

Student Handbook

College-Wide Information

June 2009

This Student Handbook is a supplement to the College's course catalog which is the official publication of the College's academic policies and regulations.

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Welcome to the College

Message from the President

Welcome to Ivy Tech Community College, the nation's largest single accredited statewide community college system. We have 23 campuses and over 120, 000 students studying over 150 different programs throughout Indiana. You have made a wise choice in choosing to continue your education at Ivy Tech Community College. You will find faculty and staff dedicated to assisting you as you progress through your academic studies and complete your certificate or degree program. And whether you choose to enter the workforce after earning your degree/certificate or transfer your credits to another institution to pursue a bachelor's degree, Ivy Tech Community College is committed to giving you the education you need to be competitive and successful.

Not only will your education change your life, but it will also benefit those around you. You will directly contribute to your communities by providing the skills and knowledge needed in today's workplace. Community colleges are growing across the country because they provide education where it is needed the most – in communities that they serve. Ivy Tech Community College stands by its commitment to change the lives of its students and in turn change the state of Indiana. We are proud to have you as an Ivy Tech Community College student.

Sincerely,

Tom Snyder, President
Ivy Tech Community College
president@ivytech.edu

Mission of the College

Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional, technical, transfer, and lifelong education. Through its affordable, open-access education and training programs, the College enhances the development of Indiana's citizens and communities and strengthens its economy.

About Ivy Tech

Ivy Tech Community College was founded in 1963 as Indiana Vocational Technical College, with a state appropriation of \$50,000. Its purpose was to provide training beyond a high school education, but below that of a traditional college education. In 1971, Ivy Tech was given the authority by the state of Indiana to award one year technical certificate degrees and two year associate of applied science degrees. The College was granted the authority to grant the two year associate of science (transfer) degree in 1987, marking the beginning of Ivy Tech transitioning from a technical college to a community college. The College changed its name to reflect its changing mission in 1995 by becoming Ivy Tech State College. In 2005, the Indiana General Assembly and Governor Mitch Daniels completed the transition to a community college by renaming it once again to Ivy Tech Community College of Indiana. Interestingly enough, the name Ivy Tech came to be because newspapers across the state abbreviated Indiana Vocational Technical College to IV Tech; in time, it became known as Ivy Tech!

Ivy Tech Community College is the nation's largest state-wide community college with single accreditation. It is the state's second largest public post-secondary institution serving more than 120, 000 students a year.

Ivy Tech Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Chicago, IL 60602, (800) 621-7440.

While our students enjoy the benefits of a large institution, with 23 campuses throughout the state and an average class size of 22, students find personal attention close to home at Ivy Tech Community College.

Ivy Tech is the state's most affordable college. Students can earn a degree for less than \$6,000. And with credits that transfer, students can save money by completing the first two years of a four-year degree at Ivy Tech.

Ivy Tech Community College Statement of Diversity

Ivy Tech Community College is committed to a diverse and inclusive educational environment that extends beyond tolerance to respect and affirm all human difference. Therefore, diversity, as defined by Ivy Tech, includes, but is not limited to, difference in race, ethnicity, religious beliefs, regional and national origin, color, gender, sexual orientation, socioeconomic status, age, ability and political affiliation. By encouraging free and open discourse, providing educational opportunities within and outside its classrooms, and intentionally recruiting and retaining a diverse assembly of students, faculty and staff, the College endeavors to graduate culturally literate individuals who will make positive contributions to a local, national and global society.

Pathways to Student Success

Adopted from the Valencia Community College Model

Our goal at Ivy Tech is to provide you with the support you need to be successful in your life and in your career. To accomplish this, we use *developmental advising*, a term that refers to helping you navigate, understand, and implement the learning process. It is visually defined as: A=>As=>AS=>aS=>S. "A" stands for "Advisor or Faculty" member and "S" stands for "student." As you begin your educational journey, you may need extra assistance in knowing what to do. Over time, you will gain the necessary experience and skills to become self-sufficient in implementing your own career and educational goals

Technology

Campus Connect

Campus Connect is available at <http://cc.ivytech.edu>. All Ivy Tech students are given an account to this intranet which provides information, communication tools, and access to online College services. Students may register for and drop/add courses as well as view grades, holds, transcripts, financial aid, and other information. Along with targeted campus announcements, students access their web-based, email accounts via the portal. On the Courses tab, users can access course materials, including internet courses, by clicking the eLearning logo.

Email

Each student has an Ivy Tech e-mail address via the Campus Connect college portal. Since departments and instructors will be communicating with you via your college e-mail account, it is important that you can access the account without difficulty. Students who do not use their Ivy Tech e-mail accounts may miss information from the College that is vital to their success. Official College notices and helpful information will be provided to you through your Ivy Tech e-mail account. It is suggested that you set your web browser to Campus Connect and check your account every day. The Student Computing Practices are included on the site.

STARS

STARS is Ivy Tech's telephone system that allows students to register for courses, check grades and pay tuition with a credit card. STARS stands for Student Telephone Access Response System. Dial the STARS telephone system at 1-877-IVY-TECH (1-877-489-8324). (Same telephone number as help desk)

College Website

For general information on Ivy Tech Community College, including the courses, programs and degrees offered as well as links to our campus websites, visit www.ivytech.edu.

Wireless Internet Access

Many Ivy Tech campuses provide a wireless computer network, providing internet access for students, faculty and staff in order to further the educational purposes of the College. Use of the Ivy Tech Community College wireless network is governed by all applicable local, state, and federal laws, as well as rules and regulations of the College.

Helpdesk

The Ivy Tech Helpdesk was designed to provide a single point of contact for students, faculty and staff who have questions or problems using Ivy Tech's online services. The toll-free phone number for the Helpdesk is 1-877-IVY-TECH (1-877-489-8324) or visit our website in Campus Connect.

Academic Options and Policies

Degree Programs

Ivy Tech Community College offers more than 150 programs and concentrations statewide. Each campus provides a wide variety of options that let you hit the ground running, whether you want to continue your education at a four-year school or start your career as soon as possible. No matter what you want, Ivy Tech can help you get started quickly and provide an affordable option.

Ivy Tech offers degrees, certificates and certifications in eight schools:

1. School of Applied Sciences and Engineering Technology
2. School of Business
3. School of Education
4. School of Fine Arts and Design
5. School of Health Sciences
6. School of Liberal Arts and Sciences
7. School of Public and Social Services
8. School of Technology

The following degrees, certificates and certifications are available for specified programs:

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Associate of Fine Arts (AFA)
- Technical Certificate (TC)
- Certificate programs (CT)

For more information, visit www.ivytech.edu.

Distance Learning

Whether you're working towards a degree or interested in trying an online course, Ivy Tech offers many distance learning options to fit your needs. Our classes fit almost any schedule, require a limited number of campus visits and even transfer to many Indiana colleges and universities.

