



University of Findlay

Student Handbook

2021

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OFFICE OF THE PRESIDENT

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Dear CCP Partners:

The University of Findlay is pleased to collaborate with you in providing high quality educational opportunities to high school students via the College Credit Plus (CCP) program.

UF has served high school students throughout the state of Ohio using the concurrent enrollment model of instruction since 2001 when our first college-in-the-high-school program began. The original program (University of Findlay-University School Articulation/UF-USA) helped set the standard for the best practices in concurrent enrollment instruction that UF is proud to continue to provide.

Thank you for choosing UF as your CCP partner, and I welcome you to Oiler Nation!

A handwritten signature in blue ink that reads "Katherine Fell".

Katherine Fell
President, University of Findlay

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Overview/Introduction

About University of Findlay

Founded jointly by the City of Findlay and the Churches of God, General Conference in 1882, the University of Findlay's mission is to equip our students for meaningful lives and productive careers. UF offers over eighty-five bachelor's degrees and blends an education in the liberal arts with professional programs. (Learn more at https://www.findlay.edu/academics/academic_programs).

The University is dedicated to offering experiential learning in all of its programs as it "cultivates the potential within each student through academic excellence, transformative experiences, and a supportive community grounded in faith." (Learn more about UF at <https://www.findlay.edu/about-uf/uf-mission-vision>).

About UF's College Credit Plus Program

As described on the Ohio Department of Higher Education (ODHE) website, "College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families" (from <https://www.ohiohighered.org/collegecreditplus>, par. 1).

The University of Findlay's College Credit Plus Program (CCP) provides high school students with the opportunity to get a "jump start" on their college careers. Students can complete a maximum of 120 hours in the program and obtain college credit while they are attending classes in their own high schools with their classmates. Upon successful completion of each course, students are awarded college credit through The University of Findlay and will receive a UF transcript. (For more information, go to <https://www.findlay.edu/admissions/college-credit-plus/>)

UF CCP Options

The University of Findlay provides three different options for participating in College Credit Plus coursework. Students can

- take college courses on Findlay's campus and experience the academics and atmosphere of college. High school students who choose this option will attend college courses at the University of Findlay in our classrooms alongside traditional students.
- take college courses taught online courses by a UF professor. By taking online courses, students are able to utilize scheduling flexibility.
- take college courses at their high school (if the high school is a UF-CCP partner). This option gives students the opportunity to get a jump-start on their college careers without leaving high school.

Upon successful completion of the course, students are awarded college credit through the university and receive a Findlay transcript.

General Information about CCP Participation

Mature Content

Please be aware that college courses are designed for college students and are more demanding than high school classes in terms of pace and content. It is also important to know that the courses are geared towards traditional college students and some content may not be appropriate for younger students. It is best for you and your family to determine if you are at the right maturity level to participate in the program.

Future Financial Aid

Please be aware that the grades earned in College Credit Plus classes, whether on UF's campus or the high school, are recorded on each student's permanent college transcripts. Poor performance in College Credit Plus courses may result in a negative impact on future college admissions and financial aid.

Satisfactory Academic Progress (SAP) is a federal regulation requiring institutions of higher education to monitor a student's progress towards completing a degree. In order to receive financial aid, students must meet SAP requirements. Students taking CCP classes are beginning their college coursework and therefore, are considered starting their progress towards completion. Students should be aware that if they fail courses and thus do not fulfill the SAP standards, the results could negatively impact their prospects for future financial aid.

Attendance

Attendance is required for all courses. If you take classes on the UF campus, if the University of Findlay is in session, you are expected to report to class. This includes when your high school has a snow day or holiday break. It is important to note that typically, the University's spring break does not correlate with the high school's spring break. It is your responsibility to notify the professor of planned absences. A grade deduction may occur as a result of missed class sessions.

The table below outlines the differences to expect between the high school educational experience and the experience of taking college courses.

Family Educational Rights and Privacy Act of 1974 (FERPA)

College Credit Plus students are college students. They have ownership and control of their educational records. These records are now only accessible by the student. According to FERPA, college students, regardless of their age, are considered responsible adults who are allowed to determine who will receive personal information about them. While parents understandably have an interest in a student's academic progress, they are not automatically granted access to a student's records without written consent of that student. Parents are encouraged to consult with their student, if academic information is needed.

The Americans with Disabilities Act of 1990 (ADA)

The Americans with Disabilities Act of 1990 protects qualified students from discrimination in postsecondary education. Reasonable accommodations must be made to allow students the equal opportunity to engage in courses and activities. Determination of proper accommodations is regulated by the University of Findlay's Office of Accommodation and Inclusion. For more information, see <https://www.findlay.edu/offices/student-affairs/accommodation-and-inclusion/>.

