

Office Use Only:
 ICC Student ID: _____
 Academic Year: _____

ICC Permission Form

By signing the permission form, the student and parent/guardian understand and acknowledge the following college policies and Career and College Promise eligibility:

- A. College courses will be reported to the high school and final grades will be included on high school transcripts. Grades will affect both Isothermal and high school GPA.
- B. Grades can affect admissions and financial aid at Isothermal and other colleges.
- C. Completing an enrollment form and expressing interest in a course does not automatically register the student for the course(s). Students will need to verify their schedule with the college liaison.
- D. Isothermal classes taught on the Isothermal campus may have a different start date and follow a different academic calendar than classes taught at the high school. Students are responsible for attending even when the schedule varies.
- E. Isothermal does not recognize or distinguish between "excused" and "unexcused" absences. It is the student's responsibility to contact instructor(s) and keep up with his/her work.
- F. To be successful in online, hybrid, or web-based classes, students should be able to perform basic computer operations, such as: copying, saving, moving and deleting files, installing new software, using a web browser, word processing, and email. Students must have access to a computer with Internet connection, email, and required software. Online classes may require proctored exams.
- G. In compliance with FERPA regulation, no one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to person in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act. The College may disclose non-directory information from the education records without obtaining prior written consent of the student to high school personnel where a student is enrolled. Students may elect to complete a FERPA waiver form to allow parent (s) and/or guardians access to educational records.
- H. Parent (s) and/or Guardians (s) will not be given access to his/her child's Isothermal accounts (Moodle, email, Patriot Port, etc.).
- I. Isothermal classes will not be on high school progress reports. It is the student's responsibility to keep up with progress.
- J. School districts may have additional guidelines for students taking college-level courses.
- K. Dropping a class at the high school does not guarantee the class is dropped at the college. The student must complete a college drop form. The deadline for dropping courses can be found in Isothermal's Student Handbook and on the college website. **School districts may have additional guidelines regarding dropping classes. **
- L. It is the responsibility of the student to have books, supplies, and any transportation for class. (Courses taught on a high school campus may have books supplied by the school. Limited book funds may be available through the ICC financial aid office.)
- M. To maintain eligibility for continued enrollment, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two college courses. A student who falls below 2.0 GPA after completing two college classes will be subject to the college's policy for satisfactory academic progress. **See ICC student handbook for additional information.
- N. The student may only register for courses within his/her approved pathway(s). (See the CCP Parent/Student Handbook for admission requirements for each pathway).
- O. Students with an IEP (Individualized Education Plan) requesting accommodations must submit disability information to the Accessibility Counselor at ICC in order to determine appropriate accommodations under Section 504 (Rehabilitation Act of 1973) or ADA (Americans with Disabilities Act of 1990) which may differ from IDEA.
- P. Classes taken through Isothermal are college courses and are taught at the college level. Some courses may contain sensitive or controversial content and require students to take a mature approach to class material.
- Q. A student interested in registering for a hands-on course such as Welding, Auto body, etc. will be required to sign a liability form.
- R. A student enrolled in Career & College Promise classes is expected to follow all discipline requirements outlined in their school's student handbook as well as the ICC Code of Conduct which is located in the ICC's Student Handbook. Isothermal must maintain a record of conduct charges and related sanctions, and this information may be disclosed to outside parties with the written consent of the student.
- S. Students seeking transfer to other institutions are urged to seek information and advice from admissions officers at those institutions prior to enrollment in classes designed for college transfer. Requirements at any institution are subject to change, and students are urged to seek the most current information available.
- T. Rutherford County Schools - ICC Course Withdrawals: No student may drop/withdraw from an ICC course without prior approval from their high school's Student Services Management Team (SSMT). Students who withdraw from their ICC course(s) without prior approval from their high school or who are dropped by an ICC instructor due to issues such as attendance or conduct will receive a grade of 55 in the course(s) on the high school transcript.

I give permission for my child, _____, to enroll in college classes with Isothermal Community College.
 (Please print student's name)

Student Signature: _____ Last 4 of Social Security #: _____ Birthdate: ____/____/____

High School (circle one): Chase / East / RS / Polk / ROC / LLCA / MA / TJ / WFCS / Homeschool / Other: _____

Parent/Guardian Signature: _____ Date: _____

CCP Staff: _____ Date Rcvd: _____