



Dear College Faculty member:

Attached to this letter is a formal request for academic progress information regarding a middle school or high school student who is enrolled in your college class as a Dual Credit (College Credit Plus) student. As of 2015-2016, if a student is participating in the College Credit Plus program, regardless of where or how the post-secondary course is delivered, the faculty members at the post-secondary institution are required to provide grades or progress reporting at the time when the high school's grading period is over. This is necessary to determine Athletic Eligibility per The Ohio High School Athletic Association (OHSAA). (Reference document: attached--pages 3-4)

Please complete the following and return to the school contact by the date indicated on the form. To ensure confidentiality of the email, documents sent electronically as attachments must be sent using institutional email addresses and include the typed word "encrypt" at the end of the subject line. Directions are included in the form.

Thank you for your timely response.

Lauren Jones, Director of College Credit Plus Curriculum
Columbus State Community College

ATHLETIC ELIGIBILITY REPORT FORM FOR DUAL CREDIT (CC+) STUDENTS

Directions: District or Middle/High School contacts complete PART A and forward to the College Faculty via email. Faculty complete PART B and return completed document to the Middle/High School contact and copy the Office of Dual Credit at collegecreditplus@csc.edu.

PART A (to be completed by District/Middle/High School contact and emailed to faculty)

Student Name: _____

School District: _____

Middle or High School: _____

Middle or High School Contact Name: _____

Middle or High School Email: _____

Course Name: _____

Course meeting days/times: _____

Date by which grade reporting is required: _____

NOTE: Contacts are required to request this information electronically using their district email address to ensure authenticity of the request. Type "encrypt" at the end of the subject line.

PART B (to be completed by College Faculty and emailed to contact above and collegecreditplus@csc.edu)

Faculty Name: _____

College Name: Columbus State Community College

Course Name: _____

Course Number (ex. ENGL 1100 8090 54321): _____

Letter grade earned at grade reporting date: _____

NOTE: Faculty are required to report this information electronically using their Columbus State email address to ensure authenticity of reporting. Type "encrypt" at the end of the subject line.

Guidelines for Student Athletic Eligibility

Produced by The Ohio High School Athletic Association

For School Counselors – 2019-20

Revised 4/1/2019



Virtually every scholarship appeal that comes to the OHSAA office places **sole responsibility on you**, the school counselor, **for a student's failure to meet the requirements of the applicable scholarship bylaws** found in 4-4. Even though that notion is fundamentally incorrect and OHSAA rules make reference to the fact that scholastic success is a shared responsibility with parents and students expected to shoulder most of the load, the Executive Director's Office has prepared this document to inform you of the crucial information that you need to know in order to advise students appropriately.

IMPORTANT ITEMS TO KNOW

HIGH SCHOOL

1. All high school students **MUST** be enrolled in and earn passing grades in a minimum of **five one-credit courses** (or the equivalent) each and every grading period to have continuing eligibility.
2. Participate in every effort to ensure that all students are fully scheduled in a minimum of five one-credit courses each grading period.
3. If a student comes to you and asks to drop a course, ask the following questions:
 - a. Are you a student athlete?
 - b. What sports do you play?
 - c. Have you visited with your athletic administrator or principal to determine if dropping this course will affect your eligibility to play a sport?
4. Do not allow the student to drop a course which reduces his/her course load below five one credit courses unless you receive a form from a senior administrator a template of which can be accessed here. (<http://www.ohsaa.org/Portals/0/Eligibility/forms/SuggestedScheduleChangeForm.pdf>)
5. The required Physical Education Course is not a full credit course. Do not count this course as one of the five full credit courses.
6. Always contact your principal or athletic administrator if you have any questions.
7. The OHSAA has **no** minimum grade point (GPA) requirement, thus issues regarding eligibility when only the GPA is of concern are strictly a local school district matter and **not** an OHSAA matter

Grades 7-8

1. All 7-8th grade students **MUST** be enrolled in and earn passing grades in a minimum of five courses each and every grading period to have continuing eligibility.
2. Participate in every effort to ensure that all students are fully scheduled in a minimum of five courses each grading period.
3. If a student comes to you and asks to drop a course, ask the following questions:
 - a. Are you a student athlete?
 - b. What sports do you play?
 - c. Have you visited with your athletic administrator or principal to determine if dropping this course will affect your eligibility to play a sport?
4. Do not allow the student to drop a course which reduces his/her course load below five courses unless you receive a form from a senior administrator a template of which can be accessed here. (<http://www.ohsaa.org/Portals/0/Eligibility/forms/SuggestedScheduleChangeForm.pdf>)
5. Always contact your principal or athletic administrator if you have any questions.

NOTE: "Grading period" is defined as your school's board-adopted calendar. In most school districts, this is a nine-week period, while some districts use six- or 12-week periods or semesters. It should also be noted, however, that interim, biweekly or weekly evaluations are not considered "grading periods," and restoration of eligibility is **NOT** permitted after such evaluations.

