



# COLLEGE CREDIT PLUS

SCHOOL DISTRICT USER GUIDE • 2015-2016



**SINCLAIR**





# CONTENTS

- 1** About Sinclair Community College
- 2** What is College Credit Plus (CCP)?
- 4** CCP Modalities
- 5** CCP Partners
- 6** Academic Calendar
- 7** Textbooks & Course Materials
- 9** CCP Tuition & Fee Information
- 10** Curriculum & Sample Pathways
- 12** Course Descriptions
- 16** Institution of Higher Education Responsibilities & Requirements
- 18** School District Responsibilities & Requirements
- 20** Instructor Qualifications & Requirements
- 22** Student Eligibility Requirements, Rights & Responsibilities
- 24** Application & Registration Process
- 27** Contact

**SINCLAIR COMMUNITY COLLEGE**



# ABOUT SINCLAIR COMMUNITY COLLEGE

- **Core student success strategies:**
  - Quality and Innovation in Student Learning and Support
  - Effective and Sustainable Organization
  - Access and Affordability
  - Community Alignment
- Campus **locations and modalities** include: Dayton Campus, Courseview Campus Center (Mason, OH), three Regional Learning Centers – Englewood, Huber Heights, and Preble County, and online.
- According to the ***New York Times***, “Sinclair Community College is widely acclaimed as one of the best...colleges in the nation.”<sup>1</sup>
- **Enrollment of 23,000** college credit students.
- One of the **lowest tuition rates in Ohio** for Montgomery County residents.
- **More than 200 degree and certificate programs**, with more than 100 transfer agreements to assist students in transferring to other colleges.
- **Largest inventory of courses** (142) approved for transfer throughout the state of Ohio.
- Largest regional provider of **online education**, with more than 200 online courses and 12 entirely online degrees/certificates.
- Committed to providing a **secure environment** for the campus community with a full-time police force working 24/7 to keep the college safe. Campus security reports are available at [www.sinclair.edu](http://www.sinclair.edu).

<sup>1</sup>Greenhouse, Steven. “On This Campus, Focus Is Jobs.” *New York Times*. August 15, 2009.

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Sinclair is accredited by The Higher Education Learning Commission of the North Central Association and is also a member of the Ohio Association of Community Colleges. Programs of study are approved by the Ohio Board of Regents (BOR). Sinclair is authorized to grant associate degrees in arts, sciences, applied science, and individualized and technical study. For more information: [www.sinclair.edu](http://www.sinclair.edu).

Sinclair serves in a national leadership position with board membership in the prestigious League for Innovation in the Community College, an international catalyst, project incubator, and experimental laboratory for more than 700 community colleges around the world. In 2000, Sinclair was chosen as one of 12 Vanguard Learning Colleges in North America. Sinclair has gained a national reputation for its high quality programs of study and workforce development initiatives.

# WHAT IS COLLEGE CREDIT PLUS?

**College Credit Plus (CCP) gives high school students the opportunity to take college courses for free and receive college credit while still in high school.**

Students have the following options for taking classes:

- At a high school taught by a high school teacher (adjunct)
- At a high school taught by a Sinclair instructor
- At a Sinclair location taught by a Sinclair instructor
- Online, taught by a Sinclair instructor and typically proctored by a high school teacher

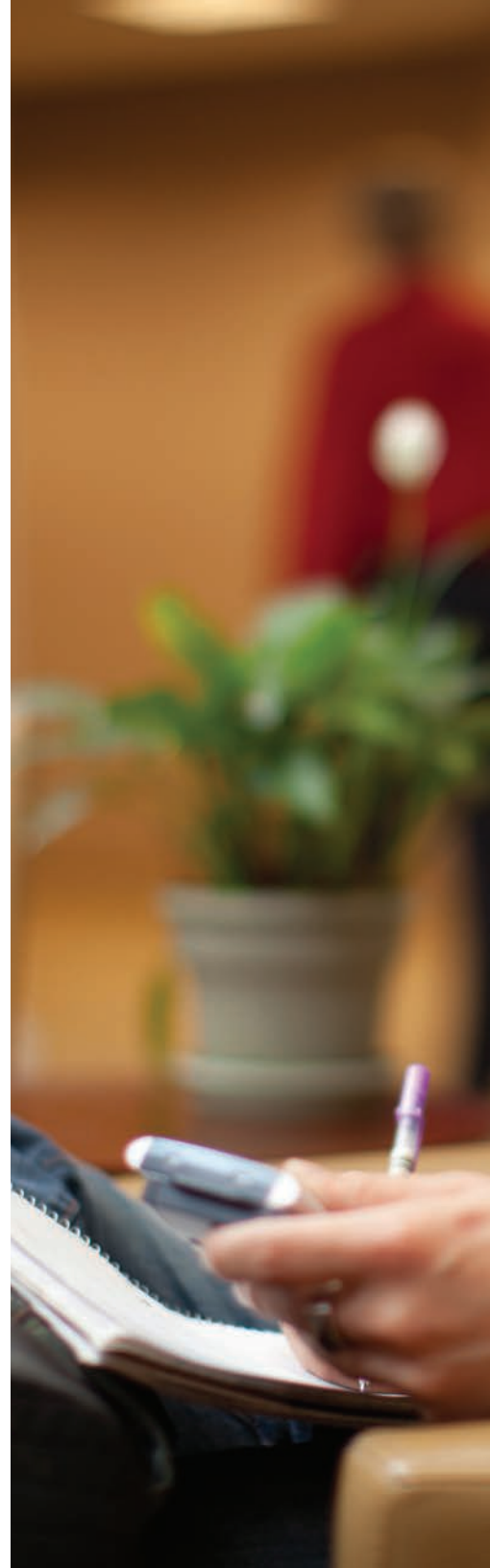
Beginning with the 2015-2016 school year, CCP replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365.\*

\*Governor Kasich signed H.B. 487 into law on June 16, 2014.

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## BENEFITS FOR STUDENTS & THEIR FAMILIES

- Early exposure to college coursework, rigor, and expectations
- Challenging coursework options
- Cost-effective way to earn college credits early
- Opportunity to complete college coursework within a strong and familiar support system at the high school
- CCP options provide students with an early and strong foundation for college success.





