

Welcome to the College

Message from the President

Welcome to Ivy Tech Community College, the nation's largest single accredited statewide community college system. We have 23 campuses and over 111,000 students studying over 150 different programs throughout Indiana. You have made a wise choice in choosing to continue your education at Ivy Tech Community College. You will find faculty and staff dedicated to assisting you as you progress through your academic studies and complete your certificate or degree program. And whether you choose to enter the workforce after earning your degree/certificate or transfer your credits to another institution to pursue a bachelor's degree, Ivy Tech Community College is committed to giving you the education you need to be competitive and successful.

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

Sincerely,



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

Message from the Chancellor

Thank you for making Ivy Tech Community College-Richmond your choice for higher education. We're very pleased that you have given us the opportunity to serve you.

As a community college, Ivy Tech is providing even more educational opportunities to Hoosiers. In addition to the technical education programs which have been Ivy Tech's focus for more than 40 years, Ivy Tech is offering more liberal arts courses and providing more transfer opportunities for students who wish to continue their education at a four-year college or university.

We realize that our students have diverse backgrounds and unique needs. Some of our students are recent high school graduates; others are older and in the process of changing careers. Some students are here to upgrade their skills; others are entering the workforce for the first time.

Whatever your reason for attending Ivy Tech Community College, we're glad you enrolled. Thanks again for choosing Ivy Tech Community College.

Sincerely,



James L. Steck, Chancellor
Ivy Tech Community College-Richmond

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

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Mission of the College

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

About Ivy Tech

Ivy Tech Community College was founded in 1963 as Indiana Vocational Technical College, with a state appropriation of \$50,000. Its purpose was to provide training beyond a high school education, but below that of a traditional college education. In 1971, Ivy Tech was given the authority by the State of Indiana to award one year technical certificate degrees and two year associate of applied science degrees. The College was granted the authority to grant the two year associate of science (transfer) degree in 1987, marking the beginning of Ivy Tech transitioning from a technical college to a community college.

The College changed its name to reflect its changing mission in 1995 by becoming Ivy Tech State College. In 2005, the Indiana General Assembly and Governor Mitch Daniels completed the transition to a community college by renaming it once again to Ivy Tech Community College of Indiana. Interestingly enough, the name Ivy Tech came to be because newspapers across the state abbreviated Indiana Vocational Technical College to IV Tech, in time, it became known as Ivy Tech!

Ivy Tech Community College is the nation's largest state-wide community college with single accreditation. It is the state's second largest public post-secondary institution serving more than 111,000 students a year.

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

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

Pathways to Student Success

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

Technology

Campus Connect

Campus Connect is Ivy Tech's web portal for current students, faculty and staff. It is a single point of access to all of Ivy Tech's online services, including many tasks that normally have to be done on campus. Campus Connect also serves as the primary communication tool between the College and its students.

Here is a partial list of what's available by logging in to Campus Connect:

- Course registration
- Grade reports
- Tuition payments
- Group home pages
- Distance Learning powered by Blackboard (online coursework)
- Virtual Library
- DARS (Degree Audit Reporting System)
- Online Bookstore•

Log in to Campus Connect at <https://cc.ivytech.edu>.

STARS

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

College Web site

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

Wireless Internet Access

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

Helpdesk

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

Academic Options and Policies

Degree Programs

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

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

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

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

For more information, visit www.ivytech.edu.

Distance Learning

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

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

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

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

Enrollment Status

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

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

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

Attendance

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

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

Grading System

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

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

Status codes describe the state or condition of a course for which a grade has not been awarded.

AU – Audit

Indicates enrollment in a course for which no grade or credit is awarded.

I – Incomplete

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

S – Satisfactory

Indicates satisfactory completion of course work for a pass/fail course.

U – Unsatisfactory

Indicates unsatisfactory completion of course work for a pass/fail course.

V – Verified Competency

Indicates satisfactory completion of course work by testing out, prior learning experience, training, etc.

W – Withdrawal

A status indicating a voluntary student withdrawal beginning at the start of the third week of the course for a 16 week semester up to the end of the week marking the completion of 75% of the course. Students wishing to withdraw must do so through the Registrar's Office.

Grade Reports

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

Grade Point Average (GPA)

The grade point average (GPA) is a numerical indication of the student's performance for courses in which quality points can be earned. The GPA is calculated by dividing the number of quality points earned by the number of credits earned.

Appeal of a Grade

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

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

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

Dean's List

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

Academic Integrity

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

Ivy Tech recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty member's authority and ability to assess learning. The College therefore views any act of academic dishonesty as a serious offense requiring

disciplinary measures, including failure for the exam or specific course work, course failure, suspension, and expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects and lead to formal process outside the College.

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

- **Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; or obtaining a copy of an examination or questions from an exam prior to taking the exam; or altering graded work with the intent to deceive another person to do one's work and then submitting as one's own name; or allowing another to take an examination in one's name; or submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.
- **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty in an effort to acquire higher grades.
- **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.
- **Data Misrepresentation:** Fabricating data; deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines or are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered and generated.
- **Falsification of Academic Records or Documents:** Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; forging signatures; or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official College letter or communication will constitute academic dishonesty.
- **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization; copying or modifying the College's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying or altering of those institutions; computer records, systems, or program would similarly constitute a violation of academic integrity.

Academic Skills Advancement

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

The need for these services may be identified at the time of admission. However, a student may use any or all services upon encountering academic difficulty during a course of study. Academic skills advancement instructors and laboratory technicians provide developmental

instruction in the areas of math, communications, sciences, writing and study skills. Some campuses offer GED preparation and English to speakers of other languages. Delivery of instruction may be in a classroom setting, one-on-one tutorial assistance, computer-based instruction or a self-paced study in the academic skills center.

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

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

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

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

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

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

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

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

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

Registration and Records

Registering for Courses

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

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

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

Dropping a course

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

Transcripts

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

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

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

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

Change of name and/or address

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

Student Records

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

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

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

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

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

Students may request the withholding of directory information by notifying the Registrar's Office in writing, specifying the categories to be withheld, within 10 calendar days from the first scheduled day of the term. Ivy Tech will honor the request for one term only. Therefore the student must file the request on a term basis. The student should carefully consider the consequences of any decision to withhold any category of 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 specific categories of directory information indicates the student's approval of disclosure.

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

Dependency Provision

Ivy Tech reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, to disclose educational records or components thereof without written consent to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). A certified copy of the parent's most recent federal income tax form establishing the student's dependency status shall be required before any educational records or components thereof will be released to the parent of any student.

Tuition and Financial Aid

College Fees

Indiana residents pay \$95 per credit hour for 2008-09. Ivy Tech's student technology fee is \$40 per semester. Out-of-state residents pay \$193.30 per credit hour. There is a \$10 per credit-hour charge added for Internet-based distance education courses.

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

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

Payment Options

All enrolled students must make arrangements at the time of registration to pay all applicable fees. A student is officially registered and allowed to attend class after all fees have been satisfied or arrangements for payment have been made. You may pay with a personal check, cash, VISA or MasterCard.

Refund Policy

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

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

Term Length	Refund Schedule
16 weeks First day: Monday of the first week of classes	1 st -10 th day 100%; 11 days or more 0
12-15 weeks First day: Monday of the first week of classes	1 st -8 th day 100%; 9 days or more 0
10-11 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day.	1 st -6 th day 100%; 7 days or more 0
8-9 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day.	1 st -4 th day 100%; 5 days or more 0
4-7 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day.	1 st -2 nd day 100%; 3 days or more 0
Less than 4 weeks First day: First day the class meets; classes that begin on Saturday or Sunday will have the following Monday as the first day.	1 st day 100%

Types of Financial Aid

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

Scholarships

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

Grants

Grants are gift-aid and do not require repayment.

