

Non-Credit Certificate of Completion

Learn to Earn Classrooms

Learn to Earn classes can be offered in a blended classroom (containing both CCP students and non-CCP students). Non-credit students will have the opportunity to qualify for a certificate of completion if they meet certain criteria.

Process for awarding the Certificate of Completion

The district will:

- **Identify non- credit students in a Learn to Earn blended course**
- **Identify non-credit students that meet the criteria for the non-credit Certificate of Completion**
 - ✓ The student must earn a “C” or better in a Learn to Earn course
 - ✓ The student must have a Cumulative 2.0 GPA
- **Provide the student with the Non-Credit Certificate Form**
 - ✓ Instruct the student to complete the form
 - ✓ Instruct the student to return to their high school instructor
- **Ensure the high school instructor completes the coursework portion on the Non-credit Certificate Form.**
 - ✓ List(s) the Stark State Learn to Earn Course(s)
 - ✓ Assign(s) the High School Letter grade for the Stark State College’s Learn to Earn courses.
 - ✓ High School instructor provides signature and date
- **Send documents**
 - ✓ Send high school transcript
 - ✓ Send completed form and transcripts by:
 - December 31 for fall semester
 - May 31 for spring semester

Send completed form and transcript by email to Shelly McCombs at smccombs@starkstate.edu

Received Non–Credit Certificates of Completion will be mailed to the student’s home address.

For questions, please contact Shelly McCombs at 330-494-6170 ext. 4361 or email smccombs@starkstate.edu

Learn to Earn link below with course options offered at your high school
<https://www.starkstate.edu/admissions/collegecreditplus/learntoearn/>

Stark State College

6200 Frank Ave NW, North Canton, OH 44720
(330) 494-6170 | www.starkstate.edu

NON-CREDIT CERTIFICATE OF COMPLETION FORM

Please print in blue or black ink only.

The purpose of this form is to ensure the student has met the criteria in a **Learn to Earn** classroom in order to receive the non-credit certificate. The student must:

Earn a "C" or better in course work
Cumulative 2.0 GPA

Please complete this form and return it to the College Credit Plus office by:

December 31st –Fall semester

May 31st –Spring semester

Name _____

Social Security Number _____

DOB (Date of Birth) _____

Street Address _____

City, State, Zip Code _____

County _____

Telephone Number (home) _____ (cell) _____

High School _____

Graduation Date _____

Email Address _____

High School Instructor completes section below

Stark State College Course Title

High School Grade Received

Stark State College Course Title

High School Grade Received

Stark State College Course Title

High School Grade Received

Stark State College Course Title

High School Grade Received

High School Instructor Signature _____ Date _____

Stark State College Signature _____ Date _____

Submit completed form and high school transcript by email to: smccombs@starkstate.edu