



**ZANE STATE COLLEGE
College Credit Plus**

**Memorandum of Understanding
And Data Sharing Agreement
Academic Year 2026-2027**

Equal Opportunity

Zane State College 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 Zane State College Human Resources Office, College Hall 112, or call 740-588-1236.

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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.

Zane State College 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 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 post-high school college students. College credit earned upon successful completion of the course may be applied towards an associate degree at Zane State College or may transfer to other colleges and universities.

This Memorandum of Understanding (MOU) includes multiple sections for the different types of CCP course delivery. Refer to the Table of Contents for the appropriate section for a) on-campus course enrollment, b) online course enrollment, and c) high school delivered course enrollment.

SECTION II: CCP HIGH SCHOOL DELIVERED COURSES - GUIDELINES

The selection and offering of CCP courses are a shared responsibility between Zane State College 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 **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 Zane State College courses at those teachers' high schools during the regular school day. These teachers are employed by, and remain employees of, the school districts, not Zane State College. As adjunct faculty, CCP instructors enjoy the same rights, privileges, and benefits provided to Zane State College adjunct faculty.

Credentialing of CCP Teachers

CCP teachers must meet the minimum credential requirements as described by the Higher Learning Commission Policy: Assumed Practices, Number: CRRT.B.10.010 and the Zane State College Faculty Credential Policy 3357:12-16-55-Faculty Credential Policy ([Program: 3357:12-16-55-Faculty Credential Policy - Zane State College](#)).

“Faculty qualifications. The institution maintains the same reasonable policies and procedures for determining faculty qualifications for faculty in dual credit courses or programs that it does for its other higher education courses.”

<https://www.hlcommission.org/accreditation/policies/assumed-practices/>

Zane State College 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 locations).

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.

CCP Course Enrollment Minimums

Courses delivered at the high school with qualified high school faculty:

Zane State College courses with the following prefixes will have a minimum of 5 CCP students enrolled at the census date (14 days after the start date of the class or 20% of irregularly scheduled courses): ACCT, ARTS, BUSM, ENGL, HIST, HUMS, PHIL, POLS, PSYC, and SOCI, unless granted permission by Zane State College. All other courses must have at least 50% of the entire population of the course enrolled for college credit. *Schools delivering below the minimum will be expected to monitor success rates. Collected data will be used to determine policy moving forward.*

Facilitator model courses:

All facilitator model classes should have a minimum of 10 College Credit Plus students. Zane State College reserves the right to combine sections from one or more high schools for courses with fewer than 10 students.

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

It is the responsibility of the school districts and of Zane State College to follow the process for identification, application, and approval for CCP teachers as outlined below:

The high school principal or designee will:

- identify prospective CCP teachers who will meet the credentialing criteria by **April 1** of each year (some unanticipated circumstances may warrant consideration of additional teachers after April 1 for the upcoming school year. Zane State College maintains the sole discretion whether to consider any CCP teachers after the April 1 deadline); and
- assist their teacher with the application process, which will include but may not be limited to submitting transcripts, cover letter, and application.

Zane State College will:

- communicate with the school district about the qualifications for CCP teachers;
- meet with the prospective CCP teacher to answer questions and discuss required expectations;
- evaluate the prospective CCP teacher's credentials and transcripts before forwarding the documents to the appropriate department chair, academic dean, or chief academic officer; and
- ensure all considerations will comply with the Higher Learning Commission's state minimum standards.

CCP Teacher Selection Process

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

- Zane State College online application (<https://www.schooljobs.com/careers/zanestate/transferjobs>);
- resume including professional references (Zane State College department chair will have the option to conduct reference checks); and
- college or university transcripts from all institutions attended.

Approval Process

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

A high school teacher who is identified as a prospective CCP teacher must be approved by the Zane State College department chair in the teaching discipline, the academic division dean, or the chief academic officer and meet the same qualifications as Zane State College faculty. Zane State College's chief academic officer has the final and official approval authority of CCP teachers.