Loans

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

Work Study

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

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

Financial Aid Awards and Disbursement

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

Qualitative Standard

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

Minimum Grade Point Average (GPA)

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

NOTE: Academic skills advancement classes/remedial coursework do not count in the GPA.

Financial aid may be granted for up to thirty (30) credit hours of academic skills advancement classes/remedial coursework as long as the student is meeting all other standards. However, academic skills advancement classes/remedial courses are included in the quantitative calculation.

Quantitative Standard

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

Maximum Time Frame

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

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

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

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

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

Transfer/Second Degree/Second Major/Consortium Coursework

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

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

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

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

Summer Semester

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

Academic Amnesty

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

Audited (AU) Coursework

Audited coursework is not counted in the SAP evaluation.

Failing to Meet the Standards

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

Financial Aid Probation

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

Financial Aid Termination

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

Appeal and Reinstatement Options

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

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

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

Costs Per Credit Hour

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

Federal Return of Funds

Federal financial aid recipients who withdraw or stop attending all classes before the 60 percent point in the term will owe money back to the federal government and/or Ivy Tech.

Disbursement Procedures

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

Cost of Attendance

The cost of attendance consists of the following base components: tuition and fees, books and supplies, transportation, room and board, and personal expenses. Adjustments may be made to the cost of attendance for students enrolled in distance education courses. Cost of attendance estimates vary depending on a student's enrollment level and living situation. Four enrollment categories are:

Enrollment Status Credit Hours

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

For students who live with parents and do not have dependents themselves, a lower cost of attendance is estimated for room, board, and personal expenses. When estimating your cost of attendance, keep in mind that living expenses are estimated and would be incurred regardless of whether or not you're enrolled in college.

Drug Conviction

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

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

Campus-Specific Financial Aid Opportunities

For more information on financial aid opportunities are you local Ivy Tech Community College campus, visit the campus Financial Aid office.

Student Rights and Responsibilities

Drug and Alcohol Policy

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

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

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

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

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

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

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

Following are some area resources for persons who need help with alcohol and/or drug abuse problems.

Dunn Mental Health Center

Dunn Center is a private, not-for-profit, comprehensive community mental health center licensed by the State of Indiana Division of Mental Health and Addictions. The center is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) and has been since 2003.

Dunn Center has offices in Richmond, Connersville, Rushville and Winchester. Addresses and local phone numbers are listed below. Emergency number for all locations is (765) 983-8000. Thelma Chandler, Director of Wayne County Outpatient Services, can be reached at (765) 983-8043.

831 Dillon Drive
Richmond, IN 47274
Phone: (765) 983-8045
Monday – Friday, 8 a.m.-5 p.m.

201 Conrad Harcourt Way, Suites B&C
Rushville, IN 46173
Phone: (765) 932-3974
Monday- Friday, 8 a.m.-5 p.m.

390 Erie St.
Connersville, IN 47331
Phone: (765) 825-4124
Monday – Friday 8 a.m.-5 p.m.

132 N. Main St.
Winchester, IN 47394
Phone: (765) 584-1735
Monday- Friday, 8 a.m.-5 p.m.

• • •

Aurora Addiction Services
Reid Hospital & Health Care Services
1100 Reid Parkway
Richmond, IN 47374
Phone: (765) 983-3150
or (800) 232-3150

Provides substance abuse/problem gambling evaluations, detoxification services, family services, aftercare groups, and problem gambling support. Intensive Outpatient Program (IOP). Individual sessions along with drug/alcohol/gambling education and treatment available. Ages 18 and over.

• • •

The 228 Club, Inc.
228 South 6th Street
Richmond, IN 47374
Phone: (765) 935-9801
Hours: Mon.-Thurs. 11:30 a.m.-10 p.m.;
Friday, 11:30 a.m.-11 p.m.;
Saturday, 9 a.m.-Midnight;
Sunday, 9:30 a.m.-9 p.m.

The 228 Club is a facility for recovering alcoholics and drug abusers, and their families. Provides rooms for meetings of Alcoholics Anonymous and Alanon groups. The 228 Club provides an opportunity for daily fellowship with other recovering persons.

Student Right to Know

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

Non-Discrimination and Equal Opportunity Policy

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

Campus Security Information

Jeanne Clery Act (Campus Crime Statistics) Information

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

Campus Sex Crime Prevention Act

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

Disability Support Services

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

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the

Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

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

Students with disabilities who desire accommodations are responsible for making those needs known to the Office of Disability Support Services in a timely fashion, and for providing appropriate documentation and evaluation in applicable cases. The disabilities support services officer has the authority to decide whether accommodations will be granted in individual cases. Any information you share is kept confidential unless you authorize release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month before enrolling for the next academic term. Some requests take additional time to fill. DSS will make every effort to provide reasonable accommodations in a timely manner. Students who do not request accommodations do not need to disclose their disabilities.

Grievance Procedures for Denial of Accommodations

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 the disability services officer and must be started within thirty (30) calendar days of the denial of the request. A conference with the student will be scheduled as soon as possible and within five working days (Monday - Friday) of notice of the student grievance, 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 concern cannot be resolved, the student should bring the disagreement in writing to the supervisor of Disability Support Services. The conference will be held as soon as possible and at least within 5 working days of notice of the disagreement. Such conferences are to be conducted in proper sequence of supervisors. If the disagreement is not resolved with the disabilities support services officer, the student may elect to request a conference with the department head, or the chief academic officer or chief student affairs officer, as appropriate.

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

Students and applicants may appeal decisions regarding their requested accommodations, or qualifications as disabled persons. If the decision is not resolved to the student's satisfaction through the informal procedure, the student shall reduce the grievance to writing. The formal grievance must:

- Clearly state the facts giving rise to the disagreement
- Describe the efforts to informally resolve the disagreement
- State the remedy sought by the grievant
- Be signed and dated

Students must file grievances within a reasonable period of time, not to exceed thirty (30) calendar days, after the informal grievance process has been exhausted. Students must file a grievance within thirty (30) days of the end of the term in which the incident occurred. Original copies of the formal written grievance document shall be filed with the Office of Student Affairs. The chief administrative officer shall assign a three member Accommodations Review Committee to review and hear the grievance. Replies to the grievance will be provided within 45 working days, with the goal of providing an equitable decision for all involved. In individual cases, time for response to appeals may be extended upon written agreement of the parties. The decision of the Committee will be final.

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, students to students, and students to faculty and staff.

Students are subject to College jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student who 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.

College Rules

All students are expected to abide by the following College rules of conduct. "Student" as used refers to a student, a group of students, a prospective student or a group of prospective students.

College Rules

1. **Academic Integrity** (*see the Academic Options & Policies section*)
2. **Assembly:** College policy states that assembly in a manner that obstructs the free movement of others about the campus; inhibits the free and normal use of the College buildings and facilities, or prevents or obstructs the normal operation of the College is not permitted. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised activities is included in the definition of obstruction.
3. **Children on Campus:** Due to insurance and security 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 students 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 with face disciplinary action.
7. **Disruptive Behavior:** Behaviors or actions that disrupt the College's processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting campus official(s) and/or campus security officers may remove the student from the setting upon oral request by the instructor.
8. **Electronic Equipment or Programs:** Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This included 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 regulation.
11. **Furnishing False Information with Intent to Deceive:** Proving false information is against College rules and state laws.
12. **Harassment/Sexual Harassment/Stalking and/or Intimidation:** This is defined as conduct causing alarm or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Harassment, stalking, and/or intimidation are not permitted. Perpetrators are also subject to Indiana state law.
13. **Hazing:** Hazing, an initiation process usually into a club or organization which often involves humiliating or otherwise harmful tasks, performances, or behaviors is not permitted.
14. **Inappropriate Use of College Computer Resources:** Theft or other abuse of computer time is against College rules, which include but are not limited to:
 - a) unauthorized entry into a file, to use, read, or change the contents or for any other purpose.