Ivy Tech utilizes the industry-standard Blackboard system to administer online courses. In addition to online courses, various methods of distance learning are also offered to meet different learning styles:

- Hybrid courses (online with some face-to-face meetings)
- IP Video (instruction delivered on-campus by video broadcast)
- Technology enhanced (a mix of online and face-to-face meetings)

To see what distance learning courses are available, use Campus Connect's course search.

Enrollment Status

Enrollment status is determined by the number of credit hours that each student is registered for per semester.

<u>Full-time student</u>	<u>12 or more credit hours</u>
<u>Three-fourths time</u>	<u>9-11 credit hours</u>
<u>Half-time student</u>	<u>6-8 credit hours</u>
<u>Less than one half time</u>	<u>1-5 credit hours</u>

By definition, a **First-Year Student** is a student who has completed 30 or less credit hours and a **Second-Year Student** is a student who has completed 31 or more credit hours.

For the summer period, enrollment status for Title IV financial aid and for all other purposes is as follows:

	Financial Aid	All Other Purposes
Full time	12 credits	6 credits
¾ time	9-11 credits	4-5 credits
½ time	6-8 credits	3 credits
Less than ½ time	1-5 credits	1-2 credits

Attendance

Regular attendance is expected at scheduled class meeting times or other activities as assigned by the instructor. Attendance records are kept by each instructor. Absences may be taken into consideration by instructors when awarding grades or considering involuntary withdrawal. Students are expected to contact their instructor(s) in advance of absences.

Students who must interrupt their Ivy Tech education to fulfill Reserve and National Guard annual tour requirements should present official military orders to their instructors prior to departure for duty. Students are not excused from completion of the course work and should make arrangements with their instructors to complete all work.

Grading System

The quality of student performance or competency level, as determined by the instructor upon completion of the course, is indicated by a letter grade of A, B, C, D or F. Ivy Tech does not use pluses or minuses. Each letter grade has a numerical value per credit hour referred to as quality points.

STATUS	DESCRIPTION	QUALITY POINTS
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0

Academic skills advancement courses are assigned grading designations, but no quality points, or quality hours are earned. Grades for academic skills advancement courses are preceded by the letter "S".

Status codes describe the state or condition of a course for which a grade has not been awarded. Status code indications carry no quality points. The types of status codes and the symbols used to indicate them are shown below:

AU – Audit

Indicates enrollment in a course for which no grade or credit is awarded. The fees for audited courses are the same as those for courses taken credit. Audit status must be declared no later than end of the first week of classes with approval of the instructor or program chairperson.

I – Incomplete

Indicates that the student is actively involved in coursework but has not completed the final exam and/or other specific course assignments.

To remove an "I" designation, a student must meet with the instructor and make arrangements to complete course requirements in a specified period not to exceed 30 days beyond the start of the following term. The instructor must submit the grade within 31 calendar days of the beginning of the following term in which the student received the "I" designation.

S – Satisfactory

Indicates satisfactory completion of course work for a pass/fail course. Requests for this kind of grading must be declared at the time of registration. Courses graded with an “S” do not count toward graduation requirements.

U – Unsatisfactory

Indicates unsatisfactory completion of course work for a pass/fail course. Requests for this type of grading must be declared at time of registration. The “U” differs from an “F” in that quality points are not computed.

V – Verified Competency

Indicates satisfactory completion of course work by testing out, prior learning experience, training, etc. this status is approved by the Chief Academic Officer upon recommendation of a faculty advisor following completion of necessary verification and documentation of competency.

W – Withdrawal

A status indicating a voluntary student withdrawal beginning at the start of the third week of the course for a 16 week semester up to the end of the week marking the completion of 75% of the course. Students wishing to withdraw must do so through the Registrar’s Office. After 75 percent of the term has elapsed a student may withdraw only if documented extenuating circumstances are submitted to and approved by the Chief Academic Officer or his/her designee.

Grade Reports

Grade reports are available in Campus Connect and STARS. Grade reports are not mailed to students. Students may request, for a fee, a copy of their academic transcript, which includes grades, from the Registrar’s Office.

Grade Point Average (GPA)

The grade point average (GPA) is a numerical indication of the student’s performance for courses in which quality points can be earned. The GPA is calculated by dividing the number of quality points earned by the number of credits earned. The term and cumulative GPA, calculated to three decimal places, will appear on the online grade report as well as on the transcript.

Under extenuating circumstances a student may petition the Chief Academic Officer to exclude coursework from the cumulative GPA calculation. Courses exclude from the cumulative GPA calculation as a result of a petition will not be counted as earned and cannot be used to satisfy program requirements for degree-seeking students. Grades for excluded courses will remain in the student’s term GPA, and the courses will continue to appear on the transcript, however the cumulative GPA will reflect the exclusion of the coursework. Contact the Office of Student Affairs for additional information.

Appeal of a Grade

When a student believes the final grade he or she received in a course is inaccurate, he or she should make an appointment with the instructor who issued the grade or status and explain the reasons for this belief. This process must be initiated within 30 calendar days of receiving the grade. The instructor and the student should make every effort to resolve the issue. It is expected that most if not all misunderstandings will be resolved at this level.

If the grade or status issue is not resolved the student can appeal in writing to the instructor’s supervisor. This individual may be the department chairperson or program chairperson. Once the student has appealed the grade or status with the chairperson, if the issue is not resolved to the student’s satisfaction, the student may appeal to the department chairperson, next higher chairperson, or whoever is next in line.

The student’s next recourse is to appeal to the regional chief academic officer. The student must notify the vice chancellor of academic affairs in writing of his or her intent to appeal the grade. An appeals

committee will be formed by the academic vice chancellor, consisting of a faculty member from the program or from the school in which the program is housed, a faculty member from another school, the regional vice chancellor for student affairs or designee, the regional vice chancellor for academic affairs, and an optional fifth regional person, possibly staff. The appeals committee's decision will be forwarded to the student. Students not satisfied with the committee's decision may make a final appeal to the regional chancellor.

Dean's List

Each semester the Dean's List is published to recognize degree-seeking students who have achieved a high level of performance in their courses. To be included on the Dean's List, students must achieve a minimum 3.50 grade point average (GPA) in non-academic skills advancement courses with no D's or F's and must have earned 6 or more Ivy Tech credits during the semester as well as earning at least a total of 12 non-academic skills advancement credits during their course of study.

Academic Integrity

Faculty members are responsible for maintaining the academic integrity of the institution. Academic integrity is expected of all students and faculty.

Ivy Tech recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty member's authority and ability to assess learning. The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failure for the exam or specific course work, course failure, suspension, and expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects and lead to formal process outside the College.

Violations of academic integrity include, but are not limited to, the following acts:

- **Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; or obtaining a copy of an examination or questions from an exam prior to taking the exam; or altering graded work with the intent to deceive another person to do one's work and then submitting as one's own name; or allowing another to take an examination in one's name; or submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.
- **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty in an effort to acquire higher grades.
- **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.
- **Data Misrepresentation:** Fabricating data; deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines or are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered and generated.
- **Falsification of Academic Records or Documents:** Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; forging signatures; or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official College letter or communication will constitute academic dishonesty.

