



STUDENT HANDBOOK 2010 – 11

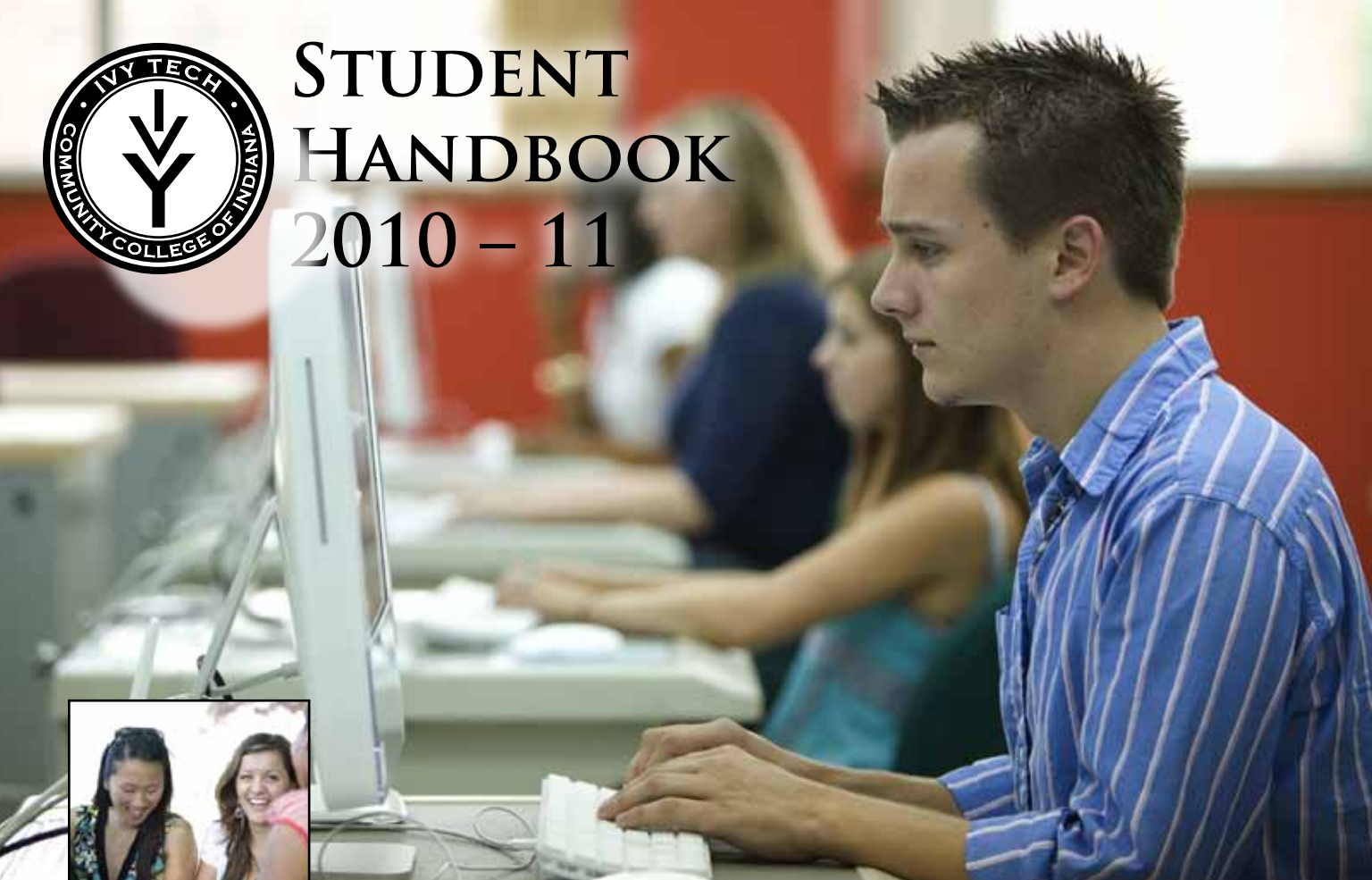


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MESSAGE FROM THE PRESIDENT

Welcome to Ivy Tech Community College, the nation's largest single accredited statewide community college system and Indiana's largest college/university. We offer degrees at 29 locations and we have more than 150,000 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 make Indiana great. We are proud to have you as an Ivy Tech Community College student.

Sincerely,

A handwritten signature in black ink that reads "Tom Snyder". The signature is written in a cursive, flowing style.

Tom Snyder, President

Ivy Tech Community College

president@ivytech.edu

College Mission

Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivery 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.

College Vision

Indiana's residents, communities, and economy will be transformed by Ivy Tech Community College's leadership in higher education.

Core Values

We value, respect, and promote:

- A student-centered environment
- A faculty/staff-focused environment
- Diversity
- Integrity
- Community engagement
- Innovation
- Excellence

Achieving The Dream

The College is proud to be one of 122 community colleges participating in Achieving the Dream (AtD), a national initiative that uses data to develop practices that help more students succeed. The enrollment and completion trends of Ivy Tech students have been analyzed and the college is now engaged in developing solutions as suggested by former and current students from Ivy Tech and other AtD colleges. Many of the activities and processes being designed at the time of printing will be implemented in fall of 2010, with the expectation that more Ivy Tech students will be successful and achieve their educational goals.



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 Dean of Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

Regional Accreditation Statement

Ivy Tech Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, <http://www.ncahlc.org>, (312) 263-0456. The Higher Learning Commission 30 N. LaSalle Street, Suite 2400 (800) 621-7400 or (312) 263-0456 Fax: (312) 263-7462.

College Calendar

Ivy Tech is on a semester schedule. Fall and spring semesters are 16 weeks long. Summer terms are of varying lengths. Certain dates on

the college calendar may vary by campus. Specific start and end dates for the fall, spring and summer semesters are listed in the calendar in this publication.

Upcoming Academic Calendars

FALL 2010

Classes begin Aug. 23, 2010
Labor Day Holiday* Sept. 6
Thanksgiving Holiday/Fall Break* Nov. 25-26
Classes end Dec. 19

Spring 2011

Classes begin Jan. 10, 2011
Martin Luther King, Jr. Holiday Jan. 17
Spring Break March 6-12
Classes end May 8
Graduation varies; check with your campus

Summer 2011

Classes begin May 23, 2011
Memorial Day Holiday May 30
Distance Education classes begin June 6
Independence Day Holiday July 4
Classes end Aug. 2

Fall 2011

Classes begin Aug. 22, 2011
Labor Day Holiday* Sept. 5
Thanksgiving Holiday/Fall Break* Nov. 24-25
Classes end Dec. 18

Spring 2012

Classes begin Jan. 9, 2012
Martin Luther King, Jr. Holiday Jan. 16
Spring Break March 4-10
Classes end May 6
Graduation varies; check with your campus

Summer 2012

Classes begin May 21, 2012
Memorial Day Holiday May 28
Distance Education classes begin June 4
Independence Day Holiday July 4
Classes end July 31, 2012

*Some regions/campuses may have additional vacation days; check with your campus for your specific calendar.

CAMPUSES

Ivy Tech offers degrees in 29 locations. Courses are offered in communities across the state.