- b) unauthorized transfer of a file, unauthorized use of another user's identification and password or use of computing facilities to interfere with the work of another student, faculty member or college official.
- c) use of computing facilities to send, receive, or view obscene or abusive messages.
- d) use of computing facilities to interfere with normal operation of the College computing system.
- e) use of computing facilities for students' personal benefit.
- f) use of College-owned computer resources to prepare or print work for commercial purposes.
- g) inappropriate use of printers:
 1. Printers are intended for class-related activities. Printing Internet web pages or other information not directly related to an authorized use is prohibited.
 2. Excessive printing is prohibited. Students must follow lab guidelines limiting the number of copies or pages that may be printed.
 3. Using non-approved paper in a college-owned printer is prohibited.
- 15. **Motor Vehicles:** Students are expected to comply with parking regulations. Parking spaces for persons with disabilities and 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 and assault of another person is included within the meaning of a firearm, explosive or weapon.

- Assault and battery, abusive actions, physical and/or verbal altercations and/or threatening language: Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person's will. Any student charged with an assault on Ivy Tech property or at any College-sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.
 - Counterfeiting and altering: Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.
 - Dumping and littering: No student shall deposit, dump, litter or otherwise dispose of any refuse on college property except in duly designed refuse depositories.
 - Gambling: Gambling is not allowed except where permitted by state law or within a sanctioned program or class.
 - Illegal use of drugs: Being under the influence of, use of, possession of, or distributing illegal drugs is not permitted.
 - Smoking: All Ivy Tech buildings are classified as "non-smoking" facilities. Smoking is permitted only in designated areas.
 - Theft of property: Theft of personal property, College property, or property located on College property is a violation of College rules.
 - Vandalism: The destruction or mutilation of Ivy Tech books, magazines, equipment, resources or buildings is a violation of College rules.
21. **Tobacco use:** All forms of tobacco use are prohibited in all Ivy Tech Community College -Richmond facilities and on the Richmond campus property, except in personal vehicles. Tobacco use is not permitted in vehicles owned, leased or operated by the College.

Repeated Offenses of a Less Serious Nature

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

Student Judicial Procedures

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

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

Disciplinary Action

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

1. Verbal reprimand;

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

In addition, the College representative will be responsible 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.

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

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

State Student Grievance Processes

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

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

Informal Grievance Procedure

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

A student who feels that the conference would be futile because of the person's involvement or the situation/concern cannot be resolved with the instructor or staff with whom the student

has the complaint, he or she should bring the grievance in writing to the supervisor of the area or department. The conference will be held as soon as possible and at least within five working days of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. If the grievance is not resolved with an instructor the student may elect to request a conference with a department head, school 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 be grieved.

Formal Grievance Procedure

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

Format of the Written Grievance

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

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

Timely Filing of a Formal Grievance

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

Filing the Formal Grievance

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

Mediation

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

Student Status Committee

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

Disposition of a Formal Grievance by the Student Status Committee

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

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

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

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

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

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

Appeal to the Office of the President

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

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

Reinstatement to the College

If a student is dismissed from any campus/region of Ivy Tech, that individual is dismissed from the College. The year starts at the time/date of official notification to the student by the Chancellor/Executive Dean. After one calendar year the individual under suspension may apply for reinstatement. If the student is dismissed the student may appeal for reinstatement after five years. The individual must begin the reinstatement appeal process by informing the Vice Chancellor for Student Affairs at the campus where the dismissal took place of his/her intentions.

The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The appeal will be reviewed by the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Student Affairs. If there is reinstatement that is agreed by the student, no further action is necessary. If the student is not satisfied with the reinstatement decision, the formal due process procedure is implemented. The campus/region Student Status Committee will act on the appeal within 30 days of its receipt. The recommendation of the Student Status Committee will be forwarded to the Chancellor/Executive Dean of the campus/region. That individual will render a judgment on the appeal. That judgment will be final.

Voter Registration

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

The following pages contain information specific to Ivy Tech's Richmond campus and Connersville Instructional Center

Accreditation

Ivy Tech Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504. The North Central Association of Colleges and Schools can be reached at (800) 621-7440 or on the Internet at www.ncacihe.org.

Ivy Tech-Richmond's Associate of Science in Nursing and Practical Nursing programs are approved by the Indiana State Board of Nursing and are accredited by the National League for Nursing.

In the School of Business at Ivy Tech-Richmond, the Accounting, Business Administration, Computer Information Systems, and Office Administration programs are accredited by the Association of Collegiate Business Schools and Programs.

In the School of Technology, the Automotive Technology and Construction Technology programs and concentrations are accredited by the National Association of Industrial Technology. In addition, the Automotive Technology program is fully ASE-certified by the National Automotive Technicians Education Foundation.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Ivy Tech-Richmond's Associate of Science degree program in Early Childhood Education is accredited by the National Association for Education of Young Children (NAEYC).

Tobacco-free campus

All forms of tobacco use are prohibited in all Ivy Tech Community College -Richmond facilities and on the Richmond campus property, except in personal vehicles. Tobacco use is not permitted in vehicles owned, leased or operated by the College.

Academic Calendar

2008

Aug. 25.....	Fall term begins
Aug. 25-Jan. 16.....	Early registration for Spring term (online and phone only)
Sept. 1.....	Labor Day; Ivy Tech closed
Oct. 3.....	Last day to withdraw from 1st 8-week Fall session and receive a grade of "W"
Oct. 13-Nov. 7.....	Early advising/registration (on campus) for Spring term
Nov. 14.....	Last day to withdraw from 16-week Fall term and receive a grade of "W"
Nov. 25-29.....	Fall break; no classes (Ivy Tech closed Nov. 27-30)
Dec. 1.....	Spring term invoices processed
Dec. 5.....	Last day to withdraw from 2nd 8-week Fall session and receive a grade of "W"
Dec. 20.....	Fall term ends
Dec. 15-20.....	Late registration for Spring term

2009

Jan. 9.....	Spring term invoices due
Jan. 12.....	Spring term begins
Jan. 19.....	Martin Luther King Jr. holiday; Ivy Tech closed
.....	Early registration for Summer term (online and phone only)
.....	Early registration for Fall term (online and phone only)
Feb. 20.....	Last day to withdraw from 1 st 8-week Spring session and receive a grade of "W"
March 16-21.....	Spring break; no classes
.....	Early on-campus advising/registration for Summer term
April 10.....	Last day to withdraw from 16-week Spring term and receive a grade of "W"
April 24.....	Last day to withdraw from 2 nd 8-week Spring session and receive a grade of "W"
May 9.....	Spring term ends
May 9.....	Commencement
May 25.....	Memorial Day; Ivy Tech closed
.....	Summer term begins
.....	Memorial Day; Ivy Tech closed
.....	Early on-campus advising/registration for Fall term
July 3.....	Independence Day observed; Ivy Tech closed
Aug. 4.....	Summer term ends
Aug. 24.....	Fall term begins
Sept. 7.....	Labor Day; Ivy Tech closed
Nov. 24-29.....	Fall break; no classes (Ivy Tech closed Nov. 26-29)
Dec. 20.....	Fall term ends

Questions? Let us know!

If you have questions about programs or services offered by Ivy Tech, call 765-966-2656 or 800-659-4562, then press “0” for the operator and ask for the appropriate faculty or staff listed below. Or, to contact the listed faculty or staff via email, use the name in the right column, followed by @ivytech.edu.

