



## CCP STUDENT AND PARENT/GUARDIAN EXPECTATIONS AGREEMENT

Students and parent/guardians should review these expectations to participate in the CCP Program.

**RESPONSIBILITIES AND AGREEMENTS** - Both the student and parent/guardian should agree to the following statements.

- It is the CCP student's responsibility to abide by the rules, policies, and regulations of Catawba Valley Community College and the Student Government Association during their enrollment at the College.
- CCP students should communicate directly with their college faculty when they have a question, concern, and/or anticipated absence, and they should use their CVCC email address for all correspondence with faculty. If there are issues that cannot be resolved through communication with the faculty, students should contact the CVCC Dean of Enrollment Management, Dr. Jonathan Loss, [jloss@cvcc.edu](mailto:jloss@cvcc.edu), and he will direct them to the appropriate CVCC Department Head or Director.  
NOTE: CVCC faculty and staff communication with the parent or guardian is restricted due to FERPA guidelines.
- The first step in registering for Career and College Promise (CCP) courses is the completion of the CVCC CCP application. The information a student submits on this application creates the student's permanent CVCC/Colleague record so it is imperative all information is complete and correct. Once the application has been submitted, changes cannot be made without providing CVCC formal documentation (i.e., government-issued photo ID, Social Security card, etc.). Your high school counselor and/or CVCC Scholar Advisor can provide helpful tips and information for submitting an accurate and complete application.
- A CCP fee payment is expected each semester (fall and/or spring and/or summer) that a student participates in the CCP program regardless of the number of courses taken or their location. Failure to pay the CCP fee in a timely manner could prevent future course registrations as well as prohibit the release of official CVCC transcripts to other educational institutions, etc., until all fees are paid. CCP Fees and Course Material Fees are due upon registration. Note: Course fees are the responsibility of the student and will be charged at the time of registration. Course materials and text are the responsibility of the student and will be charged at the time of registration.

### Payment Options:

- Via the student's MyCVCC Portal with a credit card.
- Cash, Credit, or Check Payments taken in-person at the Business Office Window located on the bottom floor of the Student Services Building on CVCC Main Campus or at the CVCC Alexander Campus.
- Check or money order payments mailed to:

Catawba Valley Community College  
Attn: Business Office, CCP Payments  
2550 US Hwy 70 SE  
Hickory, NC 28602

Please be sure to include the student's name and CVCC ID number in the memo.

- All changes (adds/drops/withdrawals) to CCP students' CVCC course schedules must go through their high school for approval. Students should NOT contact the CVCC Advising Center. The student's high school counselor will contact CVCC/CCP and forward the necessary documentation/information for registration requests, drops, and/or withdrawals.
- Most CVCC courses taken by high school students will earn college credit hours AND high school credit(s). Failing or withdrawing from a CVCC class could affect high school graduation as well as jeopardize post-secondary admissions or future financial aid awards.
- CCP students should know the significance of creating their first college transcript that will follow them throughout their educational pursuits. Course credits will forever be on a student's college transcript. Poor grades such as a "D," "F," and "WP" can impact future acceptance into colleges/universities and financial aid when becoming a degree-seeking student.  
NOTE: A grade of "C" or higher is needed to transfer course credit to another educational institution.

- Letter grades will be provided to public and private high schools at the end of each term for inclusion on high school transcripts; CVCC does not provide numerical grades. Final course letter grades will be available in MyCVCC Portal within five business days after the end date of the semester.
- It is a CCP student's responsibility to know the following in regard to CVCC courses and the drop/withdrawal process that starts with the high school:
  - If a request to drop a course occurs BEFORE the start date of the course, then nothing appears on the CVCC transcript and no CCP fee is incurred.
  - If a request to drop a course occurs on or after the start date of the course but before the census date (10% point of each course), then nothing appears on transcript but the CCP fee is incurred.
  - If a request to drop a course occurs after the census date but before the 60% date, then a WP (withdrawn passing) will be recorded on the CVCC transcript and the CCP fee is incurred.
  - Requests to drop a course after the 60% date are not allowed unless extreme extenuating circumstances have occurred. Additional paperwork and documentation is required as well as faculty and department approval.