ANDERSON (East Central)

104 West 53rd Street
Anderson, IN 46013-1502
Phone: (765) 643-7133
(800) 644-4882

BATESVILLE (Southeast)

920 County Line Road
Batesville, IN 47006
Phone: (812) 934-3954
(888) 360-0027

BLOOMINGTON (Bloomington)

200 Daniels Way
Bloomington, IN 47404-9272
Phone: (812) 332-1559
(866) 447-0700

COLUMBUS (Columbus)

4475 Central Avenue
Columbus, IN 47203-1868
Phone: (812) 372-9925
(800) 922-4838

CONNERSVILLE (Richmond)

717 W. 21st St.
Connersville, IN 47331
Phone: (765) 825-9394

EAST CHICAGO (Northwest)

410 E. Columbus Drive
East Chicago, IN 46312-2714
Phone: (219) 392-3600
(800) 843-4882

ELKHART (North Central)

22531 County Road 18
Goshen, IN 46528
Phone: (574) 293-4657

EVANSVILLE (Southwest)

3501 First Avenue
Evansville, IN 47710-3319
Phone: (812) 426-2865

FORT WAYNE (Northeast)

3800 North Anthony Boulevard
Fort Wayne, IN 46805-1489
Phone: (260) 482-9171
(800) 859-4882

GARY (Northwest)

1440 East 35th Avenue
Gary, IN 46409-1499
Phone: (219) 981-1111
(800) 843-4882

GREENCASTLE (Wabash Valley)

915 S. Zinc Mill Road
Greencastle, IN 46135
Phone: (765) 653-7410
(800) 750-3007

INDIANAPOLIS (Central Indiana)

50 W. Fall Creek Parkway N. Dr.
Indianapolis, IN 46208-5752
Phone: (317) 921-4800
(800) 732-1470

KOKOMO (Kokomo)

1815 East Morgan Street
Kokomo, IN 46901-1373
Phone: (765) 459-0561
(800) 459-0561

LAFAYETTE (Lafayette)

3101 South Creasy Lane
Lafayette, IN 47905-6299
Phone: (765) 269-5000
(800) 669-4882

LAWRENCEBURG (Southeast)

50 Walnut Street
Lawrenceburg, IN 47025-2971
Phone (812) 537-4010
(800) 715-1058

LOGANSPORT (Kokomo)

1 Ivy Tech Way
Logansport, IN 46947
Phone: (574) 753-5101

MADISON (Southeast)

590 Ivy Tech Drive
Madison, IN 47250-1881
Phone: (812) 651-3100
(800) 403-2190

MARION (East Central)

261 S. Commerce Drive
Marion, IN 46953-9370
Phone: (765) 651-3100
(800) 554-1159

MICHIGAN CITY (Northwest)

3714 Franklin Street
Michigan City, IN 46360-7311
Phone: (219) 879-9137
(800) 843-4882

MUNCIE (East Central)

4301 South Cowan Road
Muncie, IN 47302-9448
Phone: (765) 289-2291
(800) 589-8324

NEW CASTLE (East Central)

300 Trojan Lane
New Castle, IN 47362
Phone: (765) 521-9012

RICHMOND (Richmond)

2357 Chester Boulevard
Richmond, IN 47374-1298
Phone: (765) 966-2656
(800) 659-4562

SELLERSBURG (Southern Indiana)

8204 Highway 311
Sellersburg, IN 47172-1897
Phone: (812) 246-3301
(800) 321-9021

SOUTH BEND (North Central)

220 Dean Johnson Blvd.
South Bend, IN 46601-3415
Phone: (574) 289-7001
(888) 489-5463

TELL CITY (Southwest)

1034 31st Street
 Tell City, IN 47586
 Phone: (812) 547-7915

TERRE HAUTE (Wabash Valley)

8000 S. Education Drive
 Terre Haute, IN 47802-4898
 Phone: (812) 299-1121
 (800) 377-4882

VALPARAISO (Northwest)

3100 Ivy Tech Dr.
 Valparaiso, IN 46383-2520
 Phone: (219) 464-8514
 (800) 843-4882

WABASH (Kokomo)

277 N. Thorne Street
 Wasbash, IN 46992
 Phone: (260) 563-8828

WARSAW (North Central)

3755 Lake City Highway
 Warsaw, IN 46580-3901
 Phone: (574) 267-5428

OFFICE OF THE PRESIDENT**OFFICE OF THE PROVOST**

50 W. Fall Creek Parkway N. Dr.
 Indianapolis, IN 46208
 Phone: (317) 921-4800

ENTERING THE COLLEGE**Admissions For Non-Degree Enrollment**

Ivy Tech offers courses in many areas. Admission as a non-degree student can be achieved simply by submitting a completed application for admission to the Office of Admissions or online at www.ivytech.edu. High school students (age sixteen or greater) may take Ivy Tech courses with the written approval of the appropriate high school official. Non-degree students enrolling in general education courses or in courses with English or mathematics pre-requisites must take the ASSET or COMPASS course placement assessment. Non-degree students taking other courses may also be required to take the assessment. Non-degree students are not eligible to receive federal or state financial aid.

Admissions For Degree Enrollment

Ivy Tech is an open admissions college, accessible to all Indiana citizens past high school age. Some degree-granting programs have limited availability and have additional requirements prior to acceptance to those programs.

The College admits to certificate, technical certificate and degree programs the following:

- High school graduates, or
- Recipients of the General Educational Development (GED) credential, or
- Individuals 18 years of age or older who are able to benefit from Ivy Tech Community College's instructional programs.

Prospective students will provide on the application for admission the name of the high school from which they graduated and the date of graduation. Prospective students who are recipients of a GED will indicate on the application for admission that they have completed the GED and the date it was earned. High school transcripts are not required for admission to the college, but may be required for selective admission programs such as Nursing, international students seeking admission, and for certain financial aid programs.

Admissions For Guest Students

Prospective students currently admitted as students in good standing at another regionally accredited institution of higher education who desire to be admitted to Ivy Tech Community College for the limited purpose of taking courses for transfer to their home institution can be admitted using the guest student admissions process. Guest students are required to submit a Guest Student Application.

Guest students must be in good academic standing at their home institution as determined by the home institution's policies. Academic standing will be verified on the Guest Student Application by either:

- Signature of the Dean or other designated official of their home institution; or
- Signature of an Ivy Tech Community College official after review of documentation verifying matriculation during one of the previous two terms at the student's home institution.

Guest students shall be admitted for one semester at a time and must complete the Guest Student Application for each term of enrollment. They are not eligible for any financial aid program administered by Ivy Tech Community College while admitted as a guest student. The guest student may enroll in any course(s) for which they deem themselves eligible. Students should make themselves aware of the prerequisites for each course.

Course Placement Assessment

All degree-seeking students must participate in the ASSET/COMPASS assessment. The purpose of these assessments is to measure the student's achievement in mathematics, reading, and writing, and to assist the student in the selection of appropriate courses. If the assessments reveal skill deficiencies, the student will be advised to complete appropriate developmental courses. Students may be eligible for financial aid during this period. When an assessment indicates that a student would be better served in an alternative educational setting, that individual may be referred to an appropriate community resource offering the needed assistance. The applicant may re-enter the admissions process at a later date, following completion of skills upgrading. Granting substitution of the ASSET/COMPASS assessment is the responsibility of the academic officer or designee. Substitutions will be granted to students who meet one or more of the following conditions:

Possess an associate degree or higher from a regionally accredited college with math skills at the MATH 035 or MATH 043 level or higher and writing skills at the ENGL 025 level or higher. The number of years since an associate or higher degree was earned is not relevant.

Have completed comparable academic skills advancement or general education courses in writing or math with a grade of "C-" or better from a regionally accredited college within the last ten years. For purpose of substituting the reading portion, the prospective student must have completed a basic skills reading course or college-level general education course that has reading as a prerequisite.

Have comparable assessment scores (earned within the last two years) from a regionally accredited institution.

