

ICC Permission Form

By signing the permission form, the student and parent/guardian understand and acknowledge the college policies and Career and College Promise eligibility detailed below.

Grades:

- 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.
- Grades can affect admissions and financial aid at Isothermal and other colleges.
- 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.
- To be successful in college 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.
- Isothermal classes will not be on high school progress reports. It is the student’s responsibility to keep up with progress.
- School districts may have additional guidelines for students taking college-level courses.
- 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.

FERPA:

- The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. FERPA defines education records as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. Under FERPA, an eligible student is a student who is 18 years of age or older or who attends a postsecondary institution. FERPA provides parents certain rights with respect to their child’s K-12 education records; however, once a student reaches the age of 18 or enters college, the rights previously held by the parent transfer exclusively to the student. Isothermal Community College students are notified annually of their rights under this law through the College Catalog and Student Handbook, which is available across campus in print and on the college website. Further information regarding the policy and procedures used to enforce it are available in Student Services
- Parent(s) and/or Guardians(s) will not be given access to his/her child’s Isothermal accounts (Moodle, email, Patriot Port, etc.).

Drop/Withdrawal:

- Dropping a class at the high school does not guarantee the class is dropped at the college. The student must complete a college Drop/Withdrawal Form. The deadline for dropping or withdrawing from courses can be found in Isothermal’s Student Handbook and on the college website. **School districts may have additional guidelines regarding dropping or withdrawing from classes. **
- 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.
- ***Instructors may administratively withdraw any student whose cumulative absences exceed 20% of the scheduled class hours for the semester.***



General Information:

- 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 a CCP Advisor.
- 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.
- 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.)
- The student may only register for courses within his/her approved pathway(s).
- Students with an Individualized Education Plan (IEP) requesting accommodations must submit documentation to the Accessibility Counselor at ICC in order to determine appropriate accommodations under Section 504 (Rehabilitation Act of 1973) or Americans with Disabilities Act of 1990 (ADA), which may differ from the Individuals with Disabilities Education Act (IDEA).
- 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.
- A student interested in registering for a hands-on course (i.e. welding, building construction, etc.) will be required to sign a Liability Form.
- 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 located in the College Catalog and 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.
- 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.

By signing this form you agree that you have discussed your career/educational/and transfer goals with your high school representative or CCP advisor

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: _____
