

College Credit Plus
MEMORANDUM OF UNDERSTANDING
School Year 2016 - 2017



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, Room 158 College Hall, or call 740-454-2501.

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SECTION I: INTRODUCTION

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

Zane State College allows eligible high school students to enroll in college courses while attending high school and permits the students to take courses in place of, or in addition to, the normal course load at their high school in its 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 of 2016-2017 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.

Credentialing of CCP Teachers

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

Faculty members teaching general education courses must hold a master's degree in the discipline or a master's degree and a cohesive set¹ of at least 18 semester credit hours of graduate coursework relevant to the discipline.

Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet

¹ A "cohesive set" of courses is a program of study that includes disciplinary content comparable to that which would be obtained in a master's degree in the discipline. The program of study should be planned in collaboration with experts in the discipline and preferably completed at a single institution.

the minimum credentialing requirements may serve as instructors while enrolled in a program to meet credentialing requirements. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty member.

For courses other than general education courses, faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching:

- *At least a bachelor's degree if teaching in an associate degree program*
- *At least a master's degree if teaching in a bachelor's degree programs*
- *A terminal degree if teaching in a graduate program.*

Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs) or adjunct faculty members who are working toward meeting the faculty credentialing requirements.

(Source: Ohio Department of Higher Education, 2014)

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 site).

CCP Teachers' Teaching Load

CCP Teachers are full-time employees of their School Districts and are contractually obligated to teach an assigned number of classes during the day by their School District. Therefore, the number of classes that are offered for CCP is determined by the number of qualifying students and may vary from high school to high school.

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

The responsibilities of the School Districts and of Zane State College as well as the process for identification, application, and approval for CCP Teachers are outlined as followed:

The High School Principal or designee will:

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

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 (<http://agency.governmentjobs.com/zanestate/default.cfm>)
- 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 member who will teach a College course will be consistent with the standards used to hire a faculty member for the course taught on the Zane State College campuses. 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 to 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 Provost and meet the same qualifications as Zane State College faculty. **Zane State College's Provost (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/files/assets/employee_anti_harrassment.pdf.

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

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

- Chair or Division Dean examines candidate's application packet
- Chair or Dean reviews and confirms that the candidate's academic credentials meet minimum requirements.
- The Dean or Department Chair completes a "Faculty Credential Approval Form" for each teacher. The form is signed by the Chair or Dean and the Provost.

Conditional Approval of High School Instructor

If a High School Teacher does not meet the minimum credential requirements but is conditionally approved to teach a CCP course, the “Credentialing of CCP Faculty” form must be completed by the high school teacher, high school principal, and signed by the Provost of Zane State College. The form identifies the plan for teachers to obtain the necessary requirements within a specific timeframe.

Per the new requirements of the Higher Learning Commission, all required coursework leading to fully credentialed status of a teacher must be completed by September 1, 2017. Teachers will not be permitted to teach Zane State College courses if they have not completed all required coursework by the deadline.

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 as requested by Zane State College on an annual basis; and
- 3) CCP Teacher teaching the course adequately meets all evaluation requirements, departmental requirements, responsibilities, and procedures.

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

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

Zane State College will monitor the CCP course offerings. This monitoring will include the following:

- Establish opportunities for CCP Teachers to meet with appropriate College faculty to discuss the particular requirements for the department as needed;
- Provide CCP Teachers with information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, and other pertinent information;
- Coordinate Professional Development activities for the CCP Teachers; and
- Conduct at least one observation for each teacher during the first year of review that the CCP Teacher is teaching the college-level course at the high school. The time for observations should be coordinated with the CCP Teacher prior to the observation. The observation process will use the same criteria as for full-time and/or adjunct faculty.

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.
- 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 post 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 Z-Online.
- 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.

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.
- The textbooks have to be available to the students on the first day of class.
- Textbooks may be obtained by contacting the Zane State College Bookstore (740-588-1388).
- 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 (available on the www.zanestate.edu/collegecreditplus webpage).