According to Zane State College policies, CCP teachers must comply with Title IX requirements. This policy, entitled "Anti-discrimination, Harassment and Sexual Misconduct Policy," is available for review at Zane State College's Human Resources Office or the College website: <https://www.zanestate.edu/titleix/> .

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

A Zane State College program director or division dean will use the following procedures as part of the approval process:

- program director or division dean examines candidate's application packet;
- program director or dean reviews and confirms that the candidate's academic credentials meet minimum requirements; and
- the Approving Party completes a "Faculty Credential Approval Form" for each teacher; the form is signed by the chief academic officer and the program director division dean.

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 courses being taught continuously each year in the same discipline and/or teaching area;
- the school district will provide teacher evaluations conducted by the school district if

- requested by Zane State College on an annual basis; and
- CCP teacher delivering the course adequately meets all evaluation requirements, departmental requirements, responsibilities, and procedures including participating in outcomes assessment as determined by the College's academic program/department.

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

The College will monitor the quality of instruction to ensure 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.

Zane State College will monitor the CCP course offerings. As part of this monitoring process, ZSC will do the following:

- designate a course liaison for each CCP course, who will serve as a resource for the CCP teacher delivering classes in the high schools;
- establish professional development opportunities for CCP teachers to meet with course liaisons, chairs, or deans to discuss the requirements for the department as needed;
- provide CCP teachers with information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, and other pertinent information;
- conduct at least one observation per year for each college-level course delivered by the CCP teacher (observations may include distance observation alternatives, the time for observations should be coordinated with the CCP teacher before the observation, the observation process will use the same criteria as for full-time and/or adjunct faculty, Zane State will notify the high school principal 24 hours in advance;
- collect evidence/data for assessment at applicable to each course;
- track Blackboard accounts for each section; and
- ensure that the CCP teacher is prepared to teach the class. This may include:
 - contacting CCP Teachers;
 - providing the high school CCP teacher with a Blackboard shell and syllabus;
 - working with high school CCP teacher to ensure learning materials are acceptable.

Zane State College Policy and Procedures

Even though CCP teachers are full-time employees of the school district wherein each teaches college course(s), CCP teachers are expected to follow all Zane State College 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 syllabus template embedded in their Blackboard course shell and will customize fields as appropriate. The instructor contact information, including the instructor's ZSC email, must be updated. The syllabus may **not** be altered other than **adding customized information in the allowable fields**. No other logo other than Zane State College's may be included on the syllabus. The teacher's Zane State College email address must be included on the syllabus. Any syllabus that does not meet these requirements will not be accepted.

- The syllabus must be updated to Zane State College within the first week of instruction.
- Only the approved CCP teacher will teach the course. If a CCP teacher cannot teach the course, arrangements must be made by contacting Zane State College before an extended absence. Failure to use a Zane State approved faculty will disqualify the course for college credit.
- CCP teachers will advise students concerning their academic progress prior to the last day to drop/withdraw from Zane State College course.
- CCP teachers will provide ongoing feedback about students' progress and performance.
- CCP teacher delivering the course will use established Blackboard course resources.
- CCP teachers will post the syllabus and formative and summative grades for assignments and exams on the Zane State College Blackboard learning management system regularly.
- CCP Teachers must contribute to assessment by providing evidence/data as part of Zane State course delivery.
- **Final and official** grades must be reported within the College's intranet system, My ZSC or Blackboard.
- All grades and information contained in the Zane State College Blackboard system are considered maintained by Zane State College. Any other assignment/grading and other coursework records are considered maintained by the respective school districts.
- CCP teachers are required to attend 3 hours of professional development provided by Zane State College as required by Ohio Revised Code 3365.05.