Academic Integrity

University of Findlay CCP students follow the same Academic Integrity guidance regardless of whether they take courses on campus or in their high school. Below is the University of Findlay Honor Code:

"I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during any academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, at my discretion, report it to the appropriate personnel."

Violations of an academic nature may include, but are not limited to, cheating, fabrication, facilitating academic dishonesty, plagiarism, and/or sabotage.

For more information regarding Academic Integrity and the process that is followed in the instance of an academic integrity violation, please see the Student Rights and Responsibilities Statement, Article VIII-Academic Integrity: <http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Student-Rights-and-Responsibilities-Statement/VIII-Academic-Integrity>

Differences between High School and College

	High School	College
Class Time	Typically, classes tend to meet for the full year.	Most courses are taught for 16 weeks.
Knowledge Acquisition	Information is provided mostly in-class through classroom discussion and activities. Out-of-class research is minimal.	Coursework will generally require more independent thinking, longer writing assignments, and out-of-class research.
Study Time	Required time for homework ranges between 1 to 3 hours per day.	A suggested rule of study is to expect 2-3 hours of homework for every hour spent in class. This often means 3-5 hours of homework per day.
Tests	Tests are sometimes given weekly or at the end of the chapter.	Tests are generally fewer in number and cover more material.
Grades	Numerous quizzes, tests, and homework assignments contribute to a student's final grade.	Fewer tests and fewer, if any, homework assignments will be used to determine final grades. Extra credit is often not offered.
Teachers/Professors	Teachers may check on student work regularly and provide frequent feedback. They will often monitor student progress and offer re-direction or assistance when needed.	Courses may be lecture-based and not follow the textbook in lock-step. Students are expected to complete course readings and research outside of class time and to monitor their own progress. Students are also expected to ask for assistance when needed.
Parent Role	Parents are strong advocates working closely with teachers and counselors.	The college views the student as the independent decision-maker. Under the Family Education Rights and Privacy Act (FERPA), parents do not have access to student records unless granted by the student. Parents serve as mentors and support the student.

Admissions Requirements

Students wishing to gain admission into the College Credit Program must demonstrate college readiness by meeting the University of Findlay's admission standards:

GPA-2.5

ACT-20 Composite score OR Accuplacer-250 Reading Comprehension

Students interested in taking CCP courses need to complete the online application (<https://www.findlay.edu/admissions/apply>) annually. High school transcripts must be sent each year as part of the application process.

Application Deadlines

Application deadlines for each semester are as follows:

Summer-April 1st

Fall-June 1st

Spring-December 1st

Registration and Advising

On Campus/Online-Students are notified of appropriate orientation dates (via email or text) for enrolling in coursework. During this orientation, students meet one on one with an advisor to schedule coursework. Students who have already completed a semester of on-campus or online courses will only need to schedule an appointment with their advisor to enroll in courses and do not need to attend an orientation each semester.

High School-Students work with their high school counselor to ensure that they are registered for CCP courses at the high school. The high school counselor serves as the main academic advisor for students in collaboration with the Assistant Director of Admissions for CCP. The high school counselor provides class roster information to UF in order to register students for courses in August (fall and yearlong courses) or January (spring courses). For fall or year-long courses, students must be enrolled by September 15th. For spring courses, students must be enrolled by January 31st. No CCP enrollment is permitted after these dates. The Assistant Director of Admissions for CCP visits each partner school at the beginning of each semester to provide informational materials and answer student advising questions.

The university's academic calendar, including add, drop, and final withdrawal dates, can be found here: <http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Academic-Calendar>.

Prerequisites

Some courses may require a prerequisite or a placement test for registration. Information about prerequisites is included in course descriptions: <http://catalog.findlay.edu/current/Undergraduate-Catalog/Courses>. Most CCP courses do not require prerequisites; however, please note that the following courses have prerequisites that must be fulfilled before the course can be taken: *College Writing II*, *Intermediate Spanish*, *General Chemistry II*, and *Calculus Based Physics*.

Placement Tests

Some courses (CHEM130, PHYS250, and most Math courses) may require a placement test. These include the following:

CHEM130-General Chemistry I

- Successful completion of CHEM111
- A combined score of 52 or higher on the ACT Math and ACT Science subsections
- 13 or higher on the Chemistry placement test (Mobius)

PHYS250-General Physics I

- 23 or higher on the ACT Math subsection
- 18 or higher on the Math placement test, Test A (Mobius)

MATH123-Elementary Statistics

- 23 or higher on the ACT Math subsection
- 18 or higher on the Math placement test, Test A (Mobius)

MATH138-College Algebra

- 23 or higher on the ACT Math subsection
- 18 or higher on the Math placement test

General Course Information

Course Load

CCP students may take as many classes through UF as they would like, as long as they do not exceed 30 college credits in one academic year. Courses taken during the summer will be subtracted from the 30 credit hour total for the academic year immediately following the summer term. Students should work with their high school counselor to determine an appropriate course load.