For information on	Contact	Email name
Accounting.....	Karen Tower.....	ktower
Admissions.....	Linda Przybysz.....	lprzybys
Agriculture.....	Tom Tully.....	ttully4
Automotive Technology.....	Bob Frantz.....	bfrantz
Academic Skills Advancement.....	Julia Oaks.....	joaks
Advanced Manufacturing.....	Jim Stokes.....	jstokes
Billing.....	Susan Zurwell.....	szurwell
Business Administration.....	Jason Johnson.....	jjohnson
Career/Employment Services.....	Gail Riggs.....	griggs
Computer Information Systems.....	Curtis Blakely.....	cblakely
& Computer Information Technology		
Construction Technology.....	Ramona Cook.....	rdmartin
Criminal Justice (via distance education).....	Darryl Decker.....	ddecker
Design Technology (via distance education).....	Darryl Decker.....	ddecker
Disability Services.....	Delores Hazzard.....	dhazzard
Distance Education.....	Curtis Blakely.....	cblakely
Diversity Affairs.....	Ken Christmon.....	kchristm
Early Childhood Education.....	Kathy Campbell.....	kcampbel
Education.....	Kathy Campbell.....	kcampbel
Financial Aid.....	Ann Franzén Roha.....	aroha
	Leanna Angi-White.....	langi
	Kim Butts.....	kwheeler
	Sarah Soper.....	ssoper
General Education.....	Bill Graesser.....	bgraesse
Human Services (via distance education).....	Darryl Decker.....	ddecker
Industrial Technology.....	Jim Stokes.....	jstokes
Learning Resource Center (Richmond).....	Extensions 1180, 1181 & 1188	
Learning Resource Center (Connersville).....	Barbara Ray.....	bray
Liberal Arts.....	Charles Gidney.....	cgidney
	William Graesser.....	wgraesse
Industrial Technology.....	Jim Stokes.....	jstokes
Medical Assistant.....	Kathy Plankenhorn.....	kplanken
	Beverly Kirby.....	bkirby
Nursing.....	Billie Gabbard.....	bgabbard
Office Administration.....	Ronald Oler.....	roler
Paralegal (via distance education).....	Darryl Decker.....	ddecker
Prior Learning Assessment.....	Melissa Smith.....	msmith
Scheduling/Changing Classes.....	Registrar’s Office	
Student Life.....	Tiffany Erk.....	terk
Transcripts.....	Registrar’s Office	
Veterans Affairs.....	Kim Butts.....	kwheeler
Workforce & Economic Development.....	Kim Thurlow.....	kthurlow
	Candi Tutterrow.....	ctutterrow1
Workforce Certification.....	Orlita Kissane.....	okissane

Special problems

The Office of Student Affairs is available to help with special problems, granting exceptions and filing grievances. If you have a special concern or problem, visit the Student Affairs counter or call ext. 1202.

Writing across the curriculum

Ivy Tech Community College faculty have endorsed a “writing across the curriculum” initiative in selected classes, recognizing that effective writing is an essential professional skill. In the applicable classes, assessment incorporates both writing and professional skill evaluations.

Ivy Tech Preschool

Ivy Tech’s Preschool is a service provided through the Early Childhood Education program, Children ages 2-5 can be enrolled in the program from 8:30-11:30 a.m. Monday through Friday during the Fall and Spring semesters. The preschool is housed in Johnson Hall. Contact Kathy Campbell at ext. 1145 for information about the preschool.

Payment of fees

When you register for classes each semester, you must arrange at that time to pay all applicable fees. You won’t be officially registered and allowed to attend classes until all fees have been paid.

Fees are considered satisfied when payment in full is made by cash, check, MasterCard, VISA, Discover or American Express; when guaranteed in writing by a third party such as a student’s employer or a government agency; or when you have a complete file with the Financial Aid Office and have been notified of your financial aid award. NOTE: Merely applying for financial aid does not mean you necessarily will receive that aid, so check with the Financial Aid Office to be sure your financial aid has been approved and released to pay your fees.

Payment with a credit card can be made via phone and internet. To pay by phone, call 1-877-489-8324. To pay via the internet, log on to Campus Connect at <http://cc.ivytech.edu>.

If you are unable to pay your fees in full, there is a deferred payment plan available by contacting the Business Office at extension 1257. A \$25, one-time deferral fee is added to your total fees, and that amount is then divided into three payments. The first payment is due upon completion of the deferral agreement and before the start of classes.

Library

Students can access Ivy Tech’s virtual library on the internet by logging in to Campus Connect and clicking on the “library” tab. If you need assistance with the virtual library, please contact Charles Gidney at 765-966-2656, ext. 1118, or via email at cgidney@ivytech.edu.

Ivy Tech also shares library facilities with Indiana University East, adjacent to Ivy Tech’s main campus building in Richmond. The library is housed in Hayes Hall, and library hours are listed below.

Monday-Thursday	8 a.m.-9 p.m. Fall & Spring; 9 a.m.-7 p.m Summer
Friday	9 a.m. to 5 p.m. throughout the year
Saturday	9 a.m.-1 p.m. Fall & Spring terms; closed Saturdays in Summer
Sunday.....	Closed

Library hours are subject to change. For the latest information on hours of operation call the library at 765-973-8311 or log on to www.iue.edu and click on the library link.

The 9th Edition Bookstore

Textbooks, supplies, gifts and apparel are available through The 9th Edition Bookstore, located in Johnson Hall. Textbooks and supplies for Connersville classes may be purchased at The 9th Edition or on-line at <http://www.ivytech.bkstr.com>.

Regular bookstore hours are 8 a.m. to 5 p.m. Monday through Friday. Bookstore hours will be extended during peak registration periods, and hours of operation will be posted at the bookstore and available online.

If you have questions about your books, call the bookstore at 765-966-2656 ext. 1261 or in Indiana 800-659-4562. Questions can also be sent to 1068mgr@fhcg.follett.com. We cannot accept orders via phone or e-mail. All orders must be through the online ordering system on our web site at www.ivytech.bkstr.com.

If you receive federal student financial aid, and have money remaining after your tuition is paid, you may use your remaining financial aid money to charge textbooks and supplies at the bookstore.

There are specific periods during which bookstore items can be charged to federal student financial aid. All returns to accounts originally charged with financial aid must also be processed within the charge period and must meet the specifications of the return policy.

Books for distance education courses

If your “home” campus is Richmond or Connersville, and you’re enrolled in distance education courses originating from the Richmond campus, you may log on to www.ivytech.bkstr.com to check book availability for those courses. (NOTE: The course/section numbers of courses originating from the Richmond campus end in the letter “I,” as in ENG 111-01I.) If the distance education course/section number ends in some other letter(s) **OR**, if your home campus is not Richmond or Connersville, books for those distance education courses must be purchased from Ivy Tech’s statewide Distance Education Bookstore at <http://bookstore.ivytech.edu>.

Return Policy:

The following return policy applies for all purchases made at The 9th Edition and for online orders placed with The 9th Edition.

No returns will be made without the original receipt.

- Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt.
- Textbooks in resalable condition may be refunded with receipt within seven (7) days from the start classes or within two (2) days of purchase thereafter, including during summer terms.
- Textbooks purchased online through Follett’s web site and returned in their original condition may be refunded if received by the bookstore within ten (10) business days after the date of purchase for courses that are not summer intensive, and within five (5) business days after the date of purchase for courses that are summer intensive.
- Textbooks purchased during the last week of classes or during exams may be sold back to the bookstore.
- Computer software may be returned for refund if it is unopened and shrink-wrapped.
- The bookstore will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first. Proof of add/drop is required.

Learning Resource Centers

Learning Resource Centers are available in Johnson Hall at the Chester Boulevard campus in Richmond, and at the Connersville Instructional Center.

The LRCs provide test proctoring; access to Ivy Tech's virtual library; tutoring in math, English and computers; and a computer lab.

