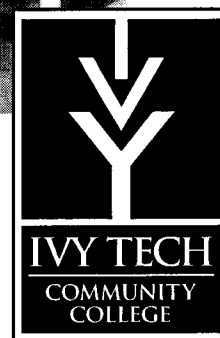




# Student Guide

Ivy Tech Community College | Dual Credit

Student Enrollment Documents



## Using the Student Guide

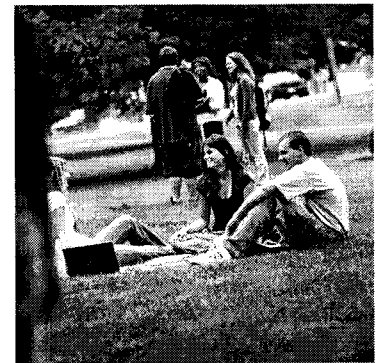
Successful students know where to look for information. They learn what their high school or college expects from them and what they can expect from their coursework. The *Dual Credit Student Guide* will help you to find answers to your questions about dual credit courses and take charge of your education.

The *Dual Credit Student Guide* is a resource you can use as needed. Like any other learning tool such as a dictionary, thesaurus, or the Yellow Pages, the guide is not meant to be read from cover to cover by everyone. It contains readily available information on the policies and procedures of Ivy Tech Community College's dual credit program that you might need any time.

All of the information contained in this guide is accurate at the time of printing. However, the college reserves the right to correct any errors or to make changes as necessary. Check with your dual credit instructors and high school counselors when necessary to ensure you have recent information.

### General Information

- Dual credit is a program that allows high school students to remain in a high school classroom and earn high school credit while earning college credit from Ivy Tech Community College at the same time. Typically, three college credits are earned per dual credit course with a limit of fifteen total college credits per school year.
- There is NO cost for dual credit courses from that are taught in a high school classroom.
- If you are interested in participating in dual credit courses, you should contact your high school guidance counselor to find out what dual credit opportunities are available at your high school.
- Dual credit advanced placement [AP] courses are different from traditional AP courses:
  - ✓ AP level dual credit courses are college courses taught by an instructor who has the credentials to teach at a community college.
  - ✓ Upon successful completion of an AP level dual credit course, a student is awarded high school credit and college credit from Ivy Tech Community College. Transcripts are generated at each institution.
  - ✓ In a traditional AP course, students are charged a fee to complete the standardized exam at the end of the course to receive college credit. Ivy Tech Community College does not charge for AP level dual credit courses and there is no standardized exam.



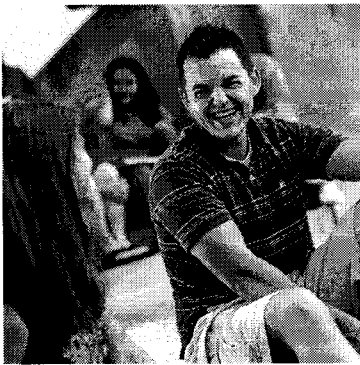
- There are many advantages to taking dual credit courses. Some of these advantages include:
  - ✓ Save time and money.
  - ✓ Shorten the completion time for a college degree.
  - ✓ Early exposure to the academic rigors of a college level course.
  - ✓ Credits earned for many dual credit courses may be applied toward a degree or certificate once the student is enrolled in college.
  - ✓ Satisfy requirements for Indiana's Core 40 Academic Honors Diploma and Technical Honors Diploma.

### **Registration Process**

Prior to registration, each dual credit student must meet certain requirements, called "prerequisites." Prerequisites are met by:

- Obtaining the required PSAT/COMPASS/SAT/ACT score for each dual credit course.
- Successfully completing a previous dual credit course. Some dual credit courses must be completed in a certain sequence, or other dual credit courses must be completed before taking the current dual credit course.

Once you have met any course prerequisites, you must submit a signed course reservation form. You will be registered as an Ivy Tech Community College non-degree seeking student. Registration may be accomplished by a representative of Ivy Tech Community College who visits high school dual credit classes or by other means established by your high school and Ivy Tech.



Registration for a one semester, high school dual credit course will take place at the beginning of that semester. Registration for a two semester, high school dual credit course will take place at the beginning of the second semester of the course.