- **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization; copying or modifying the College's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying or altering of those institutions; computer records, systems, or program would similarly constitute a violation of academic integrity.

Academic Skills Advancement

To ensure that every student has the opportunity to be successful, Ivy Tech offers an Academic Skills Advancement program. This developmental program is designed for students enrolled in programs or courses at the College who are encountering academic difficulty or who have been identified as having encountered academic difficulty in the past. Services provided through the Academic Skills Advancement program include diagnostic testing and assessment, course placement services and instruction.

The need for these services may be identified at the time of admission. However, a student may use any or all services upon encountering academic difficulty during a course of study. Academic skills advancement instructors and laboratory technicians provide developmental instruction in the areas of math, communications, sciences, writing and study skills. Some campuses offer GED preparation and English to speakers of other languages. Delivery of instruction may be in a classroom setting, one-on-one tutorial assistance, computer-based instruction or a self-paced study in the academic skills center.

For further information about the College's Academic Skills Advancement program, contact the Office of Student Affairs or the Academic Skills Center.

Credit for Prior Learning Assessment (PLA), Advanced Placement Credit and Transfer Credit

Credit by the College is granted for acceptable test results under the following programs:

- College-Level Examination Program (CLEP) & DANTES (results valid for 5 years)
- Advanced Placement (AP) (results valid for 1 year after high school graduation)
- Tests given by Ivy Tech instructors as specific subject test-outs.

Credit is also awarded for properly documented prior learning experiences and workforce certifications. Ivy Tech acknowledges the prior learning experiences of students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following:

- Workplace learning
- Military experiences and training
- Nationally recognized testing
- Certifications
- Community service

Transfer credit is awarded for appropriate grades from courses taken at other regionally accredited institutions of higher learning within the last 10 years.

Advanced standing is given to students who have met the requirements for regionally determined dual and articulated secondary and post-secondary courses.

The awarding of credit for prior learning experiences is limited to technical coursework. General education competencies must be validated through nationally recognized testing. If program accreditation or licensure issues in certain programs preclude the awarding of PLA credit, the College will not award PLA credit for coursework in that program. If you believe you have prior learning experiences that might help

you earn credit in your degree program, please contact the PLA Coordinator at your campus. There is a fee associated for prior learning assessment.

Registration and Records

Registering for Courses

Students who have been admitted to the College can register online through Campus Connect, by telephone through STARS or on-campus at the Registrar's Office. Check with the Registrar's Office or in Campus Connect to find out when registration begins for each upcoming semester.

Students should seek assistance in course selection from faculty advisors or Student Affairs advisors before registering for classes.

Plan ahead and register for courses as early as possible to ensure you get the classes you want. After the first week of the semester has passed (for a 16-week semester) students must have permission of the instructor in order to add a course.

Dropping a Course

Prior to the beginning of the semester, students may drop a course online through Campus Connect, by telephone through STARS or on-campus at the Registrar's Office. During the first week of the semester, students must complete a *Change of Enrollment* form to drop a class. Dropping courses after the 100% refund period will result in the student being withdrawn from courses and will receive a W status code on their transcript. See the *Tuition & Financial Aid* section of this handbook for more on refund periods.

Multiple Census/Flex Terms

Courses may begin in different weeks (i.e. 8 week, 10 week) during a term. Students may now add courses throughout the registration period until the end of the 100% tuition refund for each course. See your academic advisor to register.

Note: Dropping and/or adding classes can affect the amount of financial aid a student receives and in some cases can result in cancellation of financial aid. Therefore, when dropping or adding classes, it's important for the student to check with the Financial Aid Office to determine whether his/her financial aid will be affected.

Transcripts

There are two ways to order a copy of your official Ivy Tech transcript:

1. Request in-person at the Registrar's Office
2. Download the transcript request form from Campus Connect and mail or fax it to the Registrar's Office

Each student will receive a free copy of his/her official Ivy Tech transcript upon graduation. Additional copies cost \$5 and must be paid before the transcript will be issued.

Transcripts are confidential and may only be ordered by the student whose record is being requested. Transcript requests must include the full name used while attending Ivy Tech, birth-date, social security or student ID number, daytime phone number, dates of attendance, and degrees received at Ivy Tech. Students must also provide the complete address to which the transcript will be sent. All transcript requests require the student's signature. The Office of the Registrar reserves the right to request proof of identification before processing.

Unofficial transcripts are available at no cost and can be printed from the student's campus connect account. Unofficial transcripts do not have the Registrar's signature and are not stamped with the Ivy Tech seal.

Change of Name and/or Address

All changes in personal information should be made through the Registrar's Office. To make a name change, you must provide a marriage certificate or document of the court (divorce decree, legal name change, etc.). Any changes in the social security number kept on file require an updated social security card.

Student Records (FERPA)

Ivy Tech Community College maintains an educational record for each student who is or has been enrolled at Ivy Tech. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the following student rights are covered by the act and afforded to all students at Ivy Tech:

1. The right to inspect and review information contained in the student's educational records.
2. The right to challenge the contents of the student's educational records.
3. The right to a hearing if the outcome of the challenge is unsatisfactory.
4. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. The right to prevent disclosure, with certain exceptions, of personally identifiable information.
6. The right to secure a copy of the institutional policy.
7. The right to file complaints with the Department of Education concerning alleged failures by Ivy Tech to comply with the provisions of the act.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

At the College's discretion, directory information may be provided in accordance with the provisions of the act without the written consent of the student unless the student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released for any purpose at the discretion of Ivy Tech unless a request for non-disclosure is on file:

1. Name, address, email address, telephone number, dates of attendance, and enrollment status
2. Previous institution(s) attended, major, awards, honors, degrees
3. Past and present participation in officially recognized activities, date and place of birth

Students may request the withholding of directory information by notifying the Registrar's Office in writing, within 10 calendar days from the first scheduled day of the term. Ivy Tech will honor the request until the student requests the withholding to be revoked in writing... The student should carefully consider the consequences of any decision to withhold directory information. Regardless of the effect upon the student Ivy Tech assumes no liability for honoring a student's request that such information be withheld. Failure on the part of a student to request the withholding of directory information indicates the student's approval of disclosure.

In addition, student records are held in security by the College. Transcripts on file with the College from high school and other institutions of higher education cannot be released by Ivy Tech. A student needing a transcript from high school or another college should request it directly from that institution. The Registrar's Office will assist students wishing to see and review their academic record and student files. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Registrar.

Dependency Provision

Ivy Tech reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, to disclose educational records or components thereof without written consent to parents of dependent

students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). A certified copy of the parent's most recent federal income tax form establishing the student's dependency status shall be required before any educational records or components thereof will be released to the parent of any student.