## STUDENT SUCCESS STORY: LAUREN MAGEE



Lauren Magee plans to graduate from Fairborn Digital Academy in June, 2015. She is on the Miami Valley Dance Center Dance Force, which

competes in several local competitions each year. She also volunteers her time assisting with children at her local church.

Lauren started taking classes at Sinclair in the spring of 2013, so that she could start earning college credits while in high school. Fairborn Digital Academy is an online high school, so Sinclair's dual credit program was a good fit. The online classes had a very familiar feel, and the diversity of Sinclair's student population made her feel welcome on campus as well. She has excelled in the classes at Sinclair maintaining her GPA of 4.0, while taking a variety of elective classes as well as advanced math and English courses.

She plans to transfer her Sinclair credits to Wright State University after she graduates from high school to pursue a Bachelor of Science degree in earth sciences. With the credits she has earned from Sinclair, she hopes to complete this in two to three years, well ahead of schedule for a normal high school graduate.

# CCP MODALITIES

The portfolio of early college credit programs at Sinclair College are now part of CCP, where the teaching and learning modality defines the various options. Previous program names are no longer valid. The information below outlines the programs that will transition to CCP.

- Dayton Early College Academy
- Dunbar Early College
- High School Teacher as Adjunct
- Online at a high school
- PSEO
- PSEO Online
- Quick Start
- Seniors to Sophomores
- Sinclair instructor as Adjunct at the high school

## **Students choose from among the following teaching and learning modalities:**

- At a high school taught by a high school teacher (adjunct)
- At a high school taught by a Sinclair instructor
- At a Sinclair location taught by a Sinclair instructor
- Online, taught by a Sinclair instructor and typically proctored by a high school teacher





# CCP PARTNERS

Below is the list of schools Sinclair partnered with in 2014-2015.

- Alter High School
- Amelia High School
- Arcanum High School
- Beavercreek High School
- Bellbrook High School
- Belmont High School
- Bethel High School
- Bishop-Fenwick High School
- Brookville High School
- Buckeye On-Line High School
- Butler Tech High School
- Carlisle High School
- Carroll High School
- Centerville High School
- Chaminade Julianne High School
- Clinton-Massie High School
- Covington High School
- Dayton Business Technology High School
- Dayton Christian High School
- Dayton Early College Academy
- Dayton STEM High School
- Dixie High School
- Dohn Community High School
- Dominion Academy High School
- Dunbar High School
- ECOT High School
- East Dayton Christian High School
- Eaton High School
- Edgewood High School
- Fairborn High School
- Fairborn Digital Academy
- Fairfield High School
- Franklin High School
- Franklin Monroe High School
- GOVS
- Germantown Christian Academy
- Glen Este High School
- Greene County Career Center
- Greenon High School
- Harrison High School
- Homeschool
- Horizon Science Academy
- Jefferson High School
- Kettering-Fairmont High School
- Kings High School
- Lakota East High School
- Lakota West High School
- Little Miami High School
- Lebanon High School
- Loveland High School
- Mason High School
- Meadowdale High School
- Miami Valley CTC
- Miami Valley Academies
- Miamisburg High School
- Middletown High School
- Middletown Christian High School
- Milton-Union High School
- Monroe High School
- National Trail High School
- Northmont High School
- Northridge High School
- Northside Christian High School
- OCA High School
- Oakwood High School
- Ohio Virtual Academy
- Ponitz C.T.C.
- Preble Shawnee High School
- Spring Valley Academy
- Springboro High School
- Springfield High School
- Stebbins High School
- Stivers High School
- Tecumseh High School
- Thurgood-Marshall High School
- Tippecanoe High School
- Tri-County North High School
- Tri-Village High School
- Trotwood-Madison High School
- Turner Learning Center High School
- Twin Valley South High School
- Urbana High School
- Valley View High School
- Vandalia Butler High School
- Warren County Career Center
- Wayne High School
- Waynesville High School
- West Carrollton High School
- Wilmington Christian Academy
- Winton Woods High School
- Xenia High School

# ACADEMIC CALENDAR

Sinclair's academic calendar and schedule may align closely with area high school calendars, however there will be differences between the two. The table below illustrates the teaching modality and which academic calendar applies, along with the dates for the 2015-2016 school year.

TEACHING MODALITY	CALENDAR TO FOLLOW	SEMESTER	START DATE	END DATE
At a high school taught by a high school teacher (adjunct)	High School	Varies by High School		
At a high school taught by a Sinclair instructor	Sinclair	First	August 24, 2015	December 13, 2015
At a Sinclair location taught by a Sinclair instructor		Second	January 11, 2016	May 8, 2016
Online, taught by a Sinclair instructor and typically proctored by a high school teacher				

## PROFESSIONAL DEVELOPMENT DATES

CCP institutions of higher education are required to provide professional development opportunities for high school teachers (adjuncts) and proctors. Schools will be notified of those opportunities as they become available.

## SINCLAIR CAMPUS CLOSINGS

For a list of Sinclair closures due to holidays, breaks, or professional development days, visit [www.sinclair.edu](http://www.sinclair.edu). Online classes will observe Sinclair's close dates. *Note: students are still responsible for assignments and deadlines for their on-campus or online classes even if that date falls within a high school closure, holiday, or student break.*

## UNSCHEDULED HIGH SCHOOL & SINCLAIR CAMPUS CLOSINGS

In the case of inclement weather or other unplanned campus closures:

- Classes at a high school taught by either a high school teacher (adjunct) or a Sinclair instructor will close or delay according to the high school's schedule.
- Courses taught by Sinclair instructors on a Sinclair campus will follow Sinclair closings or delays regardless of the student's high school being closed or delayed. If Sinclair is open during a weather emergency, it is at the parent/guardian's discretion if the student attends class that day.
- Online classes will continue according to schedule even if the student's high school is closed or delayed.



# TEXTBOOKS & COURSE MATERIALS

Textbooks and other required course materials are paid for by the school district. The cost of textbooks varies by course.