Have SAT/ACT/PSAT scores earned within the last four years that are comparable to COMPASS benchmarks for appropriate course placement into college-level courses. The College reserves the right to guide the enrollment of students in particular programs or courses on the basis of past academic records, academic counseling and assessment.

Re-Admission Following Enrollment Absence

Should a course of study at the College be interrupted more than two years, students must request readmission by contacting the Admissions Office. Information on eligibility for financial aid will be available to returning students.

Limited Enrollment Programs

Occasionally, the number of students admitted and enrolled in programs and/or courses may be limited by College resources or facilities and/or the number of available clinical sites. These programs may have additional admission requirements. Students seeking admission to limited enrollment programs may be requested to take part in specific pre-enrollment assessments. Prerequisites may be required before enrolling in certain programs. The Office of Student Affairs should be contacted regarding programs which have limited access.

Admission Procedures And Support Documents

— Degree Objective

All prospective students pursuing an Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Applied Science, a Technical Certificate or a Certificate are required to:

1. Submit an Application for Admission
2. Verify the following:

a.) For high school graduates — If they are high school graduates from public schools, home schools, private schools, or high school correspondence schools, prospective students should provide on the application for admission the name of the high school from which they graduated and the date of graduation. Prospective students should note that an Indiana certificate of completion is not the same as a high school diploma. If students have a certificate of completion, they are not considered high school graduates for purposes of admissions requirements.

b.) i. For non high school graduates — Prospective students who are recipients of a GED from the American Council on Education (ACE), or from a recognized state education body, will indicate on the application for admission that they have completed the GED and the date it was earned. High school equivalency exams provided by other organizations are not acceptable; or

ii. they may demonstrate the Ability to Benefit from postsecondary education by obtaining a passing grade on a test recognized for this purpose by the U. S. Department of Education. Within one calendar year of their initial date of declaration as a degree seeking student, a student must verify completion of a high school diploma or GED. To verify completion, students will complete a change of information form and in the area on the form for changing programs will indicate they are changing from non high school graduate to high school graduate or GED completion. Students admitted under this provision who do not meet these requirements will be switched to courses only status after a calendar year and are no longer eligible for federal, state, or institutional financial aid. A student cannot graduate from Ivy Tech (technical certificate or associate degree) without proof of high school graduation or passing GED scores. Students who do not meet B(1) or B(2) should be referred to the appropriate College or community services (Adult Basic Education).

A new provision allows students without a high school diploma or its equivalent to become eligible to receive Title IV funding upon satisfactory completion of six credit hours or the equivalent coursework that are applicable toward a degree or certificate offered by the institution. Students are ineligible to receive Title IV aid while earning the six credits.

As part of the matriculation process, students also may be required to:

1. submit financial aid forms
2. comply with international student requirements
3. submit other necessary program-specific data
4. participate in initial course placement evaluation (ASSET/COMPASS)

Applicants desiring admission to some programs may be required to meet special enrollment requirements including, but not limited to, satisfactory high school grades, evidence of potential for success in the field, and/or an enrollment interview. Once a program selection is made, certain prerequisites, including, but not limited to, health examinations, drug testing, and criminal background checks, may have to be met prior to enrollment in the particular program or course.

Secondary Initiatives

Dual Credit

Ivy Tech Community College of Indiana offers opportunities for high school juniors and seniors to enroll in dual credit programs that allow them to receive high school credit and advanced standing college credit at the same time. Each Ivy Tech campus has secured agreements with area high schools to offer dual credit in a variety of courses. Students should contact their school administration to learn what dual credit courses exist at their own high schools. Requirements to participate include admissions, readiness requirements for the course and course prerequisites.

Transferring Credit To The College

The College encourages students who have previously attended other regionally accredited colleges and universities or adult education programs to forward transcripts to Ivy Tech prior to enrollment or re-enrollment for consideration of transfer of credit and/or

advanced placement. Only courses with grades of C- or higher are eligible for review for credit transfer. Students are responsible for providing pertinent course descriptions and/or copies of the college catalog(s) if further documentation is needed to facilitate the review. The College will assist individuals with evaluation of prior educational experiences.

Admission Procedures And Support Documents

— International Students

International students must meet College admission standards and certain other requirements. International students should apply for admission to Ivy Tech at least 90 days prior to the beginning of the term they wish to attend. International students must provide a foreign transcript equivalency evaluation from an approved evaluator indicating that the student has attained the equivalent of a US high school graduation. The following are approved College evaluation agencies: World Education Services, Educational Credential Evaluators, Inc., and AACRAO – Foreign Educational Credential Service. The type of evaluation report required by Ivy Tech is the general report. Students whose first language is not English must also demonstrate English language proficiency. The Test of English as a Foreign Language (TOEFL) with a minimum score of 550 for the written exam or 213 for the computerized version is required and results must be sent directly from Educational Testing Services (ETS) to the College. 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 US 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.

International students must provide proof of adequate financial support for College fees and living expenses for each year while attending Ivy Tech. International 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.

All new degree students are encouraged to participate in a student success seminar/orientation program prior to or during the first week of classes. Orientation is designed to assist students in making the transition to a college environment. Topics include registration procedures, career and employment services, financial aid, business office services, instructional programs, tutoring services, college activities, and policies and procedures. Some limited enrollment programs may require attendance at an information session prior to program application.

Advanced Placement Credit And Credit For Prior Learning

Credit by the College is granted for acceptable test results under the following programs: College-Level Examination Program

(CLEP), Advanced Placement (AP), DANTES, and tests given by Ivy Tech instructors as specific subject test-outs.

Transfer credit is awarded for appropriate grades from courses taken at other regionally accredited institutions of higher learning.

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

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, and community service. 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 the campus in which you are enrolled.

The following time limits exist for the application of credit to Ivy Tech:

- CLEP and DANTES – five years after date of test
- AP – one year after high school graduation
- Transfer Credit – ten years after course was taken

REGISTRATION

Registering For Courses

The registration process includes financial aid and program advising, selection of courses and payment of fees. Newly admitted students will be notified when to register for their first classes. Specific days are set aside for registration before the beginning of each semester. Students should seek assistance in course selection from faculty advisors or advisors in the Office of Student Affairs before registering for classes. The Office of Student Affairs can supply information concerning registration.

Note: Students are registered when fees have been paid or payment arrangements have been made.

Open/Late Registration

Open registration is held before the beginning of the term. Students who are registered before the first day of classes may add a course through the first week of the semester (only for a 16- week semester).

Course Drop And Add

Students may drop a course with no record on the transcript, or may add a course in the first week of the regular (16-week) semester. Courses are not officially dropped until the necessary forms have been completed and returned to the Office of Student Affairs. After the first week of the regular semester, students must receive the permission of the instructor to add a course. All students who are not in a paid or arranged to pay status will be dropped from classes according to a set schedule. Once dropped, students may not attend class or be graded. If a student has not paid or is not cur-

rent with the payment schedule by the last date for withdrawal, the student shall be withdrawn from the class, and the tuition balance is still due and payable.

Student Withdrawal

From the end of the second week to the end of the week marking the completion of 75 percent of the course, a student may withdraw from a course by filing a change of enrollment form at the Registrar's Office. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the Financial Aid office before withdrawal from a course or courses.

College Fees

The College seeks to provide quality education at the lowest possible cost. 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. Students or their families may be eligible for federal tuition tax credits in accordance with the Taxpayer Relief Act of 1997.

Tuition And Fees

Tuition and fees are determined prior to the start of the term. Transcripts and other official College documents will not be issued if there is an account balance. Fees are established by the State Board of Trustees and are subject to change. Fees may be assessed for such items as consumable instructional supplies for certain classes. Additionally, students may incur costs for textbooks, tools, uniforms, other equipment, deferral/payment plans, and special examinations.

