



# Bexley City School District

To provide educational experiences that engage, equip and empower each student.

## College Credit Plus Planning Guide

The following information is intended to help students navigate the required steps for applying and participating in a *College Credit Plus* program. Students are required to check and use their Bexley High School student email to send and receive communication from Bexley High School and the IHE where the student is applying and planning to participate.

1. Submit the *Letter of Intent to Participate in College Credit Plus* form online.

<https://bexleyschools.formstack.com/forms/dci02intentcollegecreditplus>

**Note: the letter of intent form MUST be submitted BEFORE applying to any College Credit Plus program.** Students interested in participating in a summer College Credit Plus term may need to submit the letter of intent form and institution of higher education (IHE) application prior to the annual April 1 deadline (example: [Ohio State Academy Program](#) applications for summer term are typically due the first week of February).

2. Attend the *College Credit Plus* Information Session to learn more about the program and opportunities for the upcoming summer and fall terms of 2019, as well as the spring of 2020. Bexley High School will be participating in the following information session hosted by *The Ohio State University, Columbus State Community College* and *Otterbein University*.

### **College Credit Plus Student & Parent Information Night**

Date: January 15, 2019

Time: 6:30 – 8:30pm

Location: Fawcett Center Auditorium

The Ohio State University  
2400 Olentangy River Road

3. Apply to the IHE *College Credit Plus* program at the IHE where you are interested in participating and provide all necessary documentation to complete the application. This will likely include (but is not limited to) the application, academic history (transcript), high school information form, registration consent form, and proof of college readiness (likely the students qualifying [ACT](#), [SAI](#) or the IHEs' required placement test (for example, *Columbus State* applicants may complete the [Accuplacer](#) assessment if they have not taken an ACT or SAT test).

**NOTE: APPLICATION DEADLINES VARY BY PARTICIPATING IHE AND STUDENTS ARE RESPONSIBLE FOR COMPLETING ALL APPLICATION REQUIREMENTS PRIOR TO ALL IHE DEADLINES.**



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As an example, we have provided the **current or anticipated deadlines** for two IHE's where Bexley High School students often enroll in a *College Credit Plus* program:

## [Columbus State Community College Application Dates](#)

Summer 2019: May 20, 2019

Autumn 2019: August 19, 2019

Spring 2020: January 6, 2020

Application Link: <https://www.csc.edu/academics/college-credit-plus/>

## [The Ohio State University Academy Program Application Dates](#)

Summer 2019: February 15, 2019

Autumn 2019: May 1, 2019

Spring 2020: October 15, 2019

Application Link: <https://academy-ccp.osu.edu/apply>

4. Upon acceptance into a *College Credit Plus* program (which is not guaranteed), students should schedule a time to meet with an academic advisor at the IHE to evaluate course options based on previous course work, prerequisites, college readiness scores, and any other variables.
5. After meeting with the IHE academic advisor, students should schedule a time to meet with their assigned high school counselor to evaluate scheduling options and prioritize course options at both the high school and IHE locations.

*Note: While every effort will be made to coordinate and schedule all student course requests for both Bexley High School and the IHE, students may at times need to prioritize the courses available as well as remain flexible in terms of how to accomplish all of their course interests.*

6. Within one week after the end of each academic quarter and semester of the Bexley High School academic calendar, students are required to submit a current grade report to their assigned Bexley High School counselor that documents the academic status for all classes being taken at the IHE. Such information is required to verify academic progress and monitor athletic and co-curricular eligibility. **Students who do not submit the information are considered ineligible until such information is provided.**
7. At the conclusion of each semester / term (including summer), students are required to return all course materials (books, lab equipment, etc.) to his/her assigned School Counselor at Bexley High School. Materials are required to be returned within one-week of the course completion or students may be charged for the replacement cost or cost incurred by Bexley High School for the course materials.