## PROCESS TO RECEIVE TEXTBOOKS

1. The high school will be provided with the list of textbooks needed for the selected courses.
2. The high school creates Purchase Order (PO).
3. Fax the PO to Bookstore, (937) 512-5115, ATTN: Textbook Buyer.
4. The books can be picked up or shipped to the desired location (an additional shipping charge will be applied).
5. To order online, you must use a credit card. A PO is not needed when ordering online.

### **Sinclair Dayton Campus Bookstore**

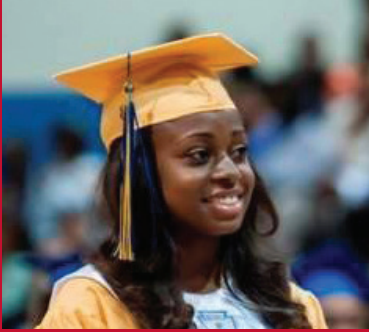
Building 7, First Floor  
(937) 512-2665 (BOOK)  
Fax: (937) 512-5115

### **Hours of Operation**

Monday-Thursday 8:30 a.m. - 7:00 p.m.  
Friday 8:30 a.m. - 4:30 p.m.

Call (937) 512-2665 (BOOK) for weekend and holiday hours.

# STUDENT SUCCESS STORY: LOREN LITTLEJOHN



Loren Littlejohn, a 2013 graduate of Ponitz CTC, was featured in the *Dayton Daily News* for a great achievement:

earning her high school diploma and associate degree in the same year.

While in the 8<sup>th</sup> grade at East Dayton Christian School, Loren decided to attend the Ponitz CTC because of its sports program and relationship with Sinclair. As a Ponitz student, she focused on the allied health field because of her interest in biomedical engineering. Along with her academics at Ponitz she was captain of the volleyball team and a member of the National Honor Society. She was also a member of the National Society of Leadership and Success at Sinclair while earning dual credit.

After earning her high school diploma and associate degree in Chemistry, she went on to the University of Dayton in the fall of 2013, pursuing a major in electrical engineering. Her future goal is to use her experience and knowledge to work at Wright-Patterson Air Force Base.



A photograph of a laptop on a wooden desk with a blue cloth. The laptop is open, and the screen is blank. The desk is made of light-colored wood, and a blue cloth is draped over the bottom right corner. The background is a plain, light-colored wall.

# CCP TUITION & FEE INFORMATION

The tuition rate and fees for Montgomery County and other Ohio county students will be made available to school districts on an annual basis.

- The program is free to students; the school district pays for all courses, textbooks, and other required course materials.
- Students receive a waiver from Sinclair's registration fee.
- Lab fees may apply to some courses.



# CURRICULUM & SAMPLE PATHWAYS

The Ohio Transfer Module (OTM) is a subset or a complete set of general education requirements at Ohio public colleges and universities. OTM courses are **guaranteed** to transfer to any of Ohio's public institutions of higher education as an area credit, as well as equivalent courses in English and Mathematics. CCP courses must be nonsectarian even though religion-based courses may fit within the OTM (<https://reports-cems.transfercredit.ohio.gov>).

Students must choose courses from within either the 15-hour or 30-hour Pathway offered by the high school. Sinclair will work closely with high schools to develop appropriate pathways. The tables that follow list sample pathways and optional courses.

## SAMPLE 15-HOUR PATHWAY

Course Number	Course Name	Credit Hours
COM 2211	Effective Public Speaking	3
ENG 1101	English Composition I	3
HIS 1101	U.S. History I	3
MAT 1470	College Algebra	4
PSY 1100	General Psychology	3
TOTAL		16

\* FIN 2450, MAT 1450, MAT 1570, MAT 1580 and PLS 1232 are not offered online.

All courses are OTM except for those highlighted in yellow.

# SAMPLE 30-HOUR PATHWAY

## FIRST SEMESTER

Course Number	Course Name	Credit Hours
COM 2211	Effective Public Speaking	3
ENG 1101	English Composition I	3
HIS 1101	U.S. History I	3
MAT 1470	College Algebra	4
PSY 1100	General Psychology	3
<b>TOTAL</b>		<b>16</b>

## SECOND SEMESTER

Course Number	Course Name	Credit Hours
COM 2206	Interpersonal Communication	3
LIT 2220	Introduction to Literature	3
HIS 1102	U.S. History II	3
MAT 1570*	Trigonometry	3
SOC 1101	Introduction to Sociology	3
<b>TOTAL</b>		<b>31</b>

# SAMPLE OPTIONAL COURSES

Course Number	Course Name	Credit Hours	Course Number	Course Name	Credit Hours
HUM 1125	Introduction to Humanities	3	HUM 1130	Humanities & the Challenge of Technology	3
HIS 1111	Western Civilization I	3	HIS 1112	Western Civilization II	3
MAT 1270	Beginning Algebra	3	MAT 1370	Intermediate Algebra	5
PHI 2205	Introduction to Philosophy	3	PHI 2206	Introduction to Ethics	3
PLS 1120	American Federal Government	3	PLS 1232*	State & Local Government	3
FIN 2450*	Personal Finance	3			

The following optional courses MUST have a high school teacher who qualifies as an Adjunct.

Course Number	Course Name	Credit Hours	Course Number	Course Name	Credit Hours
BIO 1111	General Biology I	4	BIO 1211	General Biology II	4
BIO 1117	Lab for General Biology I	0	BIO 1217	Lab for General Biology II	0
BIO 1121	Human Anatomy & Physiology I	3	BIO 1222	Human Anatomy & Physiology II	3
CHE 1211	General Chemistry I	5	CHE 1221*	General Chemistry II	5
BIO 2235	Genetics	4	MAT 1580*	Pre-Calculus	5
MAT 1450*	Introduction to Statistics	4			

# COURSE DESCRIPTIONS

Official course descriptions and prerequisites can be found in the course catalog for the enrolled year.