Textbooks and Required Materials

- CCP teachers are expected to use approved textbooks for the Zane State College course. Textbooks must be college-level and approved by the Department Chairs. Failure to use a Zane State approved text will disqualify the course for college credit.
- The textbooks must be available to the students on the first day of class. Textbooks may be obtained by contacting the official Zane State College bookstore vendor, eCampus, at zanestate@ecampus.com. Additional contacts: Brittney Wade bwade@ecampus.com, Bailey Morris bmorris@ecampus.com
- First time customers will need to create an account with eCampus. This may take some time as a tax-exempt certificate must be submitted and approved before an order can be placed. To ensure orders arrive in time for classes, orders should be placed one month in advance.
- Existing customers should place orders a minimum of two weeks (5 to 7 business days) prior to class start date. All CUSTOM textbooks/lab manuals can take 3-6 weeks to receive from publishers.
- Zane State College will contact School Districts with changing textbook information as applicable. School Districts must confirm current editions of textbooks with eCampus at <https://zanestate.ecampus.com/> before purchasing textbooks from other vendors.
- Students must have access to required materials as outlined within the Course Addenda documents. Course Addenda will be issued to any instructor of a new class or any class which has undergone changes by April 1. Request for Course Addenda can be made by emailing ccp@zanestate.edu.

Contact Hours Pertaining to CCP Teachers

- CCP teachers are obligated to meet the required number of contact minutes (750 minutes per credit) for the courses per semester or academic year (depending on course start and end dates). Meeting times for lab classes will vary.
- To ensure meeting the required contact hours, CCP teachers are expected to make up

lost contact hours.

- In line with the importance of contact hours and attendance, students may not be added to a course after the “last date to add” deadline, unless an error in the registration process occurred.

Student Evaluation of Teacher Performance

CCP Teachers will be evaluated once each semester/academic year by the students using the same Student Opinion of Instruction (SOI) instrument used on the College’s campus. SOI information is disseminated to teachers and students via email and the surveys are completed online. Teacher training information on accessing SOI results can be viewed in Blackboard before the surveys open for each course.

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

This MOU is a binding agreement. Faculty liaisons from Zane State College will work in good faith with high school faculty to ensure consistent course curriculum and rigor is maintained. Zane State College reserves the right to withhold college credit should either party fail to adhere to its responsibilities therein.

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

High schools and school districts are expected to:

- adhere to all MOU requirements as noted within this document;
- submit names of all CCP teacher candidates by April 1;
- support the CCP teacher’s attendance to Zane State College’s professional development and required meetings;
- finalize student enrollment prior to the start of the class. The school district must provide each participating student’s SSID numbers to Zane State College according to the timeline of CCP;
- communicate all schedule changes immediately to Zane State College including add, drop, and withdrawal. Deadlines for each type of schedule change will be established at the beginning of the academic year or semester; and
- follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Administrative Code, Ohio Department of Education and Workforce, and the Ohio Department of Higher Education.

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

For the “sharing” of courses among school districts, the school districts MUST obtain permission of Zane State College prior to the planning of this delivery. Certain courses may not be shared due to required delivery methods, materials, or credentialing. The course addenda documents note the allowable delivery methods (e.g., in-person, interactive television, online, etc.). Courses that are approved to be shared must have qualified (at the high school level) 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 a Zane State College “College Credit Plus Program Application” form found at: www.zanestate.edu/apply/
- College readiness benchmarks are determined by the Ohio Department of Higher Education. These benchmarks can be found at: <https://higher.ed.ohio.gov/educators/academic-programs-policies/college-readiness-p16-connections/college-readiness-and-p-16-connections>. They can also be found at <https://www.zanestate.edu/ccp/>.
- High school transcripts should be sent to ccp@zanestate.edu or uploaded at the time of application.
- Schools planning to conduct the Accuplacer test at their high school should reach out to ccp@zanestate.edu and schedule large group testing. (Individual make-up tests can still be conducted at the ZSC Testing Center by appointment for a minimal fee.)

Registration

The school district will provide a completed “Class Registration Form” for each CCP course. The information on the form will include the high school’s name, term, course name, instructor name, class start and end dates, student name, Zane State College identification number, and Option A or B. The “Class Registration Form” must be provided to Zane State College according to the timeline included within this MOU document.

Students enrolling in courses delivered by a Zane State instructor on ZSC campus or online will register with a Zane State CCP advisor (unless it is a facilitator model class).