LRC hours at Johnson Hall on the Richmond campus are 9 a.m. to 8 p.m. Monday through Friday, and 9 a.m. to 1 p.m. Saturday. Hours at the Connersville LRC are 8 a.m. to 4 p.m. Monday through Friday. Tutoring and test proctoring at the Connersville LRC are by appointment only. For more information, contact the Richmond Learning Resource Center at 765-966-2656, or the Connersville Learning Resource Center at 765-827-3874.

Career Services

The Career Services Office at Ivy Tech provides many materials and services for students interested in career planning and/or job placement. These include the Campbell Interest and Skill Survey, an interest inventory; Self-Directed Search, a paper-and-pencil career interest inventory; the Occupational Outlook Handbook; and numerous books and videotapes on resumé writing, job search strategies and interviewing techniques.

All of these services are available free of charge to Ivy Tech students. Contact the Career Services Office in the Chester Boulevard facility. Any student or graduate of Ivy Tech Community College in any of our programs is eligible to take advantage of services provided by the Career Services Office.

Employers who register with the Career Services Office are given the names of all qualified candidates without regard to sex, race, age, national origin or disability. Registered students or alumni are eligible for interviews with appropriate prospective employers. A placement handbook and job search videos are available, and mock interviews can be scheduled. Individual counseling is another of the resources available to you through the Career Services Office.

To register with Career Services you must:

1. Complete a Placement Registration Form, which provides the Career Services Office detailed information regarding your schooling, previous employment, and desire for job placement. You should be careful to fill this form out completely, and be sure to sign the "release of information section." Your signature is required because it authorizes the Career Services Office to release your resume and other information to prospective employers.
2. Submit a current resumé, in finished form, to the Career Services Office. This document must be in appropriate form to mail to prospective employers; it will be used as your representative. Appointments can be made with the Placement Assistant to help you improve your resumé, but the initial attempt should be completed before meeting with the Placement Assistant.
3. Submit a Skills Sheet, a form designed to give the Career Services Office detailed information about your skills. The form is available from the Career Services Office, and the information is used to create a database for the Career Services Office referral system.

You'll be added to the Career Services Office's active file once you complete these steps. Completing the required forms and being placed in the active file entitles you to first notification of available jobs in your field. For more information, call 765-966-2656, ext. 1204.

Applying for financial aid

Grants, loans and scholarships are just some of the types of financial aid available to Ivy Tech students, and our Financial Aid Office is here to help you find the money you need to pay for your education.

Financial aid application forms (paper and electronic) are available in the Financial Aid Office. Because application procedures, deadlines, eligibility regulations and refund policies vary with different types of student aid programs, we encourage you to apply early.

Allow two to three weeks processing time for electronic applications, and six to eight weeks for processing paper financial aid applications. If applying close to the beginning of a term, bring income information (tax returns) to the Financial Aid Office for electronic processing of your application.

Although you may apply for assistance at any time during the academic year, some financial aid programs have a March 10 receipt deadline if you wish to apply for aid for the next academic year which begins in the Fall of that year. The Fall semester marks the beginning of the financial aid award year.

Graduation

A graduation ceremony is held each May, and participating students are charged a fee to cover the cost of the ceremonial cap and gown.

You are eligible for graduation when requirements for graduation and certification have been fulfilled. When you begin your final semester prior to graduation, you must complete an application for graduation. The application will be certified by your program advisor and forwarded to the Registrar's Office, where the appropriate diploma will be prepared. Graduating students may be asked to participate in outcomes assessments. To graduate with an associate in science degree, an associate in applied science degree or a technical certificate, you must:

1. Attain a minimum grade point average of 2.00 in the required technical and general education courses;
2. Earn 15 credits as a regular student of Ivy Tech, rather than by test-out or other means of advanced placement;
3. Successfully complete the required number of credits;
4. Satisfy all financial obligations due the college;
5. Satisfy program accreditation standards that may have additional requirements.

Honors recognition at the commencement ceremony is based on the student's cumulative GPA from the Fall semester.

Public transit

Rose View Transit, Richmond's city-operated bus service, picks up and drops off passengers at Johnson Hall and McDaniel Hall six days a week.

Rose View Transit arrives/departs every hour on the half hour between 6:15 a.m. and 5:45 p.m. Monday through Friday, and every hour on the half hour between 10:15 a.m. and 5:15 p.m. on Saturdays. The bus stops at the north entrances of Johnson Hall and McDaniel Hall.

For information on bus transportation outside normal operating hours, contact the Rose View Transit office at 765-983-7227.

Student parking & campus traffic

All students are issued a parking hang tag once per semester. These hang tags change in design each semester to identify them as a current tag. Only the current tag should be displayed, and only current hang tags are valid. Visitors are not required to have hang tags.

Current hang tags are issued just prior to and/or during the first week of each semester to all currently enrolled students. The hang tag for a semester remains valid until the beginning of the second week of the next semester, at which time all new hang tags will be issued and should be displayed.

Hang tags allow the bearer to park on any Ivy Tech Community College – Richmond parking lot as well as on Indiana University East parking lots in non-designated parking areas. The hang tag *does not* allow access to park in visitor parking spaces or in handicap or other designated parking areas of either institution.

One hang tag will be issued to each currently enrolled student in paid status on or about the middle of the week prior to the start of classes. A second mailing/distribution will occur at the end of the first week of classes. Special mailings of hang tags will be done as needed for off-cycle courses.

If a student does not receive a hang tag, one can be issued by the Office of Student Affairs if the student is in paid status and currently enrolled. Student Affairs staff will record the tag number and the student's name.

If a student reports his or her hang tag lost or stolen, a replacement hang tag may be issued by the Office of Student Affairs. The student's old tag will be recorded as lost or stolen and the information forwarded to Campus Police.

Speed limits are strictly enforced, and traffic citations will be issued by Campus Police. Traffic violation fines may be paid in the Business Office in Johnson Hall. Failure to pay fines will result in holds being placed on student records and registration.

Campus Emergency Guidelines

Building Evacuation

In the event a campus building must be evacuated, notification will be by audible alarms, flashing strobe lights, intercom announcements, or verbal notification from a responsible party.

When an evacuation is ordered, start leaving the building in an orderly manner, following the evacuation route/instructions posted in the room. Students with disabilities who might need help in an evacuation should ask another class member to be his/her escort in the event an evacuation becomes necessary.

Once outside the building, you should meet in a designated gathering area at least 200 feet away from the building. Once outside the building, your instructor or group leader will account for all individuals; identify any missing individuals, and confirm the last known location of any individual who could not safely evacuate.

Emergency Lockdown or Shelter-In-Place

If an emergency lockdown or shelter-in-place becomes necessary, such action will be announced over the intercom or verbally. After the initial alert notification, seek additional information from the Ivy Tech web site, Emergency Hotline and other official Ivy Tech sources.

If a tornado is imminent, get under a sturdy object and cover your face and neck. If time permits, relocate to interior areas of the building at the lowest floor possible.

If an emergency results from a hostile intruder, violent student or violent employee, lock and barricade doors, get down and remain out of sight.

In the event of an earthquake, get under a sturdy object and be prepared to move with that object. Cover your face and neck, and do not evacuate until the shaking stops. Also, be prepared for aftershocks.

If release of a hazardous material creates an emergency, remain inside, close any open windows and doors, and expect the ventilation system to be turned off.

Accident or Medical Emergency

If an accident or medical emergency occurs, immediately phone 9-1-1, stay with the injured person and keep the victim calm and comfortable. Do not move any seriously injured person and do not administer CPR or first aid unless you are qualified to do so.

Criminal or Violent Activity

If you discover criminal and/or violent activity, immediately phone 9-1-1 and do not approach the intruder or intervene in any ongoing crime.

Hazardous Substance

If you discover a hazardous substance, immediately phone 9-1-1. Close off and evacuate any contaminated areas. Exposed individuals should quarantine themselves at a safe location.