High school courses being taken will need to be considered when determining the total number of credits the student can take. A high school course that is one high school credit is counted as three college credit hours.

UF's course catalog can be found here: <http://catalog.findlay.edu/en/current/Undergraduate-Catalog>

Level 1 Courses

According to Ohio law, CCP students must complete 15 credit hours of Level I courses before moving onto additional coursework. Level 1 courses include the following:

- Transferable courses (Approved CTAG, OTM, TAG, or equivalent at private college or university)
- Courses in computer science, information technology, anatomy, physiology, or foreign language, including Sign Language
- Courses in a designated technical certificate program
- Courses in 15-credit hour or 30-credit hour model pathways
- Courses in study skills, academic or career success skills
- Internship courses

To view a list of Level I courses available at UF, visit: <https://www.findlay.edu/admissions/college-credit-plus/Documents/CCP-Level%20I%20Courses.pdf>

Courses Available at Participating High Schools

To view a list of current course offerings at participating high schools, see Appendix A at the end of this handbook or visit: <https://www.findlay.edu/admissions/college-credit-plus/ccp-partner-schools>

For course descriptions, visit <http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Courses>.

Books

On campus/online-Students may pick up textbooks for on-campus or online courses starting the week before the beginning of the semester. The bookstore is located in the College of Business/Center for Student Life (<https://campusmap.findlay.edu/?id=635#!m/277745?ce/6855>). Students must bring their completed book voucher, class schedule, and student ID. Students may write in lab manuals and tear out pages of workbooks needed for class. Textbooks are to be returned by the Friday of finals week to the Assistant Director of Admissions for CCP, whose office is located in the Admissions building (<https://campusmap.findlay.edu/?id=635#!m/73654?ce/7328>). Students who fail to return textbooks will be billed for the cost of the book.

High School-Textbooks are provided by the high school. You should contact their instructor about textbooks.

Pathways

Pathways groupings of courses that lead to a particular degree. UF's CCP program has 15 and 30 credit hour pathways. The General Education pathway provides students with a means for completing coursework required of most majors. Specialized pathways (such as business and education) help students get a jump-start on courses in their major. Students are not required to choose a pathway; however, pathways provide an intentional means for completing coursework and can lessen time to degree completion.

Sample 15 Credit Hour General Education Pathway (*Math courses may require placement test)

Course Number	Course Name	Credits
ENGL104	College Writing I	3
COMM110	Principles of Speech	3
PSYC100	General Psychology	3
CSCI150	Digital Literacy for the Liberal Arts	3
MATH123*	Elementary Statistics	3

Sample 30 Credit Hour General Education Pathway (*Math courses may require placement test)

Course Number	Course Name	Credits
ENGL104	College Writing I	3
COMM110	Principles of Speech	3
PSYC100	General Psychology	3
CSCI150	Digital Literacy for the Liberal Arts	3
MATH123*	Elementary Statistics	3
ENGL106	College Writing II	3
BIOL102	Intro to the Biological Sciences	3
MUSC234	Music Appreciation	3
HPE 100	Wellness: Strategies for Life	2
MATH138*	College Algebra	4

Specialized pathways in business and education can be accessed at the UF CCP website (<https://www.findlay.edu/admissions/college-credit-plus/>).

Grades

Grading scales are determined by the discipline area. On campus/online students can track their grades for each assignment by viewing their course in Canvas. Students in high school CCP courses can monitor their grades through their high school's Learning Management System. Final grades for all CCP students are posted to the My Findlay web portal after the course is completed. Once final grades are posted, a final grade report is sent to the high school.

Official Transcript Request

Students can request a copy of their official University of Findlay transcript by completing the online transcript request form at <https://www.findlay.edu/offices/academic/registrar/Transcripts>. The cost is \$6 per transcript.

Academic Standing

Once final grades are received and GPAs are calculated, a student's academic standing is determined. Students fall into the following standings:

Good Standing-GPA=2.21-4.00

Academic Warning-GPA=2.20-2.01

Academic Probation-GPA=2.00-1.61

Academic Suspension-GPA=1.60-0.00

Students placed on Academic Suspension are required to sit out of UF classes for two semesters before reapplying for admission.