## ENGLISH & SOCIAL SCIENCES

### **COM 2206: Interpersonal Communication**

Credit Hours: 3

Exploration of the development, maintenance and termination of interpersonal relationships. The focus is on effective verbal and nonverbal interactions between two people, highlighting methods of initiating and maintaining effective communication with, and understanding of, others through learning and applying interpersonal communication theory. Prerequisites: DEV 0012 AND DEV 0032, OR DEV 0044 OR Any other college level English course.

### **COM 2211: Effective Public Speaking**

Credit Hours: 3

Designed to improve speaking and listening skills through the study and application of public speaking structure, content and style. Prerequisites: DEV 0012 AND DEV 0032, OR DEV 0044 OR Any other college level English course.

### **ENG 1101: English Composition I**

Credit Hours: 3

In English Composition I students learn reflective, analytical and argumentative writing strategies, incorporating sources and personal experience. Students will negotiate between public and private rhetorical situations and purposes to achieve academic literacy. They will write multiple drafts using a recursive writing process as they work toward fluency in style and mechanics. Prerequisites: DEV 0032 OR DEV 0044 OR Placement test score.

### **HIS 1101: United States History I**

Credit Hours: 3

Development of the people of the United States in political, social, economic, and cultural areas from pre-Columbian America through Reconstruction.

### **HIS 1102: United States History II**

Credit Hours: 3

Development of the people of the United States in political, social, economic and cultural areas from Reconstruction to the present.

### **HIS 1111: Western Civilization I**

Credit Hours: 3

Major trends in the development of Western culture, emphasizing political, economic, social and cultural achievements, from prehistory to the seventeenth century.

### **HIS 1112: Western Civilization II**

Credit Hours: 3

Major trends in the development of Western culture, emphasizing political, economic, social and cultural achievements from the seventeenth century to the present.

### **HUM 1125: Introduction to the Humanities**

Credit Hours: 3

Explores the nature and content of the humanities by examining and analyzing various cultures from the past. In addition, this course provides an introduction to human thought, creativity and human forms of expression by examining the links between historical realities and human culture.

### **HUM 1130: Humanity & the Challenge of Technology**

Credit Hours: 3

This course examines the role of technology in the modern society. It explores the opportunities and dangers faced by human kind in the evolution of new technologies. It inquires into such questions as whether the human quest for mastery of nature has made us masters or slaves of the machine.

### **LIT 2220: Introduction to Literature**

Credit Hours: 3

Introduction to Literature introduces students to the major literary genres of literature, including narrative fiction, poetry, and drama. Emphasis is placed on literary terminology and interpretation. Upon completion, students should be able to analyze and respond to literature. Students will effectively and ethically argue their interpretations of literary works using textual evidence and Modern Language Association (MLA) documentation. Prerequisite: ENG 1101

### **PHI 2205: Introduction to Philosophy**

Credit Hours: 3

Basic nature of philosophy, its relationship to physical and social sciences and theology and its value to the individual.



**PHI 2206: Introduction to Ethics**

Credit Hours: 3

Historical inquiry into the major concepts and attitudes of moral and ethical theory in Western society, emphasizing the role of human responsibility and the conditions for making ethical judgments.

**PLS 1120: American Federal Government**

Credit Hours: 3

American political system at the national level, including process of government; democratic theory and development of the U.S. Constitution; citizen participation through voting; interest groups and political parties; structure, functions and powers of legislative, executive and judicial branches; issues of civil liberties and equal rights.

**PLS 1232: State & Local Government**

Credit Hours: 3

The study of state and local governments (with emphasis on Ohio), organizational structures of state and local governments, state constitutions, county and city charters, state and local government powers and programs, financing, and taxation, and trends in government programs are all documented and analyzed.

**PSY 1100: General Psychology**

Credit Hours: 3

University-parallel course covering history and systems of psychology, behavioral research methods, physiology of behavior, sensation, perception, learning, memory, consciousness, cognition, personality, lifespan development, gender, social psychology, motivation, emotion, stress, mental disorders and therapies. Prerequisite: DEV 0012

**SOC 1101: Introduction to Sociology**

Credit Hours: 3

A critical analysis of contemporary American society with review of major sociological theories, research methods, culture, socialization, groups, social structure, social institutions, deviance, socialine qualities, social processes and social change. Prerequisites: DEV 0010 AND DEV 0030

## MATH & SCIENCE

**BIO 1111: General Biology I**

Credit Hours: 4

This course is designed as the first in a series of two general education science courses. Covers basic chemistry and biochemistry; cellular and molecular biology. Three classroom, two lab hours per week. Prerequisites: DEV 0012 OR DEV 0044, AND DEV 0026 AND DEV 0030. Corequisite: BIO 1117

**BIO 1117: Lab for General Biology I**

Credit Hours: 0

**BIO 1211: General Biology II**

Credit Hours: 4

This course is designed as the second in a series of two general education science courses. Covers evolution, biodiversity and ecology. Three classroom, two lab hours per week. Prerequisite: BIO 1111. Corequisite: BIO 1217

**BIO 1217: Lab for General Biology II**

Credit Hours: 0

**BIO 1121: Human Anatomy & Physiology I**

Credit Hours: 3

The first course in a two-semester sequence studying the structure and function of the human body. Topics include introductory terminology, biochemistry, cytology, the integumentary system, the skeletal system, the muscular system, the nervous system and the endocrine system. Two classroom, two lab hours per week. Prerequisites: DEV 0012 OR DEV 0044, AND DEV 0022 AND DEV 0030.

**BIO 1222: Human Anatomy & Physiology II**

Credit Hours: 3

The second course in a two-semester sequence studying the structure and function of the human body. Topics include the cardiovascular system, the lymphoid system, immunity, the digestive system, the urinary system and the reproductive system. Two classroom, two lab hours per week. Prerequisite: BIO 1121

**BIO 2235: Genetics**

Credit Hours: 4

Fundamental principles, concepts and techniques of genetics. Lab work includes basic methods of genetic research and analysis. Three classroom, two lab hours per week. Prerequisite: BIO 1111 OR BIO 1171. Co-requisite: BIO 2236.