### **Withdrawal from a Dual Credit Course**

You must notify your high school dual credit instructor and complete the appropriate Ivy Tech form to withdraw from a course. You may officially withdraw beginning at the start of the third week of the Ivy Tech semester up to the end of the week marking the completion of 75 percent of the Ivy Tech semester.

### **Grading Procedures**

In all courses, the quality of your work determines the grade you earn. For some courses, quantity of work, speed of work, or both is also considered in determining your grade. Instructors may also consider class participation when awarding class credit.

The academic grade which you receive from your high school dual credit instructor will be recorded on both your high school transcript and your Ivy

Tech transcript. You must be aware that an unsatisfactory grade may have a negative impact on your future eligibility for financial aid. The grading scale for Ivy Tech is listed below.

Grades	Interpretation	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0

### **Appeal of a Dual Credit Grade**

If you believe that a final grade is inaccurate, make an appointment with the dual credit instructor who issued the grade and explain the reasons for your belief. You must start the process within 30 calendar days of receiving the grade. You and your instructor should make every effort to resolve this issue according to school corporation policy.

Any changes in a grade should be reported by the dual credit instructor to the dual credit coordinator at Ivy Tech.

### **Transfer of Dual Credit**

Dual credit courses may transfer to other colleges and universities. Transfer of credit is not guaranteed. The institution receiving the credit determines whether or not credit will be received and how that credit will be applied to a student's major. Students wishing to transfer credit must have obtained a final grade of "C" or better in the dual credit course. For further information on transfer of dual credit courses, please visit the Indiana TransferIN website at [www.transferin.net/](http://www.transferin.net/).

### **Obtaining a Transcript**

An unofficial Ivy Tech transcript can be obtained by logging into Campus Connect at [cc.ivytech.edu](http://cc.ivytech.edu). There is no charge for an unofficial transcript.

To obtain an official copy of your Ivy Tech transcript, you need to make a request in writing at your local Ivy Tech Registrar Office. There may be a fee charged for each official transcript.

### **Academic Integrity**

Academic integrity is a fundamental principle of collegiate life. The credibility of the college's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty's authority and their ability to assess learning. Academic dishonesty is a serious offense requiring disciplinary measures set forth by school corporation policy.



Violations of academic integrity include, but are not limited to, cheating, helping someone cheat, plagiarism, data misrepresentation, falsification of records or documents, and unauthorized access to computerized academic or administrative records or systems.

### **Applying to Ivy Tech Community College**

After graduating from high school, we welcome you apply to Ivy Tech and complete your coursework toward an associate degree or technical certificate. Applying to Ivy Tech is quick and easy!

- Step 1:** Complete the online admission application at [www.ivytech.edu/apply-now.html](http://www.ivytech.edu/apply-now.html). If you cannot complete an online application, please contact your local Ivy Tech campus for a paper application.
- Step 2:** Submit high school transcripts to your local Ivy Tech Admissions Office.
- Step 3:** Submit any SAT/ACT scores to your local Ivy Tech Admissions Office.
- Step 4:** Complete COMPASS testing through your local Ivy Tech Assessment Center, if required.
- Step 5:** If you will be seeking financial aid, fill out the Free Application for Federal Student Aid [FAFSA] online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Registering for Courses**

After you have completed the steps above, you will receive a letter from Ivy Tech informing you of your admissions status. Once you are admitted, you should contact your local campus to register for courses.



### **Campus Connect**

Campus Connect is a one-stop web portal for students. Every Ivy Tech student receives a free Campus Connect account, which includes your college e-mail address. Campus Connect also provides a wealth of information you won't find anywhere else, such as campus services and calendars, Ivy Tech news, and upcoming events. Campus Connect access is provided upon registration for any dual credit course. Accessing your account for the first time is simple. Check it out at <http://cc.ivytech.edu>. Click on the "First time users start here" link for more information.

Campus Connect provides students with access to the following and more:

- Check your grades online [grades for dual credit courses typically are not accessible until 30-60 days after the end of the semester].
- Free e-mail.
- Virtual Library.
- View your unofficial transcript.

*This information and its provisions are not a contract between the student and Ivy Tech Community College and is subject to change at any time.*



Ivy Tech Community College

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