitted by this date. All the particulars must be agreed upon and duly noted to the Department of Higher Education to be approved by the chancellor. No funding changes can occur after July 1.
February 1	The College can choose to seek approval from the chancellor to waive fees below the floor.
Not later than 2 weeks after 15 calendar days of the term	The College must provide notice to the secondary school and ODEW of the following information: full name of the institution, participating school district, term and year, census date, SSID number for each student as of the 15_{th} day of enrollment term, CCP course number as it appears in the catalog, number of credit hours (semester or quarter), and cost per credit hour. ODEW will "promptly provide the college submission to the secondary school."
Not later than 45 days after ODEW received the college submission	The secondary school will confirm the information on the notice. ODEW "shall promptly provide disputed supporting documents to college. The college shall respond within ten calendar days."
Not later than 30 days after the end of the course	The College may request payment with the following information: 1) name of district, 2) name of CCP course as it is in the catalog, and 3) SSID number for each student.

SECTION XII: TUITION & STUDENT FEES

Washington State College of Ohio has identified tuition and fees related to the delivery of the courses as prescribed in the College Credit Plus legislation and rules. The College has developed five funding models for academic year 2026-2027.

1. High School Delivery – Option A - For courses at the high school, taught by credentialed high school teachers, the cost will be approximately $41.64 per credit hour for academic year 2026-2027. All required textbooks and materials for courses must be provided by the school district to the student.

2. High School Delivery – Option B:
   For courses at the high school, taught by a Washington State College of Ohio instructor, the cost will be approximately $83.28 per credit hour for academic year 2026-2027. All required textbooks and materials for courses must be provided by the school district to the students.

3. On Campus Delivery:
   For courses that meet on the College campus, the cost will be approximately $166.55 per credit hour for academic year 2026-2027. All required textbooks and materials for courses must be provided by the school district to the students.

4. On-line Delivery (Single Student Registration):
   For courses in which a student enrolls in online courses, the cost will be approximately $166.55 per credit hour for academic year 2026-2027. All required textbooks and materials for courses must be provided by the school district to the students.

5. On-Line Delivery (cohort of Students at High School Location):
   For courses in which a cohort or group of students enroll in online courses at the high school location, the cost will be approximately $83.28 per credit hour for academic year 2026-2027. A specific class period during the school day must be set aside for the on-line class during which students will meet and work on course objectives. School districts must provide a teacher or tutor who will serve as a facilitator for the course during the class period the students will meet as a cohort at their high schools. All required textbooks and materials for courses will be provided by the school district to the students.

SECTION XIII: FEDERAL 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, including financial, academic and/or advising records. For the student's protection, FERPA limits release of student record information without the student's explicit written consent. However, FERPA 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, and apply for the privilege each year at Washington State College of Ohio.

It is important to note how FERPA impacts educational records related to CCP:

Data Sharing Agreement: Each district should review and sign the Data Sharing Agreement form. This will be provided at a later date.

Communications with Parents for Students in Courses Delivered at High Schools: 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 Washington State College of Ohio must adhere to FERPA legislation. **Note that while enrolled in college courses, FERPA limits ALL instructors and CCP teachers to provide performance information only to the student unless prior consent on the FERPA form is given by the student to communicate with family members.**

However, for courses taught at the high school location, a reason may exist for a teacher to contact a student's parent in an effort to positively and proactively assist the student in improving performance.

Washington State College of Ohio requires that College Pathway Advisors (CPA) provide a Family Educational Rights and Privacy Act (FERPA) Release Form to each participating dual enrollment student during the enrollment process or Dual Enrollment Orientation. Students may complete this form and return to their assigned CPA.

Communications with Parents for Students in Courses Delivered at the College Campus: Students may grant Washington State College of Ohio permission to release information about their student records to a third party (including parents, step-parents, etc.) by completing a Family Educational Rights and Privacy Act (FERPA) Release Form and submitting it to the Records Office.

<u>Students' Rights Under FERPA:</u>
Students do not have the right under FERPA to: inspect financial records of parents; letters of recommendation when the student has waived their right of access; and information about other students.

Students have five basic rights under FERPA:

1. Students have a right to inspect and review everything in their record.
2. Students have the right to amend their records if they believe something is inaccurate.
3. Students have the right to consent to the disclosure of all non-directory information. Without a student's written permission, it is a violation of FERPA to release information to third parties. Students must sign to release non-directory information except when the request is from the student or when the student has given written consent.

Written consent to release non-directory information is not required from the student when it involves one of the following situations:

A College employee with a legitimate educational interest or education related "need to know"
Other institutions requesting information such as a transcript
Department of Education, or state/local education authorities
Connection in the receipt of student financial aid
State/local officials in conjunction with legislative requirements
Accrediting organizations, or those conducting studies
To comply with a judicial order or lawfully issued subpoena
Health or safety emergency
Parents of dependent students (IRS definition)

4. Right of nondisclosure of designated directory/public information. Students who don't want their directory/public information disclosed have a right to withhold the release of this information.

5. Students have the right to file a complaint with the Department of Education if they believe the College is in violation of FERPA. The College must make their policy on FERPA available to students and provide annual notification to their students regarding their rights.

SECTION XIV: CONTACT INFORMATION

Jona Rinard
Vice President of Academic Affairs
740-885-5661

Lisa Walsh
Director of CCP Partnerships
740-568-1953

SECTION XV: MOU SIGNATURE PAGE

This Memorandum of Understanding is entered into by Washington County Career Center (School) with a business address of 21740 State Route 676 Marietta, OH 45750 and Washington State College of Ohio (College) with a business address of 710 Colegate Drive, Marietta OH 45750, to confirm the details described within the entire College Credit Plus Memorandum of Understanding 2026-2027 document.

A. All required course materials and textbooks are available for purchase through the College bookstore. If the School decides to purchase items from a different vendor, the School must confirm with the College bookstore the correct ISBN, software version, etc., prior to purchase.

B. The College and the School will adhere to the College Credit Plus required timeline for submission of payment information to the Ohio Department of Education and Workforce/Ohio Department of Higher Education.

C. This agreement will be reviewed annually to determine any necessary adjustments to the reimbursement amount. This document may be amended at any time with the documented agreement of both parties.

Signatures:

SCHOOL:	COLLEGE:
Washington County Career Center	WASHINGTON STATE COLLEGE OF OHIO
Signature	Signature
Anthony Huffman, Ed.D.	SARAH PARKER
Printed Name	Dr. Sarah Parker President
Superintendent	
Title	
05/29/2026	6/2/26
Date	Date

Board Approved: 6/11/2026
Resolution #34-26