**CHE 1211: General Chemistry I**

Credit Hours: 5

A university-parallel course in chemistry for the science major. The first half of a comprehensive first-year survey of chemistry. Topics include the basics of matter, atoms and molecules, chemical reactions, bonding, organic chemistry and biochemistry. Students registering for this course should have previously taken high school chemistry or equivalent. Four classroom hours, three lab hours per week. Prerequisites: MAT 1280 OR MAT 1365 OR MAT 1370. Co-requisite: CHE 1251.

**CHE 1221: General Chemistry II**

Credit Hours: 5

The second half of a university-parallel course in chemistry for the science or engineering major. Topics include states of matter, solutions, chemical reaction kinetics, chemical equilibrium, acid/base chemistry and nuclear chemistry. Four classroom hours, three lab hours per week. Prerequisites: CHE 1211 AND MAT 1290 OR MAT 1470. Co-requisite: CHE 1261.

**FIN 2450: Personal Finance**

Credit Hours: 3

Overview of the theories, concepts, principles, and processes of personal financial management, with an emphasis on everyday financial decision making.

**MAT 1270: Beginning Algebra**

Credit Hours: 3

Brief review of pre-algebra skills; simplifying algebraic expressions; solving first-degree equations and applied problems; introduction to graphing and graphing lines; systems of linear equations in two and three variables and applied problems; first-degree inequalities and applied problems; compound inequalities and set operations; absolute value equations and inequalities; two-variable inequalities and systems of inequalities and applied problems. Traditional testing (proctored or in Testing Center) is used in all online sections. Prerequisite: DEV 0026 or DEV 0050 or DEV 0076

**MAT 1370: Intermediate Algebra**

Credit Hours: 5

Factoring; operations with polynomials and rational expressions; solving second-degree equations by factoring; operations with rational exponents, radical expressions and complex numbers; relations and functions; simplifying radical expressions; solving equations with rational expressions, equations with radical expressions, quadratic equations by completing the square and the quadratic formula, equations quadratic in form; quadratic functions; variation. Traditional testing (proctored or in Testing Center) is used in all online sections. Prerequisite: MAT 1270.

**MAT 1450: Introductory Statistics**

Credit Hours: 4

An introduction to the fundamental ideas of statistics, including statistical methods to gather, analyze and present data; fundamentals of probability; statistical distributions, sampling distributions, confidence intervals, hypothesis testing, Chi-square tests, regression and correlation. Three classroom, two lab hours per week. Prerequisite: MAT 1365 OR MAT 1370 with a grade of C or better or satisfactory score on Sinclair Community College mathematics placement test.

**MAT 1470: College Algebra**

Credit Hours: 4

Polynomial, radical, rational, exponential and logarithmic functions and their graphs; roots of polynomial functions, rational and polynomial inequalities; conic sections; systems of linear and nonlinear equations; matrices; sequences and series; and applications. A scientific (non-graphing) calculator is required in most sections; however, some sections will require the use of a graphing calculator. Prerequisite: MAT 1365 OR MAT 1370 AND with a grade of C or better or satisfactory score on Sinclair Community College mathematics placement test.

**MAT 1570: Trigonometry**

Credit Hours: 3

Trigonometric functions of angles, solving right and oblique triangles, identities, trigonometric and inverse trigonometric equations, vectors, radian measure, graphs of trigonometric functions and inverse trigonometric functions. Prerequisite: MAT 1470 with a grade of C or better or satisfactory score on Sinclair Community College mathematics placement test.

**MAT 1580: Precalculus**

Credit Hours: 5

Polynomial, radical, rational, exponential and logarithmic functions and their graphs, roots of polynomial functions, rational and polynomial inequalities, conic sections, systems of linear equations; sequences and series. Trigonometric functions of angles, solving right and oblique triangles, trigonometric identities and equations, vectors, radian measure, graphs of trigonometric functions, inverse trigonometric functions and applications. A scientific (nongraphing) calculator is required. Prerequisite: MAT 1290 OR MAT 1365 OR MAT 1370 With a grade of C or better.



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# INSTITUTION OF HIGHER EDUCATION RESPONSIBILITIES & REQUIREMENTS

(per Ohio Revised Code Chapter 3365.)

- All public colleges and universities must participate. No eligible student may be denied participation through a public institution of higher education (IHE).
- CCP students must earn transcribed college and high school credit upon successful completion of the course.
- Colleges must consistently apply their established admission standards to CCP students. When determining admission and course placement, the college must consider all available student data that may be an indicator of college readiness, including GPA, end of course examinations, standardized test results and teacher recommendations.
- Colleges must assign an advisor to each CCP student and schedule at least one meeting between the student and advisor prior to the institution's effective academic no-fault drop course date. The meeting between student and advisor may be individual or group, in-person or virtual.
- Colleges must provide 3-hours of professional development to all high school teachers who instruct a CCP course as an adjunct.
- Colleges must conduct at least one observation of each CCP course taught by an adjunct high school teacher (and then alternate academic years thereafter).\*

- Upon a student's graduation from high school, participation in the CCP program shall not affect the student's eligibility for scholarships or for other benefits or opportunities that are available to first-time college students.
- Colleges must promote CCP opportunities on websites and in all communication sent to students and parents related to academics.
- Colleges must submit the required data to the chancellor of the Ohio Board of Regents on the form and in the manner prescribed by the chancellor of the Ohio Board of Regents and the superintendent of public instruction, jointly.
- Colleges must provide the student, parent, secondary school and superintendent of public instruction with college and course admission information.
- Colleges must coordinate with secondary schools to develop 15- and 30-credit hour sample pathways (each of which shall be comprised of courses that apply to at least one degree or professional certification offered at the college).
- Colleges must ensure that each instructor teaching a CCP course shall meet the credential requirements established by the chancellor of the Ohio Board of Regents. If the guidelines require high school teachers to take any additional graduate-level coursework in order to meet the credential requirements, that coursework shall be applicable to continuing education and professional development requirements for the renewal of the teacher's educator license.
- Colleges and school districts are encouraged to enter into formal partnership agreements under the CCP program.