Tuition and Financial Aid

College Fees

Indiana residents pay \$95 per credit hour for 2009-10. Ivy Tech's student technology fee is only \$40 per semester. Out-of-state residents pay \$193.30 per credit hour. There is a \$10 per credit-hour charge added for Internet-based distance education courses.

Fees are established by the State Board of Trustees and are subject to change.

Other costs and fees to consider when you review your choices:

- Books - Costs vary by course. The average cost for books and supplies is \$39.23 per credit hour (based on an average of 13 credit house per semester).
- Tools - For some courses, students must furnish hand tools and specialized equipment.
- Uniforms - Certain programs require uniforms or special safety clothing.
- Fees for consumable instructional supplies-applies to selected courses.

Payment Options

All enrolled students must make arrangements at the time of registration to pay all applicable fees. A student is officially registered and allowed to attend class after all fees have been satisfied or arrangements for payment have been made. A deferred payment plan is available through your local business office, please contact them for details. You may pay with a personal check, cash, VISA or MasterCard.

Refund Policy

Students choosing to drop a course or courses must notify the College in writing using the *Change of Enrollment* form. Students choosing to withdraw from all courses may begin the withdrawal process in writing. The fee refund for voluntary withdrawal from a class, when applicable, will be processed only after the student files a *Change of Enrollment* form with the Registrar's Office.

The Banner system processes student refunds based on the percentages noted below. Refunds are calculated on business days regardless of holidays. Refund checks are sent to the student's address as listed in Campus Connect. Business days are considered to be Monday through Friday. Technology fees, consumable fees, and tuition are refunded at the same rate noted below. With regard to the technology fee, if the student withdraws from all of his/her classes during the 100 percent refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100 percent refund period, the technology fee will not be refunded. For purposes of the refund period, the "first day" is calculated differently for terms of 12 weeks or more and for terms of less than 12 weeks. For terms of 12 weeks or more, the refund period would begin on Monday of the first week of classes that a particular course meets. For terms of less than 12 weeks, the refund period would begin on the first day the course meets. For terms less than 12 weeks, if a class begins on a Saturday or Sunday, the refund period would begin on the following Monday.

Term Length	Refund Schedule
16 weeks First day: Monday of the first week of classes	1 st -10 th day 100%; 11 days or more 0
12-15 weeks First day: Monday of the first week of classes	1 st -8 th day 100%; 9 days or more 0
10-11 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day.	1 st -6 th day 100%; 7 days or more 0

8-9 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day	1 st -4 th day 100%; 5 days or more 0
4-7 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day.	1 st -2 nd day 100%; 3 days or more 0
Less than 4 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day.	1 st day 100%

Note: Dropping and/or adding classes can affect the amount of financial aid a student receives and in some cases can result in cancellation of financial aid. Therefore, when dropping or adding classes, it's important for the student to check with the Financial Aid Office to determine whether his/her financial aid will be affected.

Types of Financial Aid

Many types of financial aid are available, such as grants, scholarships and student loans. Students interested in applying for aid must complete the FAFSA (Free Application for Federal Student Aid). www.fafsa.ed.gov/

Scholarships

Scholarships are gift-aid and do not require repayment. Scholarships are often offered at the campus or community level.

Grants

Grants are gift-aid and do not require repayment.

Loans

Loans are available as a means of funding your education. Unlike gift aid such as scholarships or grants, loans must be repaid.

Work Study

Combining work and study can be an option for funding education. For all types of Work Study employment, you will work a specific number of hours per week and be paid bi-weekly. Ideally your employment will be in an area related to your course of study.

For more information on financial aid opportunities at your local Ivy Tech Community College campus, visit the campus Financial Aid office. www.ivytech.edu/financialaid/.

Financial Aid Awards and Disbursement

The U.S. Department of Education requires Ivy Tech Community College to define and administer Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. The College's SAP policy for Title IV students is the same as or stricter than the school's standards for students enrolled in the same educational program who are not receiving Title IV aid. Aid recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by quantitative and qualitative standards. The Financial Aid Office (FAO) is responsible for ensuring that all students who receive federal financial aid are meeting these standards. The Central Office Financial Aid Management Policies and Procedures Committee is responsible for conducting annual reviews of its SAP Policy to ensure federal compliance and dissemination to the financial aid office (FAOs).

Qualitative Standard

All students are expected to maintain the academic standards outlined in Ivy Tech's college catalog.

Minimum Grade Point Average (GPA)

Non-remedial coursework assigned with a letter grade of A, B, C, D or F contributes to the cumulative GPA. Students who have 15 or more attempted credit hours (excluding remedial coursework) must maintain a minimum 2.00 cumulative grade point average measured on a 4.00 scale at the end of each semester. Achieving a GPA of less than 2.0 will result in academic/financial aid probation the next term of enrollment. During the probationary period, the student must maintain a minimum GPA of 2.00 each term. The probationary status will be removed when the student's cumulative GPA is 2.00 or higher.

NOTE: Academic skills advancement classes/remedial coursework do not count in the GPA. Financial aid may be granted for up to thirty (30) credit hours of academic skills advancement classes/remedial coursework as long as the student is meeting all other standards. However, academic skills advancement classes/remedial courses are included in the quantitative calculation.

Quantitative Standard

In addition to maintaining the specified grade point average, a student must complete his/her degree/certificate within a maximum time frame.

Maximum Time Frame

Students are expected to complete 67 percent of their cumulative attempted hours (including skills advancement courses). Completing less than 67 percent of the cumulative attempted hours will result in financial aid probation for the next term of enrollment. During the probationary period, the student must complete all (100 percent) hours attempted. The probationary status will be removed when the student completes 67 percent of his/her cumulative hours. Courses assigned a letter grade of A, B, C, D, F, I, S, U, V or W count in quantitative and maximum time frame calculation, as do transfer credits accepted toward degree programs and any repeated coursework. Enrollment status for financial aid is defined based on hours enrolled at the end of the College's 100 percent fee refund period. For example:

Total Hours Attempted	Minimum Hours Required to Complete
36	24
24	16
12	8
9	6
6	4

Students who are receiving financial aid are expected to complete all requirements for an Associate Degree or Technical Certificate within a maximum time frame of attempted program hours. A student reaches maximum time frame after having attempted the credit hour equivalent of 150 percent of the program hours required for the current degree or certificate. **Financial Aid will be terminated when a student cannot finish the degree or certificate program within the maximum time frame. The student has the option of appealing the termination (see section under Appeal and Reinstatement).**

Remedial/English as a Second Language (ESL)/Enrichment Coursework

Students may receive financial aid for up to thirty (30) credits of remedial coursework. The first 30 credit hours are excluded in determining maximum timeframe. However, academic skills advancement classes/remedial courses are included in the quantitative calculation. English as Second Language (ESL) coursework is considered remedial coursework and is included in the quantitative calculation.

Transfer/Second Degree/Second Major/Consortium Coursework

Many students transfer to Ivy Tech Community College. Only the credits accepted for transfer count toward the maximum timeframe; we do not count the grades on those transfer credits toward the qualitative measure.

