



DOUBLE UP FOR COLLEGE

Ivy Tech Community College of Indiana allows high school students to register for classes at the college. Qualified high school students are able to study advanced level instructional areas not offered at their present school, complete required high school courses that may not fit their schedule, as well as get degree work completed early. Specific policies and requirements are listed below. Please review all program requirements so that you have a successful experience at Ivy Tech Community College of Indiana.

Requirements for Participation

- Students must complete an application for admission and the Double Up for College Request Form with all required signatures, including parent/legal guardian and school principal/guidance counselor. The Double Up for College Request Form must be submitted each semester to ensure the HS is in agreement with offering credit for the double-up course(s).
- Students must complete Ivy Tech Community College's assessment test (COMPASS) meeting prerequisite scores for each course, present SAT scores of 460 or higher as required for each course, PSAT scores of 46 or higher as required for each course or present ACT scores of 19 or higher as required for each course prior to enrollment in Ivy Tech course work.
- Double Up for College students are responsible for complying with the rules and regulations of the college as published in the Student Handbook.
- Parents or legal guardians of Double Up for College students are not permitted access to any Ivy Tech pre-enrollment or enrollment documents nor enroll, drop, or add classes without specific written permission for a student.

Double Up for College students are financially responsible for tuition, textbooks, course materials, and lab fees. High school students taking an Ivy Tech-based dual credit course must be charged tuition under most circumstances. Ivy Tech shall waive tuition for a student who is eligible for free or reduced lunch in high school, accepted into the Double Up for College program, and accepted for admission to Ivy Tech. In accordance with IC 21-43-5-14, the school corporation shall pay the tuition for students whose tuition has been waived as outlined for each year the student is included in the school corporation's average daily membership (ADM). There may be a scholarship available for one class per semester for students who qualify for state or federal financial assistance. **Proof of state or federal aid must be attached in order to qualify for a scholarship. Complete applications for scholarships must be submitted 21 days before the start of the semester.**

Special Notes:

- Double Up for College courses establishes a permanent college record. If a student passes a course through the program that is part of an articulation agreement between the state educational institution offering the course and the other state educational institutions, the course shall transfer under the terms and standard of the articulation agreement between the state educational institutions. [IC 20-30-11.5-4 (e)]
- Double Up for College courses taken for college credit may be used to meet high school graduation requirements; however, this determination is solely made by the student's school district.

Ivy Tech Community College
East Central Region – Anderson, Marion, Muncie, New Castle
Double Up For College Student Registration Form



_____ TERM _____
 First Name M.I. Last Name

_____ City State Zip Code
 Street Address

_____ E-mail Address
 Phone Number

_____ C0 _____
 Ivy Tech C# Date of Birth High School Attending Graduation Year

Ivy Tech Course Title	Course ID	CRN

By signing this form, I acknowledge that I am waiving the requirement for requesting specific record disclosure and that I do hereby give Ivy Tech Community College permission to release admission, assessment, registration, schedule, attendance, and grade information to my parents/guardians, and high school administration.

_____ Date
 Student Signature

_____ Date
 Parent/Guardian Signature

High School Verification:

*I do hereby verify the above named student is currently enrolled at _____ High School and has the administration's approval to register for courses at an Ivy Tech Community College campus. Further, this student is entitled to scholarship funding based on his/her eligibility for the Federal free and reduced lunch program. YES___ NO___ **If no, proof of other state or federal aid must be attached in order to qualify for a scholarship.***

I have advised this student and his or her parents or legal guardian of all available options and ramifications involved in the Double Up for College program. I have provided the student with courses that will be accepted for high school credit. I have provided the student with an official copy of his/her high school transcript indicating that the applicant has successfully completed his/her sophomore year and current SAT/ACT scores (if applicable).

_____ Date
 School Representative Signature and Title Phone Email

***The completed registration form should be submitted to:
 Bonnie Willy, Dual Credit Coordinator
 Ivy Tech Community College, 4301 S. Cowan Road, Muncie, IN 47302.
 Phone: 765-289-2291 ext.1349 fax: 765-284-8274***