



## **College Credit Plus**

### **Memorandum of Understanding**

**Between Zane State College**

**and**

**Washington County Career Center**

**for Academic Year 2023-2024**

#### **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, Advanced Science and Technology Center Room 133, or call 740-588-1236.

## 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 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 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 2023-2024 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.10.020.

*B. Teaching and Learning: Quality, Resources, and Support*

*2. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment*

*process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.*  
(<http://www.hlcommission.org/Policies/assumed-practices.html?>)

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 course): ACCT, AMSL, ARTS, BUSM, ENGL, GEOG, HIST, HUMS, PHIL, POLS, PSYC and SOCI. All other courses must have at least 50% of the entire population of the course enrolled for college credit. *Schools delivering low enrolled classes will be expected to monitor success rates. Collected data will be used to determine policy moving forward.* **UPDATED 2023**

#### **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 school for low enrollment classes.

### 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.
- 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.
- 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>)
- Résumé including professional references (Zane State College Department Chair will have the option to conduct reference checks)
- College or University Transcripts from all institutions attended
- Letter of intent to teach College Credit Plus courses

#### 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/> . **Updated 2023**

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

#### **Initial Approval of High School Instructor as CCP Teacher**

A Zane State College Department Chair and Division Dean will use the following procedures as part of the approval process:

- Program Director, Chair or Division Dean examines candidate’s application packet
- Program Director, Chair or Dean reviews and confirms that the candidate’s academic credentials meet minimum requirements.
- 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, or Department Chair. **UPDATED 2023**

#### **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:

- 1) CCP courses being taught continuously each year in the same discipline and/or teaching area;
- 2) The School District will provide teacher evaluations conducted by the School District if requested by Zane State College on an annual basis; and
- 3) 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 in order 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:

- Ensure that 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;
- Designate a course liaison for each CCPH course. The liaison will serve as a resource for the CCP Teacher delivering classes in the high schools.
- Establish opportunities for CCP Teachers to meet with course liaisons, Chairs, or Deans to discuss the particular 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;
- Coordinate Professional Development activities for the CCP Teachers;
- 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 prior to the observation, and 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;
- Track Blackboard accounts for each section.

### **Zane State College 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 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 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 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 be returned to the teacher and a new syllabus must be created.
- The syllabus must be submitted to Zane State College within the first week of instruction.
- 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 Zane State College prior to 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 inform students on a regular basis about the 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 on a regular basis.
- **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 Zane State College planning meetings and staff development activities including CCP training workshops as required by Ohio law.

### 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 Zane State College Bookstore at [bookstore@zanestate.edu](mailto:bookstore@zanestate.edu). Most titles are available on hand when ordering less than two textbooks. If more than two STANDARD textbooks are needed, it will take approximately 5-7 days to receive from the publishers once the order is received and placed. All CUSTOM textbooks can take from 3-6 weeks to receive from publishers.
- Textbook order forms can be found at: <https://www.zanestate.edu/ccp/school-officials/>
- Zane State College 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 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](mailto: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).
- In order 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. The SOI information will be disseminated to the CCP Teachers in advance to share with students about two to four weeks prior to the end of the semester (or full-year) course. The SOI may be completed online or on paper depending on the College’s decision for distribution.

## **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)**

- 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 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.
- Follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Administrative Code, Ohio Department of Education, 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. The online application can be found at: [www.zanestate.edu/apply/](http://www.zanestate.edu/apply/)
- College readiness benchmarks are determined by the Ohio Department of Higher Education. These benchmarks can be found at: <https://www.ohiohighered.org/ccp/resources>. They can also be found at <https://www.zanestate.edu/ccp/>
- High school transcripts should be sent to [ccp@zanestate.edu](mailto:ccp@zanestate.edu).
- Zane State College requires that large group Accuplacer testing be conducted on the high school’s campus for any secondary partner with 50 or more students applying for admission to CCP courses delivered in the high school. (Individual make-up tests can still be conducted at the ZSC Testing Center by appointment.) **Updated 2023**

### 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 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. **Updated 2023**

## 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 class, 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 College Credit Plus 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, Ohio Administrative Code and Ohio Department of Higher Education. Note summer CCP enrollment dates have been included.**

<b>DUE DATE</b>	<b>ACTION/RESPONSIBILITY</b>
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 6	CCP applications for Summer term are due. Applicants should complete online application.
June 1	CCP applications for Fall term are due. Applicants should complete online application.
July 1	Lists of courses each school intends to deliver for Fall term are due at <a href="mailto:ccp@zanestate.edu">ccp@zanestate.edu</a> .
July 1	Rough rosters for each Fall Term courses are due at <a href="mailto:ccp@zanestate.edu">ccp@zanestate.edu</a> .
December 1	CCP applications for Spring Term due. Applicants should complete online application.
December 1	Lists of courses each school intends to deliver for SP are due at <a href="mailto:ccp@zanestate.edu">ccp@zanestate.edu</a> .
December 14	Rough rosters for each SP course are due at <a href="mailto:ccp@zanestate.edu">ccp@zanestate.edu</a> .
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.)