Many students return to Ivy Tech for a subsequent degree or certificate. In many cases a portion of the earned credits from the first degree(s) count toward the subsequent degree. This transfer of earned credits reduces the number of credits the student will need to earn in order to complete the subsequent degree objective. Consequently, this also reduces the maximum time frame applicable to the subsequent degree.

In order to determine the maximum time frame for the subsequent degree, determine the number of credits in the subsequent degree program and multiply this figure by 1.5. Determine the number of credits from the previous degree(s) that transfer to the subsequent degree. The transferred credits are subtracted from the calculated number (program credits times 1.5) that constitutes 150 percent of the subsequent program. The result is the student's remaining maximum time frame eligibility for the subsequent degree.

Many students attend multiple institutions under a consortium agreement. When a student's program includes attendance at multiple institutions, it is the responsibility of the college that provides federal student aid to track the student's satisfactory academic progress.

Summer Semester

Coursework taken during Summer semester is treated as any other semester and is counted in the qualitative (GPA), quantitative (completion rate), and maximum time frame standards along with the Fall and Spring semesters.

Academic Amnesty

Courses from a previous semester that are excluded from the GPA are not excluded in the quantitative calculation of a student's SAP for Title IV federal financial aid programs.

Audited (AU) Coursework

Audited coursework is not counted in the SAP evaluation.

Failing to Meet the Standards

If a student has not met the minimum GPA requirement and/or has not completed the minimum credit hours, one of the following classifications will be assigned: Probation or Termination.

Financial Aid Probation

Recipients who fail to meet the Satisfactory Academic Progress standards by the end of the semester will be placed on probation for the following semester. During the term on probation, the student can receive financial aid with the understanding that he/she must meet the Standards of Progress by the end of the probationary term. Students are notified of their probationary status by the financial aid office..

Financial Aid Termination

If a student fails to meet the quantitative and/or qualitative measure by the end of the probationary term, or if the student cannot receive a degree in the time frame allowed for the program of study, the student's aid eligibility is terminated. At this point, a student is not eligible for any aid from the Financial Aid Office, including student loans. Students are notified in writing of their termination status.

Appeal and Reinstatement Options

If financial aid eligibility has been terminated due to failure to meet qualitative, quantitative, and/or maximum time frame, students may be able to submit an appeal to explain extenuating circumstances that contributed to their failure to meet the expected standards of progress..

In addition, students may be able to increase their GPA (grade point average) by successfully completing courses without using financial aid. Contact the Financial Aid Office for more information on financial aid appeal options. The Financial Aid Office will notify the student in writing of the Appeals Committee's decision. The decision of the Appeals Committee is final.

Reports will be run each semester to determine Satisfactory Academic Progress for students receiving financial aid. Information concerning Satisfactory Academic Progress will be maintained on the student's electronic file.

Costs Per Credit Hour

General fees are based on the number of credit hours for which the student has registered. Out-of-state students pay an additional fee per credit hour. For more information, see our current schedule of fees.

Federal Return of Funds

Federal financial aid recipients who withdraw or stop attending all classes before the 60 percent point in the term will owe money back to the federal government and/or Ivy Tech. For more information on Federal Return of Funds, visit the statewide website at: <http://www.ivytech.edu/financialaid/awards-and-policies.html> or contact the Financial Aid Office.

Disbursement Procedures

If you are eligible for financial aid in excess of tuition, you may be eligible for bookstore credit for necessary books and supplies. Excess grant aid should be disbursed to you after the end of the refund period. Contact the Financial Aid Office if you have questions about disbursement procedures for work or loan aid. If you receive federal financial aid, and you withdraw or stop attending all of your classes during a term, you may owe money back to the federal government.

Cost of Attendance

The cost of attendance consists of the following base components: tuition and fees, books and supplies, transportation, room and board, and personal expenses. Adjustments may be made to the cost of attendance for students enrolled in distance education courses. Cost of attendance estimates vary depending on a student's enrollment level and living situation. The four enrollment categories are, full-time, three quarter time, half-time and less than half time. Please take a look at the chart below for further explanation.

Enrollment Status Credit Hours

Full-time	12 credit hours or more
Three-quarter time	9 - 11 credit hours
Half-time	6 - 8 credit hours
Less than half-time	1 - 5 credit hours

For students who live with parents and do not have dependents themselves, a lower cost of attendance is estimated for room, board, and personal expenses. When estimating your cost of attendance, keep in mind that living expenses are estimated and would be incurred regardless of whether or not you're enrolled in college. The enrollment status credit hours for summer semester may be different for enrollment but not for financial aid purposes.

Drug Conviction

An applicant loses eligibility for Title IV aid, if the drug related offense for which the student was convicted occurred while the student was receiving Title IV aid. The student's loss of eligibility begins on the date of conviction.

If you have questions about any of the financial aid policies, please contact your Financial Aid Office. You can also view current detailed information about your financial aid account on Campus Connect. All policies and procedures are subject to an ongoing review by the College. Changes are made when necessary to ensure that the needs of both the students and College are met. The College reserves the right to change policies and/or procedures at any time without notice.

Campus-Specific Financial Aid Opportunities

For more information on financial aid opportunities on your local Ivy Tech Community College campus, visit the campus Financial Aid office. www.ivytech.edu/financialaid/.

Apply Online

Apply for Financial Aid online at www.fafsa.ed.gov.

Student Rights and Responsibilities

Drug and Alcohol Policy

Ivy Tech Community College of Indiana, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of the positive, drug free elements of life.
- Respect for laws and rules prohibiting illegal drugs.
- An understanding of the effects of drugs, including alcohol, on personal health and safety.
- The value of sound personal health and safety.

The use of certain products is known to be detrimental to physical and psychological well-being. Substance abuse is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, heart problems, and even death. It is the student's responsibility to know whether any drugs he/she is taking are illegal. It is not the responsibility of the College to prepare a list of illegal drugs.

In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of the imprisonment vary according to the type and amount of the substances involved, the offender's past record for such offenses, and a variety of other factors.

The College prohibits the possession, sale or consumption of alcoholic beverages on campus, or the unauthorized possession or consumption of alcoholic beverages at off campus activities.

The College prohibits the use or possession of illegal drugs on campus or at any college related activities. Violation of these policies may lead to disciplinary probation, suspension or expulsion.

The College conducts a biennial review of the effectiveness of its programs to reduce alcohol and drug abuse. A copy of the review can be viewed in the Office of Student Affairs.

Contact your campus' Student Affairs Office for a list of area resources for persons who need help with alcohol and/or drug abuse problems.

Student Right to Know

The 1990 federal Student Right to Know Act requires colleges and universities to report to prospective and current students the persistence and graduation rates of full-time technical certificate and degree-seeking students. The graduation rate is based upon program completion within 150 percent of time usually required for a full-time student. For technical certificate students, this is the number of full-time students graduating in three semesters. For associate degree students, this is the number of students graduating in six semesters. Contact the Office of Student Affairs for further information.