University Required Training

CCP students may be asked to complete trainings as deemed necessary by the university to enhance their participation and understanding of enrolling in college courses. One such training is Academic Integrity training. Upon admission, students will be asked to enroll in a self-paced Academic Integrity Training course via an email sent to the student's UF email address. This email includes instructions for accepting the course invitation.

Students are also required to complete Title IX training through a self-paced SafeColleges Training course. The university coordinator for Title IX training reaches out to new students to assist them in completing this training.

Support Resources for CCP Students

The resources listed below are available to support all CCP students, regardless of place of instruction, in their coursework and college experience.

Support from Instructors

As a first step in academic support, students should speak with their professor/instructor as soon as possible when they are having difficulty in class. Students should also attend the instructor's office hours for assistance in their learning. Office hours are listed on the syllabus for each course, and most instructors offer virtual office hours along with face-to-face options.

Academic Support

The Academic Support Center provides free tutoring services to all students. Tutoring sessions can either be scheduled face-to-face or online. Tutors through the Academic Support Center are student tutors who have received an "A" or "B" in that course and have been recommended by their professors. Tutoring is available in all coursework. To schedule an appointment, please call 419-434-4697 or complete the request form at <https://www.findlay.edu/offices/academic/academic-support-center/tutoring>.

Individualized Education Program (IEP)/Accommodations

The University of Findlay is dedicated to providing students equal access to learning opportunities. Students taking UF CCP courses and have a documented disability may reach out to the Office of Accommodation and Inclusion to arrange appropriate accommodations. To schedule an appointment, contact the Office of Accommodation and Inclusion at oai@findlay.edu or 419-434-5532.

Learning Resources for CCP Students

Library

College Credit Plus students have the same access to the library as traditional undergraduates. Students are able to check-out books and use the online journal database. Shafer Library is located next to Old Main at 114 Frazer Street. To access library resources, will need their UF net account. For assistance retrieving this information, please reach out to the office of Instructional Technology Services (ITS). (<https://www.findlay.edu/offices/information-technology/>).

Writing Center

The Writing Center has on-campus and online tutors and resources available to provide support to students during any stage in the writing process. Walk-in appointments are available, or students can schedule an appointment. Visit the Writing Center website for additional information (<https://www.findlay.edu/offices/academic/writing-center/>).

Instructional Technology Services (ITS)

ITS plays a key role in supporting The University of Findlay's effort to establish an environment where the application of technology enhances and improves teaching, learning, research and university operations. Students in need of assistance with accessing their UF net account or in need of general technological support can contact ITS at 419-434-4357. Students will need to have their student ID number available. Students will need to make this call as ITS will not give information to a parent.

Campus Safety

Campus security personnel are available 24 hours per day, seven days a week. Their phone number for non-emergencies is 419-434-4601 or for emergencies, 419-434-4799. Campus police can escort students to various campus locations if needed.

Parking

Parking is free at the University of Findlay; however, you are required to register their vehicle online. Once registered, parking permits can be picked up during the first week of classes. Parking permits must be hung from the rear view mirror facing forward or displayed on the dashboard in a manner that can be easily seen. Students are to park in the appropriate spaces. Spaces with blue lines have been designated as commuter parking. More information about parking can be found at <https://www.findlay.edu/offices/student-affairs/safety-security/parking-on-campus>.

Attending the University of Findlay after High School

Students interested in pursuing a degree from the University of Findlay must complete a first-time freshman application (<https://www.findlay.edu/admissions/apply>) and submit an updated high school transcript, showing completion of junior year of high school. CCP students' UF college transcripts are automatically added to their application file. Students who have taken CCP courses through other partner institutions will need to provide those transcripts upon completion.

For more information about majors available at UF:

https://www.findlay.edu/academics/academic_programs

Students interested in enrolling at UF can also contact the Assistant Director of Admissions for CCP for additional information (hillman@findlay.edu).

CCP Contact Information

Rebecca Hillman, Assistant Director of Admissions for College Credit Plus
419-434-4738 hillman@findlay.edu