NOTE: CVCC students should know repeating courses and/or withdrawing from CCP courses can negatively impact your future financial aid eligibility after high school..

- CCP students must maintain a 2.0 CVCC GPA to be eligible for continued participation in the CCP Program.
- If a CCP student has an IEP, 504, and/or current documentation of a disability by an appropriate professional, it is the responsibility of both the student and the parent to contact CVCC's Counselor for Students with Disabilities and Special Programs if they wish to pursue accommodations in their CVCC course(s). Current documentation of the disability by an appropriate professional may be required. All information is kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made several weeks in advance to allow sufficient time for accommodations to be arranged.

Counselor for Students with Disabilities and Special Programs: accommodations@cvcc.edu; 828-327-7000 Ext. 4222.

- CCP students should read their CVCC email daily. All communication from CVCC staff/faculty will be through the student-issued CVCC email account. Students should only use their CVCC e-mail account and not their high school or personal e-mail accounts when communicating with CVCC staff/faculty.
- CCP students should attend their seated classes and/or log into their online courses on a regular basis. CVCC faculty may not allow makeup work and/or accept late work. At CVCC, there is no distinction between excused and unexcused absences.
- Difficult choices may have to be made between attending high school events and attending CVCC classes. Since CVCC does not acknowledge excused absences, the student will need to refer to the course syllabus to review their options and to make the best choice. It is highly recommended to contact the faculty as soon as a possible conflict is known. Ultimately, the decision rests with the CVCC faculty as to whether makeups or early submission of assignments will be allowed.
- When CVCC courses are unexpectedly cancelled, CCP students will need to check their CVCC Blackboard for makeup/alternate assignments.
- CVCC courses reflect college curriculum content and some classes may contain controversial topics. Students should be prepared to participate in class discussions by sharing their perspectives while being open to and respectful of the perspectives of others.
- It is the CCP student's responsibility to understand college courses are demanding and may require a significant commitment of time to meet course expectations. Excellent time management skills are needed.
- CCP students are expected to have dependable technology and internet access—especially for online courses. All CVCC courses have a web-based Blackboard component.

- CCP students are expected to thoroughly read each course syllabus (located in the student's Blackboard account). The course syllabus contains important information about course grading, attendance expectations, deadlines and late/makeup work policies, etc.
- CCP students should contact the CVCC Associate Dean of High School Programming, Christy Lefevers, at [clefevers@cvcc.edu](mailto:clefevers@cvcc.edu), if they feel a grade appeal/grievance is warranted. The request for a grade appeal/grievance should be sent within ten (10) college business days of the "event date." (The event date is the date on which the grade is made available to the student.)  
Note: Only final course grades can be appealed. Grades awarded on individual assignments, quizzes, and/or tests can not be appealed.
- It is the CCP student's responsibility to adhere to CVCC's Academic Honesty Policy. The policy can be found at [www.cvcc.edu](http://www.cvcc.edu)>Explore>Academic Resources>Student Life>Student Resource Guide>Academic Policy>Academic Honesty.
- CCP students should know that plagiarism is an academic honesty policy violation and the penalty for this violation can be harsh even if the plagiarism was unintentional. Students can/should take advantage of the CVCC Writing Center to be sure all information is cited correctly. Rule of Thumb: When in doubt—cite your source!

The Writing Center is located inside the CVCC Library on the 2nd floor of the CAD building.

- A high school disciplinary infraction resulting in In-School Suspension (ISS) or Out-of-School Suspension (OSS) may impact the CCP student's ability to attend seated CVCC courses taught on their high school campus and/or submit assignments in their seated courses held on a CVCC campus.
- CCP students should be aware of the CVCC campus calendar and the meeting schedule for their course(s). The calendar can be accessed at [www.cvcc.edu](http://www.cvcc.edu)>Explore>Academic Resources>Student Life>Calendar> Printable Institutional and Event Calendar.