## STUDENT SUCCESS STORY: TAYLOR BELLE



Taylor Belle is a 2014 graduate of Jefferson High School who is the definition of "student athlete:" she had a stellar academic record while serving as captain of the cheerleading squad, track team and dance

team. Taylor also participated in a Sinclair dual credit program.

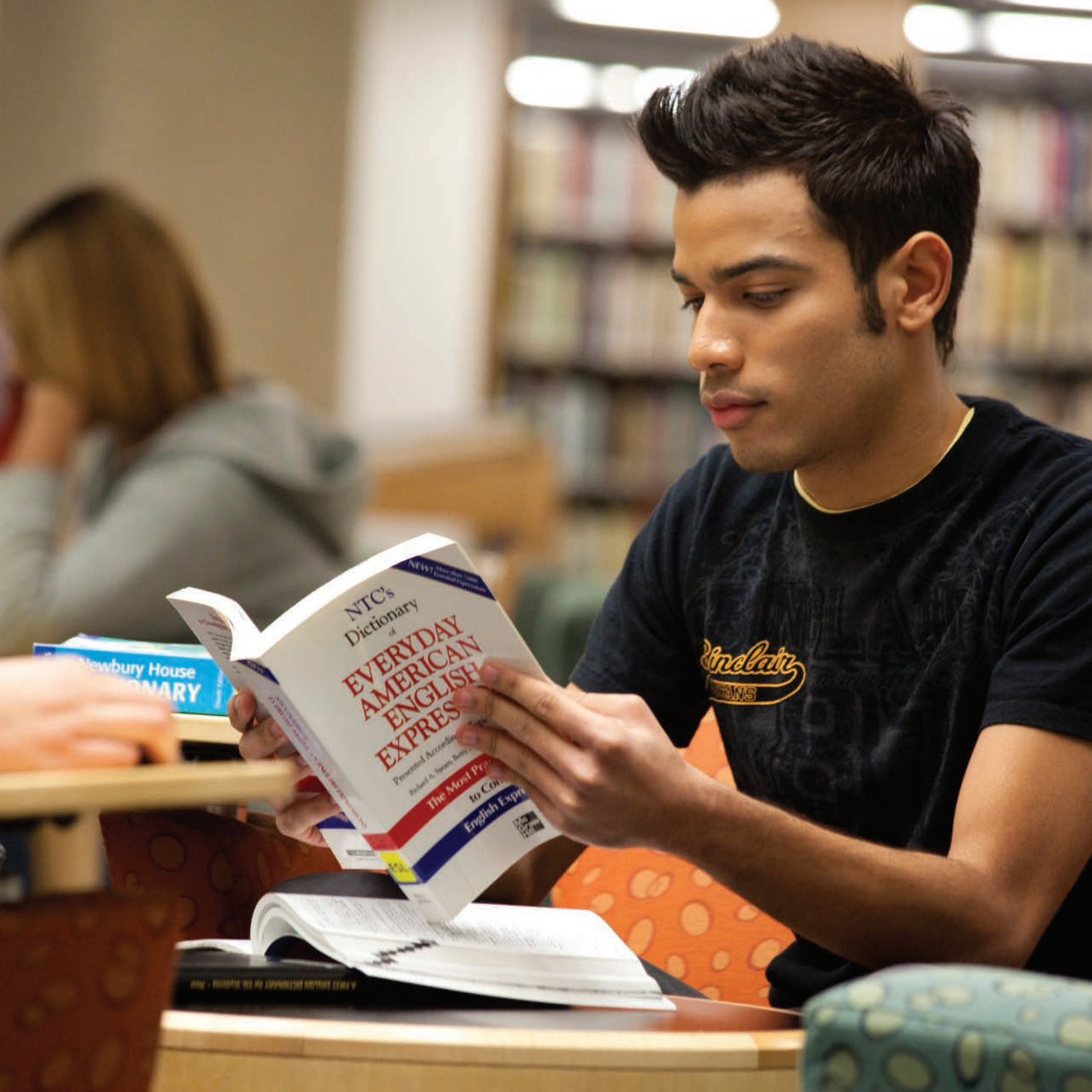
As a dual credit student, Taylor was able to experience the academic content of college, along with the added convenience of participating in high school sports and extracurricular activities. She began the program the summer of her sophomore year and earned enough credits to graduate with both her high school diploma and an Associate of Arts degree.

Taylor admits that it was not easy, and balancing all her responsibilities was difficult at times. "I had to work really hard," she said, "but I never gave up or dropped a class. The program was a benefit because I was able to boost my GPA, and I now have to complete only two years to receive my bachelor's degree." Taylor graduated with a GPA of 3.7 and took all of her college general education requirements while at Jefferson. Though she received a full scholarship to Wright State University, she decided to attend The Ohio State University, majoring in Nursing.

\*Sinclair (in partnership with Learn to Earn Dayton and the Montgomery County Education Service Center) offers an **exclusive program to partnering school districts** to help prepare more high school teachers become qualified as adjunct higher education faculty. To learn more about the *Montgomery County Faculty Fellows Program*: [www.sinclair.edu/college-credit-plus](http://www.sinclair.edu/college-credit-plus).

# SCHOOL DISTRICT RESPONSIBILITIES & REQUIREMENTS

- Participating students must be enrolled in both college and high school.
- Students must earn transcribed college and high school credit upon successful completion of the course.
- All public districts *must* participate.
- All nonpublic secondary schools *may* participate.
- Participating school districts must promote CCP opportunities on their websites including the details of the school's current agreements with partnering colleges.
- Participating districts must annually coordinate with each CCP program partner to present at least one dedicated CCP event to students and parents.
- Each public high school, in collaboration with a college, must develop two pathway opportunities through CCP, offering students the option of 15 and 30 transcribed credits. Pathways must be developed in coordination with at least one partnering institute of higher education. Pathways must be published as part of school district's official course offerings.
- The CCP courses being offered must:
  - Be the same as those offered on campus (included in IHE course catalogue).
  - Be nonsectarian and non-remedial.
  - Apply toward a degree or professional certificate.
  - Be taught by instructors who meet BOR's academic credential requirements.
- Participating school districts must annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction.
- Early College High School Programs (ECHS) beginning operation after 2014-2015 school year are subject to CCP requirements. ECHSs existing during 2014-2015 school year are grandfathered until 2015-2016, or under satisfaction of the current ECHS agreement, whichever is later. CCP governs only portions of ECHS agreements that relate to conference of college credit.
- Home schooled students are eligible to apply to and enroll in a college under the CCP program.
- School districts and colleges are encouraged to enter into formal partnership agreements under the CCP program.