Disruptive Behavior/ Under the Influence of a Controlled Substance

If some is behaving in a disruptive manner and/or appears to be under the influence of a controlled substance, immediately contact Campus Police or phone 9-1-1. Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug, or alcohol in College buildings, at College functions or on College grounds is prohibited at all times.

Sources of Official College Information

Sources of official Ivy Tech Community College Information include the Ivy Tech web site (www.ivytech.edu); the Ivy Tech Emergency Hotline (888-IVY-LINE); local news media; One Call telephone calls; and/or text messages.

Emergency closing of campuses

If any Ivy Tech facilities will be closed due to inclement weather or other emergency conditions, the closing will be announced on the radio and TV stations listed below.

Campus closings will also be posted on the home page of Ivy Tech-Richmond's web site. Just log on to www.ivytech.edu/richmond/ and check the bottom of the page.

Please check the web site or tune to one of the radio or television stations listed below. Please do not call Ivy Tech to find out whether facilities are closed.

Remember: Even if College facilities remain open, you're expected to use your judgment as to whether the existing weather conditions permit safe travel.

WKBV (AM 1490)

WHON (AM 930)

WMDH (AM 1550)

WZZY (FM 98.3)

WEDI (AM 1130)

WFMG (FM 101.3)

WQLK (FM 96.1)

WMDH (FM 102.5)

WCNB (AM 1580)

WIFE (FM 94.3)

WCTW (AM 1550)

WGTZ (FM 92.9)

WHKO (FM 99.1)

WHIO-TV (Channel 7)

WKEF-TV (Channel 22)

WDTN-TV (Channel 2)

Student Life

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 Association 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 Association records of officers, membership and financial transactions.

Student Government Association

The purpose of the Student Government Association (SGA) is to establish communication between students and administration, to assist in the development of better educational standards, and to initiate student involvement in activities with the college. The SGA also approves and supports official student clubs on campus and plans student activities. Members serve a three-semester term (Fall, Spring, Summer) and represent either a club/organization or an academic program. Members must be currently enrolled at the Richmond campus or Connersville Instructional Center and have a GPA of 2.0 or higher.

Four officers – President, Vice President, Secretary and Treasurer – are elected from the representatives at the end of the Spring semester preceding the year of the term of service. If you are interested in becoming a member of SGA, talk to your program chair or club advisor. If you have not declared a major and would like to participate, contact Sabrina Pennington, Vice Chancellor for Student Affairs, at ext. 1229 (spenning@ivytech.edu).

For more information on SGA, including meeting times and dates, contact Tiffany Erk at ext. 1268 (terk@ivytech.edu).

Student Leadership Academy

The purpose of the Student Leadership Academy is to train tomorrow's leaders today. SLA members are selected through an application process and must have a GPA of 2.0 or higher. Students must commit to participation from September through April of the academic year for which they are applying. Applications are available online at www.ivytech.edu/richmond. Click on Student Life, then click on Student Leadership Academy. If you prefer to pick up a paper application, visit the Student Affairs Office in Johnson Hall during normal hours of operation.

Each month there will be a monthly meeting and reward or development activity. Training will be received in: goal-setting and planning, understanding your leadership style, working with a team, and respecting diversity. Members will obtain essential skills for competing in today's job market and earn the honor of graduating from the academy.

Each graduate will be presented a certificate by the president of Ivy Tech Community College at the Capstone Conference in April. For more information, including requirements and meeting dates and times, or to obtain an application, contact advisor Tiffany Erk at ext. 1268 (terk@ivytech.edu). Members accepted into the academy will automatically be eligible to participate in the Alternative Spring Break program and trip, but will not be required to do so.

Medical Assisting Club

The purpose of the Medical Assisting (MEA) Club is to establish and direct students to develop the technical, critical thinking and networking skills for the medical workplace.

Open to students in the Medical Assisting program, as well as students in the Office Administration (OAD) Medical Specialty program, the club provides opportunities for networking, socialization, certification, and meeting classmates and faculty with common interests and goals. It allows for participation in college life and provides input into the Medical Assisting program. Students will enjoy professional speakers and interact with potential employers. Students will also be a part of fund-raising activities to support the medical assisting students and the community through philanthropy. Each year the club sends delegates to the national convention to bring back new and innovative information to share with others, and sponsors a year-end pinning ceremony to honor all graduating members of the Medical Assisting program and the MEA club.

Meetings are held twice a month. For more information, contact Kathy Plankenhorn, MEA Program Chair and club advisor, at ext. 1164.

Student Computer Association

The purpose of the Student Computer Association is to create an awareness of technology and computer science. Our goal is to encourage professionalism through association for students to help them in the various fields of technology and computer science. The SCA club hosts LAN parties and field trips, volunteers in the community and meets to discuss computer-related issues and trends.

Any student or alumni of Ivy Tech Community College is eligible for membership in SCA, but only CIS and CIT majors may hold office. For more information, contact the SCA Jason E. Johnson at ext. 1120 (jjohnson@ivytech.edu).

Ivy Tech Alumni Association – Richmond Chapter

The mission of the Ivy Tech Alumni Association is to create, foster and nurture mutually beneficial relationships between the College, its alumni and its friends. Membership benefits include receiving the College magazine, job search assistance through Career and Employment Services, an invitation to attend Ivy Tech's annual Job Fair, and communications regarding alumni events.

The Richmond Chapter of the Ivy Tech Alumni Association was chartered in April 1997. Membership is open to anyone who has attended Ivy Tech as a registered student. Qualifications for scholarships, special recognitions, and alumni chapter officer roles may involve additional requirements. There are no dues.

Many statewide and regional awards and events are available to alumni including Regional Distinguished Alumni Award, Statewide Outstanding Alumnus Award, Statewide Legacy Scholarships, cultural events, and family fun events. The Richmond Chapter also sponsors the Outdoor Dinner and a Movie, advisory board opportunities, alumni pin, fund-raising projects, plus other campus activities.

If you have any questions about the Alumni Association, contact Stella Davis at ext. 2344 (sdavis@ivytech.edu) or visit the alumni pages on the web site at www.ivytech.edu/richmond.

Student Nursing Club

Are you interested in the nursing program and would like to meet other students in the program? Are you already in the nursing program and interested in working as a team with

other members of the Student Nursing Club? The SNC is open to all students. Started in spring of 2006, this club is already on its way to doing great things.

Meeting dates will be posted on the Student Life calendar throughout campus and at www.ivytech.edu/richmond (just click on Student Life). Snacks are provided, and you can bring your lunch if you like. The club also participates in various community service activities. For more information call Kim Guard at ext. 1156 (kguard@ivytech.edu).

Phi Theta Kappa

Phi Theta Kappa is an international honor society for two-year colleges. Its purpose is to recognize and promote academic excellence in the four hallmarks of leadership, scholarship, service and fellowship, by providing development opportunities in chapter activities on campus and through regional and international Phi Theta Kappa events.

To be considered for membership into Phi Theta Kappa, a student must have a grade point average of 3.5 on a 4.0 scale and must have accumulated at least 12 semester credits in a degree-seeking program.

For information contact Leanna Angi-White at ext. 1221 (langi@ivytech.edu) or Gene Ayton at ext. 1121 (eyton@ivytech.edu).

Students In Free Enterprise

Students In Free Enterprise (SIFE) is an international student organization on college campuses. The mission of SIFE is to provide the college and university students the best opportunity to make a difference and to develop leadership, teamwork and communication skills through learning, practicing and teaching the principles of free enterprise.

For more information, or to become a member, contact Ron Oler at ext. 1127 (roler@ivytech.edu) or Karen Tower at ext. 1119 (ktower@ivytech.edu).

Alternative Spring Break

Ivy Tech Community College is committed to service within the community and beyond. Our first Alternative Spring Break trip was in 2007 when students traveled to New Orleans to help repair the damage done by Hurricane Katrina. Students on the Alternative Spring Break trip participate in various projects to help specific communities. For an ASB information sheet or application, contact Tiffany Erk at ext. 1268 (terk@ivytech.edu).