Student Resources

- Academic Calendar- <http://catalog.findlay.edu/current/Undergraduate-Catalog/Academic-Calendar>
- Academic Programs- https://www.findlay.edu/academics/academic_programs
- Academic Support- <https://www.findlay.edu/offices/academic/academic-support-center/tutoring>.
- Campus Security- <https://www.findlay.edu/offices/student-affairs/safety-security/>
419-434-460 (non-emergency) or 419-434-4799 (emergency)
- Canvas-canvas.findlay.edu
- CORE+ Requirements (general education)- <https://www.findlay.edu/intranet/core-approved-courses>
- Course Schedule-<https://www.findlay.edu/Course-Catalog>
- Email-mail.findlay.edu
- Library- <https://www.findlay.edu/offices/academic/shafer-library/>
- My Findlay-my.findlay.edu
- Student Rights and Responsibilities- <http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Student-Rights-and-Responsibilities-Statement>
- Technology Services- <https://www.findlay.edu/offices/information-technology/helpdesk@findlay.edu>
419-434-4357
- Title IX- <https://www.findlay.edu/offices/student-affairs/title-ix/>
- Transcript Request- <https://www.findlay.edu/offices/academic/registrar/transcripts>
- Undergraduate Catalog-A list of all courses with descriptions can be found online at <http://catalog.findlay.edu/en/current/Undergraduate-Catalog>.
- University Policies- <http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Copy-of-University-Policies>
- Writing Center- <https://www.findlay.edu/offices/academic/writing-center/>

Appendix A: CCP Courses at Partner Schools

CCP Partner School	Courses Available
Arlington H.S.	College Writing I
	College Writing II
	Literature Appreciation
Bath H.S.	Environment and Society
Bay Village H.S.	Personal Finance
Benjamin Logan H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
	Calculus I
	Elementary Spanish
	Intermediate Spanish
	College Writing I
	Literature Appreciation
	Elementary Statistics
	College Algebra
	Intro to Sociology
Bishop Ready H.S.	Intro to the Biological Sciences
	Elementary Spanish
	Intermediate Spanish
	Elementary French
	Intro to Anatomy and Physiology
	American Politics
	History of the U.S.
	Global History

	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus
	Literature Appreciation
Bluffton H.S.	College Writing I
	Literature Appreciation
Carey H.S.	College Algebra
	Elementary Statistics
	Calculus I
Clear Fork H.S.	Intro to Animal Science
Columbus Grove H.S.	Intermediate Spanish
Dalton H.S.	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus I
Danbury H.S.	Accounting
	Basic Chemistry
	General Chemistry
	Intro to the Biological Sciences
	Environment and Society
	Elementary Statistics
	Calculus I
Delaware Area C.C.	History of the U.S.
	Elementary Statistics
	Calculus I

Eastwood H.S.	Intermediate Spanish
	Basic Chemistry
	General Physics I
	Calculus I
	Environment and Society
	Intro to Anatomy and Physiology
Edison H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
Elida H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
Findlay H.S.	Intro to the Biological Sciences
	General Physics I
	Basic Chemistry
	General Chemistry I
	General Chemistry II
	History of the U.S.
	American Politics
Hardin Northern H.S.	Literature Appreciation
	Intermediate Spanish
	College Algebra
	Trigonometry
	Calculus I
Huron H.S.	Intro to Anatomy and Physiology
Indian Lake H.S.	General Chemistry I
Kenton H.S.	College Writing I
	Literature Appreciation

	Principles of Speech
	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus I
Leipsic H.S.	History of the U.S.
	Elementary Statistics
	General Physics I
	Intro to Anatomy and Physiology
Lima Senior H.S.	College Writing I
	Literature Appreciation
	Basic Chemistry
	History of the U.S.
	American Politics
Midview H.S.	Calculus I
New Riegel H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
	Accounting
	Personal Finance
Northwestern H.S.	Principles of Speech
	College Writing I
	College Writing II
	Literature Appreciation
	History of the U.S.
	American Politics
	Teaching as a Profession

	Basic Chemistry
	General Chemistry I
	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus I
Old Fort H.S.	Intro to Anatomy and Physiology
	Oceanus
Ontario H.S.	Intro to Anatomy and Physiology
	Basic Chemistry
Perkins H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
	General Physics I
	Oceanus
	Elementary Statistics
	Intro to Political Science
	International Relations
	History of the U.S.
	Intro to Sociology
	College Writing I
Pike-Delta-York H.S.	Intro to Sociology
	College Writing I
Put-in-Bay H.S.	History of the U.S.
	American Politics
Rittman H.S.	Basic Chemistry
	General Chemistry I

	General Chemistry II
	Intro to Anatomy and Physiology
Smithville H.S.	General Chemistry
	Intermediate Spanish
	College Writing I
	College Writing II
	Literature Appreciation
St. Francis De Sales H.S.	College Writing I
	Calculus I
	General Physics I
	Calculus Based Physics
Tiffin Columbian H.S.	Oceanus
	Environment and Society
	Intro to Anatomy and Physiology
Upper Sandusky H.S.	History of the U.S.
	Environment and Society
Wayne Trace H.S.	College Algebra
	Calculus I
Wynford H.S.	General Chemistry I
	Elementary Statistics
	Calculus I