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# INSTRUCTOR QUALIFICATIONS & REQUIREMENTS

High school teachers must apply to become a Sinclair Adjunct Faculty member in order to teach a CCP course. CCP courses must be taught by individuals who meet BOR's academic credential requirements. Sinclair (in partnership with Learn to Earn Dayton and the Montgomery County Education Service Center) offers an **exclusive program to partnering school districts** to help prepare more high school teachers become qualified as adjunct higher education faculty. To learn more about the *Montgomery County Faculty Fellows Program*: [www.sinclair.edu/college-credit-plus](http://www.sinclair.edu/college-credit-plus).

## ADJUNCT FACULTY HIRING PROCESS

The decision to hire is made by the Sinclair Academic Department, after the applicant completes the following process:

1. To apply, go to <https://jobs.sinclair.edu>
2. Click on "Search Jobs" and search for Job #02604.
3. Click on "Apply to this Job," and then create an application that will contain basic contact information.
4. "Apply for Position." The application process requires the attachment of a cover letter, resume, and a copy of transcripts. If hired, official transcripts will be required.
5. Once the application process is complete, the applicant should notify the high school CCP contact, who will be in communication with Sinclair about the status of the hiring process.
6. The application status will be posted on the jobs website. When the application is complete (cover letter, resume, copy of transcript(s), and application for a specific position) it will be sent to the department for review. Failure to attach all required documents will leave the application incomplete and will not be forwarded to the department for a hiring decision. Note that department chairpersons may request an interview as well as a teaching demonstration.
7. Upon approval, a background check email will be sent to the applicant and all hiring paperwork will be required. It will take 7-10 business days to process.

For additional support or questions regarding the job website, contact:

**Susan Whalen**

[susan.whalen@sinclair.edu](mailto:susan.whalen@sinclair.edu)  
(937) 512-3350

**Jennifer Kostic**

[jennifer.kostic@sinclair.edu](mailto:jennifer.kostic@sinclair.edu)  
(937) 512-2103



# HIGH SCHOOL PROCTORS

A proctor is a high school teacher designated as a facilitator for online courses taught by Sinclair instructors. While a Sinclair instructor will teach the actual course and assign grades, the proctor can access the class content through Sinclair’s online course system and help keep students on track and answer questions.

To become a high school proctor, the school district must provide CCP staff with the contact information (name, telephone number and email address) of the proctor when scheduling courses for the upcoming term.

# COURSE INSTRUCTION STANDARDS

The table below shows the instruction standards criteria established by the BOR for CCP.

COURSE TYPE	CREDENTIAL STANDARD	TRANSITIONING WITH QUALITY
<b>For General Education</b> (includes English, Social Sciences, Math, and Science courses students typically take during their freshman and sophomore years in college)	Master’s degree in the discipline, or minimally a master’s degree and a cohesive set of 18 semester credit hours of discipline relevant graduate coursework.	Chief academic officers can grant exceptions to individuals who are: <ul style="list-style-type: none"> <li>• Enrolled and making progress in educational programs to meet credentialing requirements (must be mentored by individuals who meet the requirements).</li> <li>• Uniquely qualified for the course being taught (validated by means other than a degree in the discipline).</li> </ul> Chief academic officers are ultimately responsible for ensuring that: <ul style="list-style-type: none"> <li>• Faculty credentialing requirements are met.</li> <li>• Instructors who are working toward credentialing requirements are mentored and making progress toward their degrees.</li> <li>• Exceptions are carefully considered and justified.</li> </ul> Exceptions are reserved for a small number of uniquely qualified individuals.
<b>Other than General Education</b>	A bachelor’s degree if teaching in an associate degree program	
<b>Technical- or Practice-oriented</b>	Must have practical experience in the field and hold current licenses and/or certifications  Must meet applicable professional accreditation standards for supervising educational experiences (for courses involving clinical experiences)	



# STUDENT ELIGIBILITY REQUIREMENTS, RIGHTS & RESPONSIBILITIES

## ACADEMIC ELIGIBILITY REQUIREMENTS

To enroll in courses for CCP, students must meet one of the following requirements for each of the subject areas.

### **English & Social Sciences**

- Successful completion of two units of College Prep English/ Language Arts\* with a minimum of a B average and the high school's recommendation, OR
- An ACT sub-score of 18 in English, OR
- Score college ready on ACCUPLACER.

### **Math & Science**

- Successful completion of Algebra II or its equivalent\* with a minimum of a B average and the high school's recommendation, OR
- An ACT sub-score of 22 in Math, OR
- Score college ready on ACCUPLACER.

\*College course placement based on completion of high school curriculum is ENG 1101 and MAT 1470. Students who wish to enroll in higher math may qualify with a higher ACT or Accuplacer test.

\*\*Students may also submit SAT scores or Compass math scores for review.

## SELECTIVE SERVICE REQUIREMENTS

All males who are 18 through 25 years of age must be registered with the Selective Service. Ohio law requires that all applicable males who are not in compliance with the federal Selective Service laws pay out-of-state tuition fees. CCP students who are not in compliance will not have their funding approved. In order to continue to receive CCP funding, applicable students must register for Selective Service:

- At any U.S. Post Office
- Online at [www.sss.gov](http://www.sss.gov)

Submit the completed Selective Service documentation to Sinclair's Registrar's Office, Building 10, Room 10231, or at any Sinclair regional center.