The Scrapbook Club

Started in September 2005 by students interested in scrapbooking, the Ivy Tech Scrapbook Club now has a strong active membership. The club's purpose is to create awareness and interest in the preservation of memories through scrapbooking. The Scrapbook Club promotes teambuilding, professionalism, fellowship and learning through various activities.

As a member, you have access to a wide variety of scrapbooking tools and cropping supplies necessary to express your creative side. The Scrapbook Club is a way for all students to get together, share their creativity, and meet other students with similar interests.

Meetings and special activities are held twice monthly. Time is devoted to scrapbooking, guest speakers, learning new techniques and pitch-in dinners. Join us as we travel to Crop and Expo events and plan fun weekend getaways. Fund-raising and community service projects, and a small commitment from you, will ensure the success of our mission.

Membership is open to any Ivy Tech Community College student who maintains a grade point average of 2.0, and Ivy Tech Alumni who are in good standing. As a member you will

be required to participate in a minimum of two fund-raising projects per semester to benefit from club funds.

For more information about joining the Ivy Tech Scrapbook Club contact Leanna Angi-White at ext. 1221 (langi@ivytech.edu) or Sheila Braughton, ext. 1218, (sbraught@ivytech.edu).

The Construction Club

The purpose of The Construction Club is to facilitate our creative interest in various aspects of the building trades. We are interested in promoting teamwork, loyalty, fellowship, friendship, and commitment. The club will create opportunities for professional networking and further educate members in the construction trade through humanitarian projects. We will pursue fund-raising activities to generate monies for educational travel and construction scholarships, including potential international students interested in the building trades.

Membership is open to students with a GPA of 2.0 or above, and all faculty and alumni of Ivy Tech Community College. Meetings are held every other Tuesday evening in Room 1206 of McDaniel Hall. To join our club, come to any of our meetings or contact Ramona Cook at ext. 4018 (rdmartin@ivytech.edu).

Multicultural Student Organization

The Multicultural Student Organization was formed to increase minority student involvement in College activities. The purpose of the group is to help attract and retain minority students and to assist in making the college more visible in the minority community. MSO strives to provide activities that will benefit the community and/or students, enabling those involved to use their leadership skills. Interested students should contact Ken Christmon at ext. 1208.

Campus Activities Board – Connersville

The purpose of the Campus Activities Board (CAB) is to plan and implement social, cultural, recreational, service and civic engagement activities for the students of Ivy Tech Connersville. Student volunteers comprise the CAB, which meets regularly to plan events and activities and effectively utilize campus funds.

Past events include an Easter egg hunt, ice cream social, Relay for Life and a car wash. For more information about the Campus Activities Board, upcoming events at Ivy Tech Connersville, or to volunteer your time, please contact Brenda Bennett at bbennett@ivytech.edu or 765-825-9394.

Athletics

Our campus currently has a men's basketball team. Practices and home games are held at the Boys and Girls Club of Wayne County, 1717 S. L Street, Richmond. Try-outs will be held October 1 & 2 at 8:00 p.m. For more information about the basketball team, contact Coach Marshall at the Boys and Girls Club or Tiffany Erk at (765) 966-2656, ext. 1268 (terk@ivytech.edu).

If you would like to see another organized sport become available on campus, contact Tiffany Erk at the number or e-mail listed above with your ideas.

Workforce Certification Center & Professional Certifications

The Workforce Certification Center (WCC) provides training and testing opportunities to residents of east central Indiana. The WCC focuses on certifications related to information technology; however, the center also offers many other certification testing opportunities in a variety of fields.

The WCC also is an authorized Certiport and VUE testing center. Courses in such areas as A+ and Net+ Certification, Microsoft Office Applications, Windows 2000 and Novell 5.1 are offered as part of Ivy Tech's regular credit course offerings.

For more information about certification and what it can mean for you, check out our web site at <http://www.ivytech.edu/richmond/wed/workcert.html>. To schedule an exam, call the Center at 800-659-4562 or 765-966-2656. For more information on the WCC, contact Orlita Kissane at 800-659-4562, or email at okissane@ivytech.edu.

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Our requisite coursework is designed to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

Following are some of the certification, licensing and accreditation opportunities available through the Workforce Certification Center, housed at the main campus, and through external groups.

Microsoft Certified Application Specialist (MCAS)

The Microsoft Certified Application Specialist certification is for users who work with Microsoft Office 2007 products: Word, Excel, PowerPoint, Access, Outlook and Vista. The MCAS is designed to target specific skills with each product.

Credit courses (OFAD 103, 110, 204, 218, 222 and 226) that prepare students for the MCAS exams are offered in the Office Administration program. For more information, contact Ronald Oler at ext. 1127 (roler@ivytech.edu).

A+ Computer Technician Certification

A+ Certification is a CompTIA-sponsored testing program that certifies the competency of entry-level (6 months experience) computer service technicians. The test covers a broad range of hardware and software technologies, but is not bound to any vendor-specific products. The program is backed by major computer hardware and software vendors, distributors, resellers and publications. For more information, contact Curtis Blakely at extension 1123 or at cblakely@ivytech.edu.

Microsoft Certified Professional (MCP)

The Microsoft Certified Professional (MCP) credential is for individuals who have the skills to successfully implement a Microsoft product or technology as part of a business solution in an organization. Hands-on experience with the product is necessary to successfully achieve certification.

MCP candidates are required to pass one current Microsoft certification exam (a current exam is any that has not been retired) that provides a valid and reliable measure of technical proficiency and expertise. MCP exams are developed with the input of professionals in the industry and reflect how Microsoft products are used in organizations throughout the world.

For information on classes which can help you prepare for the MCP credentialing exam, contact Curtis Blakely at extension 1123 or at cblakely@ivytech.edu. To schedule an MCP exam, contact Orlita Kissane at 765-966-2656 or 800-659-4562 (okissane@ivytech.edu).

Certified Internet Webmaster (CIW)

With the Internet becoming a potent force in commerce, organizations need employees who have mastered the skills necessary to create and manage a dynamic web presence. Certified Internet Webmaster (CIW) certification can validate the critical job skills of the employees on a company's web site team.

CIW certification consists of a series of courses that begins with the CIW Foundations course. The CIW Foundations series attests that a candidate has the basic skills necessary to continue to the CIW Associate, Professional and Master Administrator designations.

Each of the certification courses in the CIW series provides real-world instruction in skills such as Internet security, Java programming, e-commerce design, database specialist, and web languages. For information, contact Curtis Blakely at extension 1123 (cblakely@ivytech.edu).

Office Proficiency Assessment & Certification (OPAC)

The OPAC System covers five different areas of skills and proficiencies: Computer, Keyboarding, Clerical, Financial and Transcription. Eleven of these exams are utilized during outcomes assessment in the Office Administration program's capstone course, OAD 221—Organizational Leadership. All graduates of the OAD program are expected to demonstrate competencies in these areas. For more information contact Ronald Oler, Office Administration Chair, at ext. 1127 (roler@ivytech.edu).

Microsoft Certified Systems Administrator (MCSA)

This certification is designed for computing professionals who implement, manage and maintain the typically complex computing environment of medium- to large-sized companies based on the Windows client and the Windows server software.

To be successful, an MCSA candidates must have six to 12 months of experience administering client and network operating systems.

Related job titles for an MCSA may include: systems administrator, network administrator, information systems administrator, network operations analyst, network technician, or technical support specialist.

MCSA-certified individuals are sought-after employees of small- to medium-sized businesses with single or multiple server networks.

For more information, contact Curtis Blakely at extension 1123 (cblakely@ivytech.edu).