Additional Expenses

The following additional expenses may apply, depending upon the program of study:

- Books-All students are expected to purchase the textbooks for their respective programs. The cost of books varies by class.
- Tools-The College furnishes major equipment items for instruction. However, in many programs or courses, students must furnish additional hand tools and equipment.
- Uniforms and other special equipment-Several programs require students to furnish uniforms and special safety clothing.
- Charges for consumable instructional materials-In some courses an additional charge for instructional materials may be required.

Payment Of Fees

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 classes when all fees have been satisfied or arrangements for payment have been made.

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 Student Information System processes student refunds using the percentages noted below. Refunds are calculated on business days regardless of holidays. 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 of 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	Refund
16 weeks	1 st – 10 th day	100%
12 – 15 weeks	1 st – 8 th day	100%
10 – 11 weeks	1 st – 6 th day	100%
8 – 9 weeks	1 st – 4 th day	100%
4 – 7 weeks	1 st – 2 nd day	100%
Less than 4 weeks	1 st day	100%

FINANCIAL AID

Ivy Tech participates in various types of federal and state financial aid programs that provide assistance to many students. Ivy Tech also provides financial assistance to students from its own resources. Students are encouraged to carefully explore all financial aid options at their campus. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any form of financial aid. This form is available online at <http://www.fafsa.gov>. Financial aid is available for both full- and part-time students regardless of age, race or sex. To qualify for financial aid all applicable requirements must be met. For federal and state financial aid programs students must:

- Be a regular student enrolled or accepted for enrollment in an eligible program;
- Not be enrolled in secondary school;
- Be a U.S. citizen or national or permanent resident;
- Maintain satisfactory academic progress in a course of study;
- Not owe a refund to a federal grant or loan program.

Students who have completed the FAFSA and submitted all required documentation will receive an email notification to their college email address asking them to check Campus Connect self service for details on their award.

Information on all financial aid programs, commonly asked questions, Title IV school codes, financial aid forms, financial aid con-

tacts, and awarding and disbursement policies are available online at www.ivytech.edu/financialaid.

The following are financial aid programs:

- Federal Pell Grants
- Academic Competitiveness Grant
- Federal Supplemental Education Opportunity Grants
- Federal Work Study
- Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students
- Frank O'Bannon Awards
- Part-time Grant
- Child of Disabled Veteran Awards
- Veteran's Benefits
- Indiana National Guard Supplemental Grants
- 21st Century Scholar Awards
- Ivy Tech Foundation Scholarships

While students may apply for federal financial aid throughout the year, Ivy Tech Community College has established financial aid processing priority dates for each enrollment period. If all financial aid documents are submitted by the processing priority date, financial aid will be packaged prior to the start of class. Although disbursements will not occur until later into the term, when these dates are met students will be able to charge tuition against anticipated financial aid. Please reference Campus Connect for the dates that apply to each term.

For priority consideration for state assistance (SSACI), the FAFSA must be received by the federal processor after January 1 but on or before March 10 preceding enrollment for the following fall semester. Otherwise, students may apply at anytime during the school year. However, students are encouraged to apply at least 4 weeks prior to the enrollment for the term they wish to attend.

Application Procedures For Financial Aid

Students may apply on-line at www.fafsa.gov. Because application procedures, deadlines, eligibility regulations and refund policies vary with different types of student aid programs, interested students are encouraged to contact the Financial Aid Office at their earliest opportunity. Applying online is faster and easier than using a paper FAFSA. Students should allow two weeks for electronic applications or six to eight weeks for processing paper financial aid.

STUDENT RECORDS

Ivy Tech 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 of 1974, as amended, the following student rights are covered by the act and afforded to all students at Ivy Tech:

- The right to inspect and review information contained in the student's educational records.
- The right to challenge the contents of the student's educational records.
- The right to a hearing if the outcome of the challenge is unsatisfactory.
- The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.

- The right to prevent disclosure, with certain exceptions, of personally identifiable information.
- The right to secure a copy of the institutional policy.
- 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: 1 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Each of these rights, with any limitations or exceptions, is explained in the Student Affairs Policy and Procedures Manual, a copy of which may be obtained in the Office of Student Affairs or the library.

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 (see below). 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.

- Name, address, e-mail address, telephone number, dates of attendance, enrollment status
- Previous institution(s) attended, major field of study, awards, honors, degree conferred
- 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 ten (10) calendar days from the first scheduled day of the term. The request will be in effect until rescinded by the student. 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 schools 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 records 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.

Academic Grading

The academic grading system has both grades and status codes, both of which are explained in greater detail later in this section. Grades reflect the quality of performance and level of competency achieved by students who complete a course. Formal grades are assigned at the end of each enrollment period. Instructors determine and assign grades and status based on objective appraisal and evaluation of the student's performance. Semester grade reports are available on the web and by phone.

In all courses the quality of the student's work determines the grade earned. For some courses quantity of work, speed of work, or both also are considered in determining the grade. Class participation also may be considered by instructors in awarding grades. In certain instances a status code appears on the student's record in place of a grade. Status represents a condition to which no letter grade can be assigned.

Grades

The quality of student performance or competency level, as determined by the instructor at the completion of a course, is indicated by a letter grade of A, B, C, D or F. Ivy Tech does not use pluses and minuses as a part of its grading system. Each designation has a numerical value per credit hour, referred to as "quality points." The meaning and quality point value per credit hour of each letter grade are shown in the table below:

Status	Quality Pts./Cr. Hr.
A. Excellent	4
B. Good	3
C. Average	2
D. Below Average	1
F. Failure	0
FW. Failure, student ceased attendance	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

Status codes describe the state or condition of a course on the student's record 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:

Code	Status
I	Incomplete
AU	Audit
S	Satisfactory
U	Unsatisfactory
V	Verified Competency
W	Withdrawal

These status codes are used for the following reasons:

I — Incomplete

"I" designations are received by students who have actively

pursued a course and are doing passing work at the end of the course but who have not completed the final examination 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.

AU — Audit

"AU" status 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 for credit. Audit status must be declared no later than the end of the first week of classes with approval of the instructor or program chairperson.

W — Withdrawal

A "W" status code will be used for student and academic withdrawals. Student withdrawal (W) is a status referring to 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 percent of the course. To be considered officially withdrawn from a course the student must file change of enrollment form with the Office of the Registrar. After 75 percent of the term has elapsed a student may withdraw (with the same result as indicated above) only if documented extenuating circumstances are submitted to and approved by the Chief Academic Officer or his/her designee.

S — Satisfactory

The "S" indicates satisfactory completion of course work in situations where either a status of satisfactory or unsatisfactory (pass/fail) has been arranged by prior agreement. Requests for this type of grading must be declared at time of registration. Courses graded with an "S" do not count toward graduation requirements.

U — Unsatisfactory

The "U" indicates unsatisfactory completion of course work in situations where either a status of satisfactory or unsatisfactory (pass/fail) has been arranged by prior agreement. 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

The "V" indicates satisfactory completion of course work in situations such as test-out, credit for prior learning experience or training, College Level Examination Program (CLEP), etc. Credit gained through this method may be used to satisfy degree requirements. This status is approved by the Chief Academic Officer upon recommendation of a faculty advisor following completion of necessary verification and documentation of competency.

Credit hours

Credit is described in semester hours (the number of credits taken per semester). The number of credits is determined by the demands of the course, course work and by the number of contact hours - the hours actually spent in the classroom or laboratory.