Option A

All students electing Option A (self-pay) must sign an acknowledgement form at the time of registration.

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

Transcripts

Zane State College is responsible for maintaining the College transcript for each student. The high school and school district are responsible for maintaining the secondary school transcript. High schools must record the college class on the high school transcript, unless otherwise requested by the student under Ohio Revised Code 3365.06 Option A. 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 Zane State College transcript showing credit for the completed college-level course work. A fee for each official transcript will be charged, unless an official transcript is required for admission to a CCP program at another college. Students can access and print unofficial copies of their transcripts from the My ZSC student intranet portal.

SECTION XI: CCP DUE DATES

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

DUE DATE	ACTION/RESPONSIBILITY
Prior to Feb 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 Zane State College.
April 1	Prospective CCP teachers must have their credentials submitted to the Dean of Admission's Office (Heather Shepherd) for review.
April 1	Students must submit their CCP Letter of Intent to their high school
May 1	CCP applications for Summer term are due. Applicants should complete the online application.
June 1	CCP applications for Fall term are due. Applicants should complete the online application.
July 1	Lists of courses each school intends to deliver for Fall term are due at ccp@zanestate.edu .
July 1	Rough rosters for each Fall term course are due to ccp@zanestate.edu .
December 1	CCP applications for Spring term due. Applicants should complete the online application.
December 1	Lists of courses each school intends to deliver for SP are due at ccp@zanestate.edu .
December 14	Rough rosters for each Spring course are due at ccp@zanestate.edu .
14 days prior to the first day of the term	Zane State College must send a "Pre-term Notice of Admission" to the student, parent, and school district. (The successful completion of this item is dependent on Zane State College's receipt of information for student registration from the School District.)
Within 21 days after the first day of the term	Zane State College must present to the student, the secondary school, and parent "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 Zane State College's receipt of information for student registration from the School District.)
Prior to the first day of the term	Zane State College 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 Zane State College's receipt of information for student registration from the School District.)

DUE DATE	ACTION/RESPONSIBILITY
Prior to the withdrawal date that would negatively affect a transcribed grade	A Zane State College Credit Plus 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 engaging faculty and other campus resources for academic assistance, student handbook and codes of conduct, and academic impact of dropping a course after the prescribed no-fault withdrawal date. (This meeting is typically delivered through a live or recorded mandatory Orientation.)
Prior to the first day of the term	The College must provide 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 Zane State College's receipt of information for student registration from the School District.)
Throughout the year	Zane State College 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 Zane State College staff member.
By July 15	Secondary school and Zane State College must submit CCP data to the Ohio Department of Higher Education, Ohio Department of Education, the Chancellor, and the superintendent of public instruction. Secondary school submissions are through EMIS. College submissions occur through the ODHE survey upload.
Not later than 2 weeks after 15 calendar days of the term	The College must provide notice to secondary school and ODE 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 15th day of enrollment term, CCP course number as it appears in the catalog, number of credit hours (semester), and cost per credit hour. ODE will "promptly provide the College submission to the secondary school" via ODDEX.
No later than 45 days after ODE received the college submission	The secondary school will confirm the information on the notice. ODE shall promptly provide disputed supporting documents to college. The College shall respond within ten calendar days.
No 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.

DUE DATE	ACTION/RESPONSIBILITY
Not later than 2 weeks after 15 calendar days of the term	The College must provide notice to secondary school and ODE 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 15th day of enrollment term, CCP course number as it appears in the catalog, number of credit hours (semester), and cost per credit hour. ODE will “promptly provide the College submission to the secondary school” via ODDEX.
No later than 45 days after ODE received the college submission	The secondary school will confirm the information on the notice. ODE shall promptly provide disputed supporting documents to college. The College shall respond within ten calendar days.
No 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 UPDATED 2026

Zane State College has identified tuition and fees related to the delivery of the courses as prescribed in the College Credit Plus legislation and rules. All courses are subject to cancelation if they are low enrolled. The College will continue with four funding models for academic year 2026-2027:

1) High School Delivery – CCP instructor

For courses at the high school, taught **by approved College Credit Plus high school teachers**, the projected cost will be \$41.64* (we will use the current state- determined floor rate) per credit hour for the academic year 2026-2027. All required textbooks and materials for courses must be provided by the school district to the students.