Microsoft Certified Systems Engineer (MCSE)

This certification is designed for computing professionals who plan, design and implement Microsoft Windows server solutions and architectures in medium- to large-sized companies based on the Windows client and the Windows server software.

To be successful, an MCSE candidate must have at least one year of experience implementing and administering network operating systems and desktop operating systems.

Related job titles for an MCSE may include: systems engineer, systems analyst, network analyst, or technical consultant. Specializations include MCSE: Messaging and MCSE : Security. MCSE-certified individuals are much sought-after employees of medium- to large-sized businesses with multiple server networks.

For more information, contact Curtis Blakely at extension 1123 (cblakely@ivytech.edu).

CISCO Certified Network Associate (CCNA)

This certification was developed by Cisco Systems to provide an e-learning curriculum to train students for networking careers in the 21st century.

Technicians with the skills needed to support the devices that connect networks to the Internet are in high demand as more and more organizations find it essential to be connected to the Internet.

The Cisco program provides a web-based curriculum that includes over 280 hours of instruction, hands-on laboratory activities and case study experiences. In-class student labs provide hands-on training on the configuration and management of Cisco routers and switches.

For more information, contact Curtis Blakely at extension 1123 (cblakely@ivytech.edu).

Certified Novell Administrator

Certified Novell Administrators (CNAs) provide on-site administration for software users in a variety of work environments, including professional offices and small businesses, work-groups or departments. In short, CNAs handle the day-to-day administration of an installed Novell networking product: NetWare 5 or GroupWise. CNA certification also provides you with a career path, giving you the knowledge and skills to form a foundation for other Novell professional certifications. For more information, contact Curtis Blakely, ext. 1123, or at cblakely@ivytech.edu.

Automotive Service Excellence

Ivy Tech's Automotive Service Technology program encourages students in the program to pursue ASE (Automotive Service Excellence) certification, which is granted by the National Institute for Automotive Service Excellence. By passing NIASE examinations and meeting experience requirements, you can gain certification in eight automotive specialty areas. For more information contact Bob Frantz at extension 4016 (bfrantz@ivytech.edu).

National Association of Industrial Technology certification

The primary purpose of the National Association of Industrial Technology (NAIT) certification program is to provide recognition of the attainment of certain professional standards by Industrial Technologists. Because Ivy Tech's Automotive Technology, Construction Technology, and Manufacturing/Industrial Technology programs are accredited by NAIT, graduates of those programs are eligible to take the NAIT certification exam for Industrial Technologists.

NAIT certification recognizes a level of expertise in a specific field, and provides external validation of your knowledge and competence. NAIT certification also shows your commitment to the profession and your own professional growth, factors that can affect career advancement. If you are pursuing a degree in a School of Technology program, see your program chair for more information about NAIT certification, or log on to www.NAIT.org.

Electrician Licensure

In Indiana, licensing of electricians is granted locally. Ivy Tech's Manufacturing & Industrial Technology program has several courses which can help you prepare for licensing in this field. For more information, contact Jim Stokes at extension 4017 or at jstokes@ivytech.edu.

Heating, A.C. and Refrigeration

The Educational Standards Corp. (ESCO) sanctions competency testing for graduates of Heating/Ventilation/A.C./Refrigeration programs throughout the U.S.

Upon completion of all 12 competency-based exams, candidates receive a wall certificate and shoulder patch designating them as Master Technicians. ESCO also offers testing for the EPA certification required for all persons who handle refrigerants. For information on the ESCO exams, contact Ramona Cook at extension 4018 (rdmartin@ivytech.edu).

Child Development Associate

The Child Development Associate is a person who is able to meet the specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional and intellectual growth in a child development framework. The Child Development Associate (CDA) credential is granted by the CDA National Credentialing Program. CDA Competency Standards are the core of the CDA program, and are a statement of skills needed to be a competent caregiver. CDA training programs are designed to train persons to acquire those skills. For information, contact Kathy Campbell at ext. 1145 (kcampbel@ivytech.edu).

Emergency Medical Technician (EMT)

Individuals completing Ivy Tech's 16-week EMT-Basic curriculum are eligible to complete the Indiana state test for EMT. Successful completion of the written and skills exam affords the individual the EMT Basic status. National exams are also available. For additional information, contact Jill Anderson at ext. 1158 (janderso@ivytech.edu).

Certified Medical Assistant

This certification is obtained by completing the Associate of Applied Science degree in Medical Assisting of the Technical Certificate in Medical Assisting (Generalist Concentration). Upon successful completion of either program, students are eligible to apply for the national certification exam to become a Certified Medical Assistant. For more information, contact Ivy Tech's School of Health Sciences at extension 1168 or Kathy Plankenhorn at extension 1164 (kplanken@ivytech.edu).

Certified Phlebotomist

This credential can be obtained after successful completion of the Technical Certificate in Medical Assisting with a concentration in Phlebotomy. Upon completion of the phlebotomy externship, students may apply to the Association of Clinical Pathologists to complete the exam covering content from the course work. Several other options for certification through a variety of organizations are also available. For more information, contact Kathy Plankenhorn at ext. 1164 (kplanken@ivytech.edu).

Certified Pharmacy Technician

Individuals interested in this certification must complete the Medical Assisting Technical Certificate program with a concentration in Pharmacy Technician, then successfully complete the Pharmacy Technician Certification Board exam. The exam covers content related to pharmacy functions and activity. Individuals successfully completing the exam can then use the CPhT designation. For additional information, contact Kathy Plankenhorn at ext. 1164 (kplanken@ivytech.edu).

Certified Nursing Assistant

This credential is obtained following completion of a 128-hour training program approved by the Indiana State Board of Health. Individuals completing the required training hours with a grade of "C" or better apply to Professional Resources, a statewide testing organization, to complete both a written and skills test. Upon successful completion of the Professional Resources test, individuals are eligible for employment in the nursing home industry. For additional information, contact Jill Anderson at ext. 1158 (janderso@ivytech.edu).

What Your Instructors Expect

Now that you are a student at Ivy Tech Community College, your instructors have certain expectations regarding your behavior and performance. Some of those are:

Attendance

Students are expected to attend class meetings, or other activities assigned as part of a course of instruction, on a regular basis. Active and timely participation in online courses is expected per the course syllabus, announcements and/or other applicable communication from the instructor.

You should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), you are responsible for consulting with instructors immediately upon return in order to make necessary arrangements.

Punctuality

You should be on time for every class or appointment. Other students, like you, have paid for instructional time; it's only fair to make sure you and other students get their money's worth. The same is true when it comes to appointments with college faculty or staff; arrive on time, or at least call and say you'll be late.

Behavior

No big news here. As an adult, you are expected to behave responsibly, positively, respectfully and professionally. See the "Rights and Responsibilities" section of this handbook for specific information.

Completion of Assignments

It's important to complete all assignments on time . . . every time. Trust us on this one: Getting a little bit behind in your assignments can soon "snowball" into being way, way behind.

Original Work

You are expected to do your own work. Although Ivy Tech stresses teamwork, the college doesn't want you to steal others' work. That's cheating, and it's a violation of college rules. So is plagiarism, presenting other individuals' work without giving credit to the appropriate individuals. Cheating and plagiarism may result in disciplinary action, so do your own work and be proud of it. (See "Academic Integrity" on page 8.)

Quality Work

To put it simply, you are expected to do your best on every assignment.

Preparedness

Don't waste your class time — or your classmates' — by not being prepared when you come to class. Read the assigned chapters or complete assigned exercises before each class session. In the long run, proper preparation is much easier than trying to bluff your way through a class session. Your instructor — and your classmates — will know whether you prepared adequately for class, so be prepared and avoid embarrassing yourself among friends!

Take Notes

Some brains contain better memory cells than others. So, if you're like most of us, don't trust your memory; take notes!

2008-09

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