Credit hours/load

A credit hour represents one hour of lecture, two hours of labo-

ratory, three hours of clinical/practicum/studio, or five hours of internship instruction per week for the semester. A three-credit-hour lecture course, for example, meets 48 hours during a 16-week semester (3 hours/week x 16 weeks). An average full-time semester class load in most Ivy Tech programs consists of 12-15 credit hours. A class load of more than 18 credit hours requires approval of the Chief Academic Officer or designee.

Enrollment status

Enrollment status for the fall and spring semesters is determined by registered total semester credits:

Full-time	12 or more credits per semester
3/4 time	9-11 credits per semester
1/2 time	6-8 credits per semester
Less than 1/2 time	1-5 credits per semester

A first-year student, by definition, is one who has completed 30 or fewer semester credit hours. A second-year student is one who has completed 31 or more semester credit hours.

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

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

Quality Points

Quality points are numerical values indicating the quality of student performance in credit courses: A=4; B=3; C=2; D=1; F/FW=0. The quality points earned for a course equal the quality point value times the number of credits. A student who earns an "A" in a four credit course earns 16 quality points: the quality point value (4) x the number of credits (4) = the total quality points (16).

Grade point averages

The grade point average (GPA) is a numerical indication of the student's performance in all 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 excluded 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.

Improving a grade

Students may attempt to improve grades by repeating courses (allowable once per course). Financial aid recipients, however, should

review their situations carefully since payment for repeated courses can be disallowed. Student transcripts will contain a complete record of all activity. The student's grade point average will reflect the highest grade earned.

Dean's list

The Dean's List, prepared and published each term, gives recognition to degree-seeking students who achieve a minimum 3.50 grade point average in non-academic skills advancement courses with no Ds or Fs while earning six or more Ivy Tech credits during the semester and have earned at least a total of 12 non-academic skills advancement credits during their course of study.

Grade reports

Grade reports are available on the web via Campus Connect. A student may also request a copy of the academic transcript from the Office of the Registrar, which lists all coursework attempted at Ivy Tech. Unofficial transcripts are available on Campus Connect.

PRIOR COURSEWORK

Credits taken more than ten years prior must be reviewed by the Vice Chancellor for Academic Affairs to be applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution and to credits taken at Ivy Tech prior to declaring the new degree or certificate objective to which the credits may apply.

Attendance

Regular attendance is expected at scheduled class meetings or other activities assigned as part of a course of instruction. Attendance records are kept by instructors. When personal circumstances make it impossible to attend scheduled classes and activities, the College expects students to confer with instructors in advance. Instructors can offer students the option of making up the material missed. Absences may be considered by instructors in awarding grades and considering involuntary withdrawal. 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.

Standards of progress

A student who has declared a degree or certificate objective and has 15 or more cumulative quality hours must maintain a 2.00 minimum cumulative GPA to be considered in satisfactory academic standing.

Academic Monitoring

Any student who has a cumulative GPA below 2.00 after completing between six and 14 quality credit hours will be placed on Academic Monitoring for the following term. Students with between six and 14 completed quality credit hours and a cumulative GPA below 2.00 will remain on Academic Monitoring until their GPA rises to 2.00 or above, at which time they will be returned to Good Standing.

Academic Probation

Any student who has a cumulative GPA below 2.00 after completing 15 or more quality credit hours will be placed on Academic Probation for the following term. Students on Academic Probation will be returned to Good Standing when the cumulative GPA rises

to 2.00 or above at the end of a semester. Any student who is on Academic Probation and has not maintained a cumulative GPA of 2.00 or above, but is earning a minimum of 2.00 GPA for the semester will remain on Continued Probation. If the student's cumulative GPA rises to 2.00 or above at the end of a semester, the student will be returned to Good Standing.

Academic Suspension

Any student on Academic Probation or Continued Probation whose cumulative GPA is below a 2.00, and who does not maintain a semester GPA of at least 2.00, will be placed on Academic Suspension.

1st time on suspension — must sit out one semester

2nd time on suspension — must sit out two semesters

3rd time on suspension — must sit out six semesters (2 academic years) mandatory (After this suspension, student must petition for readmission with the regional Vice Chancellor of Academic Affairs or designee)

Any student placed on Academic Suspension will have the right to appeal to the regional Vice Chancellor of Academic Affairs or designee. If the student wishes to continue in classes for the next semester, an appeal must be filed in time to register for, and begin, classes the semester following placement on Academic Suspension. Appeals should be considered only for students who have extenuating circumstances and can be substantiated by objective documentation.

Upon returning from each suspension, the student will remain in Academic Probation status and must achieve a 2.00 GPA or higher each term. If the student's cumulative GPA rises to 2.00 or above at the end of a semester, the student will be returned to Good Standing.

Suspension from one campus constitutes suspension from the College. Petitions for readmission can be initiated at the campus where the student intends to enroll.

The College may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic eligibility. The student may always exercise his/her right of due process.

Students receiving financial aid must demonstrate satisfactory progress toward completion of a program within a specified time frame based on their enrollment status. Students also must successfully complete the minimum number of credit hours required for that status each semester. All students are expected to maintain a minimum of a 2.00 cumulative GPA to be eligible for graduation. Questions about standards of progress and academic standing should be addressed to the Office of Student Affairs.

For more information on meeting satisfactory academic progress for students receiving financial aid, please visit www.ivytech.edu/financialaid/awards-and-policies.html.

SPECIAL PROBLEMS

The Office of Student Affairs is available to help with special problems, exceptional circumstances, and filing grievances (see Student Grievances). Special problems, exceptional circumstances, and grievances are ultimately the responsibility of the Chief Administrative Officer of the region, designated staff and committees.

ASSESSMENT

Assessment is a tool that supports the College mission to prepare Indiana residents to learn, live, and work in a diverse and globally competitive environment. A college-wide assessment plan has been developed to measure students' academic success. The plan reflects the College's commitment to enhanced student learning from initial evaluation for course placement through outcomes assessment and subsequent institutional improvement that occurs as a result of these activities.

Initial Placement

Students take ASSET or COMPASS assessments to determine placement into appropriate courses.

Program Outcomes

Student's learning is assessed at or near the end of their programs to determine how well they demonstrate knowledge and skills required to be successful in their chosen fields. The methods used to assess technical skills vary by program. Some are assessed with established industry-recognized instruments, college-developed instruments, portfolios and other means appropriate to the particular program.

General Education Outcomes

The College has identified eight general education outcomes designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education outcomes are:

- Demonstrate critical and creative thinking.
- Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
- Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
- Apply basic scientific concepts in a variety of settings.
- Communicate effectively in written, oral and symbolic forms.
- Exhibit quantitative literacy.
- Apply ethical reasoning.
- Demonstrate the acquisition and use of information.

General education outcomes are assessed at or near the end of the student's program in the capstone course. Students' level of performance is compared with community college students nationally.

Students who score above the national average receive a certificate for use in their professional portfolios. Individual assessment results are also compared with student's initial assessment to determine whether the students' learning improved during their time at the College.

Assessment results are reviewed and analyzed by College faculty, staff and administrators. The results are used to inform changes or improvements in curriculum, academic support services, College procedures, etc. Ongoing assessment and evaluation enable the College to ensure high quality teaching and learning and effective academic and student support systems.