<b>DUE DATE</b>	<b>ACTION/RESPONSIBILITY</b>
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.)
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 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 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 15 <sup>th</sup> 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 2021

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 cancellation if they are low enrolled. The College will continue with four funding models for academic year 2023-2024:

1) **High School Delivery**

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 academic year 2023-2024. All required textbooks and materials for courses must be provided by the school district to the students.

2) **High School Delivery**

For courses at the high school, taught by a **Zane State College instructor**, the projected cost will be \$83.28\* per credit hour for academic year 2023-2024. 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 2023-2024. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

4) **Facilitator Model with Open Education Resources**

For courses in which a student enrolls in Facilitator Model online courses with OERs, the projected cost will be \$100 per credit hour for academic year 2023-2024. All required textbooks and materials for courses are available online at no cost.

*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 will meet as a cohort at their high schools.*

5) **Facilitator Model with textbooks or Access Codes**

For courses in which a student enrolls in Facilitator Model online courses, the projected cost will be \$125 per credit hour for academic year 2023-2024. 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.

\*ZSC will utilize default rates for models 1, 2, 3 and part of 5 for that academic year beginning summer of 2023 through Spring 2024.

**Updated 2023**

## 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 in an effort to positively and proactively assist the student 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.

In the event that 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 119.

### **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
- 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: CONTACT INFORMATION

Zane State College  
1555 Newark Road  
Zanesville, Ohio 43701  
740-454-2501  
1-800-686-8324  
[www.zanestate.edu](http://www.zanestate.edu)

College Credit Plus Department  
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**UPDATED 2023**

## SECTION XV: MOU SIGNATURE PAGE

This Memorandum of Understanding is entered into by and between **Washington County Career Center** (School) with a business address of 21740 State Route 676, Marietta, OH 45750, and **Zane State College** (College) with a business address of 1555 Newark Road, Zanesville, Ohio 43701, to confirm the details described within the entire College Credit Plus Memorandum of Understanding 2023-2024 document.

The College will report the appropriate delivery model to the ODE/ODHE which will reflect the specific amount of tuition. The ODE 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 2023-2024:

1) **High School Delivery**

For courses at the high school, taught by credentialed high school teachers, the projected cost will be \*\$41.64 (we will use the current state-determined floor rate) per credit hour for academic year 2023-2024. All required textbooks and materials for courses must be provided by the school district to the students.

2) **High School Delivery**

For courses at the high school, taught by a **Zane State College instructor**, the projected cost will be \*\$83.28 per credit hour for academic year 2023-2024. 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 2023-2024. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

4) **Facilitator Model with Open Education Resources**

For courses in which a student enrolls in Facilitator Model online courses with OERs, the projected cost will be \$100 per credit hour for academic year 2023-2024. All required textbooks and materials for courses are available online at no cost.

*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 will meet as a cohort at their high schools.*

5) **Facilitator Model with textbooks or Access Codes**

For courses in which a student enrolls in Facilitator Model online courses, the projected cost will be \$125 per credit hour for academic year 2023-2024. 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.



\*ZSC will utilize default rates for models 1, 2, 3 and part of 5 for that academic year beginning summer of 2023 through Spring 2024.

**Updated 2023**

All required course materials and textbooks are available for purchase at 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.

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/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

**SCHOOL: Washington County Career Center**

**COLLEGE: Zane State College**



Dr. Tony Huffman  
Superintendent



Chad M. Brown, Ph.D.  
President

1/6/2023

Date

December 20, 2022

Date

Board Approved: 1/12/2023  
Resolution #6-23

**ADDENDUM COLLEGE CREDIT PLUS**  
**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**THE WASHINGTON COUNTY CAREER CENTER AND ZANE STATE COLLEGE**  
**FOR ACADEMIC YEAR 2023-2024**

This Addendum to Memorandum of Understanding between the Zane State College and The Washington County Career Center amends the Original MOU, dated December, 2022, and signed by the Parties. The purpose of this Addendum is to create an exception to the College Credit Plus Course Enrollment Minimums

1. The Original MOU is amended as follows: **Section II: CCP High School Delivered Courses Guidelines**

**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 course): ACCT, AMSL, ARTS, BUSM, ENGL, GEOG, HIST, HUMS, PHIL, POLS, PSYC and SOCI. All other courses must have at least 50% of the entire population of the course enrolled for college credit. Zane State may waive course minimum requirements for the 2023-2024 year. *Schools delivering low enrolled classes will be expected to monitor success rates. Collected data will be used to determine policy moving forward.*

**UPDATED 2023**

2. All other terms and conditions under the Original MOU remain unchanged and in effect. IN WITNESS WHEREOF, the parties have executed this Addendum to the Original MOU as of the date and year set forth below.

**SCHOOL: The Washington Co. Career Center**

**COLLEGE: Zane State College**



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Anthony M Huffman, Ed. D.  
Superintendent



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Chad M. Brown, Ph.D.  
President

1/6/2023

\_\_\_\_\_  
Date

1/5/2022

\_\_\_\_\_  
Date

Board Approved: 1/12/2023  
Resolution #6-23