2) High School Delivery – Zane State instructor

For courses at the high school, taught **by a Zane State College instructor**, the projected cost will be \$125* 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) College Campus and On-line Single Student Delivery

For courses that meet on the College campus, the projected cost will be \$166.55* per credit hour for academic year 2026-2027. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

4) Facilitator Model

For courses in which a student enrolls in Facilitator Model online courses, the projected cost will be \$125 per credit hour for academic year 2026-2027. Zane State College will provide books/access codes. Science classes will be charged \$125 per credit for the lecture hours and \$41.64 per credit for the lab hour (which is delivered by the facilitator). The high school is responsible for lab supplies listed on the course addenda.

Facilitator class delivery requires a specific class period during the school day which must be set aside for the online 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 when students meet as a cohort at their high schools.

SECTION XIII: FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The FERPA legislation consists of many pertinent rules and regulations. Two

features of FERPA are addressed in this section:

1. Data Sharing Agreement: Each district must review and sign the Data Sharing Agreement form provided with this MOU.
2. 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 Zane State College must adhere to FERPA legislation. **Note that while enrolled in college courses, FERPA limits ALL instructors to provide performance information only to the student without prior consent from the student. This includes CCP Teachers.**

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

Therefore, **Zane State College requires that each CCP Teacher provide a FERPA "Release of Information Request/Authorization" form to each participating student.** Students may complete this form and return to the teacher. Teachers should keep a copy for their own records and provide the original to Zane State College. If the student is enrolled in CCP courses with more than one teacher, a form must be completed for each CCP Teacher.

If a high school CCP Teacher identifies a need to contact a student's parent proactively, they may only do so if a signed FERPA Informed Consent Form is on file and in the teacher's possession.

3. Communications with Parents for Students in Courses Delivered at the College Campus: Students may grant Zane State College staff permission to release information about their student records to a third party (including parents, step- parents, etc.) by completing a FERPA "Release of Information Request/Authorization" form and submitting it to the Registrar's office in College Hall, Room 158.

Students' Rights Under FERPA

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.

Their first right: Students have a right to inspect and review everything in their records.

Their second right: Students have the right to amend their records if they believe something is inaccurate.

Their third right: 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 non-directory information to third parties. Students must sign to release non-directory information to third parties. The institution must keep a record of requests and disclosures of 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;
- U.S. 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; and
- health or safety emergency.

Their fourth and fifth rights: 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.

FERPA Release forms can be found at: <https://www.zanestate.edu/ccp/school-officials/>

SECTION XIV: DATA SHARING AGREEMENT

This Data Sharing Agreement is entered into by and between Washington Co.CC School District with a business address of 21740 SR 676 Marietta, OH 45750, and Zane State College with a business address of 1555 Newark Road, Zanesville, Ohio 43701 to establish the use, protection, and content of data needed by School from College. All sharing and use of Data is subject to the terms and conditions of this Agreement.

Definitions:

"Data" include all Personally Identifiable Information (PII) and other non-public information contained in a College student's education records.

"Data Access" refers to School's ability to view Data.

"Data Transmission" refers to the methods and technologies to be used to move a copy of the Data between College and School.

“Data Storage” refers to any recorded copies of Data including information stored on CDs, DVDs, servers, employee workstations, tape, USB drives, or any other storage media. Non-electronic storage such as paper printouts are included.

“Data Encryption” refers to ciphers, algorithms or other encoding mechanisms intended to protect confidentiality. Data encryption of personal information is required during transmission and may be required during storage. Encryption type and strength will be established by mutual agreement.

“Data Exchange” shall mean data sharing, transferring, entering, providing, and sending any data from any College campus to any School entity by any means made available at the College campuses.