GRADUATION

The Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Applied Science degrees, Technical Certificates and Certificates are awarded by the College to students who meet graduation requirements. Graduating students may be charged a fee to cover the

cost of the ceremonial cap and gown. A student is considered eligible for graduation when requirements for graduation have been fulfilled. Each student entering the final semester prior to graduation who wishes to participate in the ceremony must complete an application for graduation. The application will be certified by the student's program advisor and forwarded to the Registrar's Office where the appropriate diploma will be prepared. Graduating students will participate in outcomes assessments. To graduate with an Associate of Arts degree, an Associate of Fine Arts degree, an Associate of Science degree, an Associate of Applied Science degree, a Technical Certificate, or a Certificate, the student must:

- Attain a minimum grade point average of 2.00 in the required technical and general education courses;
- Completion of at least 15 degree credits in the curriculum as a regular student of Ivy Tech, and not through test-out or other means of advanced placement;
- Successfully complete the required number of credits;
- Satisfy all financial obligations due the College; and
- Satisfy program accreditation standards that may have additional requirements.

TRANSFERRING TO ANOTHER INSTITUTION

Ivy Tech has articulation agreements under which students may transfer individual courses or entire programs of study to a number of public and private institutions. A student, depending on his or her goals, may choose to transfer to another college or university and pursue a bachelor's degree after completion of a series of courses or completion of a two-year degree program at Ivy Tech. Some of these agreements are collegewide and some pertain to specific campuses of Ivy Tech.

The selection of an institution for transfer should be an individual decision based upon the extent to which credits will transfer, compatibility of degree programs, location, availability of programming, philosophy, and cost of attending the transfer school. Opportunities are available to Ivy Tech students to transfer and complete a baccalaureate program as a resident or commuting student.

Opportunities are available to pursue a bachelor's degree using distance technologies which will allow a student to complete a degree program within the ir community, even at an Ivy Tech campus.

Students are encouraged to review transfer options with their advisors, to consult the current catalog of the institution to which they wish to transfer, and to contact the institution to which they wish to transfer. Information about statewide program transfer is included with many programs in this catalog. Additional opportunities for course and program transfer with both public and independent colleges and universities are available. Students should contact the transfer office of their local Ivy Tech for further information.

TransferIN

Courses marked with "TransferIN" after the title are part of the Indiana Core Transfer Library. Indiana is working to help you transfer college credits more easily. To enable students to connect college credits, Indiana has developed the Core Transfer Library (CTL) – a list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades. Core Transfer

Library courses will meet the general or free elective requirements of undergraduate degree programs and most CTL courses will also count towards degree program requirements, if an equivalent course is taught at your new campus. For more information about the Core Transfer Library, and for the most up-to-date course list, go to www.transferIN.net.

STUDENT SUPPORT SERVICES

Academic Skills Advancement Program Services

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 (ESOL). Delivery of instruction may be in the form of an academic skills advancement course 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.

Academic Advising

Academic Advisors are committed to engaging students in intentional, collaborative, supportive, and meaningful partnerships. Grounded in teaching and learning, Academic Advisors will assist students in achieving their personal, educational, cultural, and career goals while becoming self directed, life-long learners. Academic advising begins with orientation and continues through a series of meetings each semester during the student's first year. Students are assigned to an academic advisor depending on the student's area of interest and the advisor's area of expertise. Academic advising means that students must meet with their academic advisor or faculty advisor before registering for classes.

Academic advising will help students to:

- Successfully access and navigate higher education.
- Clarify life and career goals.
- Develop goal-oriented educational plans.
- Interpret academic requirements and select appropriate courses.
- Access available internal and external resources that enhance their education.
- Identify other experiences that will enhance their life, educational, and cultural goals.
- Develop critical thinking, decision-making, and independent learning skills.

- Evaluate their progress toward career and life goals, degree completion, and transfer.

Career Services

Career Services provides many types of services to all students, graduates, and alumni, including: career exploration, resume writing preparation, career fair information, and assistance in seeking employment while in school and upon graduation. Students, graduates, and alumni interested in assistance with job search strategies may register with their local Career Services office. Upon registration, Career Services staff will:

- Advise candidates of the College's career services.
- Provide occupational information including employment trends and local and state occupational outlook data.
- Assist the registered candidate in preparing a packet of credentials for use in finding a job. This packet may include:
 - a. A resume of the candidate's education and employment experience, and
 - b. Personal letters of recommendation verifying the student's employability.
- Create and maintain folders containing original copies of the candidate's credentials for all registered candidates.
- Prepare copies of credentials used by the candidates for referral to prospective employers.

Alumni may update their credentials whenever they wish to use the Career Services Office.

Students or alumni registered with the Career Services Office will be informed of employment opportunities known to the Career Services Office. These opportunities are also posted on campus job boards and online. JobZone (<http://www.ivytech.edu>) is the Ivy Tech online resume referral system. Employers can post positions and students can post resumes at no cost. Local job postings as well as statewide listings can be accessed through JobZone. Employers who register with the Career Services Office are granted access to JobZone and are provided with the names of all qualified candidates without regard to gender, race, age, national origin or disability. Registered students or alumni are eligible for interviews with appropriate prospective employers. See the Career Services office for additional information or visit www.ivytech.edu.

College Bookstore

Each campus maintains a bookstore where students may buy textbooks and supplies.

Library

Libraries at each campus provide access to materials, information and services that support students' educational needs. In addition libraries have career exploration materials, interlibrary loan services, general and technical periodicals, recreational reading, and audio-visual materials and equipment. In addition to print materials the College provides a variety of online databases, many of which are full-text, that are available to students at all campuses.

Disability Support Services

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. Each campus has designated parking and special restroom facilities for persons with disabilities. The College staff 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.

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 (SGA)

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 as established in the by-laws.

SGA exercises the authority, unless otherwise delegated, to legislate on student matters subject to the approval of appropriate College administrative offices. The constitutions of all student organizations must be approved by a quorum of the SGA, consisting of a simple majority of the total membership and one staff advisor, or as otherwise stated in the by-laws.

The functions of SGA include:

- Communication of bona fide concerns of the student body to appropriate College officials with suggestions for improvement.
- Approval of student organizations beneficial to student life and worthy of being part of the College.
- Assurance that copies of the constitution, by-laws and statement of purpose and objectives of each recognized student organization are on file in the Office of Student Life.

- Planning and conducting appropriate and socially responsible extracurricular student activities.
- Submission of student activity budgets for review and approval by the regional administration.

Phi Theta Kappa

Phi Theta Kappa is an international honor fraternity for two-year colleges. Its purpose is to recognize and promote academic excellence. This is done by providing leadership development opportunities for service in chapter activities on campus and in regional Phi Theta Kappa activities. Membership in Phi Theta Kappa is by invitation only and is based on a minimum grade point average as well as completion of a specified number of semester hours. Contact the Office of Student Life for further information.

Intramural Sports

College sports activities consist of intramural sports sponsored by the Office of Student Life. Leagues can be formed when student interest justifies their organization. All College sports activities must be approved and sponsored by the administration.

Clubs

Students wishing to organize hobby, social or special interest clubs should submit proposals to the Office of Student Life. SGA is authorized to charter clubs upon approval by the administration. Each club must have a president and vice-president, a full-time employee or regional administrative approved part-time position acting as advisor, and a constitution and by-laws.

Social Activities

All group activities of the College must be approved by the Office of Student Life. Classes, clubs and other groups should plan and conduct social activities for their members. The Office of Student Life organizes and conducts social activities and gatherings in which all students are encouraged to participate, and to which many will be open to guests.

Professional Organizations

Student chapters of various professional organizations are formed in the same manner as other student organizations and are subject to the same requirements.

Leadership Development

The College sponsors a Student Leadership Academy, an experience to help students better understand the roles of leaders and the leadership potential that exists in everyone. Students must apply to join the Leadership Academy. Contact the Office of Student Life for further information.