Contact Hours Pertaining to CCP Teachers

- CCP Teachers are obligated to meet the required number of contact hours for the courses per semester or academic year (depending on course start and end dates).
- In 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 campuses. 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 and, should either party fail to adhere to its responsibilities therein, the removal of CCP courses will be considered if the infraction is not corrected after documentation.

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

- Adhere to all MOU requirements as noted within this document.
 - Submit names of all CCP Teacher candidates by June 1.
 - Support the CCP Teacher's attendance to Zane State College's professional development required meetings.
 - Course addenda must be reviewed, signed, and followed for each course offered at the high school locations. These addenda are available on Zane State College's CCP webpage.
 - 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 Department of Education, and the Ohio Department of Higher Education.
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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 teachers present in both locations during class meeting times. The course addenda are available on Zane State College's CCP webpage.
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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.
- All students must demonstrate they are “college-ready” in order to enroll in CCP. Zane State uses a holistic advising method to determine a student’s college-readiness. All students must complete the Accuplacer placement exam and score at a college-ready level to ensure appropriate placement into general education and technology courses. The raw exam score may be supplemented by other factors such as, but not limited to, the Student’s SAT or ACT results and transcripts in order to demonstrate the student is college-ready.

Registration

- The School District will provide a completed “Class Registration Form” for each CCP course. The information on the form will include the course name, instructor name, class start and end dates, student name, Zane State College identification number, and SSID number. The “Class Registration Form” must be provided to Zane State College according to the timeline included within this MOU document.

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. 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. Students can access and print unofficial copies of their transcripts from the My Z-Online student intranet portal.

SECTION XI: CCP DUE DATES

These dates were developed using CCP Rules in the Ohio Revised Code, Ohio Department of Education, and Ohio Department of Higher Education. Note that some changes will be made to these due dates pending updated rules for summer CCP enrollment. As of January 4, 2016, the dates have not been finalized.

DUE DATE	ACTION/RESPONSIBILITY
Prior March 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.
14 days prior to the 1st day of the term	Zane State College must send a “Pre-term Notice of Admission” to the student, parent, school district, and the Ohio Department of Education (ODE). (The successful completion of this item is dependent on Zane State College’s receipt of information for student registration from the School District.)

DUE DATE	ACTION/RESPONSIBILITY
Within 21 days after the first day of the term	Zane State College must present to the student, the secondary school, and ODE a "Confirmation of Enrollment Notice" which will list courses for each student, hours of enrollment for each student, and the CCP option chosen by each student. (The successful completion of this item is dependent on Zane State College's receipt of information for student registration from the School District.)
Prior to the 1st day of the term	Zane State College must provide an academic adviser'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	The College's academic adviser 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.
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, 2016	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.
February 1	If the secondary school and Zane State College enter into an agreement for an alternative (to the default) funding plan, this must be submitted by this date. All the particulars must be agreed upon and duly noted to the Department of Higher Education. No funding changes can occur after July 1.
February 1	The College can choose to seek approval from the chancellor to waive fees below the floor.
Not later than 2 weeks after 15 calendar days of the term	The College must provide notice to 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 th day of enrollment term, CCP course number as it appears in the catalog, number of credit hours (semester or quarter), and cost per credit hour. ODE will "promptly provide the college submission to the secondary school."
Not 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."
Not later than 30 days after the end of the course	The College may request payment with the following information 1) name of district, 2) name of CCP course as it is in the catalog, and 3) SSID number for each student.

SECTION XII: TUITION & STUDENT FEES

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. The College has developed five funding models for academic year 2016-2017:

1) High School Delivery – Option A:

For courses at the high school, taught by credentialed high school teachers, the cost will be \$0.00 per credit hour for academic year 2016-2017. The Alternative Funding form and this MOU must be signed and returned to Zane State College by January 15, 2016 in order to receive the reduced rate, so that the form can be submitted by deadline of February 1, 2016 to the Ohio Department of Higher Education (ODHE). Any MOU documents signed after the deadline will follow the floor tuition amount of \$41.50 per credit hour. All required textbooks and materials for courses must be provided by the school district to the students.

