University of Cincinnati Uptown Campus
College Credit Plus Partnership Process

Plan
- HS admins schedule preliminary discussion with UC Uptown CCP Director to explore course delivery options at high school through UC.
- HS admins choose high school courses of interest for CCP implementation.
- HS admins submit syllabi and credentialing materials for faculty review as soon as possible (April 1st is the deadline for following academic year).

Verify
- HS teachers modify high school syllabi to correspond with matching University course.
- University faculty and departments verify high school instructor’s eligibility to teach CCP courses.
- University verifies mentor faculty availability for the term.
- HS admins request and sign an MOU including information about course, # of sections, semester offered, etc.
- High schools hold mandatory information session (January-March), and invite UC Uptown Campus staff, to provide students and families information about CCP.
- Students apply for admission into CCP by appropriate deadlines. Fall: May 1st Spring: November 1st Summer: March 1st
- University provides accepted students with CCP offer letter and next steps information prior to registration (e.g. advisement/orientation).
- HS admins send class rosters to CCP staff to register students into courses by University add/drop deadlines.

Implement
- HS admins and counselors verifies course enrollment prior to the start of term.
- University confirms that faculty mentor observation has taken place and will receive feedback from faculty mentors.
- HS admins and University will complete state reporting procedures and verify final enrollment data.
- University will collect teacher evaluations, student and administrative feedback on courses and CCP process for future terms.

Feedback

UNIVERSITY OF Cincinnati