Community Service

Community service is an important aspect of becoming a well-rounded citizen. Community service may occur through classroom activities, student government, student clubs and organizations, and partnerships with community agencies. Please check with the Office of Student Life for volunteer opportunities.

Ivy Tech Alumni Association

Many of the regions have established chapters of the Ivy Tech Alumni Association. Membership in the association is open to current and former students. Contact the Office of Student Affairs for further information.

E-MAIL

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. Ivy Tech will use your Ivy Tech e-mail account to notify you of changes in your accounts, in your courses, and in college policies and procedures. You are responsible for the information and notices that are sent to you via your assigned 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.

Campus Connect: The College Portal Website

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, e-mail accounts via the portal.

Group web pages within Campus Connect are available for any sanctioned group on campus. Group web pages are either public (open to anyone) or private (selective admission) and are maintained by a group leader. Group Leaders may delegate portions of the site's maintenance responsibilities to other group members. For more information, visit the Campus Connect website.

Housing

Ivy Tech is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Student Parking

As part of registration, some campuses require students to register their motor vehicles and obtain a parking sticker. A special permit is required to park in spaces for persons with disabilities. Stickers are to be displayed in the vehicle while parked on campus, and students may park only in designated student parking areas. Vehicles improperly parked in areas reserved for the disabled, visitors, or others may be towed at the expense of their owners.

Student Accident Insurance

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries promptly to the instructor or to the Office of Student Affairs. The insurance is for a specified minimum amount of coverage. It is not intended to replace insurance coverage students may already have.

Students should review their own coverage. The master insurance policy issued to Ivy Tech is on file at the central administrative office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact the regional Office of Student Affairs.

Student Health Insurance

The College has made arrangements for Ivy Tech students to obtain health insurance. Insurance coverage is purchased directly from the insurance company by the student. Application forms and brochures explaining coverage and rates are available through the Office of Student Affairs during registration periods. Coverages and rates are subject to change.

Accidents and Illnesses

If a student has an accident on College property the student should report the accident to campus security or the Office of Student Affairs. If a student suffers an accident or illness while attending classes the student should notify the instructor. The College will take the necessary steps to intervene in a medical emergency while the student is on campus. If paramedic services or hospitalization is required the student is financially responsible. If a student is suffering from an illness that makes it impossible to attend classes the student should contact his/her instructors.

The College does not provide a health services center. The College supports the Drug Free Schools and Communities Act of 1989. Many community agencies are available to assist students seeking counseling or treatment. Please contact the Office of Student Affairs for a listing of community resources. The College conducts a biennial review of the effectiveness of its drug and alcohol abuse prevention programs. This review is available in the Office of Student Affairs.

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 www.in.gov/sos/forms/index.html. Under the "Elections" section, select form VRG-7i. A Spanish-language version is also available.

Emergency Closings of Campuses

Severe weather conditions or other emergencies occasionally make it necessary to close a campus. Each campus has designated local radio stations to announce information on closings.

Student Rights and Responsibilities

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 depends 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, student to student, 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 are disciplined should expect to find their sanctions enforced at other Ivy Tech campuses. 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

Faculty 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's authority and their 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 processes outside the College.

Definitions: 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 by resubmitting it for re-evaluation; or altering or destroying grade records; or allowing 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 or 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.

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 purposes, 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 that 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

Students 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's being responsible for the money owed to an institution or individual, the student's being removed from the club or organization, and the student's facing disciplinary action. The student is also accountable to state and federal laws and regulations.

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. Please see the policy regarding harassment at the end of this section.

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:

- Unauthorized entry into a file, to use, read, or change the contents or for another purpose.
- 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.
- Use of computing facilities to send, receive, or view obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the College computing system.
- Use of computing facilities for students' personal benefit.
- Use of College-owned computer resources to prepare or print work for commercial purposes.
- Inappropriate use of printers.

Printers are intended for class-related activities. Printing Internet web pages or other information not directly related to an authorized use is prohibited.

Excessive printing is prohibited. Students must follow lab guidelines limiting the number of copies or pages that may be printed.

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 visitors' 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 or 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 designated 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.

Policy and Complaint Procedure Against Harassment

The College will not tolerate harassment based on gender (with or without sexual conduct), sexual orientation, race, color, religion, national origin, age, disability, and/or opposition to prohibited discrimination or participation in this or any other complaint procedure. This prohibition covers harassment against any student at an Ivy Tech campus by anyone, including other students, employees, or non-employees during any College activity or program.

The policy prohibiting harassment includes adverse treatment of students because they report harassment or provide information related to such complaints.

Sexual harassment is simply one form of harassment covered by this policy. Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: Submission to the conduct is an explicit or implicit term of student status (which includes academic and non-academic decisions).

Submission or rejection of the conduct is the basis for any decision affecting that individual's student status; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment would include, but not be limited to, actions such as:

- sex-oriented oral or written "kidding" or abuse,
- photographs, drawings or graffiti of a sexual nature,
- subtle pressure for sexual activity,
- physical conduct such as patting, pinching, or constant brushing against another's body, and
- explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's student status.

Reporting and Complaint Procedure

Students are encouraged to report harassment before it becomes severe or pervasive. A student who thinks that he or she has been a victim of harassment and who desires to file a complaint to that effect should report a complaint as follows:

If the complaint is regarding harassment by another student it may be filed with or reported to the Vice Chancellor for Student Affairs or an academic chairperson with the expectation that the harassing behavior will be a violation of the College's Code of Student Conduct, either on its own terms or as a violation of another College policy.

If the complaint is regarding harassment by a College employee or non-employee it may be filed with or reported to the Vice Chancellor for Student Affairs, any of the employee's supervisors, the Director of Human Resources, or anyone else in a managerial role. All

supervisors and members of management to whom a complaint of harassment is brought or who independently observe behavior prohibited by the harassment policy are to report the complaint of harassment or information about harassment promptly to the highest ranking official at the respective facility who is not the alleged harasser, to the Vice Chancellor for Student Affairs or to the Director of Human Resources.

Investigation

Students filing complaints of harassment are assured that information about the allegation of harassment will be shared only with those who need to know about it. Records relating to harassment complaints will be kept confidential on the same basis. Complete confidentiality cannot be guaranteed since conducting an effective investigation would not be possible without revealing certain information to the alleged harasser and potential witnesses. Under no circumstances will the individual who conducts the investigation or who has any direct or indirect control over the investigation be subject to the supervisory authority of the alleged harasser.

Determination

After all of the evidence is in, interviews are final, and any credibility issues are resolved, a determination as to whether harassment occurred will be made and the parties informed of the determination. If no determination can be made because the evidence is inconclusive the parties will be informed of this result.

Corrective Action

After the determination is made the College will undertake prompt and appropriate corrective action including discipline up to and including termination of employment of an employee harasser or dismissal of a student harasser, whenever it determines that harassment has occurred in violation of this policy. Such corrective action will be reported to the student making the complaint.

Violations

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. The regulations and procedures will be placed for reading and review in the library. Copies will also be available through the Office of Student Affairs.

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 and regulations of the College may be subject to disciplinary actions, which may include, but not be limited to, the following:

- Verbal reprimand
- Restitution for damages
- Restriction of privileges such as access to lab facilities, library facilities, testing center, etc.

- Failure of the exam, quiz, project, etc.
- Failure of the assignment or course
- Withdrawal from a course, program or the College for the remainder of the semester or term
- Suspension from the College
- Dismissal from the College.