2) High School Delivery – Option B:

For courses at the high school, taught by a Zane State College instructor, the cost will be \$83.00 per credit hour for academic year 2016-2017. All required textbooks and materials for courses must be provided by the school district to the students.

3) On Campus Delivery:

For courses that meet on the College campus, the cost will be \$166.00 per credit hour for academic year 2016-2017. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

4) On-Line Delivery (Single Student Registration):

For courses in which a student enrolls in online courses, the cost will be \$166.00 per credit hour for academic year 2016-2017. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

5) On-Line Delivery (Cohort of Students at High School Location):

For courses in which a cohort or group of students enroll in online courses at the high school location, the cost will be \$83.00 per credit hour for academic year 2016-2017. A specific class period during the school day must be set aside for the on-line class during which students will meet and work on course objectives. School districts must provide a teacher or tutor who will serve as a facilitator for the course during the class period the students will meet as a cohort at their high schools. All required textbooks and materials for courses will be provided by the school district to the students.

The tuition amounts described in this section are included in the Alternative Funding Structure Agreement form to be signed and submitted to Zane State College along with this MOU and the Data Sharing documents prior to the deadline. The Agreement forms must be submitted approved by the Chancellor of ODHE.

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 document.
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 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 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
- Department of Education, or state/local education authorities
- Connection in the receipt of student financial aid
- State/local officials in conjunction with legislative requirements
- Accrediting organizations, or those conducting studies
- To comply with a judicial order or lawfully issued subpoena
- Health or safety emergency
- Parents of dependent students (IRS definition)

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.

More information about FERPA can be found on the College's My Z-Online intranet:

[https://my.zanestate.edu/ICS/Student_Resources/Registrar/FERPA -
_Privacy_of_Student_Records.jnz](https://my.zanestate.edu/ICS/Student_Resources/Registrar/FERPA_-_Privacy_of_Student_Records.jnz)

SECTION XIV: CONTACT INFORMATION

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SECTION XV: MOU SIGNATURE PAGE

This Memorandum of Understanding is entered into by and between _____ (School) with a business address of _____, 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 2016-2016 document.

- A. The School will pay the College a specific amount of tuition per credit hour per term per student enrolled in the College courses. Depending on the delivery mode of the course, the amount varies as described below:

1) High School Delivery – Option A:

For courses at the high school, taught by credentialed high school teachers, the cost will be \$0.00 per credit hour. The Alternative Funding form and this MOU must be signed and returned to Zane State College by January 15, 2016 in order to receive the reduced rate, so that the form can be submitted by deadline of February 1, 2016 to the Ohio Department of Higher Education (ODHE). Any MOU documents signed after the deadline will follow the floor tuition amount of \$41.50 per credit hour. All required textbooks and materials for courses must be provided by the school district to the students.

2) High School Delivery – Option B:

For courses at the high school, taught by a Zane State College instructor, the cost will be \$83.00 per credit hour. All required textbooks and materials for courses must be provided by the school district to the students.

3) On Campus Delivery:

For courses that meet on the College campus, the cost will be \$166.00 per credit hour. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

4) On-Line Delivery (Single Student Registration):

For courses in which a student enrolls in online courses, the cost will be \$166.00 per credit hour. All required textbooks and materials for courses will be provided by Zane State College to the registered students.

5) On-Line Delivery (Cohort of Students at High School Location):

For courses in which a cohort or group of students enroll in online courses at the high school location, the cost will be \$83.00 per credit hour. A specific class period during the school day must be set aside for the on-line class during which students will meet and work on course objectives. School districts must provide a teacher or tutor who will serve as a facilitator for the course during the class period the students will meet as a cohort at their high schools. All required textbooks and materials for courses will be provided by the school district to the students.

- B. 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.
- C. 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.
- D. 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.

** Please sign on the next page **

E. Signatures:

SCHOOL

COLLEGE

Printed name and title

Printed name and title

Signature

Signature

Date

Date