1. Period of Agreement

The period of this Agreement shall commence on the date this Agreement is fully executed by authorized representatives of the parties and terminate one year thereafter, but may be extended prior to the expiration of the initial term or any extended term, by mutual, written consent of the Parties.

Either Party may terminate this Agreement by providing ninety days written notice to the other Party at the addresses first written above unless otherwise changed in writing.

2. Data Elements or Student Education Records

Collection of Data will be limited to the following elements:

- Student Name
- Student Accuplacer test scores
- Student Address grades 7-12
- Student GPA

School, or any of its directors, officers, employees or representatives shall not collect any additional data, without the express written approval of the following representative of College and the affected student(s).

3. Intended Use of Data

School will use the data elements listed in section 2 above to assist in determining which students are eligible to participate in the College Credit Plus program, subject to the limitations of this Agreement.

4. Constraints on Use of Data

School acknowledges that this Agreement allows it access to the Data and Data Elements which may include Education Records and other Personally Identifiable Information related to students at College. School agrees to hold the Data and Data Elements in strict confidence and shall not use or disclose the Data or Data Elements received from or on behalf of College except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by College. This Agreement does not constitute a general release of the Data or Data Elements to any third party, but allows access only to carry out the purposes described herein. Any ad hoc analysis or other use of the data not specified in this Agreement is permitted only with prior written authorization from College.

School shall ensure that all staff and representatives with access to the Data and Data Elements

Zane State College Memorandum of Understanding for Academic Year 2026-2027

described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise all staff and representatives with access to the Data and Data Elements of the provisions of this Agreement and direct them that they are forbidden from disclosing any of the Data and Data Elements to third parties without the written consent of College.

School and its staff shall not disclose, in whole or in part, the Data or Data Elements provided by College to any party other than College, unless specifically authorized by this Agreement. If School provides to a subcontractor or agent any Data, Data Elements, Education Records or other College student Personally Identifiable Information that was received from or created for College, School shall require such subcontractor or agent to agree to the same restrictions and conditions as are imposed on School by this Agreement.

5. Data Security

School will employ industry standard security procedures and guidelines to protect the Data and Data Elements from unauthorized physical and electronic access and in accordance with all requirements of the federal Family Educational Rights and Privacy Act ("FERPA").

School shall disclose any system security breach following discovery or notification of the breach to College and to any person whose Data or Personal information was disclosed or is reasonably believed to have been acquired by an unauthorized person. The disclosure shall be made in the most expedient time possible and without unreasonable delay.

School shall, at its expense, immediately upon learning, directly or indirectly, of a breach, and after notifying College inform in writing all persons whose Data or Personal information was so disclosed or acquired, the procedures, if any required to ensure that the disclosed or acquired data has not and will not affect such person's identity.

Upon expiration or termination of this agreement, but subject to the then-existing technical ability to do so, School shall, at the option of College: certify that School has destroyed all of the institutional and individual Data of College; or return all Data of College and individual Data to College; or take whatever other steps College requires of School to protect Data.

6. Return or Destruction of Education Records and Personally Identifiable Information

Upon termination, cancellation, expiration or other conclusion of this Agreement, but subject to the then-existing technical ability to do so, School shall:

Return to College, or if College directs School otherwise, destroy all Data, Data Elements, Education Records and Personally Identifiable Information in whatever form or medium that School received from or created on behalf of College. This provision also shall apply to all Data, Data Elements, Education Records and Personally Identifiable Information that are in the possession of subcontractors or agents of School. In such case, School shall retain no copies of such information, including any compilations derived from and allowing identification of Data, Data Elements, Education Records and Personally Identifiable Information. School shall complete such return or destruction as promptly as possible, but not less than thirty (30) days after the effective date of the conclusion of this Agreement. Within such thirty (30) day period, School shall certify in writing to College that such return or destruction has been completed.

7. Amendments and Alterations to this Agreement

College and School may amend this Agreement by mutual consent, in writing, at any time.