In addition, the College representative will be responsible to review 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 explain a defense to some authority.

An appropriate College official shall notify the student that he or she is accused of violating a regulation.

The student shall be notified in writing that he or she may elect one of three courses of action:

1. 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.
2. The student may admit the alleged violation and request a hearing before the Student Status Committee.
3. 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.

Student Grievance Policy

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 a 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 that 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 that 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, 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:

- Clearly state the facts giving rise to the grievance.
- Describe the efforts to informally resolve the complaint.
- State the remedy sought by the grievant.
- 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 for Student Affairs (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 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:

- Reasonable advance written notification of the time and place of the hearing
- Notification in writing of the charges with sufficient particularity to enable the student to repair a defense
- 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
- Notice of actions and meetings at all stages of this appeal procedure
- An opportunity to be heard
- An opportunity to question witnesses at hearings
- An opportunity to have a representative present when presenting facts, being questioned, or asking questions
- An expeditious hearing of the case
- 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 (see Appeal 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, IN 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 to 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.

Student 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 whomever is next in line.

The student's next recourse is to appeal to the regional chief academic officer. The student must notify the dean of academic affairs in writing of his or her intent to appeal the grade. An appeals committee will be formed by the academic dean, consisting of a faculty member from the program or from the division in which the program is housed, a faculty member from another division, the

regional student affairs dean or designee, the regional academic affairs dean, 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.

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.

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 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 www.indianasheriffs.org/default.asp.

INSTRUCTIONAL PROGRAMS

The College's degree programs are offered in eight schools:

- School of Applied Science and Engineering Technology
- School of Business
- School of Education
- School of Fine Arts and Design
- School of Health Sciences
- School of Liberal Arts and Sciences
- School of Public and Social Services
- School of Technology

The College offers the following degrees and certificates:

Associate Of Arts (AA) Degree Programs

The associate of arts degree program prepares students for transfer to four-year institutions. General education and liberal arts courses make up all or almost all of the curriculum, and students

are required to take a minimum of eight credit hours in a foreign language. Concentrations are available in six areas. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution. Students interested in the Associate of Arts program should contact their local Ivy Tech campus and institution to which they want to transfer for further information.

Associate Of Science (AS) Degree Programs

The College offers two types of AS programs: AS programs in technical and professional areas and AS programs in the liberal arts.

AS degree programs in technical and professional areas prepare students for transfer to cooperating four-year institutions and for careers. Technical/professional AS programs typically contain 40 percent or more general education, with the balance in technical and profession courses. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution, and equips students with skills for the job market. AS curricula in technical/ professional areas are tailored to meet specific institutional transfer objectives. The AS degree program in the liberal arts prepares students for transfer to four-year institutions. General education and liberal arts courses make up all or almost all of the curriculum. Concentrations are available in four areas. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution. Students interested in Associate of Science programs should contact their local Ivy Tech campus and institution to which they want to transfer for further information.

Associate Of Applied Science (AAS) Degree Programs

Associate of applied science degree programs are two-year programs that prepare students for careers, career changes and career advancement. AAS programs may also prepare students for transfer to four-year institutions. These programs offer education in recognized technical areas and specialties with emphasis on analysis, synthesis and evaluation. The program content, which is approximately 30 percent general education, provides depth and breadth in conceptual and professional/technical skills. The general education courses equip students with the problem solving, communications, scientific and mathematical skills to compete successfully in the job market. Professional/technical courses equip students with the skills to obtain employment and to advance in the workforce.

Associate Of Fine Arts (AFA) Degree Programs

The associate of fine arts degree program prepares students for transfer to cooperating four-year institutions and for becoming professionals in the field of art. General education coursework makes up approximately 40 percent of the curriculum, including six hours of art history. The balance of the curriculum includes arts foundation, studio art, graphic and design work, and elective coursework. The coursework provides students with a foundation for transfer to a related baccalaureate arts program at a four-year institution. Students interested in the Associate of Fine Art degree should contact their local Ivy Tech campus for availability of programs and for further information.

Technical Certificate (TC) Programs

Technical Certificate programs provide education in conceptual and technical skills for specific occupations. Each program contains a sequence of required courses in a recognized concentration within one of the programs at the College. The program content is designed to develop competency in the comprehension of general and technical skills. Certificate programs require mastery of basic reading, writing, mathematical and algebraic skills.

Certificate Programs

Certificates are sequences of technical and professional courses. They provide access to targeted, short-term workforce training, and completers may sit for specific certification exams. Courses in certificate programs also apply toward technical certificates and associate degree programs in the subject area. Certificates have between 16 and 27 credit hours, with a consistent statewide curriculum, and are currently offered in business and technology fields.

Distance Learning

Distance Education

At Ivy Tech, you can complete several degree programs via distance education. Our online programs and courses make it even easier for you to take classes that fit your schedule, while still enjoying interaction with your classmates and learning from the same qualified instructors who teach class on campus. For more information about the College's online offerings, visit www.ivytech.edu/distance.

In addition, the Indiana Partnership for Statewide Education (IPSE) is a collaboration of Indiana's colleges and universities committed to delivering higher education courses via distance education to learners all over Indiana through the Indiana college network. Most IPSE courses are online, though some are delivered via two-way video or some other medium. Most courses offered through IPSE are transferable among all seven of Indiana's public colleges and universities as well as several of the private institutions.

Contact your local campus, www.ivytech.edu, or the Indiana College Network website at www.icn.org for more information.

Apprenticeship Programs

Ivy Tech is a partner with Industrial and Building Trades Apprenticeship programs in Indiana to provide certificates and associate degree programs to Indiana companies and employees. The College and the local joint apprenticeship training committees (JATC) come together and offer educational programs. Individuals who have been selected by the JATC become Ivy Tech students and have an opportunity to earn college credit while advancing through a registered apprenticeship program. Because Ivy Tech has adopted the national standards of the Industrial and Building Trades apprenticeship programs, the apprentice has an opportunity to earn a Technical Certificate (TC), Associate of Applied Science (AAS), or Associate of Science (AS) degree. Students should contact the Apprenticeship Manager at the local Ivy Tech campus for more information.

Those apprentices or journeypersons who wish to explore transfer opportunities after earning an AAS or AS degree can contact Indiana State University, Indiana University-Labor Studies, the National Labor College, or Sullivan University. Interested apprentices and journeypersons should consult the current catalog of the institu-

tion in which they are interested, and should review their options with an academic advisor. Additional course and transfer prospects may be available.

Senior Scholars

In the spring of 2001, Ivy Tech launched the Senior Scholars program. Indiana citizens 60 years of age and older can take credit courses at Ivy Tech tuition-free. Students are responsible for books and any associated fees. In order to qualify for this program a person must meet the following requirements:

- Be an Indiana resident;
 - Be 60 years of age or older at the start of a semester;
 - Possess a high school diploma or GED;
 - Be retired from their primary vocation (does not apply to homemakers); and
 - Not be employed on a full-time basis.
- Non-credit courses are not included in the Senior Scholars program. Please contact the Office of Admissions for further information.

College for Working Adults

When you're balancing a job, family and other commitments, a college degree might seem out of reach. As a working adult, you need a solution that fits your schedule, your career goals, and your budget. What you need is more than just a college – you need a college designed especially for you. Ivy Tech's College for Working Adults combines innovations in scheduling and instruction to ensure that you earn your associate degree in just two years while you continue to work. The program offers: a defined program plan, 8-week sessions, two classes per session, a set schedule, career-relevant courses, and the support you need along the way. Visit www.ivytech.edu for more information.

OFFICE OF STUDENT AFFAIRS