Non-Discrimination and Equal Opportunity Policy

Ivy Tech Community College of Indiana provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

Campus Security Information

Jeanne Clery Act (Campus Crime Statistics) Information

The Crime Awareness and Campus Security Act of 1990 (also known as the Jeanne Clery Act) requires colleges and universities to disclose an annual report highlighting crime statistics for the previous three years, safety awareness programming, student conduct information, and other information on campus crime and incidents. Ivy Tech Community College of Indiana is committed to provide a safe and secure environment for the campus community. Please contact the Office of Student Affairs for a copy of the annual report.

Campus Sex Crime Prevention Act

The federal Campus Sex Crimes Prevention Act requires state procedures to ensure that offender registration information is made available in a timely manner to law enforcement agencies with jurisdiction where institutions of higher education are located, and that it is entered into appropriate state records and data systems. Law enforcement agency information provided by the State concerning registered sex offenders may be found at the Indiana Criminal Justice Institute website located at <http://www.in.gov/cji/> or the Indiana Sheriff's Association website located at <http://www.indianasheriffs.org/default.asp>.
[Compliance]

Disability Support Services

Disability Support Services (DSS) staff seeks to ensure that all students receive the opportunity to learn to their fullest abilities. Services include providing note-takers, interpreters, and scribes, enlarged textbooks, extended testing times, counseling, and referrals to community agencies. DSS arranges optimal classroom seating (placement, as well as types of chairs and desks).

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

College programs and facilities are designed to be accessible to students with disabilities. Disability Support Services also aid students with disabilities with career planning, financial aid, personal counseling and placement. DSS works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.. Students who do not request accommodations do not need to disclose their disabilities.

Student Conduct

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

The reputation of the College and the community depend in large part upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty and staff to students, students to students, and students to faculty and staff.

Students are subject to College jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is not in the best interests of the student, other students, or the College. Students who have been disciplined should expect to find their sanctions enforced at other Ivy Tech campuses.

College Rules

All students are expected to abide by the following College rules of conduct.

“Student” as used refers to a student, a group of students, a prospective student or a group of prospective students.

College Rules

1. **Academic Integrity** (*see the Academic Options & Policies section*)
2. **Assembly:** College policy states that assembly in a manner that obstructs the free movement of others about the campus, inhibits the free and normal use of the College buildings and facilities, or prevents or obstructs the normal operation of the College is not permitted. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised activities is included in the definition of obstruction.
3. **Children on Campus:** Due to insurance and security concerns, children are not allowed to be on Ivy Tech property without direct supervision by parent or guardian, with the exception of childcare centers. Children are not allowed in classrooms unless through the expressed consent of the instructor.
4. **Commitment of College Funding:** Committing College funding, including student clubs or organizations, without written approval and paperwork will result in the student being responsible for the money owed, the student being removed from the club or organization, and disciplinary action being evoked. No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.
5. **Compliance and Identification:** Students who fail to comply with direction of College officials or law enforcement officers in the performance of their duties and/or fail to identify themselves to these persons when requested to do so are subject to disciplinary sanctions.
6. **Discrimination Activities:** Any student involved in discrimination activities towards students or staff will face disciplinary action.
7. **Disruptive Behavior:** Behaviors or actions that disrupt the College's processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting campus official(s) and/or campus security officers may remove the student from the setting upon oral request by the instructor.
8. **Electronic Equipment or Programs:** Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes electronic equipment being played loudly. Students introducing computer viruses will be subject to disciplinary action, including dismissal.
9. **Financial Responsibility:** Student are expected to pay all fees, fines, or loans in a timely manner. Official transcripts and copies of records will not be given to the student and degrees

will not be awarded until debts to the College are paid. Students will be allowed to inspect and view transcripts and records. Students will not be allowed to register in an "owe fees" status.

10. **Fundraising or Solicitation:** College policy requires that individuals or organizations seeking the use of campus facilities or scheduling activities to solicit funds must first obtain written approval from the appropriate College official. College rules and regulations govern fundraising activities, the money collected, and the use of the money collected by the fundraising activities. Misrepresentation or misuse will result in the student being responsible for the money owed to an institution or individual, the student being removed from the club or organization, and the student facing disciplinary action. The student is also accountable to state and federal laws and regulation.
11. **Furnishing False Information with Intent to Deceive:** Providing false information is against College rules and state laws.
12. **Harassment/Sexual Harassment/Stalking and/or Intimidation:** This is defined as conduct causing alarm or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Harassment, stalking, and/or intimidation are not permitted. Perpetrators are also subject to Indiana state law.
13. **Hazing:** Hazing, an initiation process usually into a club or organization which often involves humiliating or otherwise harmful tasks, performances, or behaviors is not permitted.
14. **Inappropriate Use of College Computer Resources:** Theft or other abuse of computer time is against College rules, which include but are not limited to:
 - a) unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
 - b) unauthorized transfer of a file, unauthorized use of another user's identification and password or use of computing facilities to interfere with the work of another student, faculty member or college official.
 - c) use of computing facilities to send, receive, or view obscene or abusive messages.
 - d) use of computing facilities to interfere with normal operation of the College computing system.
 - e) use of computing facilities for student's personal benefit.
 - f) use of College-owned computer resources to prepare or print work for commercial purposes.
 - g) inappropriate use of printers:
 1. Printers are intended for class-related activities. Printing Internet web pages or other information not directly related to an authorized use is prohibited.
 2. Excessive printing is prohibited. Students must follow lab guidelines limiting the number of copies or pages that may be printed.
 3. Using non-approved paper in a college-owned printer is prohibited.
15. **Motor Vehicles:** Students are expected to comply with parking regulations. Parking spaces for persons with disabilities and visitor's areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

16. **Safety:** No student shall engage in behavior that violates the safety rules of any institutional setting or other College premises, and/or College sponsored events whether such procedures are written or oral rules or directions. This shall include, but not be limited to, the wearing of any required personal protective equipment and the prescribed methods and procedures for handling and disposing of certain materials that may be hazardous, unstable, infectious, etc.
17. **Signs or Surveys:** Students may erect signs, conduct surveys, or display signs or posters on designated bulletin boards.
18. **Use of College Name:** The College name and logo are registered trademarks. The use of the College name or logo must be authorized by the officials in charge of College trademarks. Use without authorization is against College rules.
19. **Use of College Facilities:** Students are permitted on campus during normal published Ivy Tech hours and at other times established in the College calendar. Students wishing to utilize College facilities at other times must request permission from the appropriate College official. Unauthorized possession, duplication, or use of keys or electronic locking devices to any College premise, or unauthorized entry to or use of College premises is against College rules.
20. **Compliance with Indiana State Laws:** Violation of these laws is also against College rules and violators may also be prosecuted according to Indiana law.
 - Alcoholic beverages: Consuming, being under the influence of or possessing intoxicating beverages on College property is not permitted.
 - Arms/deadly weapons/explosives/chemicals: Possession of firearms (except those possessed by police or campus security officers) and other weapons, dangerous chemicals, or any explosive or explosive device is prohibited on College property or at any College sponsored activity held elsewhere. No student shall use or threaten to use firearms, other weapons, dangerous chemicals, or any explosive or explosive device on College property or at any College-sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in and assault of another person is included within the meaning of a firearm, explosive or weapon.
 - Assault and battery, abusive actions, physical and/or verbal altercations and/or threatening language: Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person's will. Any student charged with an assault on Ivy Tech property or at any College-sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.
 - Counterfeiting and altering: Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.
 - Dumping and littering: No student shall deposit, dump, litter or otherwise dispose of any refuse on college property except in duly designed refuse depositories.
 - Gambling: Gambling is not allowed except where permitted by state law or within a sanctioned program or class.
 - Illegal use of drugs: Being under the influence of, use of, possession of, or distributing illegal drugs is not permitted.
 - Smoking: All Ivy Tech buildings are classified as "non-smoking" facilities. Smoking is permitted only in designated areas.

