

## **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 Jen Holland at [jholland@starkstate.edu](mailto:jholland@starkstate.edu).**

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

For questions, please contact Jen Holland at 330-494-6170 ext. 4661 or email [jholland@starkstate.edu](mailto:jholland@starkstate.edu).

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

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**Stark State College**

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

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**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 31<sup>st</sup> –Fall semester**

**May 31<sup>st</sup> –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: [jholland@starkstate.edu](mailto:jholland@starkstate.edu)**