# STUDENT & PARENT/ GUARDIAN RIGHTS & RESPONSIBILITIES

- Under the Family Educational Rights and Privacy Act of 1971 (FERPA):  
*Parents have certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches 18 years or older or when they attend a school beyond the high school level. A student participating in College Credit Plus is considered as any other college student. Access to the student's Sinclair records by parents or guardians is only permitted when a written release of information is signed by the student. By signing the Sinclair College Credit Plus application, the student has given Sinclair Community College permission to release any portion of his/her educational record to the school, guidance counselor, principal or school district personnel, district superintendent and the state superintendent of public instruction.*

Sinclair's Student Records Policy is available for review in the Registration & Student Records office. Problems or questions concerning Sinclair's Student Records Policy may be brought to the FERPA Coordinator, Director of Registration & Student Records. Students also have the right to file complaints with the U.S. Department of Education FERPA office.

- College classes are intended for college students. The course content has been aligned with that of Sinclair's other course sections. The expectations of student work and the course content are geared toward college students. While we believe many high-achieving and emotionally mature high school students are capable of successfully handling the rigors and content of these classes, they are not appropriate for everyone. The CCP course and the

grade earned will become a permanent part of the student's college record.

- All student admitted to Sinclair Community College agree to adhere to the rules, regulations and policies set forth in the Student Code of Conduct. Students are entitled to the same fundamental rights, privileges and immunities that are guaranteed to all citizens of the United States. In addition to their inherent rights and privileges as Sinclair students, students assume the obligation to fulfill the responsibilities and obligations identified in our publications. The college has the right to develop policies, procedures and standards that will ensure protection of the rights of each member of the college community.
- Sinclair Community College is committed to providing an environment conducive to high-quality education and student success. Students are expected to:
  - Read and comply with the college catalog, student handbook, and any other published regulations relating to student responsibilities (available online at [www.sinclair.edu](http://www.sinclair.edu)).
  - Be respectful of the rights of others
  - Comply with the directions of college officials
  - Respect and comply with all laws and rights of good citizenship
  - Respect the freedom to teach and the freedom to learn.

Sinclair maintains a safe educational environment for all students. No additional safety measures are provided for minor age students. CCP students have the same access to campus facilities and equipment as any other student.

# APPLICATION & REGISTRATION PROCESS

1. **Students** will complete the:
  - Sinclair College Credit Plus application online at [apply.sinclair.edu/ccp](http://apply.sinclair.edu/ccp)
  - Parent/Guardian & School Authorization Form
2. The **high school** will:
  - Complete the School Authorization Form
  - Send an unofficial transcript for each student applying
3. **Sinclair** will work with the school and approved students to register students in approved courses.
4. **Online students** must complete the Online Tutorial, "How to Succeed in an Online Course," prior to the first day of class. The tutorial is available at [www.sinclair.edu/online/benefits/success](http://www.sinclair.edu/online/benefits/success). It will take approximately 90 minutes to complete, and the student will be emailed a certificate upon tutorial completion.



On the next page is a sample letter\* Sinclair will send to students which includes important login and course access information:

- Login
- Username
- Initial Password
- Sinclair email address

\*All letters will be customized based on high school and selected courses.

## Welcome to your College Credit Plus Courses

XXXXX, 2015

Dear First Name Last Name:

Congratulations! I am pleased to inform you of your enrollment in College Credit Plus courses through Sinclair Community College and \_\_\_\_\_ High School! Sinclair has been a leader in education for 128 years and it is with great pleasure that we welcome you to join that tradition.

Your enrollment in this program is providing you with the opportunity to earn both high school and college credit simultaneously. You are currently enrolled in the following Sinclair courses for the 2015-2016 school year: ENG 1101 and LIT 2220. Successful completion of these courses will earn you a total of 6 college credit hours. These courses will appear on your Sinclair Community College transcript with the letter grade received, providing you with the opportunity to earn early college credits and prepare you to transition to Sinclair or other regionally accredited colleges and universities after high school graduation.

Now that you've been accepted, you have access to resources and information at Sinclair. You will also have the ability to access your course information and records via the my.sinclair.edu portal. Your my.sinclair username, initial password and e-mail address are:

<b>Login:</b>	my.sinclair.edu
<b>Username:</b>	First Name.Last Name
<b>Initial Password:</b>	PassXXXX (XXXX represents the last four digits of your SSN)
<b>my.sinclair.edu Email:</b>	firstname.lastname@my.sinclair.edu

If you need help logging in, please call Sinclair's Help Desk at (937) 512-4357 (HELP).

Please visit my.sinclair.edu and click on "Instructions & Password Info" for detailed instructions on how to access your student account.

Over this next year, it is important for you to stay in close contact with your high school teacher and guidance counselor regarding your progress. On behalf of the entire Sinclair community, I extend a warm welcome and best wishes for your success. If you have any questions or concerns, please contact the College Credit Plus Director at (937) 512-\_\_\_\_\_.

### Log-in:

- Most students' usernames follow the format firstname.lastname. However some students' usernames are followed by a random 4-digit number if their name already exists in Sinclair's system.
- There is a link to look up your username underneath the login field.
- Your password will be "Pass----", with the dashes representing the last four digits of your Social Security number.
- Once you log in, you will be prompted to change your password.
- If you need help logging in, please call Sinclair's Help Desk at 937-512-4357 (HELP).

**Check your grades:** To access grades and other personal information, visit Web Advisor.

- Click "Go" under the Web Advisor heading
- Click "Students" (blue box). You may need to maximize this window for it to display properly.
- Verify your Name and Address, and then your academic programs, as prompted.
- Scroll down the next screen to see the full list of menu options. Under the "Academic Profile" heading, click on "Unofficial Transcript".
- Click "Submit" on the next page, without making any changes.

**Order transcripts:** Go to my.sinclair.edu and follow the "Transcript Requests" link on the left side of the page.





# CONTACT

**College Credit Plus**

Dayton Campus, Building 12, Room 12331

(937) 512-5188

[ccplus@sinclair.edu](mailto:ccplus@sinclair.edu)



**(937) 512-5188 | [ccplus@sinclair.edu](mailto:ccplus@sinclair.edu) | [www.sinclair.edu/college-credit-plus](http://www.sinclair.edu/college-credit-plus)**

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