- Theft of property: Theft of personal property, College property, or property located on College property is a violation of College rules.
- Vandalism: The destruction or mutilation of Ivy Tech books, magazines, equipment, resources or buildings is a violation of College rules.

Repeated Offenses of a Less Serious Nature

Repeated offenses of a less serious nature are considered disruptive and will be handled under the College's disciplinary process.

Student Judicial Procedures

The College strives to provide an educational and professional environment that allows individuals to engage in their daily activities in a safe, healthy and secure manner. Local, state or federal law enforcement officials will be notified of anyone violating local, state or federal laws. Violators shall be subject to prosecution by the appropriate law enforcement officials.

Anyone found in violation of College regulations shall be subject to disciplinary action by the College through due process procedures for student conduct violations.

Disciplinary Action

Cases of student misconduct and/or lack of academic integrity are to be referred to the chief academic officer or chief student affairs officer. A student who violates the rules of the College may be subject to disciplinary actions, which may include, but not be limited to, the following:

1. Verbal reprimand;
2. Restitution for damages;
3. Restriction of privileges such as access to computer lab facilities, library facilities, testing center, etc;
4. Failure of the exam, quiz, project, etc.
5. Failure of the assignment or course;
6. Withdrawal from a course, program or the College for the remainder of the semester or term;
7. Suspension from the College (one calendar year);
8. Dismissal from the College (five years; student may appeal for reinstatement).

In addition, the College representative will be responsible for reviewing all initial disciplinary procedures and may suspend a student for a period of time until the Student Status Committee can meet.

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows: notice of charges, notice of possible penalty, and opportunity to provide a defense to some authority.

1. An appropriate College official shall notify the student that he or she is accused of violating a regulation.
2. The student shall be notified in writing that he or she may elect one of three courses of action:
 - A. The student may admit the alleged violation and agree with the recommended disciplinary action. A signed waiver which waives the right to appeal is required.
 - B. The student may admit the alleged violation and request a hearing before the Student Status Committee.

- C. The student may deny the alleged violation, in which case the administrative officer shall refer him/her to the Student Status Committee.

The Student Status Committee hears all appeals relating to disciplinary actions.

State Student Grievance Processes

(The Grade appeal process is addressed earlier in this document.)

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective.

Whenever the informal process does not result in satisfactory resolution, the College formal grievance procedure is also available.

Informal Grievance Procedure

The student shall initiate the informal process with the student working one-on-one with appropriate faculty or staff and must be started within 30 calendar days of the incident. Students must bring to the attention of their instructor (in cases involving academic coursework) or relevant supervisory staff member legitimate complaints perceived by them. The student should first bring the complaint to the attention of his/her instructor or the person with whom the student has a complaint. A conference with the student will be scheduled as soon as possible and within five working days (Monday-Friday) of notice of the student complaint, at the latest. The intent of these conferences is to ensure an early discussion of the issue, that the issue has been raised in a timely fashion and that if possible a mutually acceptable resolution can be reached.

A student who feels that the conference would be futile because of the person's involvement or the situation/concern cannot be resolved with the instructor or staff with whom the student has the complaint, he or she should bring the grievance in writing to the supervisor of the area or department. The conference will be held as soon as possible and at least within five working days of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. If the grievance is not resolved with an instructor the student may elect to request a conference with a department head, division chair or the chief academic officer, as deemed appropriate. Non-instructional areas follow the same step process. Through Student Affairs, for example, the process would be advisors/counselors, then manager, director and finally the chief student affairs officer. Grievances may cover matters such as the application of College policies and practices to the grievant, but the existence or content of the policies may not be grieved.

Formal Grievance Procedure

If a student is not satisfied with the results of the informal process the student may proceed with the formal grievance as described below.

Format of the Written Grievance

If the complaint is not resolved to the student's satisfaction through the informal procedure the student shall put the grievance to writing. The formal complaint must:

1. Clearly state the facts giving rise to the grievance.
2. Describe the efforts to informally resolve the complaint.
3. State the remedy sought by the grievant.
4. Be signed and dated.

Timely Filing of a Formal Grievance

Students must file complaints within a reasonable period of time not to exceed 30 calendar days after the informal grievance process has been exhausted. Students must file a grievance within 30 days of the end of the term in which the incident occurred.

Filing the Formal Grievance

Original copies of the formal written grievance document shall be filed with both the regional office of Student Affairs and the College's Vice Provost Student Affairs & Diversity (50 W. Fall Creek Parkway N. Dr., Indianapolis, Indiana 46208). The Vice Provost shall assign a College Grievance Coordinator who shall coordinate the handling of the grievance within the region.

Mediation

Reasonable efforts should be made by the Grievance Coordinator to mediate a mutually agreeable resolution of the matter with the parties. A signed document should be generated by the Grievance Coordinator stating the results of the mediation.

Student Status Committee

The Student Status Committee is a committee whose purpose is to review all formal grievances referred to it and recommend a resolution to the chief administrative officer. It will be composed of six members, including two full-time instructional staff members and two administrative staff persons appointed by the chief administrative officer of the region. The additional two members will be students designated by the Student Government Association or the chief student affairs officer. The Committee's review of a formal appeal will begin no later than 30 days after fact-finding and mediation terminates. The Grievance Coordinator shall keep the grievance body informed of efforts related to fact-finding and mediation. Office of the Provost support, as needed, will be available to the Grievance Coordinator.

Disposition of a Formal Grievance by the Student Status Committee

If mediation does not resolve the grievance the Student Status Committee shall, in all cases, conduct a hearing. Unless there is a mutual resolution of the grievance the grievance shall not be dismissed prior to the hearing. Written notice of the procedures, actions and meetings at all stages of the formal complaint procedure, including the role of advisors to each party, will be provided to both the student (grievant) and respondent.