In addition, **students who have not met the high school or 7-8th scholarship requirement are not "substantively eligible;" and a student who fails to register for enough credit hours, fails a class(es) or drops a class that lowers the student below the requisite number of credits, always has a shared responsibility for this shortcoming thus disqualifying such shortcoming from the "due solely to an administrative error" category. Therefore; the administrative error bylaw shall never be used in conjunction with Bylaws 4-4-1 or 4-4-5.**

Examples of Determining Student Eligibility – Grades 9-12

Passing grades must be received in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4.

Example 1: 1st Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English 10	C	1 - all year	1	$1 \times 1 = 1$
Spanish I	D	1 - all year	1	$1 \times 1 = 1$
Health	B	1/2 - semester	2	$1/2 \times 2 = 1$
Algebra	F	1 - all year	1	0
Computers	C	1/2 - semester	2	$1/2 \times 2 = 1$
Social Studies	C	1/2 - semester	2	$1/2 \times 2 = 1$
Total Credits				5 = eligible for 2nd grading period

Example 2: 4th Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English	C	1 - all year	1	$1 \times 1 = 1$
O.W.E.	F	2 - all year	1	0
O.W.E.	D	1 - all year	1	$1 \times 1 = 1$
History	B	1 - all year	1	$1 \times 1 = 1$
Health	B	1/4 - semester	2	$1/4 \times 2 = 1/2$
Typing	C	1/4 - 4th 9 weeks	4	$1/4 \times 4 = 1$
Total Credits				4 1/2 = ineligible for 1st grading period of next school year

Post-Secondary Option – College Credit Plus

Note: If a student is taking all course work at the post-secondary institution under the College Credit Plus program, the calculation of equivalency has changed. Please note that in order for a CCP class to be used for determining eligibility for Bylaw 4-4-1, the class must count toward HS graduation.

In addition, students electing to enroll in CCP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over, and 2.) The student-athlete is taking enough course work at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. **College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately. This means that courses which are four, five, six or even seven hours of credit receive just one Carnegie unit.** Examples of CCP options:

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Example 1: 1st Nine-Week Grading Period

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
History	High	1 (year course)	$1 \times 1 = 1$
Literature	CCP	3 semester hours	$1 \times 2 = 2$
Calculus	CCP	5 semester hours	$1 \times 2 = 2$
Biology	CCP	3 semester hours	$1 \times 2 = 2$
Total Credits			7 = eligible for 2nd grading period provided all courses passed

The factor of 2 is used for post-secondary institutions that are on the semester system.

Example 2: 4th Nine-Week Grading Period

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
French	CCP	5 semester hours	$1 \times 2 = 2$
Sociology	CCP	3 semester hours	$1 \times 2 = 2$
Computers	CCP	2 semester hours	$.67 \times 2 =$
Geology	CCP	3 semester hours	$1 \times 2 = 2$
Total Credits			7.34 = eligible for 1st grading period of next school year provided all courses passed

The factor of 2 is used for post-secondary institutions that are on the semester system. Note that this student is taking all courses at the post-secondary institution, which is acceptable.

Block Scheduling

Block scheduling or double blocking of courses does not change the calculation of credit equivalencies as required in OHSAA bylaws. Courses taken over one semester or one quarter (9-week period) carry a factor of 2 and 4, respectively. Therefore, if a student takes an English course during the first semester only and receives one credit for passing that course, that class carries an equivalency of 2 (1 credit x the factor for a semester course (2) = 2). Examples of block scheduling:

Example 1: 1st Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English 10	C	1 - semester	2	$1 \times 2 = 2$
Spanish 2	C	1 - semester	2	$1 \times 2 = 2$
Health	B	1/4 - 1st 9 weeks	4	$1/4 \times 4 = 1$
Total Credits				5 = eligible for 2nd grading period

Example 2: 3rd Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
Calculus	B	1 - semester	2	$1 \times 2 = 2$
French	C	1 - semester	2	$1 \times 2 = 2$
Phys. Ed	A	1/4 - semester	2	$1/4 \times 2 = 1/2$
Total Credits				4 1/2 = ineligible for 4th grading period

Examples of Determining Student Eligibility – Grades 7-8

Passing grades are required in a minimum of five subjects in which enrolled in the immediately preceding grading period. All courses, regardless of how many times per week the course meets, in which a student receives a grade count toward this eligibility requirement.

Example 1: 1st Nine-Week Grading Period

Subject	Grade
English	F
Math	B
Home Economics	B
Computers	C
Music	C
Health	F
Credits Passed	4 of 6 classes = NOT eligible for 2nd grading period

Example 2: 3rd Nine-Week Grading Period

Subject	Grade
English	F
Math	D
Industrial Arts	C
Music	B
Computers	B
Physical Education	B
Credits Passed	5 of 6 classes = eligible for 4th grading period

NOTE:

For additional information, contact:

Ohio High School Athletic Association

4080 Roselea Place, Columbus, Ohio 43214

Office Hours: Monday - Friday 7:30 a.m. - 4:30 p.m.

Telephone: (614) 267-2502 • Fax: (614) 267-1677 • Website: ohsaa.org

The complete text of the Bylaws and Regulations is published in the OHSAA Handbook, which is mailed to your school each summer and is posted on the OHSAA website.