



## **JBS (“JBS”) CREDIT INSTRUCTION, REGULATION and AGREEMENT FORM**

Dear JBS Applicant:

You have requested to add a **3 credit JBS credit course through the EMS Department at CCU**. This program allows you to gain academic credit towards your electives for working off-campus. Below are the regulations that must be adhered to in order to receive JBS elective credit:

- You must be a current CUS traditional student and JBS credits cannot be accumulated before your first semester as a CCU student.
- JBS credit can be obtained at any point during the 12 month calendar year.
- JBS credit hours can be obtained through a paid, off-campus W2 job you received through EMS or a paid, W2 off-campus job gained on your own, with the exception of Sodexo and Tree of Life Bookstore, which are on campus and the only on-campus positions that qualify for JBS credit.
- All positions must be approved by EMS, with proven documentation of job of either a current pay stub or from a supervisor email to EMS verifying employment, all prior to starting the accrual of work hours.
- Each 3 credit JBS credit course must be approved by EMS by filling out the JBS Credit Instruction, Regulation and Agreement Form and the Add/Drop Form. Both completed forms must be submitted and approved by EMS **prior** to starting accrual of any hours.
- Up to 8 courses (24 JBS credits) can be earned towards elective credit hours. Each course is 3 credits and cannot be reduced to 1 or 2 credits.
- Every 3 credits is earned by working a minimum of 225 hours in a maximum of a 16 week period.
- You must alert your work supervisor to the “JBS” course credit prior to the 16 week time frame to ensure that you can earn 225 hours over the 16 week period and determine how you or your supervisor will track the hours.
- Each JBS course credit is excluded from tuition but you will be charged the current course fee, (course fee is subject to change per semester). To see current rate go to this link: <https://www.ccu.edu/undergrad/financial-aid/tuition/course-fees/>
- Please Note: JBS credit hours are not classified as “in class” credits and should be in addition to a minimum of 12 “in class” credits to receive CCU scholarships and to be considered a full time student, with the exception of your last semester at CCU, in which this might not apply due to total number of classes left to graduate.
- If you desire to take a semester off to work, scholarship money will be placed on a temporary hold and will reinstate for the following academic start date.
- Grades are Pass/Fail and will be applied to the semester during which the 225 hours were started.
- Seniors graduating with 120 credits will not be able to sign up for any JBS courses after graduation. Seniors without 120 credits can sign up for JBS coursework even if they walk at graduation.
- An “On time Drop” must be submitted prior to the 8<sup>th</sup> day listed as the starting date for the JBS job and must go through the EMS advisor overseeing JBS credit. This is not to be done online.
- A withdrawal grade (W) is allowed
  - if the employer is unable to provide enough hours to meet the JBS requirements because of unexpected business slowdown and it is confirmed by employer with EMS staff or
  - if the JBS student is unable to work because of documented, ongoing sickness or unexpected withdrawal from the university that is not related to grades or disciplinary issues.
  - A grade of a W (Withdraw) is assigned to the course after the 8<sup>th</sup> day listed as starting the JBS credit. After the start of the 12<sup>th</sup> week from the day listed as starting the JBS credit, a grade of F (failing is assigned).
  - No reimbursement will take place with a Withdrawal grade.

- JBS students can combine employment from several approved companies to equal the required hours, but all must be approved and documented in the JBS Credit Instruction, Regulation and Agreement Form by the designated EMS staff overseeing JBS prior to starting class.

**TO RECEIVE CREDIT OF PASS GRADE**

- Log all work hours until you reach your 225 hours, without exceeding the 16 week period.
- 1 week prior to completing your 225 hours, contact Sharon Kitzmiller at [skitzmiller@ccu.edu](mailto:skitzmiller@ccu.edu) to confirm you are almost done with your 225 hours.
- Sharon Kitzmiller will email you a “Supervisor Form” and you need to give the form to your supervisor to sign and validate completion of your 225 hours in the allocated time frame. Your supervisor will need to email this form back to EMS. We cannot receive Supervisor Forms from the JBS student.
- You will receive a pass grade or a fail grade, based on whether you finish your 225 hours in the allotted 16-week period of time and the receipt of the Supervisor Form. The Supervisor Form must be completed by your supervisor and sent back no later than 7 days past your end date to receive a pass grade.

## JBS Agreement

- I certify that I have read and understand the regulations listed above
- I understand that I have to fill out the JBS Credit Instruction, Regulation and Agreement Form and Add/Drop Form for every 3 credits. These forms must be submitted to EMS prior to recording accumulated “JBS” credit hours.
- I agree to working a minimum of 225 hours in an “EMS” approved position within a 16 week time frame to receive the 3 “JBS” credit hours.
- I understand that these credits earned through the “JBS” program are “elective credit hours”
- I understand that I will be charged the current going rate/ fee for every 3 JBS credits.
- I understand that I will not be charged tuition for this class.
- I commit to informing EMS ASAP if there is a drop in hours that will create the inability to complete the class with a passing grade or for any other reason that the class will not be completed.
- I agree to inform my supervisor about the class credit and the minimum requirement of 225 working hours in up to 16 weeks.
- At the end of the 16 weeks, or sooner, I will have my supervisor complete the necessary documents in order to certify my completed working hours.
- I understand that this is a pass/fail class with specifications for add/dropping/withdrawal
- I understand that the grade of pass or fail will be given in the semester upon which the hours are completed. (Spring/Summer/Fall)

\_\_\_\_\_ **STUDENT NAME (PRINT)**

\_\_\_\_\_ **STUDENT SIGNATURE**

**ORGANIZATION/COMPANY) OF EMPLOYMENT** \_\_\_\_\_

**NUMBER OF HOURS WORKING WEEKLY:** \_\_\_\_\_ **NUMBER OF HOURS WORKING MONTHLY:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_ **SUPERVISOR PHONE:** \_\_\_\_\_

**SUPERVISOR EMAIL:** \_\_\_\_\_

If you are combining companies to get your hours, list the second company below.

ORGANIZATION/COMPANY #2) OF EMPLOYMENT \_\_\_\_\_

NUMBER OF HOURS WORKING WEEKLY: \_\_\_\_\_ NUMBER OF HOURS WORKING MONTHLY: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR PHONE: \_\_\_\_\_

SUPERVISOR EMAIL: \_\_\_\_\_

-----  
Start date (day you will start working and earning hours toward credit) \_\_\_\_\_

End date (JBS credit hours must be completed within 16 weeks of start date) \_\_\_\_\_

Signature of JBS Student: \_\_\_\_\_