The Student Status Committee will ensure the student due process. The student has the following rights:

1. Reasonable advance written notification of the time and place of the hearing;
2. Notification in writing of the charges with sufficient particularity to enable the student to prepare a defense;
3. Notification in writing of the names of the witness(es) directly responsible for reporting the alleged violation or, if there are no such witness(es), written notification of how the alleged violation was reported;
4. Notice of actions and meeting at all states of this appeal procedure;
5. An opportunity to be heard;
6. An opportunity to question witnesses at hearing;
7. An opportunity to have a representative present when presenting facts, being questioned, or asking questions;

8. An expeditious hearing of the case;
9. An explanation of the decision rendered in the case.

The student shall not be required to testify against him or herself.

Once the formal grievance has been initiated and attempts by the Grievance Coordinator to mediate a settlement have been exhausted a hearing shall be held pursuant to the hearing guidelines entitled "Student Grievance Hearing Procedural Guidelines". These guidelines, which are occasionally updated, describe how the actual hearing will be conducted. The Grievance Coordinator will provide a copy to both the student (grievant) and respondent at the beginning of the formal process. Persons who desire to view the guidelines should contact the chief student affairs officer for a copy.

The Student Status Committee will issue a recommendation(s) to the chief administrative officer following its deliberation. Recommendations of the Student Status Committee, if approved by the chief administrative officer are final, unless appealed to the Office of the President. The student will be informed in writing of the chief administrative officer's decision. A copy of the letter with the chief administrative officer's decision will be filed in the student's permanent record.

Appeal to the Office of the President

If the student does not accept the decision of the Student Status Committee the student may appeal, in writing, within 30 calendar days from the written notification by sending a written notice to the General Counsel, Collegewide Appeals Grievance Body, at 50 W. Fall Creek Parkway N. Dr., Indianapolis, Indiana 46208.

An appeal of the decision of the Student Status Committee to the Collegewide Appeals Grievance Body is limited to procedural errors. The Collegewide Appeals Grievance Body does not review or re-hear the merits of the original grievance. The Collegewide Appeals Grievance Body can recommend to the President that the decision should stand or to remand it back to the campus chief administrative officer for reconsideration. The decision of the President is final.

Reinstatement to the College

If a student is dismissed from any campus/region of Ivy Tech, that individual is dismissed from the College. The year starts at the time/date of official notification to the student by the Chancellor/Executive Dean. After one calendar year the individual under suspension may apply for reinstatement. If the student is dismissed the student may appeal for reinstatement after five years. The individual must begin the reinstatement appeal process by informing the Vice Chancellor for Student Affairs at the campus where the dismissal took place of his/her intentions. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The appeal will be reviewed by the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Student Affairs. If there is reinstatement that is agreed by the student, no further action is necessary. If the student is not satisfied with the reinstatement decision, the formal due process procedure is implemented. The campus/region Student Status Committee will act on the appeal within 30 days of its receipt. The recommendation of the Student Status Committee will be forwarded to the Chancellor/Executive Dean of the campus/region. That individual will render a judgment on the appeal. That judgment will be final.

Voter Registration

Students are strongly encouraged to exercise their right to vote. In order to vote in national, state or local elections one must be a registered voter at the person's current address. Students who need a voter registration form due to either not having previously registered or having moved can pick up a voter registration form at the Office of Student Affairs. Forms can also be downloaded from the Indiana Secretary of State's office at <http://www.in.gov/sos/forms/index.html>. Under the "Elections" section, select form VRG-7i. A Spanish-language version is also available.

Student Insurance

Student Insurance is available to students registered at Ivy Tech Community College. This insurance is available for a fee to registered students only. Please see the student affairs office at your campus for further information.

Admissions

How to Apply

Ivy Tech is an open admissions college, accessible to all Indiana citizens past high school age. Prospective students can apply for admissions either online at www.ivytech.edu/applynow/ or in person at the campus nearest you. Ivy Tech does not charge a fee to apply for admissions.

Admissions Requirements

In addition to submitting an admissions application, additional requirements may apply:

Degree seeking students

High school diploma or General Education Development (GED) certificate
High school transcript
Course Placement Assessment (ASSET/COMPASS)

Non-degree seeking students (courses only)

Complete a registration form at the Registrars Office. No admissions application is required.

Transfer Students

College transcripts (only courses with a grade of C or higher will be considered for transfer credit and /or advanced placement).

High School students

High school juniors and seniors can enroll in dual credit programs that allow them to receive high school and college credit at the same time. Students should contact their school administration to learn what dual credit courses exist at their own high schools.

Requirements to participate include admissions application, readiness requirements for the course and course prerequisites. In order to receive college credit, a letter grade of B or higher is required.

Returning students following a 2-year or more absence

Students who have previously attended Ivy Tech must resubmit an admissions application if it has been two years or longer since the last course taken.

International students

Must apply at least 90 days prior to the start of the semester.

Must provide an approved foreign transcript equivalency evaluation indicating that the student has attained the equivalent of a U.S. high school graduation. The following are approved College evaluation agencies: World Education Services, Educational Credential Evaluators, Inc., and AACRAO-Foreign Educational Credential Service. Ivy Tech requires the general evaluation report.

Students whose first language is not English must also demonstrate proficiency in the English language by scoring a minimum of 550 on the TOEFL written exam or 213 on the computerized test. Scores will be considered if they are less than two years old. A language proficiency test may be waived if an applicant is from an English-speaking country, has completed secondary school in the United States with passing grades in non-ESOL English courses, or is a college transfer student who has completed standard freshman English with a grade of C or higher from a regionally accredited institution.

Students must provide proof of adequate financial support for College fees and living expenses for each year while attending Ivy Tech. Students should submit a letter from an appropriate sponsor, government official or bank official stating that sufficient funds are available to cover the cost of the student's education and that these funds will be available to the student while attending college in the United States. International students must purchase the College's insurance coverage for medical, accident and repatriation expenses, unless they obtain a waiver.

Degree-seeking students must also participate in initial course placement evaluation.

Limited Admissions

Occasionally, the number of students admitted and enrolled in programs and/or courses may be limited by College resources or facilities, including available lab equipment and related support or by the number of available clinical work stations. The Office of Student Affairs should be contacted regarding the programs which have limited access.

Student Life

Organizations and Activities

The College recognizes the educational, recreational and social values of student organizations and extracurricular activities. Students are encouraged to participate in any or all phases of the student activities program as long as participation does not interfere with studies. All student organizations operate under the policies and guidelines set for the College by the State Board of Trustees. Approval by the Student Government and the administration is required of all student organizations seeking to make use of College facilities. All approved organizations must be open for membership to all eligible candidates and must make available to the Student Government records of officers, membership and financial transactions.

Student Government Association

Students in each region are provided opportunities to participate in student organizations through the Student Government Association (SGA). SGA is the representative governing body of the students. SGA representatives are elected or selected according to the by-laws of each regional SGA constitution and serve as stated in those bylaws. The student body membership may consist of representatives of each program area and an advisor established in the by-laws.