



**SPRING 2021 MEMORANDUM OF UNDERSTANDING (MOU) FOR CAREER AND COLLEGE PROMISE PROGRAM
(Non-Johnston County Public School Participants)**

Please carefully read and complete the MOU form. Your **CCP application packet will not be submitted without this document.**

Student Name: _____ **JCC Colleague ID#** _____

Name and County of High School _____

The student and parent understand:

1. **Students must be “dual enrolled” in order to be eligible to participate in the CCP Program.** CCP students must be enrolled in at least one high school class for credit during the semester of attendance at the college.
2. The student is attending Johnston Community College according to the guidelines specified in Session Law 2011-145, the Appropriations Act of 2011, commonly called Career and College Promise (CCP).
3. The student is expected to follow the Johnston Community College Student Code of Conduct while enrolled in classes at Johnston Community College.
Website: <http://www.johnstoncc.edu/student-rights-responsibilities/student-code-of-conduct.aspx>
4. **Students with Disabilities – Exceptional Children or 504 services that students may receive at the high school do not automatically transfer to JCC.** In order to request services, you must contact the office of disability services located on the JCC main campus. To review the steps requesting services, please visit this website: <http://www.johnstoncc.edu/studentresources/disability-services/index.aspx>
5. The student must follow the attendance policy for JCC classes as noted on each class syllabus. This attendance policy is different from that of high schools or private institutions. **There are no excused or unexcused absences in JCC classes at the high school, online, or on the JCC campus.**
6. Students taking a JCC class must consider consequences of exceeding the allowed number of absences for the classes before choosing to participate in out-of-school activities, volunteering, high school events, such as induction ceremonies, pep rallies, assemblies, work release, etc. Students should communicate with their JCC instructors prior to missing class to determine if make-up assignments are an option for a missed class. Note: A make-up assignment does not replace the absence; it prevents a grade penalty for missed class work.
7. Students who are dropped from any JCC college class for discipline issues or lack of attendance receive an F for the class on their high school transcript and a WF on their college transcripts. Grades and completion rates may affect college financial aid when the student graduates from high school.
8. Students do not receive progress reports or 9-week grades. Students receive only one grade for a class which is the final course grade at the end of the semester. Grades can be reviewed in Blackboard throughout the semester.

9. **Students are responsible for purchasing any required JCC textbooks, etext, and/or access codes.** Some courses such as welding, online science classes, nurse aide, and others may require additional supplies or other expenses that will be the responsibility of the student.

Students are also responsible for paying a Technology fee, an Activity fee, and CAPS (Campus Access, Parking and Security) fee before the deadline. The CAPS fee will be assessed at \$4.00 per credit hour for all classes in which the student is enrolled. Please note that students are required to pay CAPS fee for classes dropped after the start of the semester. Inquiries about cost and payment of fees should be directed to the Cashier's Office at 919.209.2165. For additional information about the fees visit <http://www.johnstoncc.edu/payingforcollege/tuition-fees-expenses/tuition-rates.aspx>. Students should note that if they have a "business hold" on their account they must contact the Cashier's Office directly. Our JCC-CCP office does not have access to financial information of our students. Students who drop a class after the first day of class will not receive a refund.

Students who attend a Non-JCPS school (private, charter school, homeschool) should check with their administrator/principal or school counselor to verify how these costs are paid and explore resources available.

10. Students must check their class schedule to determine when their classes begin, the specific days of the week they meet, and the locations. Students who are enrolled in classes offered at a high school should check their schedule for the same details.
11. Parents/Guardians are not allowed to contact JCC instructors; however, they should encourage students to have open communication with their instructors. Students should discuss any class concerns or issues with their course instructors. Signed student consent forms are required for any type of communication between the parent and instructor.
12. Any parking or speeding violations as well as major discipline issues (i.e. drugs, shoplifting, violent acts) that take place on the JCC campus, will be reported to Smithfield police officers on campus and may result in charges.
13. Students are encouraged to take high school Biology and Chemistry before taking college classes to give them a strong foundation in science classes. Students interested in the Engineering pathway will need to be Calculus ready (completed high school Precalculus with a final grade of A) or completed MAT 171 and MAT 172 at JCC.
14. Instructors do not accept work submitted through Google docs. Students should refer to their course syllabus for appropriate formats. Students have access to Office 365 through their JCC email account.
15. Students who take courses at JCC or online may drop a course before the deadline as noted on the JCC class syllabus. It is strongly suggested that students contact their high school counselor or administrator to determine if this course is needed for graduation, Driver's Education or to play sports. Students must receive permission from their principal and a written request must be made to the JCC-CCP Team by a high school counselor or administrator in order for a student to drop a class. Please note that the time stamp of the written request (email or drop form) will serve as the drop date. The written request to drop a JCC class is part of the student's education record so please include:
- Full name of student and JCC student ID

- b. Course and section such as PSY150-W05. Do not include "PSY 150 1st block" as the Registrar does not recognize and cannot process the request.

Drop requests must be in writing and sent to ccp@mail.johnstoncc.edu with a subject line of **JCC-CCP Team Request to Drop a Class**

- 16. JCC will allow students to retake a class for grade replacement. However, when a student retakes a class, the grade is replaced and counts toward the GPA, if the grade is higher. If the student makes a lower grade, only the higher grade counts. If the student makes the same grade, only one grade calculates. **Both classes will be on your transcript.**
- 17. Release of Student Information – The student’s record may not be revealed to any party without written consent from the student except under conditions allowed by FERPA (Family Educational Rights and Privacy Act of 1974). Students can complete a FERPA form to permit JCC to release financial and/or academic information to parents and/or guardians. For more information, please visit this link to the JCC Website: <http://www.johnstoncc.edu/records-registration/student-information-release.aspx>
- 18. By signing this MOU, you understand that dropping a JCC course after the first day of class with a WD or a NA may affect your ability to receive financial aid after graduation. College students are expected to make satisfactory academic progress. All final college course grades including F, I, WF, WD, and NA will count in a student’s Satisfactory Academic Progress (SAF). For more information about SAF, visit the following webpage on the JCC website: <http://www.johnstoncc.edu/payingforcollege/financialaid/satisfactory-academic-progress.aspx>.

By signing this Memorandum of Understanding (MOU), the student and parent and/or guardian acknowledge their understanding of the statements above and agree to follow all rules and regulations as noted.

Student Full Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent Signature: _____ Date: _____

This document must be signed and submitted as part of the CCP application packet.