

3333-1-65.7

Procedures for an institution of higher education receiving payment from department of education.

(A) ~~Not~~ Except as provided in division (F) of this rule, not later than two weeks after the fifteenth day calendar day of the term (board of regents census date), or fifteen days after the college credit plus course starts, an institution expecting payment on behalf of students enrolled in college credit plus under division (B) of section 3365.06 of the Revised Code, shall provide notice to the department of education with the following information:

- (1) The full name of the institution;
- (2) The full name of the school district in which the participating student is attending;
- (3) The term and year the college credit plus course is being delivered;
- (4) The ~~census~~ roster date;
- (5) The SSID number for each public school student, and the UIN for each nonpublic and home school student, enrolled in that institution's college credit plus course as of the fifteenth day of the ~~term~~ course;
- (6) The college credit plus course number as it appears in the postsecondary institution's published course catalogue;
- (7) The number of college credit hours conferred for the course, specifying semester or quarter hours;
- (8) The cost per credit hour to be paid for secondary students enrolled in the institution and participating in the identified college credit plus course, based on:
 - (a) If the per credit hour rate is the default amount in accordance with division (B) of section 3365.01 of the Revised Code then disclose if;
 - (i) The course is delivered on the college campus, at another location operated by the college, or online;
 - (ii) The course is delivered at the secondary school and taught by postsecondary faculty member;

- (iii) The course is delivered at the secondary school and taught by a qualified adjunct instructor who may also be a secondary school teacher.
 - (b) If the secondary and postsecondary parties agreed to an alternative per credit hour payment structure in accordance with division (A)(2) of section 3365.07 of the Revised Code, then disclose that agreed cost per credit hour.
- (B) The department of education shall promptly provide the college submission to the secondary school including summer enrollments in fall submissions.
- (C) Not later than forty-five calendar days after the department of education received the college submission, the secondary school shall confirm the accuracy of the information provided by the institution under paragraphs (A)(1) to (A)(8) of this rule or dispute the submission to the department of education with accompanying documentation evidencing the district's or secondary school's position.
 - (1) The department of education shall promptly provide disputed supporting documents to college.
 - (2) The college shall respond within ten calendar days.
 - (3) The chancellor of the board of regents and the superintendent of public instruction will resolve the matter if the parties cannot resolve the dispute.
- (D) If a secondary school does not confirm the accuracy of the information provided by the institution or does not dispute the information within the time allotted, then the information shall be considered accurate as provided by the institution.
- (E) ~~Not~~ Except as provided in division (F) of this rule, not later than the thirtieth day after the end of the term, an institution that submitted the notice required under paragraph (A)(1) of this rule may request payment from the department of education by providing the following information:
 - (1) The full name of the district in which the participating student is attending;
 - (2) The college credit plus course number as it appears in the institution's published course catalogue submitted under paragraph (A)(1) of this rule;

(3) The SSID number or UIN as appropriate for each student who completed the particular college credit plus course during that term, or withdrew from a course after the date on which a withdrawal from the course would not appear on the participant's transcript, as prescribed by the college's established withdrawal policy.

(F) Not later than two weeks after the start of a summer term course, an institution expecting payment on behalf of students enrolling in a course offered during summer term shall provide to the department of education the information required under division (A) of this rule.

An institution that submitted the notice as required under this paragraph shall include any request for payment for that student in the institution's fall term college credit plus payment submission.

Such submission shall include the information required under paragraph (E) of this rule, along with a notation that the course was completed by the student in the summer term.

Effective:

Five Year Review (FYR) Dates: 02/17/2020

Certification

Date

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