8. Assignment

Neither party may assign this Agreement nor any rights or obligations under this Agreement to an unaffiliated third party without the prior written consent of the other party. Any such assignment not

Zane State College Memorandum of Understanding for Academic Year 2026-2027

in accordance herewith shall be null and void.

9. Dispute Resolution

Disputes concerning the interpretation of the provisions of this Agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level shall be stated in writing by each party and first presented to the other party for consideration.

SECTION XV: CONTACT INFORMATION

Zane State College
1555 Newark Road
Zanesville, Ohio 43701
740-454-2501
1-800-686-8324
www.zanestate.edu

College Credit Plus Department
ccp@zanestate.edu

Heather Merry
Chief Student Affairs Officer
740.588.1293
hmerry@zanestate.edu

Dr. Karen Reed
Chief Academic Officer
740.588.1216
kreed1@zanestate.edu

Heather Shepherd
CCP Compliance Director
740.588.1256
hshepherd@zanestate.edu

Amanda Pollock
College Credit Plus Advisor
740.588.4153
apollock@zanestate.edu

Rick Mohler
College Credit Plus Advisor
740.588.1342
mmohler@zanestate.edu

UPDATED 2026

SECTION XVI: MOU AND DATA SHARING SIGNATURE SECTION

This Memorandum of Understanding is entered into by and between

School District	<u>Washington County Career Center</u>
Street Address	<u>21740 SR 676</u>
City, State, Zip	<u>Marietta, OH 45750</u>

and

School District	<u>Zane State College</u>
Street Address	<u>1555 Newark Road</u>
City, State, Zip	<u>Zanesville, Ohio 43701</u>

to confirm the details described within the entire College Credit Plus Memorandum of Understanding and Data Sharing 2026-2027 document.

The College will report the appropriate delivery model to the ODEW/ODHE which will reflect the specific amount of tuition. The ODEW will process the reported information and distribute state funds to the college.

Zane State College has identified tuition and fees related to the delivery of the courses as prescribed in the College Credit Plus legislation and rules. All courses are subject to cancelation if they are low enrolled. The College will continue with four funding models for academic year 2026-2027:

1) High School Delivery – CCP instructor

For courses at the high school, taught by approved College Credit Plus high school teachers, the projected cost will be \$41.64* (we will use the current state-determined floor rate) per credit hour for the academic year 2026-2027. All required textbooks and materials for courses must be provided by the school district to the students.

2) High School Delivery – Zane State instructor

For courses at the high school, taught **by a Zane State College instructor**, the projected cost will be \$125* 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) College Campus and On-line Single Student Delivery

For courses that meet on the College campus, the projected cost will be \$166.55* per credit hour for academic year 2026-2027. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

4) Facilitator Model

For courses in which a student enrolls in Facilitator Model online courses, the projected cost will be \$125 per credit hour for academic year 2026-2027. Zane State College will provide books/access codes. Science classes will be charged \$125 per credit for the lecture hours and \$41.64 per credit for the lab hour (which is delivered by the facilitator). The high school is responsible for lab supplies listed on the course addenda. *Facilitator class delivery requires a specific class period during the school day which must be set aside for the online 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 when students meet as a cohort at their high schools.*

All required course materials and textbooks are available for purchase at the College eCampus bookstore. Email zanestate@ecampus.com. 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.

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.

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

COLLEGE: Zane State College

SCHOOL:



Chad M. Brown, Ph. D.

President

11/26/2025

Date



Superintendent

11/26/2025

Date

Board Approved: 12/11/2025
Resolution #87-25

Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

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Document Sent: 11/20/2025 19:06:33 UTC
Document Status: Signed
 11/26/2025 19:17:05UTC

Sender: signnow@zanestate.edu
Signers: thuffman@thecareercenter.net
CC:

Client	Event	By	Server Time	Client Time	IP Address
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SignNow SSO	Sender signnow@zanestate.edu received a signed document copy	signnow@zanestate.edu	11/26/2025 19:17:13 pm UTC	11/26/2025 19:17:04 pm UTC	208.108.195.218